

GENERAL INFORMATION

Any corporation with an income liability that exceeds \$1,000 (after tax credits) is required to file estimated payments. Businesses with an average monthly liability exceeding \$20,000 are required by law to pay their taxes by Electronic Funds Transfer (EFT). Taxpayers who are identified as mandatory EFT filers will be notified by first class mail to begin making payments by EFT. Payments required to be made by EFT that are submitted by check are subject to Late Payment penalties.

Taxpayers who do not have an average monthly liability of \$20,000 may voluntarily choose to pay their corporation tax payments by EFT. Payments are made directly to the Tax Department's bank from your business bank account. EFT not only saves you the cost and inconvenience of writing checks, but also, ensures that your return payment will be made on time without the worry of a check being lost in the mail. **For more information, call the Office of Customer Services at (804) 367-8037.**

NEED HELP?

[www.tax.virginia.gov](http://www.tax.virginia.gov)

The Tax Website has lots of information to help you with your tax filing responsibilities.



If you can't find what you're looking for try our Live Chat feature. A Tax Representative is available online to assist you.

**e-Alert:** With our free e-Alert service, we'll send you e-mails on topics you select. You can even get reminders about upcoming return due dates. Sign up today on our website!

**File Online:** You can pay your estimated taxes online through Business iFile or e-Forms.

**Forms Online:** Virginia tax forms are available for download.

**Secure E-mail:** Use our Business iFile Secure Message Center.

**Other Inquiries:** Call **804-367-8037** or write **Virginia Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115.** Do not mail returns to this address.

INSTRUCTIONS FOR 2012  
DECLARATION OF ESTIMATED INCOME TAX FOR CORPORATIONS

1. FILING REQUIREMENTS

Every corporation subject to state income taxation must make a declaration of estimated income tax for the taxable year if the corporation's state income tax for the same period, reduced by the allowable tax credits, can be expected to exceed \$1,000.

2. WHERE TO FILE AND PAY

The declaration must be filed with the **Virginia Department of Taxation, P.O. Box 1500, Richmond, VA 23218-1500.** The declaration must be accompanied by a check or money order, made payable to the Virginia Department of Taxation, for the amount of the installment due.

3. WHEN TO FILE AND PAY

Taxpayers filing on a fiscal year or calendar year basis should follow the declaration and payment schedule in the table shown below.

4. SHORT TAXABLE YEAR

A declaration of estimated income tax is not required for a period of less than twelve months, if:

- (a) the period is less than four months; or
- (b) the filing requirements are first met after the first day of the last month in the short taxable year.

Compute taxable income for the short taxable period on an annual basis by multiplying the income amount by twelve and dividing the result by the number of months in the short period. Refer to the table shown below to determine the date the declaration is to be

filed and the number and the dollar amount of installments to be paid. You are not required to annualize your income if the short taxable year does not change your accounting period.

5. CONSOLIDATED OR COMBINED ESTIMATED TAX

An affiliated group filing a consolidated or combined return shall file a declaration of estimated tax on the same basis as a corporation for each taxable year. A consolidated or combined return shall be considered the return of a single taxpayer for the purpose of *Va. Code* §§ 58.1-500 through 58.1-504.

6. FAILURE TO PAY

Underpayment of estimated income tax payments will result in an addition to the tax from the due date of the installment until paid, or until the due date for filing the return, whichever is earlier. If the corporation has an underpayment of estimated tax and believes an addition to the tax should not be assessed, Form 500C, Corporation Underpayment of Estimated Tax, must be attached to the corporation's income tax return along with supporting schedules which support the applicable exception (included in *Va. Code* § 58.1-504 (D)).

DECLARATION AND PAYMENT SCHEDULE

The date the declaration is to be filed and the number and amount of installments to be paid is determined in accordance with the following table.

