

**WEST VIRGINIA
2009 INDIVIDUAL INCOME TAX
ELECTRONIC PAYMENT VOUCHER AND INSTRUCTIONS**

Do I Need to Use the Payment Voucher?

1. If you owe tax on your 2009 return, send the payment voucher to us with your payment. You must pay the amount you owe by April 15, 2010, to avoid interest and penalties.
2. If your 2009 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 Department of Revenue. **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 SSN, daytime phone number, and "2009 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 in 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 own envelope. **Do Not** use the 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:

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

WV-140V REV **STATE OF WEST VIRGINIA**
EPV 2009 9-09 **2009 INDIVIDUAL INCOME TAX ELECTRONIC PAYMENT VOUCHER**

Please print or type	<small>Your Social Security Number</small>	<small>Name Control</small>	<small>AMOUNT OF PAYMENT</small> \$ _____ Do not send cash. Make your check or money order payable to the West Virginia Department of Revenue; write your social security number and "2009 Form WV-140V" on your check or money order. Mail your payment to: State Tax Department Electronic Filing Office - PITU P. O. Box 11385 Charleston, West Virginia 25339-1385
	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	
	<small>Spouse's Social Security Number</small>		
	<input style="width: 95%; height: 20px;" type="text"/>		
	<small>Your First Name</small>	<small>Spouse's First Name</small>	
<small>Mailing Address</small>	<input style="width: 100%; height: 20px;" type="text"/>		
<small>City</small>	<small>State</small>	<small>Zip Code</small>	

WEST VIRGINIA

NOTE: Electronic filers *must* inform taxpayers that full payment of taxes due must be submitted by April 15th to avoid interest and penalties.

