



## State of Georgia Department of Revenue



**KEEP THESE INSTRUCTIONS AND WORKSHEET WITH YOUR RECORDS**

### **Instructions**

1. Download (free) the latest version of Adobe Reader.  
[adobe.com/products/acrobat/readstep2.html](http://adobe.com/products/acrobat/readstep2.html)
2. Complete the worksheet below to automatically create your payment voucher.
3. Click the "Print" button to print a completed CR-PV.
4. Cut the payment voucher along the dotted line and mail the voucher and your payment only to the address on the voucher.

**DO NOT** fold, staple or paper clip items being mailed.

**DO NOT** mail in the worksheet, keep this for your records.

CR PV Worksheet					
1. FEI Number:					
2. Name: .....					
3. Street Address Line 1:					
4. Street Address Line 2:					
5. City:		6. State:		7. Zip:	-
8. Telephone Number: .....					
9. Please Check All That May Apply:	Name Change: <input type="checkbox"/>	Address Change: <input type="checkbox"/>			
10. Tax Period Ending: .....					
11. Amount Paid: .....					

## Instructions for the Composite Return Payment Voucher

- For faster and more accurate posting to your account, use a payment voucher with a **valid scanline** from the Georgia Department of Revenue's website [dor.georgia.gov](http://dor.georgia.gov) or one produced by an approved software company listed at [dor.georgia.gov/approved-software-vendors](http://dor.georgia.gov/approved-software-vendors).
- Only complete this voucher if you owe taxes.
- Complete the name and address field located on the voucher.
- Please write your FEIN on your check or money order.
- Remove your check stub to keep with your records.
- If the due date falls on a weekend or holiday, the tax shall be due on the next day that is not a weekend or holiday.
- Mail only your voucher and payment to:

**Processing Center  
Georgia Department of Revenue  
PO Box 740240  
Atlanta, Georgia 30374-0240**

- See Form IT-CR for detailed instructions on how to file Composite Return.

Georgia Public Revenue Code Section 48-2-31 stipulates that taxes shall be paid in lawful money of the United States, free of any expense to the State of Georgia.

**PLEASE DO NOT mail this entire page. Please cut along dotted line and mail only coupon and payment.**

**PLEASE DO NOT STAPLE. PLEASE REMOVE ALL CHECK STUBS.**

Cut along dotted line

**CR PV** (Rev. 05/29/20)  
**Composite Return Payment**  
Telephone No. 1-877-423-6711



2107104011

**MAIL TO:**

Processing Center  
Georgia Department of Revenue  
PO Box 740240  
Atlanta, GA 30374-0240

**2020**

Name Change     Address Change

FEI Number	Tax Period Ending	Vendor Code <b>040</b>	<b>NAME AND ADDRESS</b>
Under penalty of perjury, I declare that this return has been examined by me and to the best of my knowledge and belief it is true, correct and complete. Georgia Public Revenue Code Section 48-2-31 stipulates that taxes shall be paid in lawful money of the United States, free of any expense to the State of Georgia.			
Signature	Title		
Telephone	Date		

**PLEASE DO NOT STAPLE. REMOVE ALL CHECK STUBS.**

**Amount Paid \$**