If the requirements are first met—	The declaration shall be filed on or before—	The number of installments to be paid is—	The following percentages of the estimated tax shall be paid on or before the 15th day of the —			
			4th month	6th month	9th month	12th month
before the 1st day of the 4th month of the taxable year	the 15th day of the 4th month of the taxable year	4	25%	25%	25%	25%
after the last day of the 3rd month and before the 1st day of the 6th month of the taxable year	the 15th day of the 6th month of the taxable year	3	.....	33 1/3%	33 1/3%	33 1/3%
after the last day of the 5th month and before the 1st day of the 9th month of the taxable year	the 15th day of the 9th month of the taxable year	2	.....	.....	50%	50%
after the last day of the 8th month and before the 1st day of the 12th month of the taxable year	the 15th day of the 12th month of the taxable year	1	.....	.....	.....	100%

## HOW TO USE FORM 500ES

1. Complete the Estimated Tax Worksheet below to compute your estimated tax for 2012.

<b>Estimated Tax Worksheet</b>		
<b>(This is your record - retain for your files)</b>		
1. Virginia net income expected in 2012 .....	1.	\$
2. Estimated tax for the entire year (6% of line 1, less allowable credits). If \$1,000 or less, no declaration is required. Enter this amount on line 1 of the voucher .....	2.	\$
3. For CALENDAR year taxpayers - if first filing is on or before: April 15, 2012 enter 1/4 of line 2 here. June 15, 2012 enter 1/3 of line 2 here. Sept. 15, 2012 enter 1/2 of line 2 here. Dec. 15, 2012 enter amount on line 2 here. For FISCAL year taxpayers - see Declaration and Payment Schedule on preceding page and enter amount here.....	3.	\$
4. Amount of any 2011 OVERPAYMENT to be credited to 2012 tax .....	4.	\$
5. Amount of this estimated tax payment (line 3 less line 4).....	5.	\$

2. Enter the estimated payment amount from line 5 (above), on line 2 of the first voucher.

3. The amount of SUBSEQUENT installment payments due (to be shown on line 2 of the appropriate voucher) will be the amount shown on line 3 (above).

4. If there is an overpayment from line 4 (above) which is larger than the first installment payment on line 3 (above), enter 0 on line 2 of the first voucher filed (NO PAYMENT IS DUE). If an overpayment is not deducted from the first installment payment then this amount can be applied toward the next installment payment due. The difference is entered on line 2 of the appropriate voucher.

5. You may elect to apply part of the OVERPAYMENT shown on line 4 (above) against an installment due. Divide the OVERPAYMENT by the number of installments due and deduct this amount from line 3 (above). The difference is entered on line 2 of the appropriate voucher.

### HOW TO COMPLETE THE FORM 500ES VOUCHERS

1. Enter your Virginia account number, the ending month and year (calendar, fiscal or short taxable year) for which the estimated payment is made. EXAMPLE: If the ending month is March 2012, enter 03 12.
2. Enter the name, federal employer identification number, address, city, state and ZIP code on each voucher.
3. Enter on line 1 of the voucher the amount shown on line 2 of the worksheet.
4. Enter on line 2 of the voucher the amount of your payment.
5. Sign the first voucher you file and detach. You need not sign SUBSEQUENT vouchers UNLESS you are amending your estimate.
6. Attach check or money order to the voucher and mail to the **Virginia Department of Taxation, P.O. Box 1500, Richmond, VA 23218-1500**. PRINT YOUR VIRGINIA ACCOUNT NUMBER ON YOUR CHECK OR MONEY ORDER. Fill in the Record of Tax Payments (below) for your own personal tax record.
7. For each SUBSEQUENT installment, enter your payment on line 2 of the voucher, attach your check or money order, and mail.

### HOW TO AMEND FORM 500ES

If it is necessary to amend Form 500ES, follow these steps:

1. Fill out the Amended Computation schedule below.
2. Enter the revised amounts of estimated tax and payment on the NEXT voucher due.
3. Sign the voucher, detach, and mail with required payment on or before required due date.
4. For each subsequent installment, enter your payment on line 2 of the voucher, attach your check or money order, and mail.

Amended Computation	
(Use if estimated tax is changed after declaration has been filed.)	
	Amount
1. Amended estimated tax. (Enter here and on line 1 of the next voucher due.).....	\$
2. Less any payments made or credits applied against 2012 declaration.....	\$
3. Unpaid balance (line 1 less line 2).....	\$
4. Amount to be paid (line 3 divided by number of remaining installments). Enter here and on line 2 of the next voucher due .....	\$

### 2012 ESTIMATED TAX PAYMENT RECORD

	DATE	CHECK OR MONEY ORDER NO.	AMOUNT	OVERPAYMENT CREDIT APPLIED	TOTAL AMOUNT PAID
PAYMENT MADE WITH DECLARATION			\$	\$	\$
SECOND PAYMENT			\$	\$	\$
THIRD PAYMENT			\$	\$	\$
FOURTH PAYMENT			\$	\$	\$
TOTALS			\$	\$	\$

Please cut along  
dashed lines below.  
File Vouchers in Number Sequence  
Order 1,2,3,4.

