

### **PA-40 Payment Voucher (PA-V)**

Use the 2012 form PA-V with your payment if you owe tax with your 2012 PA-40, Individual Income Tax Return. Do not use this voucher for any other purpose. Follow the instructions below.

### **Social Security Number (SSN)**

- SSN - enter your nine-digit SSN with the hyphens.
- SSN - enter your spouse's nine-digit SSN with the hyphens.

### **Check Digit**

Print the first two letters of the last name of the taxpayer.

### **Name of Taxpayer and Spouse**

- **Lines 1 through 4** - print the last name, first name and middle initial of the taxpayer and spouse.

### **Address**

- Lines 5 and 6 – Print the taxpayer's complete street address. If the address has an apartment, suite or RR number, enter after the street address.
- Line 7 – Print the name of the city. For foreign addresses, the bottom line of the address should show only the country name, written in full (no abbreviations) and in capital letters.
- Line 8 – Print the two-digit state abbreviation.
- Line 9 – Print the five-digit ZIP Code.

### **Taxpayer's Phone Number**

Print the taxpayer's 10-digit phone number with area code including hyphens.

### **Payment**

Carefully enter the amount of your payment.

Make the check or money order payable to the PA DEPT. OF REVENUE. Please write on your check or money order:

- The last four digits of the primary taxpayer's SSN;
- "2012 PA-40"; and
- Daytime telephone number of the taxpayer(s).

The department will need the last four digits of your SSN if your check becomes separated from your PA-V. The department will need the last four digits of your SSN to accurately apply your payment.

### **Mailing Address**

If you are filing a paper return, please remit payment with your return.

If you are filing using Fed/State e-file, Telefile or padirectfile please use the following address:

**PA DEPARTMENT OF REVENUE  
PAYMENT ENCLOSED  
1 REVENUE PLACE  
HARRISBURG PA 17129-0001**