

# Instructions for Form FTB 3582

## Payment Voucher for Individual e-filed Returns

### General Information

Use form FTB 3582, Payment Voucher for Individual e-filed Returns, only if both of the following apply:

- You filed your tax return electronically.
- You have a balance due.

If you **do not** have a balance due, **do not** complete or mail the voucher below.

If you owe tax, choose one of the following payment options:

- Web Pay** – You can schedule your payment for automatic withdrawal from your bank account with Web Pay, the Franchise Tax Board's (FTB's) free online payment feature. Go to [ftb.ca.gov](http://ftb.ca.gov) and search for **web pay**. If you pay online, **do not** complete or mail the voucher below.
- Credit Card** – Use your major credit card. Call 800.272.9829 or go to [officialpayments.com](http://officialpayments.com), use code 1555. Official Payments Corp. charges a convenience fee for using this service. If you pay by credit card, **do not** complete or mail the voucher below.
- Check or Money Order** – You can pay the balance due with a check or money order using the voucher below.

**Mandatory Electronic Payments** – You are required to remit all your payments electronically once you make an estimate or extension payment exceeding \$20,000 or you file an original tax return with a total tax liability over \$80,000 for any taxable year that begins on or after January 1, 2009. Once you meet this threshold, all subsequent payments regardless of amount, tax type, or taxable year must be remitted electronically. The first payment that would trigger the mandatory e-pay requirement does not have to be made electronically. Individuals that do not send the payment electronically will be subject to a one percent noncompliance penalty. Electronic payments can be made using Web Pay on FTB's website, electronic funds withdrawal (EFW) as part of the e-file return, or your credit card. For more information or to obtain the waiver form, go to [ftb.ca.gov](http://ftb.ca.gov) and search for **mandatory e-pay**.

**Private Mail Box (PMB)** – Include the PMB in the address field. Write "PMB" first, then the box number. Example: 111 Main Street PMB 123.

**Foreign Address** – Enter the information in the following order: City, Country, Province/Region, and Postal Code. Follow the country's practice for entering the postal code. **Do not** abbreviate the country's name.

### Instructions

Is your form FTB 3582 preprinted with your information?

**Yes.** Go to number 1. **No.** Go to number 2.

- Verify that your name(s), address, social security number(s) (SSNs) or individual taxpayer identification number(s) (ITINs), and amount of payment are correct before you write your check or money order.

If you need to make a change, use a black or blue ink pen to draw a line through the incorrect information and clearly print the new information. Scanning machines may not be able to read other colors of ink or pencil. Then go to number 3.

- If no balance is due, **do not** complete or mail the voucher below. Complete the voucher at the bottom of this page if a balance is due. Print your name(s), address, social security number(s) (SSNs) or individual taxpayer identification number(s) (ITINs), and amount of payment in the designated space. Using black or blue ink, print all names and words in **CAPITAL LETTERS**. Scanning machines may not be able to read other colors of ink or pencil.

The information on form FTB 3582 should match the information that was electronically transmitted to the FTB and the information printed on the paper copy of your 2011 Form 540, Form 540 2EZ, or the Long or Short Form 540NR.

- Using black or blue ink, make your check or money order payable to "Franchise Tax Board." **Do not send cash.** Write your SSN or ITIN and "2011 FTB 3582" on the check or money order. Make all checks or money orders payable in U.S. dollars and drawn against a U.S. financial institution.
- Detach the payment voucher from the bottom of this page, only if an amount is due. Enclose, but **do not** staple, your payment with the voucher and mail to:

FRANCHISE TAX BOARD  
PO BOX 942867  
SACRAMENTO CA 94267-0008

**Do not mail a paper copy of your tax return to the FTB. Keep it for your records. Mailing a paper copy of your e-filed tax return may cause a delay in processing.**



### When to Make Your Payment

If you have a balance due on your 2011 tax return, mail form FTB 3582 to the FTB with your payment for the full amount by April 17, 2012. Due to the Emancipation Day holiday on April 16, 2012, tax returns filed and payments mailed or submitted on April 17, 2012, will be considered timely.

If you cannot pay the full amount you owe by April 17, 2012, pay as much as you can when you mail in form FTB 3582 to minimize additional charges. To request monthly payments file form FTB 3567, Installment Agreement Request. To get form FTB 3567, go to [ftb.ca.gov](http://ftb.ca.gov) and search for **installment agreement** or call 800.338.0505 and select "Personal Income Tax," then select "Forms and Publications." Enter code 949 when instructed.

### Penalties and Interest

If you fail to pay your total tax liability by April 17, 2012, you will incur a late payment penalty plus interest. If you pay at least 90% of the tax shown on your tax return by the original due date of the tax return, we will waive the penalty based on reasonable cause. However, the imposition of interest is mandatory. If, after April 17, 2012, you find that your estimate of tax due was too low, pay the additional tax as soon as possible to avoid or minimize further accumulation of penalties and interest. Pay your additional tax online with Web Pay or with another form FTB 3582. If you do not file your tax return by October 15, 2012, you will incur a late filing penalty plus interest from the original due date of the tax return.

Save the stamp – pay online with Web Pay!  
 DETACH HERE \_\_\_\_\_ IF NO PAYMENT IS DUE, DO NOT MAIL THIS VOUCHER \_\_\_\_\_ DETACH HERE   
**Calendar year – File and Pay by April 17, 2012**      **CAUTION:** You may be required to pay electronically. See instructions.

TAXABLE YEAR

CALIFORNIA FORM

# 2011 Payment Voucher for Individual e-filed Returns 3582 (e-file)

|                                                        |         |           |                            |
|--------------------------------------------------------|---------|-----------|----------------------------|
| Your first name                                        | Initial | Last name | Your SSN or ITIN           |
| If joint payment, spouse's/RDP's first name            | Initial | Last name | Spouse's/RDP's SSN or ITIN |
| Address (number and street, PO Box, or PMB no.)        |         |           | Apt. no./Ste.no.           |
| City (If you have a foreign address, see instructions) |         |           | State    ZIP Code          |

**IF NO PAYMENT IS DUE, DO NOT MAIL THIS VOUCHER. IF AN AMOUNT IS DUE,**

**Do not mail a paper copy of your tax return with this payment voucher. Mailing a paper copy of your e-filed tax return may cause a delay in processing.**

Amount of payment

**MAIL TO:** FRANCHISE TAX BOARD  
PO BOX 942867  
SACRAMENTO CA 94267-0008

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