

**Volusia County Tangible Personal Property  
Policy For 2018  
Extension Requests**

The Volusia County office policy for extensions on filing the 2018 Tangible Personal Property tax returns per Florida Statute 193.063 is as follows:

1. All requests for extensions, both automatic and discretionary, for filing Tangible Personal Property returns must be made in writing and must be received by the Property Appraiser's office no later than March 23, 2018. All requests must be mailed or faxed to the following:

**Larry Bartlett, J.D.  
Volusia County Property Appraiser  
123 W. Indiana Ave, Room 102  
DeLand, FL 32720**

**Fax Number – (386) 822-5063**

2. All requests for extensions must include the following information:
  - Name of the taxable entity
  - Parcel Identification Number and/or Alternate Key Number of the taxable entity

Requests for 30-day extensions for multiple parcels do not have to be made individually. They may be listed in a spreadsheet format. Approval notices will be emailed or faxed.

3. All Tangible Personal Property returns granted a 30-day extension must be delivered to the Property Appraiser's office or postmarked by the United States Postal Service by May 1, 2018 to avoid penalties. A copy of the approval notice must be attached to each return for which an extension was granted.
4. If an additional 15-day discretionary extension is requested, it must be made separately from the 30-day extension request. In addition to the information requested above, the 15-day discretionary request must include a specific reason for the request. These requests will be reviewed on an individual basis.
5. All Tangible Personal Property returns granted a 15-day discretionary extension must be delivered to the Property Appraiser's office or postmarked by the United States Postal Service by May 15, 2018 to avoid penalties. Approval notices will be emailed and a copy of the approval notice must be attached to each return filed for which an extension was granted.

**\* A "REQUEST FOR EXTENSION FORM" IS PROVIDED ON THE WEBSITE**