Do not submit this entire page.

Form 500ES  
(DOC ID 501)

Virginia Estimated Tax Declaration For Corporations  
Virginia Department of Taxation  
P. O. Box 1500, Richmond, VA 23218-1500  
(804) 367-8037

VOUCHER 2

File and Pay Online Instead  
[www.tax.virginia.gov](http://www.tax.virginia.gov)

000000000000000000 5010000 000000 02

VA Account Number **35-** \_\_\_\_\_ For mo./yr. ending \_\_\_\_\_

Name of corporation \_\_\_\_\_ Federal Employer's ID Number \_\_\_\_\_

Address (Number and street) \_\_\_\_\_

Address continued \_\_\_\_\_

City, State and ZIP Code \_\_\_\_\_

I declare that this declaration has been examined by me & to the best of my knowledge & belief, it is a true, correct & complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

1. Estimated tax  
for the year ..... \$

2. Amount of this  
payment..... \$

— Do not write below this line. —

Form 500ES  
(DOC ID 501)

Virginia Estimated Tax Declaration For Corporations  
Virginia Department of Taxation  
P. O. Box 1500, Richmond, VA 23218-1500  
(804) 367-8037

VOUCHER 1

File and Pay Online Instead  
[www.tax.virginia.gov](http://www.tax.virginia.gov)

000000000000000000 5010000 000000 01

VA Account Number **35-** \_\_\_\_\_ For mo./yr. ending \_\_\_\_\_

Name of corporation \_\_\_\_\_ Federal Employer's ID Number \_\_\_\_\_

Address (Number and street) \_\_\_\_\_

Address continued \_\_\_\_\_

City, State and ZIP Code \_\_\_\_\_

I declare that this declaration has been examined by me & to the best of my knowledge & belief, it is a true, correct & complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

1. Estimated tax  
for the year ..... \$

2. Amount of this  
payment..... \$

— Do not write below this line. —

Please cut along  
dashed lines below.  
File Vouchers in Number Sequence  
Order 1,2,3,4.

Do not submit this entire page.

Form 500ES  
(DOC ID 501)

Virginia Estimated Tax Declaration For Corporations  
Virginia Department of Taxation  
P. O. Box 1500, Richmond, VA 23218-1500  
(804) 367-8037

VOUCHER 4

File and Pay Online Instead  
[www.tax.virginia.gov](http://www.tax.virginia.gov)

00000000000000000000 5010000 000000 04

VA Account Number **35-**\_\_\_\_\_ For mo./yr. ending \_\_\_\_\_

Name of corporation \_\_\_\_\_ Federal Employer's ID Number \_\_\_\_\_

Address (Number and street) \_\_\_\_\_

Address continued \_\_\_\_\_

City, State and ZIP Code \_\_\_\_\_

I declare that this declaration has been examined by me & to the best of my knowledge & belief, it is a true, correct & complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

1. Estimated tax  
for the year ..... \$

2. Amount of this  
payment..... \$

— Do not write below this line. —

Form 500ES  
(DOC ID 501)

Virginia Estimated Tax Declaration For Corporations  
Virginia Department of Taxation  
P. O. Box 1500, Richmond, VA 23218-1500  
(804) 367-8037

VOUCHER 3

File and Pay Online Instead  
[www.tax.virginia.gov](http://www.tax.virginia.gov)

00000000000000000000 5010000 000000 03

VA Account Number **35-**\_\_\_\_\_ For mo./yr. ending \_\_\_\_\_

Name of corporation \_\_\_\_\_ Federal Employer's ID Number \_\_\_\_\_

Address (Number and street) \_\_\_\_\_

Address continued \_\_\_\_\_

City, State and ZIP Code \_\_\_\_\_

I declare that this declaration has been examined by me & to the best of my knowledge & belief, it is a true, correct & complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

1. Estimated tax  
for the year ..... \$

2. Amount of this  
payment..... \$

— Do not write below this line. —