



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
2. Complete the worksheet below to automatically create your payment voucher.
3. Click the "Print" button to print a completed IT 560 Individual/Fiduciary payment voucher.
4. Sign and date the payment voucher.
5. 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.

Payments can be made electronically on the Georgia Tax Center (GTC) gtc.dor.ga.gov/

IT'560 Individual/Fiduciary Worksheet					
1.		2. Spouse's SSN:			
3. Tax Year:		4. Phone Number:			
5. Name or Name of Fiduciary:					
6. Street Address Line 1:					
7. Street Address Line 2:					
8. City:		9. State:		10. Zip:	-
11. Please Select Tax Type of Return:					
12. Amount Paid:					

Dos and Don'ts Checklist for the Individual/Fiduciary IT-560 Payment Voucher

Payments can be made electronically on the Georgia Tax Center (GTC) gtc.dor.ga.gov/ .

Do:

- Use a payment voucher with a valid scanline.
- Complete the voucher in its entirety.
- Write your SSN or FEIN on your check or money order.
- Make your check or money order payable to: Georgia Department of Revenue
- Mail your voucher and payment to:
Processing Center
Georgia Department of Revenue
PO Box 105198
Atlanta, Georgia 30348-5198

Do not:

- Use this form for Corporate Income/Net Worth Tax Payments.
- Mail this entire page.
- Staple your payment and voucher together.
- Print on both sides of the paper.
- Handwrite any information.

Reminder:

- This is not an Extension Request Form.
- Use this form to submit any payment when an extension has been requested or is enforced.
- The extension is for filing the return only and does not extend the time for paying the tax.
- If you receive an automatic extension to file your Federal return, Georgia will honor that extension.
- Tax must be paid by the statutory due date. No penalty for late filing will be assessed if the Georgia return is filed by the extended date of the Federal return.
- The amount paid with this form should be claimed on the completed return as estimated taxes. Form 500 filers should enter the amount on Line 25, Page 4. Form 501 filers should enter the amount on the Georgia Estimated Tax Paid line.
- If the due date falls on a weekend or holiday, the tax is due on the next day that is not a weekend or holiday.
- If the tax is not paid by the original due date of the return, a penalty of 1/2 of 1% per month of the tax due will be assessed as a late payment penalty. Interest will also be due.

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.

----- Cut along dotted line -----

IT 560 (Rev. 06/24/22)

Individual and Fiduciary Payment Voucher



2302304012

Individual or Fiduciary Name and Address: XXXXXXXXXX

DO NOT use for Quarterly Estimate or Corporate Tax Payments

TYPE OF RETURN:

Taxpayer's SSN or Fiduciary FEIN	Spouse's SSN	Tax Year of Return	Vendor Code 040
<p>PLEASE DO NOT STAPLE. REMOVE ALL CHECK STUBS</p> <p>PROCESSING CENTER GEORGIA DEPARTMENT OF REVENUE PO BOX 105198 ATLANTA GA 30348-5198</p>		The amount paid is to be credited as a payment on the liability that may be due as reflected by the completed return of the named taxpayer.	
		Signature _____ Title _____	
		Telephone _____ Date _____	

Amount Paid \$