Department of Taxation and Finance

Instructions for Form IT-201-V

Payment Voucher for Income Tax Returns

IT-201-V
(12/16)

How to use this form

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

Pay online

Before mailing in your payment, consider paying online.

- The Tax Department's website is an easy, fast, and safe way to make payments.
- Visit *www.tax.ny.gov* to learn more.

Check or money order

- Make your check or money order payable in U.S. funds to ***New York State Income Tax***.
- Be sure to write the last four digits of your social security number (SSN), the tax year, and ***Income Tax*** on it.

Completing the voucher

Be sure to complete **all** information on the voucher.

- Enter your **entire** SSN. Failure to do so may result in monies not being properly credited to your account.
- If filing a joint return, include information for both spouses.
- Foreign address – Enter the city, province, or state all in the *City* box, and the **full** country name in the *Country* box. Enter the postal code, if any, in the *ZIP code* box.
- Do not staple or clip your payment to Form IT-201-V. Instead, just put them 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, be sure to consult Publication 55, *Designated Private Delivery Services*.

◄ Cut here ►

STOP: Pay this electronically on our website.

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Tax year *(yyyy)*

Make your check or money order payable in U.S. funds to ***New York State Income Tax***. Be sure to write the last four digits of your SSN, the tax year, and ***Income Tax*** on your payment.

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 *(if not United States)*
City, village or post office	State / ZIP code	
E-mail:		

Payment amount: Dollars _____ . Cents **00**

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For office use only

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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, 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) Hotline (for persons with hearing and speech disabilities using a TTY):	(518) 485-5082

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.

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