

# 5301 EXAMPLE

Michigan Department of Treasury - City Tax Administration  
5301 (Rev. 04-24)

## 2024 Application for Extension of Time to File City Corporate Income Tax Return

Issued under authority of Public Act 284 of 1964, as amended.

This voucher must be filed to request an extension of time to file a Corporate Income Tax Return for the city designated below.

Taxpayer Name and Address (Street, City, State, ZIP Code)	Tax Year Ending (MM-DD-YYYY)	Federal Employer Identification Number (FEIN)	
	Payment is for the City of DETROIT	City Code 170	
	<b>WRITE PAYMENT AMOUNT HERE</b>	\$	00
	Make check payable to "State of Michigan - Detroit." Write the FEIN, tax year and "City Corp Extension" on the check. Enclose the check and voucher. Do not fold or staple. Mail to: Michigan Department of Treasury, PO Box 30409, Lansing MI 48909.		

+ 0000 2024 407 01 27 5

### PERSONALIZATION

A developer's software program must print vouchers one to a page with top line generated to define the cutting edge for the preparer, measuring 8.5" wide and 3.5" in height. Position voucher at the bottom of the page to ensure dependable feeding edge. Verify voucher revision date and "MAIL TO:" address are correct.

Verify voucher elements with current year final voucher. Courier font preferred at a minimum 10-point size.

- **Taxpayer Name and Address:** Full Taxpayer's Name and Address in ALL CAPS.
- **Tax Year Ending:** Date should be formatted **MM-DD-YYYY**.
- **Federal Employer Identification Number (FEIN):** The nine-digit FEIN should be formatted **XX-XXXXXXX**.
- **Amount:** Field should be entered with **no cents**.

### DOC ID CODE

- 4 characters: Software Developer code
- 4 characters: Filing Year
- 3 characters: Voucher Number
- 2 characters: Voucher Page Number
- 2 characters: Office Use Code
- 1 character: Check Digit