

Form 945-V Payment Voucher

Why a payment voucher?

We will credit your payment more promptly and accurately, and improve our service to you if you use Form 945-V to make a payment with **Form 945**, Annual Return of Withheld Federal Income Tax.

When am I permitted to make payments with Form 945?

Make payments with Form 945 only if:

1. Your total taxes for the year (line 4 on Form 945) are less than \$500, 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 payment may exceed \$500.

Otherwise, you are required to deposit the payment at an authorized financial institution or by electronic funds transfer (see section 11 of Circular E for deposit instructions). Do not use the Form 945-V payment voucher to make Federal tax deposits.

Caution: *If you make payments with Form 945 that should have been deposited, you may be subject to a penalty. See Circular E.*

Specific Instructions

- Make your check or money order payable to the Internal Revenue Service, not the IRS. Be sure to enter your EIN, "Form 945," and "1996" on your check or money order. Don't send cash. Please don't staple your payment to the voucher or the return.

- Detach the completed voucher and send it with your payment and the return.

Box 1—Enter the amount paid with Form 945.

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

- **Individuals (sole proprietorships, estates).**—Use the first four letters of your last name (as shown in box 4).

- **Corporations.**—Use the first four characters (letters or numbers) of your business name (as shown in box 4). 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.—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.—Enter your name and address as shown on Form 945.

(Detach at this line) Cat. No. 20563G

Form 945-V

Department of the Treasury
Internal Revenue Service

Form 945 Payment Voucher

► Use this voucher when making a payment with your return.

OMB No. 1545-1430

1996

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 Enter your business name (individual name for sole proprietors)

Enter your address

Enter your city, state, and ZIP code

For Paperwork Reduction Act Notice, see the Instructions for Form 945.