



City of Portland Oregon
Bureau of Licenses
111 SW Columbia, Suite 600
Portland OR 97201-5840
Office: (503) 823-5157
FAX: (503) 823-5189
Web: www.pdxbl.org

ACCOUNT #

FILE and PAY this form ONLINE at www.pdxbl.org

REQUEST FOR EXTENSION OF TIME TO FILE*

BUSINESS NAME:

BUSINESS LOCATION ADDRESS:

Check if this is an address change

TAX ID Number/FEIN/SS#:

Tax year beginning:

Tax year ending:

Total Payment Amount (CALCULATED):

Check #

Please indicate the amount to be applied to each program:

Multnomah County: \$

Portland: \$

*If you are unable to complete your tax forms prior to the due date, you may request a six-month extension of time to **file** (to Oct 15 for calendar years). The due date is the 15th day of the 4th month following the tax year end. To request an extension for time to file you must:

- Include payment of the estimated tax due along with this extension request.
- File this form to request an extension **by the due date** (April 15 for calendar years) in order to avoid delinquent account status and late filing penalties.

FEDERAL OR STATE TAX EXTENSIONS WILL NOT BE HONORED. You must file this form directly with this Bureau to avoid penalty (even if you have overpaid).

Penalty will be assessed for underpayment unless the extension payment is 90% of the current year tax or 100% of prior year tax. Interest is due on tax not paid by the original due date.

If you have prepayments on each program that are sufficient to cover current taxes, no further payment is due.

If no longer in business, submit an OUT OF BUSINESS NOTIFICATION FORM available from our website.

FILE and PAY ONLINE AT www.pdxbl.org or
MAIL COMPLETED FORM AND PAYMENT TO CITY OF PORTLAND,
111 SW COLUMBIA ST, SUITE 600, PORTLAND, OREGON 97201-5840

I declare that the information on this form is true and that I am authorized to act as a representative of the filer.

Printed Name:

Date:

Signature:

Telephone: