

## To make a payment for your **Federal Return online:**

- Go to **IRS.GOV**
- Click on “Make a Payment”
- Choose how you want to pay- Direct Pay with Bank account or Pay by Credit Card/Debit Card (Please note, if you use your **BANK ACCOUNT** as there is no fee, with a card of any kind there is a 1.87% service fee)

### **If you choose BANK ACCT, follow these steps:**

- Choose- pay individual tax or pay business tax
- Click “Make a Payment”
- Apply Payment to- “Income tax Form 1040”
- Reason for Payment- choose “Balance Due or Payment Plan/Installment Agreement”
- Tax period for Payment- type in the correct year and click “Continue”
- Verify Identity: Choose 2024 tax year to verify and fill in your information.
- Enter payment information.
- Review, add electronic signature and click Submit!

### **If you choose Pay by Credit Card, follow these steps:**

- Under the Pay 1040 box- Click Make a payment
- Pay Personal or Business
- Tax Category: Business
- Choose Tax Form- Form 1065 Series, choose year and enter payment amount
- Enter all your business information
- Select payment type and enter your payment information
- Review and complete
- Print out confirmation for your records.

Instructions for payment for your California Return are on the back side of this page....

To make a payment for your **California Return** online:

- Go to **FTB.CA.GOV**
- Click “Make a Payment”
- Choose “Bank Account, “Credit Card”, or “Payment Plan” (Please note, if you use your **BANK ACCOUNT** as there is no fee, with a card of any kind there is a service fee)
- **If you choose BANK ACCT, follow these steps:**
  - Scroll down and Choose “Web Pay Personal” or “Web Pay Business”
  - It will then ask you for your SS# and last name to log in. If you don’t already have an account, it will ask you to register.
  - Follow prompts and enter your personal information.
  - Payment type- “Tax Return Payment”
  - Fill in payment information
  - The next page will be information on your spouse/domestic partner, if that applies
  - Enter bank account information
  - Review and click Submit
- **If you choose PAY BY CREDIT CARD, follow these steps:**
  - Choose Personal or Business
  - Choose state and Payment type
  - Enter amount and card type
  - Terms and Conditions: accept
  - Next choose to Create an Account or Continue as guest
  - Enter personal info and payment details
  - Review and Complete
- Print out confirmation for your records.