



## Instructions for Form IT-201-V Payment Voucher for E-Filed Income Tax Returns

### Who must use a payment voucher?

If you e-filed a New York State income tax return (on Form IT-201 or Form IT-203) and you owe tax, you must submit this payment voucher, Form IT-201-V below, if you pay by check or money order. If you authorized the Tax Department to withdraw the payment from your bank account (electronic funds withdrawal) or paid by credit card, do not file Form IT-201-V.

To find out more about your payment options, visit the Tax Department's Web site (at [www.tax.ny.gov](http://www.tax.ny.gov)).

### When do I file?

You must pay the amount you owe by April 17, 2012, to avoid interest and penalties.

### How do I prepare my payment?

Make your check or money order payable to **New York State Income Tax** for the full amount you owe and write your social security number and **2011 Income Tax** on it.

### How do I prepare the payment voucher?

#### Step 1

Enter your name, social security number (SSN), and address in the spaces provided; if you filed a joint return, include your spouse's name and SSN in the spaces provided. Do not include your spouse's name and SSN if you filed separate returns or if you filed Form IT-203-C.

**Foreign addresses** — Enter the information in the following order: city, province or state, and then country (all in the *City, village, or post office* box). Follow the country's practice for entering the postal code. **Do not abbreviate the country name.**

#### Step 2

Enter the amount of your payment in the space provided (enter only whole dollar amounts).

#### Step 3

Detach the payment voucher at the line indicated below.

#### Step 4

Enclose your check or money order with your voucher. Please do not staple or clip your check to your voucher. Detach any check stubs.

**Fee for payments returned by banks** — The law allows the Tax Department to charge a \$50 fee when a check, money order, or electronic payment is returned by a bank for nonpayment. However, if an electronic payment is returned as a result of an error by the bank or the department, the department won't charge the fee. If your payment is returned, we will send a

separate bill for \$50 for each return or other tax document associated with the returned payment.

### Where do I send my payment and payment voucher?

Send your payment and this payment voucher to:

**NYS PERSONAL INCOME TAX  
PROCESSING CENTER  
PO BOX 4124  
BINGHAMTON NY 13902-4124**

### Private delivery services

If you choose, you may use a private delivery service, instead of the U.S. Postal Service, to mail in your form and tax payment. However, if, at a later date, you need to establish the date you filed or paid your tax, you cannot use the date recorded by a private delivery service **unless** you used a delivery service that has been designated by the U.S. Secretary of the Treasury or the Commissioner of Taxation and Finance. (Currently designated delivery services are listed in Publication 55, *Designated Private Delivery Services*. See *Need help?* on the back page of these instructions for information on obtaining forms and publications.) If you have used a designated private delivery service and need to establish the date you filed your form, contact that private delivery service for instructions on how to obtain written proof of the date your form was given to the delivery service for delivery. If you use **any** private delivery service, whether it is a designated service or not, send the forms covered by these instructions to: JPMorgan Chase, NYS Tax Processing – Estimated Tax, 33 Lewis Rd., Binghamton NY 13905-1040.

### Privacy notification

The Commissioner of Taxation and Finance may collect and maintain personal information pursuant to the New York State Tax Law, including but not limited to, sections 5-a, 171, 171-a, 287, 308, 429, 475, 505, 697, 1096, 1142, and 1415 of that Law; and may require disclosure of social security numbers pursuant to 42 USC 405(c)(2)(C)(i).

This information will be used to determine and administer tax liabilities and, when authorized by law, for certain tax offset and exchange of tax information programs as well as for any other lawful purpose.

Information concerning quarterly wages paid to employees is provided to certain state agencies for purposes of fraud prevention, support enforcement, evaluation of the effectiveness of certain employment and training programs and other purposes authorized by law.

Failure to provide the required information may subject you to civil or criminal penalties, or both, under the Tax Law.

This information is maintained by the Manager of Document Management, NYS Tax Department, W A Harriman Campus, Albany NY 12227; telephone (518) 457-5181.

▼ Detach here ▼



## Payment Voucher for E-Filed Income Tax Returns



Make your check or money order payable to **New York State Income Tax** for the full amount you owe and write your social security number and **2011 Income Tax** on it. Mail voucher and payment to: NYS Personal Income Tax, Processing Center, PO Box 4124, Binghamton NY 13902-4124.

Your first name and middle initial	Your last name (for a joint return, enter spouse's name on line below)	Your social security number (SSN)
Spouse's first name and middle initial	Spouse's last name	Spouse's SSN (enter only if filing a joint return)
Mailing address (number and street or rural route; see instructions)		Apartment number
City, village or post office	State	ZIP code
E-mail:		

Balance due  Dollars  Cents **00**

## Need help?



Visit our Web site at **[www.tax.ny.gov](http://www.tax.ny.gov)**

- get information and manage your taxes online
- check for new online services and features



### Telephone assistance

Automated income tax refund status: (518) 457-5149

**Personal Income Tax** Information Center: (518) 457-5181

To order forms and publications: (518) 457-5431



**Text Telephone (TTY) Hotline** (for persons with hearing and speech disabilities using a TTY): If you have access to a TTY, contact us at (518) 485-5082. If you do not own a TTY, check with independent living centers or community action programs to find out where machines are available for public use.



**Persons with disabilities:** In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, call the information center.



**Think e-file... It's easy, fast, and safe.**

Log on to [www.tax.ny.gov](http://www.tax.ny.gov) for more information.