

How to Pay IRS Vouchers

There are three main ways to pay your Federal Income Tax Liability to the IRS. The first is by check, the second is direct pay, and the third is by debit or credit. There is a processing fee to use either a debit or credit card, while paying by check or direct pay (e-Check) is free. Go to <https://www.irs.gov/payments> for a list of all the methods.

Paying by Check

- 1) Write a check for the amount on your voucher, payable to the United States Treasury
- 2) On the Memo line, write the form number of the voucher (e.g. 4868, 1040-V, or ES), the tax year the payment is for, and your social security number.
- 3) Cut out the bottom section of the voucher and mail it in along with the check to:

Internal Revenue Service

P.O. Box 802503

Cincinnati, OH 84280-2503

- 4) Make sure to fill out and keep the top section for your records.

Direct Pay

- 1) Go to [IRS.gov/Payments](https://www.irs.gov/payments)
- 2) Select "Pay Now with Direct Pay"
- 3) Select "Make a Payment"
- 4) Select the type of payment you're making, either Extension, Balance Due, or Estimated Payment. It will say at the top of your voucher what type of payment you are making. Make sure you're applying the payment to the correct year.
- 5) The "Tax Year for Verification" will be the most recent tax return you filed. Fill out the information as it was on that return.
- 6) Fill in the payment information. Make sure to sign up for an email notification if you want confirmation that the payment was processed when they take the money out.
- 7) Review your information and make sure everything is correct, then submit your payment.
- 8) Make sure to keep a copy of the confirmation for your records.

Paying with Credit or Debit

- 1) Go to [payusatax.com](https://www.payusatax.com)
- 2) Select "Make A Personal Payment"
- 3) Select the type of payment you're making and select "Continue"
- 4) Fill out the information as it was on your most recent filed return.
- 5) Make sure to keep a copy of the payment receipt for your records.