

Instructions for Return Payment Voucher for Individuals

Do I Need To Use This Form?

The Franchise Tax Board is modernizing its payment system. Sending this new return payment voucher with your check or money order will help us process your payment accurately and efficiently. We strongly encourage you to use Form 540-V, but there is no penalty if you do not do so. If your 1997 return shows a refund or no tax due, you do not need to use this payment voucher.

How Do I Prepare and Mail My Payment?

Step 1: Prepare Your Check or Money Order

- ⊞ Make it payable to Franchise Tax Board for the full amount you owe.
- ⊞ Write your social security number and the type of the return on your check or money order :
 - “1997 Form 540EZ”; or
 - “1997 Form 540A”; or
 - “1997 Form 540”; or
 - “1997 Form 540NR”.



Step 2: Complete the Return Payment Voucher (Form 540-V)

- ⊞ Using blue or black ink, enter your name(s), address and social security number(s) in the space provided.
- ⊞ Enter the amount of payment that you are sending with your return. If you are paying penalties or interest in addition to the tax you owe, be sure to enter the total amount of your check or money order on Form 540-V.
- ⊞ Cut off the voucher on the dotted line.



Step 3: Attach the Return Payment Voucher and Check or Money Order to Your Return

- ⊞ Place the check or money order on top of the voucher. Attach both to the front of your return where it says “Attach check or money order and Form 540-V here.” Make sure that your check or money order and voucher are not covered up by your Form(s) W-2 or any other items.



Step 4: Mail

- ⊞ Mail your return, the attached voucher and your check or money order to the following address:

FRANCHISE TAX BOARD
 PO BOX 942867
 SACRAMENTO CA 94267-0001

----- DETACH HERE -----

TAXABLE YEAR

CALIFORNIA FORM

1997 Return Payment Voucher for Individuals

540-V

Fiscal year filers, enter year ending: month					year				1	9	9	8
Your first name				Initial	Last name				Your social security number			
If joint payment, spouse's first name				Initial	Spouse's last name if different from yours				Spouse's social security number			
Present home address — number and street including PO Box or rural route										Apt. no.		
City, town or post office								State	ZIP Code			
Make your check or money order payable to “Franchise Tax Board.” Write your social security number, type of return and tax year on your check or money order. Attach this voucher and your payment to the front of your return.								Amount of payment \$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00				



540-V