

# Form 940-V, Payment Voucher

## What Is Form 940-V?

Form 940-V is a transmittal form for your check or money order. Using Form 940-V allows us to process your payment more accurately and efficiently. If you have any balance due of \$500 or less on your 2009 Form 940, fill out Form 940-V and send it with your check or money order.

**Note.** If your balance is more than \$500, see *When Must You Deposit Your FUTA Tax?* in the Instructions for Form 940.

## How Do You Fill Out Form 940-V?

Type or print clearly.

- Enter on the voucher the amount paid with Form 940.
- If any of the preprinted information is incorrect, make changes on the top of Form 940, **not** on the payment voucher. If you change any of the preprinted information on the voucher, your payment may be misapplied or delayed.

## How Should You Prepare Your Payment?

- Make your check or money order payable to the *United States Treasury*. Do not send cash.
- On the memo line of your check or money order, write:
  - your EIN,
  - Form 940, and
  - 2009.
- Carefully detach Form 940-V along the dotted line.
- Do not staple your payment to the voucher.
- Mail your 2009 Form 940, your payment, and Form 940-V in the envelope that came with your 2009 Form 940 instruction booklet. If you do not have that envelope, use the table in the Instructions for Form 940 to find the mailing address.



▼ Detach Here and Mail With Your Payment and Form 940 ▼



Department of the Treasury  
Internal Revenue Service

OMB No. 1545-0028

**2009**

**Form 940-V, Payment Voucher**

- ▶ Use this voucher when making a payment with your tax return.
- ▶ Do not staple this voucher or your payment to your return.
- ▶ Do not send cash.

Enter the amount of  
your payment . . . ▶

Dollars

Cents