

VIRGINIA DEPARTMENT OF TAXATION FORM 770-PMT - 2018 PAYMENT COUPON

Attention: The payment for the total due on Form 770 must be made through the e-File system (when filing the return), the eForms system, the Web Upload system, or with an ACH Credit from your bank.

**Use this voucher only if you have an approved waiver. To request a waiver, follow the instructions at:
www.tax.virginia.gov or call (804) 367-8031 to obtain a waiver request form.**

TO BE SURE THAT YOUR PAYMENT IS APPLIED CORRECTLY, FOLLOW THESE INSTRUCTIONS:

If you filed a 2018 Form 770 and owe tax, but did not submit payment with the return, use this form to send in the estate / trust payment on or before the due date.

- If the return was filed electronically through e-File or mailed directly to the Department, make the check payable to the Department of Taxation and mail the payment with the voucher below to:

**Virginia Department of Taxation
PO Box 760
Richmond, VA 23218-0760**

- If the return was filed with the Commissioner of the Revenue for your locality, make your check payable to the local Treasurer and mail the payment to the locality so that the payment will be credited to the account at the local office.

Do not send a copy of your return with your payment. If a copy of the return is sent, the payment will not be posted properly to the account.

COMPLETE THE PAYMENT COUPON BY INCLUDING THE FOLLOWING INFORMATION:

The estate / trust name and federal identification number (FEIN). This must match the return.

The fiduciary name, title, and phone number.

The amount of the enclosed payment.

Make sure that the estate / trust FEIN is written on the check.

Due Date: If your full payment is not postmarked by the due date, you will be sent a bill for tax, penalty and interest. For additional information visit: www.tax.virginia.gov or call (804) 367-8031.

Va. Dept. of Taxation 770PMT 2601052 Rev. 11/18

770-PMT 2018 Payment Coupon (DOC ID 511) *No Staples Please*

**To Be Used for Payments on Previously Filed 2018
Form 770 Tax Returns Only**

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Account Number of Estate or Trust	
32- _____	F-001
Filing Period - Calendar filers - enter beginning period as 180101 and ending period as 181231.	
Beginning Filing Period - _____ (YYMMDD)	
Ending Filing Period - _____ (YYMMDD)	

Payment Type

R - 770 Return Payment

Name of Estate or Trust
Name and Title of Fiduciary
Phone Number

Use this voucher only if you have an approved waiver.

Tax		.00
Penalty		.00
Interest		.00
Amount of Payment		.00

Virginia Department of Taxation

Substitute Forms Specifications

Form 770PMT – Income Tax Payment Voucher – Estate / Trust

*Attention: All 770PMT payments and vouchers / returns must be made electronically.
Paper vouchers are only allowed for customers with an approved waiver.*

Special Notes

- Document ID – 511
- Barcode – No
- Rounding – Yes; the length of 12 for numeric fields includes the 2 places for the “.00” rounded cents.
- Due Date
 - Calendar – May 1st
 - Fiscal – 15th day of the 4th month following the close of the taxable year
- Neither the OCR Line nor the Account Number field may contain dashes or hyphens (-).
- Use the Check Digit Calculator to determine the correct digit used in the applicable section of the OCR Line.

OCR Table

Example – 32XXXXXXXXXX1001D 511VVVV 1YYMMD

Section	Length	Position	Format / Data	Description / Details
Tax Code	2	Col. 6, Row 52	Numeric	32
FEIN	9		Numeric	XXXXXXXXX = 9 digits or V with 8 digits
External ID Type	1		Numeric	1 = indicates the 9 digits before it as the FEIN
Account Suffix	3		Numeric	001
Check Digit (for Account Number)	1		Numeric	D = Check Digit Calculator result
Blank Space	1		N/A	
Doc ID (for OCR Line)	3		Numeric	511
Vendor ID	4		Numeric	VVVV = 4 digits of the NACTP Vendor ID code
Blank Space	1		N/A	
Filing Period	5		Date (1YYMM)	Ending date of the Filing Period 1 = Century, YY = Tax Year, MM = Month
Check Digit (for Filing Period)	1		Numeric	D = Check Digit Calculator result

Form Table

Field	Length	Justified / Position	Format	Negative Allowed?	Description / Details
OCR Line	31	Col. 6, Row 52	Numeric	N/A	See OCR Table for details
Estate / Trust FEIN	9	Left	Numeric	N/A	9 digits
Filing Period Message	N/A	Left	Alphanumeric	N/A	Display message as detailed on voucher
Beginning Filing Period	6	Left	Numeric	N/A	Format = 18MMDD <ul style="list-style-type: none"> • 18 = year • MM = month • DD = day For Calendar Filers, use 180101.
Ending Filing Period	6	Left	Numeric	N/A	Format = YYMMDD <ul style="list-style-type: none"> • YY = year • MM = month • DD = day For Calendar Filers, use 181231.
Payment Type Checkbox	1	Left Col. 62, Row 48	Alpha	N/A	Must display 'X' in checkbox.
Estate / Trust Name	30	Left	Alphanumeric	N/A	Name of Estate / Trust
Fiduciary Title & Name	30	Left	Alphanumeric	N/A	Title and Name of Fiduciary Account
Phone Number		Left	Numeric	N/A	Phone Number of Fiduciary Contact
Tax	12	Right	Numeric	No	Amount
Penalty	12	Right	Numeric	No	Amount
Interest	12	Right	Numeric	No	Amount
Amount of Payment	12	Right Col. 64, Row 64	Numeric	No	Amount