

INSTRUCTIONS FOR 2019 ELECTRONIC FEDERAL TAX RETURN PAYMENT

**You will need to have a prior year tax return available to confirm a few details. You will also need to have your bank account information (account number, routing number) available for the payment.

**Payments should be scheduled no later than the day before the payment due date. For example, if your payment is due on the 15th of the month, you should log on to the site no later than the 14th. You may schedule payments up to a year in advance.

1. Go to: <https://www.irs.gov/payments/direct-pay>
2. Click on 'Make A Payment'
3. Under 'Reason for Payment', click/select 'Estimated Tax'. From dropdown menu for 'Apply Payment To' select 1040ES '1040, 1040A, 1040EX'. From dropdown menu for 'Tax Period for Payment', select '2019'. Click 'Continue' and click 'Continue' again when the box pops up asking you to confirm.
4. Under 'Tax Year for Verification', select a prior year from the dropdown menu. Then, enter the following details as they appear on your prior year tax return: filing status, first name, last name, Social Security number, date of birth, street address, city, state, and zip code. Click 'Continue' once all details have been entered.
5. You will then be prompted to enter your payment amount details. Enter the payment amount under 'Payment Amount' and again under 'Confirm Payment Amount'. Select the payment date when you would like the funds debited. Enter your bank account details and check the box if you would like to receive an emailed confirmation of your payment; you will also need to enter your email address. Click 'Continue' once all information has been completed.
6. When the box pops up for the disclosure authorization, click 'Agree'.
7. Review the details of your payment to confirm your information has been entered correctly.
8. To electronically sign the payment authorization, type your first and last name, and enter your Social Security number. Check the box agreeing to the debit authorization and click 'Submit'