## What is a Payment Voucher and Why Should I Use It?

A payment voucher is a statement you send with your payment when you have a balance due on your electronically filed tax return. It is like the part of other bills–utilities, credit cards, etc.–that you send back with your payment.

This payment voucher is intended for use only when you have filed your Delaware return electronically and have a balance due to the State of Delaware. By submitting a voucher with the payment, the Delaware Division of Revenue is better able to match up your payment with your previously received return.

If you have a balance due on your 2016 Form 200-01 or 200-02, please send the payment voucher with your payment. By sending it, you will help save tax dollars since we will be able to process your payment more accurately and efficiently. We strongly encourage you to use Form DE-200V, but it is not required.

## How Do I Fill in the Payment Voucher?

**Box 1.** Enter your Social Security Number. Enter in box 1 the SSN shown first on your return and the second SSN in box 4.

**Box 2.** Enter the first four letters of your last name. See examples below:

| Name | Enter |
|---|---|
| John Brown | BROW |
| Joan A. Lee | LEE |
| John O'Neill | ONEI |
| Juan DeJesus | DEJE |
| Jean McCarthy | MCCA |
| Pedro Torres-Lopez | TORR |

**Box 3.** Enter the amount of your payment.

**Box 4.** If you are filing a joint or married filing separate return, enter the spouse's SSN.

**Box 5.** Enter your name(s) and address.

## How Do I Make My Payment?

- Make your check or money order payable to the "Delaware Division of Revenue". Don't send cash.
- Make sure your name and address appear on your check or money order.
- Write your SSN, daytime telephone number, and "2016 Form 200-01" or "2016 Form 200-02" on your check or money order.
- Detach the payment voucher at the perforation.
- Mail your payment and payment voucher to the address below.

**Mail To:**
Delaware Division of Revenue
P.O. Box 830
Wilmington, DE 19899-0830

**NOTE: DO NOT attach your return or DE 8453 to your payment or the payment voucher. By sending a copy of your return or the DE 8453 with your payment or payment voucher, you will be duplicating your previously filed electronic return and/or its paper representation.**

## When is My Payment Due?

Payment of Individual Income Taxes is due **on or before May 1, 2017,** for all taxpayers filing on a calendar year basis. All others must pay their taxes by the last day of the fourth month following the close of their tax year. Non-calendar year filers may not file electronically and therefore will not have use for this form.

Although extensions are sometimes granted to file income tax returns past the due date, **there is no extension of time for payment of tax.**

Please review your Individual Income Tax Return Instructions for additional information on substantial penalties and interest for failure to pay (in whole or in part) the tax liability due by the due date.

DETACH HERE AND MAIL BOTTOM PORTION WITH YOUR PAYMENT

**DELAWARE FORM**

**DE 200-V**

**2016**

**Electronic Filer Payment Voucher**

DO NOT WRITE OR STAPLE IN THIS AREA

1. Enter your social security number

2. Enter the first four letters of your last name

3. Enter the amount of the payment you are making. $

4. If a joint return, enter your spouse's social security number

5. Name(s)

Address

City State ZIP Code

(Rev. 07/2016)

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