

### Instructions for Form D-400V, Payment Voucher

#### Pay Online Now for Free!

Did you know you can submit your payment online for free? If you pay online, you do not have to print and mail the voucher.

To pay online visit, [ncdor.gov](http://ncdor.gov) or use your mobile device to scan the QR code below.



#### Benefits of Paying 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 a payment confirmation

#### Prefer to Mail Your Payment?

1. 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.
2. Make sure the courtesy box and legal line on your check match.
3. Enter the last four digits of your SSN, Tax Year, and "D-400" on the memo line of your check or money order. If you are filing a joint return, enter the last four digits of the first SSN on your return.
4. Make sure your check or money order is signed.
5. Make sure your name, address, and daytime phone number appear on your check or money order.
6. Cut across the dotted line and send the completed voucher and your check or money order to the "Mail to" address on the voucher.

#### Important Reminders

- Do not print double sided.
- Do not mail the voucher if you submitted an electronic payment.
- Do not staple, tape, paper clip or otherwise attach your check to the voucher.
- Do not fold the voucher or check.
- Do not use a photocopy of the voucher.
- Do not use another person's voucher.
- Do not send cash.
- Do not make any modifications to the voucher.
- **Make sure** your signature appears on your check or money order.
- **Make sure** the correct name, address, daytime phone number, and tax year appear on the voucher and your check or money order.
- **Make sure** your full SSN is printed on the voucher and the last four digits of your SSN appear on the check or money order.

Cut Here

D-400V (SD)

9-16-08

### Individual Income Payment Voucher

North Carolina Department of Revenue

999123456      ABCD      ABCD      12345      900123456

ABCDEFGHIJKLMN A ABCDEFGHIJKLMNOPQRS      ABCDEFGHIJKLMN A ABCDEFGHIJKLMNOPQRS

ABCDEFGHIJKLMN OPQRSTUVWXYZ ABCDEFGHI      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