

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.)

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.

Other Payment Methods

In lieu of mailing your payment to the Department, you may pay your tax online by bank draft (free), or credit or debit card using Mastercard or Visa (\$2 convenience fee for every \$100 paid). This online service is accurate, secure and convenient. For details, visit www.ncdor.gov.

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
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123456789	ABCD	ABCD	12345	123456789			
ABCDEFGHIJKLMN A		ABCDEFGHIJKLMN PQRS		ABCDEFGHIJKLMN A		ABCDEFGHIJKLMN PQRS	
ABCDEFGHIJKLMN OPQRSTUVWXYZ ABCDEFGHI				For Calendar Year		1234	
ABCDEFGHIJKLMN OPQRST		AB		12345		ABCDEFGHIJ	

AMOUNT OF THIS PAYMENT
This must match the amount shown on your check or money order.

\$ 12345678.01

Taxpayer/Paid Preparer: _____
Date: _____ Phone: () _____

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