

# Instructions for Form D-400V, Payment Voucher

## What Is Form D-400V and Why Should You Use It?

It is a statement you send with your payment of a balance due on Form D-400. Using Form D-400V allows the Department to process your payment more accurately and efficiently. We strongly encourage you to use Form D-400V. (Do not use Form D-400V when making a payment of a balance due on an amended Form D-400. Use Form D-400V Amended.)

## Making an Online Payment

To pay your tax via our online payment portal please visit [www.ncdor.gov](http://www.ncdor.gov) or use your mobile device to scan the QR code below.



## Benefits of Paying Taxes Online

- Secure and convenient
- Schedule payments in advance
- Bank drafts (free), MasterCard or Visa (\$2 convenience fee for every \$100 paid)
- Your payment will be processed efficiently and you will receive receipt of payment.

## Preparing and Sending Your Payment

- Make your check or money order payable in U.S. dollars to the **NC Department of Revenue**. **Note:** The Department will not accept a check, money order, or cashier's check unless it is drawn on a U.S. (domestic) bank and the funds are payable in U.S. dollars.
- Make sure your name and address appear on your check or money order.
- Enter "Tax Year and Form D-400," your daytime phone number, and your SSN on your check or money order. If you are filing a joint return, enter the SSN shown first on your return.

- Cut across the dotted line and send the completed voucher and your check or money order.

## What if You File Electronically?

If you choose to file electronically and have a balance due, follow your transmitter's or preparer's instructions for making your payment.

## Important Reminders

- **Do not** use this payment voucher if you pay your tax online.
- **Do not** staple, tape, paper clip or otherwise attach your check or money order to the voucher.
- **Do not** fold the voucher or check.
- **Do not** use this voucher to pay quarterly estimated tax.
- **Do not** use a photocopy of the voucher.
- **Do not** use another person's voucher.
- **Do not** send cash.

Cut Here

**D-400V (SD)**  
9-16-08

**Individual Income Payment Voucher**  
North Carolina Department of Revenue

123456789      ABCD      ABCD      12345      123456789  
ABCDEFGHIJKLMN A    ABCDEFGHIJKLMNOPQRS    ABCDEFGHIJKLMN A    ABCDEFGHIJKLMNOPQRS  
ABCDEFGHIJKLMN OPQRSTUVWXYZABCDEFGHI    For Calendar Year    1234    **AMOUNT OF THIS PAYMENT**  
ABCDEFGHIJKLMN OPQRST    AB    12345    ABCDEFGHIJ    This must match the amount shown  
on your check or money order.

**\$ 12345678.01**

Taxpayer/Paid Preparer: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

72701XX006



Mail to:

NCDOR, PO Box 25000,

Raleigh, NC 27640-0640

20095 999999999X 0000000 06408