

### Do I need to use a payment voucher?

1. If you owe tax on your 2011 return, send the payment voucher to us with your payment. You must pay the amount you owe by April 17, 2012, to avoid interest and penalties.
2. If your 2011 return shows a refund or no tax due, there is no need to use the payment voucher.

### How do I prepare my payment?

1. Make your check or money order payable to the West Virginia State Tax Department. **Do not send cash!**
2. If your name and address are not printed on your check or money order, write them on it.
3. Write your Social Security Number (SSN), daytime phone number, and "2011 Form WV-140V" on your payment.

### How do I prepare the payment voucher?

1. Enter your SSN in the first block, top line, and the first four letters of your last name in the second block top line.
2. If a joint return, enter your spouse's SSN on the second line.
3. Enter the amount you are paying in the third block, top line.
4. Enter your name(s) and address on the last three lines.

### How do I send my payment and the payment voucher?

1. Detach the payment voucher at the perforation below.
2. **DO NOT** attach the payment voucher or your payment to your return or to each other. Instead, just put them in your envelope that came with your tax package.
3. You must send your payment and payment voucher to an address different than that shown in your tax package. Mail your payment and payment voucher to the following address:

West Virginia State Tax Department  
Electronic Filing Office  
P.O. Box 11385  
Charleston, WV 25339-1385

REV	<b>WV IT-140V</b>	<b>STATE OF WEST VIRGINIA</b>	
11-11	<b>EPV 2011</b>	<b>2011 INDIVIDUAL INCOME TAX ELECTRONIC PAYMENT VOUCHER</b>	

  

Please print or type	Your Social Security Number		Name Control		<b>AMOUNT OF PAYMENT</b> \$ _____  <b>Do not send cash!</b> Make your check or money order payable to the West Virginia State Tax Department and write your social security number and "2011 Form WV-140V" on your check or money order Mail your payment to:  <b>West Virginia State Tax Department</b> <b>Electronic Filing Office</b> <b>P.O. Box 11385</b> <b>Charleston, WV 25339-1385</b>
	Spouse's SSN				
	Your First Name		Spouse's First Name		
			Last Name		
	Mailing Address				
	City		State		Zip Code

**NOTE:** Electronic filers **must** inform taxpayers that full payment of taxes due must be submitted by April 17<sup>th</sup> to avoid interest and penalties

