

# 2020 Instructions for Form 592-Q

## Payment Voucher for Pass-Through Entity Withholding

### General Information

Use Form 592-Q, Payment Voucher for Pass-Through Entity Withholding, to remit withholding payments reported on Form 592-PTE, Pass-Through Entity Annual Withholding Return, to the Franchise Tax Board (FTB). Use the voucher below to remit payment by check or money order only, whether Form 592-PTE is submitted electronically or by mail.

Use Form 592-Q to remit backup withholding payments. Backup withholding supersedes all types of withholding. For more information on backup withholding, go to [ftb.ca.gov](http://ftb.ca.gov) and search for **backup withholding**.

At the end of the taxable year, the pass-through entity (PTE) completes Form 592-PTE to report the total withholding for the year and to allocate the income and related withholding to the owners.

**Do not** use Form 592-Q to remit payments when there is a balance due on Form 592-F, Foreign Partner or Member Annual Withholding Return. For more information, get Form 592-F.

### When To Pay

Remit withholding payments by the dates shown below:

1st payment . . . . . April 15, 2020  
 2nd payment . . . . . June 15, 2020  
 3rd payment . . . . . September 15, 2020  
 4th payment . . . . . January 15, 2021

When the due date falls on a weekend or holiday, the deadline to file and pay without penalty is extended to the next business day.

The withholding agent must send Form 592-Q with the payment of tax withheld, quarterly or when there is a balance due on Form 592-PTE to the FTB.

### Instructions

The withholding agent completes this form. The withholding agent is the person or entity that has the control, receipt, custody, disposal, or payment of California source income of a person subject to withholding. The withholding agent information on Form 592-Q must match the information reported to the FTB on Form(s) 592-PTE.

Using black or blue ink, enter the withholding agent's business or individual name, address, taxpayer identification number, the amount of payment, and telephone number in the designated spaces. Print all names and words in CAPITAL LETTERS. To ensure timely and proper application of the payment, verify that all of the information entered is complete.

\_\_\_\_ DETACH HERE \_\_\_\_\_ IF NO PAYMENT IS DUE, DO NOT MAIL THIS VOUCHER \_\_\_\_\_ DETACH HERE \_\_\_\_

TAXABLE YEAR **2020** **Payment Voucher for Pass-Through Entity Withholding** CALIFORNIA FORM **592-Q**

▶ Check the box to indicate how Form 592-PTE was submitted (check only one box):  Electronic  Paper

Business name			<input type="checkbox"/> SSN or ITIN <input type="checkbox"/> FEIN <input type="checkbox"/> CA Corp no. <input type="checkbox"/> CA SOS file no.	
First name	Initial	Last name	Telephone	
Address (apt./ste, room, PO box, or PMB no.)				
City (If you have a foreign address, see instructions.)			State	ZIP code

**Do not** mail a paper copy of the electronically filed Form 592-PTE with the payment voucher. Mailing a paper copy of your electronically filed Form 592-PTE may cause a delay in processing.

Amount of payment \_\_\_\_\_

If you are sending a payment with your annual filing of Form 592-PTE, check the appropriate box for **Electronic** or **Paper**, depending on how Form 592-PTE is submitted. **Check only one box.**

#### Private Mail Box (PMB)

Include the PMB in the address field. Write "PMB" first, then the box number. Example: 111 Main Street PMB 123.

#### Foreign Address

Follow the country's practice for entering the city, county, province, state, country, and postal code, as applicable, in the appropriate boxes. **Do not** abbreviate the country name.

#### Where to File

Using black or blue ink, make the check or money order payable to the "Franchise Tax Board." Write the withholding agent's identification number and "2020 Form 592-Q" on it. Make all checks or money orders payable in U.S. dollars and drawn against a U.S. financial institution.

If you are remitting a quarterly payment only, detach the voucher from the bottom of this page and enclose, but **do not** staple, the payment with the voucher and mail to:

WITHHOLDING SERVICES AND COMPLIANCE MS F182  
 FRANCHISE TAX BOARD  
 PO BOX 942867  
 SACRAMENTO CA 94267-0651

If there is a balance due on Form 592-PTE, you must submit Form 592-PTE with the payment at the same time. Detach and enclose, but **do not** staple, the payment voucher and Form 592-PTE along with the payment and mail to the address above.

**Do not** mail paper copies of Form 592-PTE to the FTB if submitted electronically.

The withholding agent retains a copy of this form for a minimum of five years and must provide it to the FTB upon request.

#### Interest and Penalties

Interest and penalties will be assessed on late payments of withholding, unless failure was due to reasonable cause. Interest is computed from the due date of the withholding to the date paid. For more information get FTB 1150, Withhold at Source Penalty Information.