

**Do I need to use a payment voucher?**

1. If you owe tax on your Personal Income Tax return, send the payment voucher to us with your payment. You must pay the amount you owe by April 15, to avoid interest and penalties.
2. If your return shows a refund or no tax due, there is no need to use the payment voucher.

**How do I prepare my payment?**

1. Make your check or money order payable to the West Virginia State Tax Department. **Do not send cash!**
2. If your name and address are not printed on your check or money order, write them on it.
3. Write your Social Security Number (SSN), daytime phone number, and "Form IT-140V" on your payment.

**How do I prepare the payment voucher?**

1. Enter your SSN in the first block, top line, and the first four letters of your last name in the second block top line.
2. If a joint return, enter your spouse's SSN on the second line.
3. Enter the amount you are paying in the third block, top line.
4. Enter your name(s) and address on the last three lines.
5. Mark the Amended box if payment is associated with an amended tax return to ensure the proper direction and processing. Failure to do so could result in the assessment of late payment penalties.

**How do I send my payment and the payment voucher?**

1. Detach the payment voucher by cutting along the dotted line below.
2. DO NOT attach the payment voucher or your payment to your return or to each other.
3. Mail your payment and payment voucher to the following address:

West Virginia State Tax Department  
Tax Account Administration Division  
P.O. Box 11385  
Charleston, WV 25339-1385

	<b>REV WV IT-140V</b>	<b>STATE OF WEST VIRGINIA</b>									
	11/20 <b>EPV</b>	<b>INDIVIDUAL INCOME TAX ELECTRONIC PAYMENT VOUCHER</b>									
<b>Please print or type</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Your Social Security Number</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 45%; padding: 5px;">Amended</td> </tr> <tr> <td style="padding: 5px;">Spouse's SSN</td> <td></td> <td></td> </tr> </table>		Your Social Security Number	<input type="checkbox"/>	Amended	Spouse's SSN			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Period Ending MMDDYYYY</td> </tr> <tr> <td style="padding: 5px;">Name Control</td> </tr> </table>	Period Ending MMDDYYYY	Name Control
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">Your First Name</td> <td style="width: 33%; padding: 5px;">Spouse's First Name</td> <td style="width: 34%; padding: 5px;">Last Name</td> </tr> </table>		Your First Name	Spouse's First Name	Last Name	<p><b>AMOUNT OF PAYMENT</b></p> <p>\$ _____</p> <p><b>Do not send cash!</b> Make your check or money order payable to the West Virginia State Tax Department and write your social security number and "Form IT-140V" on your check or money order. Mail your payment to:</p> <p><b>West Virginia State Tax Department</b> <b>Tax Account Administration Division</b> <b>P.O. Box 11385</b> <b>Charleston, WV 25339-1385</b></p>						
Your First Name	Spouse's First Name	Last Name									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="padding: 5px;">Mailing Address</td> </tr> <tr> <td style="width: 33%; padding: 5px;">City</td> <td style="width: 33%; padding: 5px;">State</td> <td style="width: 34%; padding: 5px;">Zip Code</td> </tr> </table>		Mailing Address			City	State	Zip Code				
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**NOTE:** Electronic filers *must* inform taxpayers that full payment of taxes due must be submitted by April 15<sup>th</sup> to avoid interest and penalties

