

# 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 \$2,500 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 amount may be \$2,500 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.** 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 2—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 3—Amount paid.** Enter the amount paid with Form 941.

**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 United States Treasury. 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 on the back of Form 941.

▼ Detach Here and Mail With Your Payment ▼

Form **941-V** (2001)

<b>Form 941-V</b> Department of the Treasury Internal Revenue Service (99)		<b>Payment Voucher</b>		OMB No. 1545-0074 <div style="font-size: 2em; font-weight: bold;">2001</div>
► Do not staple or attach this voucher to your payment.				
<b>1</b> Enter the first four letters of your last name (business name if corporation or partnership)		<b>2</b> Enter your employer identification number		<b>3</b> Enter the amount of the payment
<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #ccc; width: 100%; height: 15px;"></div> </div>		<div style="border: 1px solid black; padding: 2px;"> <div style="text-align: center;">:</div> </div>		<div style="border: 1px solid black; padding: 2px;"> <div style="text-align: center;">\$</div> </div>
<b>4</b> Tax period		<b>5</b> 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		

**Privacy Act and Paperwork Reduction Act Notice.**

We ask for the information on this form to carry out the Internal Revenue laws of the United States. We need it to figure and collect the right amount of tax. Subtitle C, Employment Taxes, of the Internal Revenue Code imposes employment taxes on wages, including income tax withholding. This form is used to determine the amount of the taxes that you owe. Section 6011 requires you to provide the requested information if the tax is applicable to you. Section 6109 requires you to provide your employer identification number (EIN). Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia for use in administering their tax laws. If you fail to provide this information in a timely manner, you may be subject to penalties and interest.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books and records relating to a form or instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

For Form 941:

<b>Recordkeeping</b> . . . . .	11 hr., 44 min.
<b>Learning about the law or the form</b> . . . . .	40 min.
<b>Preparing the form</b> . . . . .	1 hr., 49 min.
<b>Copying, assembling, and sending the form to the IRS</b> . . . . .	16 min.

For Form 941 TeleFile:

<b>Recordkeeping</b> . . . . .	5 hr., 1 min.
<b>Learning about the law or the Tax Record</b> . . . . .	6 min.
<b>Preparing the Tax Record</b> . . . . .	11 min.
<b>TeleFile phone call</b> . . . . .	11 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **Do not** send the tax form to this address.

