(Rev. January 1996) Department of the Treasury Internal Revenue Service

Employer's Quarterly Federal Tax Return

▶ See separate instructions for information on completing this return. Please type or print.

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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 \$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 exceed \$500.

Otherwise, you must deposit the amount at an authorized financial institution. (See section 11 of Circular E for deposit instructions.) Make your deposit with a Federal Tax Deposit (FTD) coupon (Form 8109), not the Form 941-V payment voucher.

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 (letters or numbers) of your business name (as shown in box 5).

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 business name and address as shown on Form 941.

- Make your check or money order payable to the Internal Revenue Service. Don't send cash. Please don't staple your payment to the voucher or the return.
- Detach the voucher and send it with the return.



(Detach at this line)

OMB No. 1545-0029 **Form 941-V** Form 941 Payment Voucher Department of the Treasury Internal Revenue Service Enter the amount of the payment you Enter the first four characters of your 3 Enter your employer identification number are making business name ▶ \$ Tax period Enter your business name 3rd 1st Enter your address Quarter Quarter 2nd 4th Enter your city, state, and ZIP code Quarter Quarter

For Paperwork Reduction Act Notice, see Form 941 Instructions.