



# Form 941 Payment Voucher

## Purpose of Form

Complete Form 941-V if you are making a payment with **Form 941**, Employer's Quarterly Federal Tax Return. We will use the completed voucher to credit your payment more promptly and accurately, and to improve our service to you.

If you have your return prepared by a third party and make a payment with that return, please provide this payment voucher to the return preparer.

## Making Payments With Form 941

Make payments with Form 941 only if:

1. Your net taxes for the quarter (line 13 on Form 941) are less than \$1,000 or
2. You are a monthly schedule depositor making a payment in accordance with the **accuracy of deposits** rule. (See section 11 of **Circular E**, Employer's Tax Guide, for details.) This amount may be \$1,000 or more.

Otherwise, you must deposit the amount at an authorized financial institution or by electronic funds transfer. (See section 11 of Circular E for deposit instructions.) Do not use the Form 941-V payment voucher to make Federal tax deposits.

**Caution:** *If you pay amounts with Form 941 that should have been deposited, you may be subject to a penalty. See Circular E.*

## Specific Instructions

**Box 1—Amount paid.** Enter the amount paid with Form 941.

**Box 2.** Enter the first four characters of your name as follows:

- **Individuals (sole proprietors, estates).** Use the first four letters of your last name (as shown in box 5).
- **Corporations.** Use the first four characters (letters or numbers) of your business name (as shown in box 5). Omit "The" if followed by more than one word.
- **Partnerships.** Use the first four characters of your trade name. If no trade name, enter the first four letters of the last name of the first listed partner.

**Box 3—Employer identification number (EIN).** If you do not have an EIN, apply for one on **Form SS-4**, Application for Employer Identification Number, and write "Applied for" and the date you applied in this entry space.

**Box 4—Tax period.** Darken the capsule identifying the quarter for which the payment is made. Darken only one capsule.

**Box 5—Name and address.** Enter your name and address as shown on Form 941.

- Make your check or money order payable to the Internal Revenue Service. Be sure to enter your EIN, "Form 941," and the tax period on your check or money order. Do not send cash. Please do not staple this voucher or your payment to the return or to each other.
- Detach the completed voucher and send it with your payment and Form 941 to the address provided in the separate **Instructions for Form 941**.



(Detach here)

<b>Form 941-V</b> Department of the Treasury Internal Revenue Service		<b>Form 941 Payment Voucher</b>		OMB No. 1545-0029
▶ Use this voucher when making a payment with your return.				
1 Enter the amount of the payment you are making ▶ \$ .		2 Enter the first four letters of your last name (business name if corporation or partnership)		3 Enter your employer identification number
4 Tax period		5 Enter your business name (individual name if sole proprietor)		
<input type="radio"/> 1st Quarter	<input type="radio"/> 3rd Quarter	Enter your address		
<input type="radio"/> 2nd Quarter	<input type="radio"/> 4th Quarter	Enter your city, state, and ZIP code		

For Privacy Act and Paperwork Reduction Act Notice, see Instructions for Form 941.