



# Instructions for Form IT-201-V

## Payment Voucher for Income Tax Returns

# IT-201-V

(12/23)

**Did you know?** You can pay personal income tax owed with your return through your Individual Online Services account, no matter how you file your return. You can pay—or schedule a payment for—any day up to and including the due date. To learn about your payment options, visit [www.tax.ny.gov](http://www.tax.ny.gov) (search: *pay*).

### When to use this form

If you are paying New York State income tax by check or money order, you must use Form IT-201-V and submit it with your payment.

### Caution

Do **not** use this form to pay a bill or other notice from the Tax Department that indicates you owe tax. For more information, visit [www.tax.ny.gov](http://www.tax.ny.gov) (search: *pay a bill*).

If you received a bill from us for the amount you owe with your return **and** want to request an installment payment agreement (IPA), visit [www.tax.ny.gov](http://www.tax.ny.gov) (search: *IPA*); do **not** use Form IT-201-V.

### How to fill out your check or money order

1. Make your check or money order payable in U.S. funds to **New York State Income Tax**.
2. Write the last four digits of your Social Security number (SSN), the tax year, and **Income Tax** on it.

### Completing the voucher

You must complete **all** information on the voucher to be sure your payment is credited to your account.

1. Enter the tax year from the income tax return you are filing and your **entire** SSN. If you do not enter this information completely and accurately, your payment may not be properly credited to your account.

2. If you are filing a joint return, include information for both spouses.
3. If you are entering a foreign address:
  - a. Enter the city, province, or state all in the *City, village, or post office* box,
  - b. Enter the **full** country name in the *Country* box. Do **not** abbreviate.
  - c. Enter the postal code, if any, in the *ZIP code* box.
4. Do not staple or clip your payment to Form IT-201-V. Place it loose in the envelope.

### Mailing address

#### E-filed and previously filed returns

If you e-filed your income tax return, or if you are making a payment for a previously filed return, mail the voucher and payment to:

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

#### Paper returns

If you are filing a paper income tax return (including amended returns), include the voucher and payment with your return and mail to this address:

**STATE PROCESSING CENTER  
PO BOX 15555  
ALBANY NY 12212-5555**

If you are not using U.S. Mail, see Publication 55, *Designated Private Delivery Services*.

**STOP:** Pay this electronically on our website.

Department of Taxation and Finance

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(12/23)

Tax year (yyyy) Make your check or money order payable in U.S. funds to **New York State Income Tax**. Write on your check or money order the last four digits of your SSN, the tax year, and **Income Tax**.

|                                        |  |                                                                        |                  |                                                   |         |
|----------------------------------------|--|------------------------------------------------------------------------|------------------|---------------------------------------------------|---------|
| Your first name and middle initial     |  | Your last name (for a joint return, enter spouse's name on line below) |                  | Your full SSN                                     |         |
| Spouse's first name and middle initial |  | Spouse's last name                                                     |                  | Spouse's full SSN (only if filing a joint return) |         |
| Mailing address                        |  |                                                                        | Apartment number |                                                   | Country |
| City, village or post office           |  | State                                                                  | ZIP code         |                                                   |         |
| Email:                                 |  |                                                                        |                  |                                                   |         |

040001230094

Payment  
amount

Dollars

Cents

. 00

For office use only

0401230094

**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.

#### Privacy notification

New York State Law requires all government agencies that maintain a system of records to provide notification of the legal authority for any request for personal information, the principal purpose(s) for which the information is to be collected, and where it will be maintained. To view this information, visit our website, or, if you do not have Internet access, call and request Publication 54, *Privacy Notification*. See *Need help?* for the Web address and telephone number.

### Need help?



Visit our website at ***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) or TDD equipment users: Dial 7-1-1 for the New York Relay Service

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