## What Is Form RI-1096V and Do You Need To Use It?

It is a statement you send with your payment of any balance due on line 10 of your Form RI-1096PT. Using Form RI1096V allows us to process your payment more accurately and efficiently. We strongly encourage you to use Form RI-1096V, but there is no penalty if you do not do so.

How To Fill In Form RI-1096V


Box 1. Enter the name and address as shown on your return. If the return is for a fiscal year, enter the fiscal years date in the space provided.

Box 2. Enter the Federal employer identification number in the box provided.

Box 3. Enter the amount of the payment you are making. Also, enter the payment information below for your records.
Date Paid Check Number Amount
$\qquad$
$\qquad$
$\qquad$

## How To Prepare Your Payment

Make your check or money order payable to the "R.I. Division of Taxation." Do not send cash. Make sure the name and address appears on the check or money order. Write "Form RI-1096V," your daytime phone number and the federal employer identification number on your check or money order.

## How To Send In Your Return, Payment, and RI-1096V

Retain the top portion of this form for your records. Detach and return the lower portion with your payment. DO NOT staple or otherwise attach your payment of Form RI-1096V to your return or to each other. Instead, just put them loose in an envelope. Mail your tax return, payment and Form RI-1096V to the Rhode Island Division of Taxation, One Capitol Hill, Providence, RI 02908-5807.

| Fiscal year filers, enter fiscal year dates |  |  |  |
| :--- | :--- | :---: | :---: |
| $\mathrm{MM} / \mathrm{DD/2017}$ through MM/DD/2018 |  |  |  |
| Name |  |  |  |
| Address | State |  |  |
| City | Federal employer identification number |  |  |

## 2017 RI-1096V

