State of Georgia Department of Revenue

KEEP THESE INSTRUCTIONS AND WORKSHEET WITH YOUR RECORDS

Instructions

1. Download (free) the latest version of Adobe Reader X.

   http://www.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 IT560 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.

IT560 Individual/Fiduciary Worksheet			
1. **Taxpayer's SSN or FEIN :**		2. **Spouse's SSN :**	
3. **Tax Year :** .... Select		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 :**	- 0000
11. **Please Select Tax Type of Return:**			Select
12. **Amount Paid:**			

INSTRUCTIONS FOR FORM IT 560 INDIVIDUAL AND FIDUCIARY

IMPORTANT - DO NOT USE this form for Corporate Income / Net Worth Tax Payments

NOTE: THIS IS NOT AN EXTENSION REQUEST FORM.

■ This form is to be used to submit any payment of tax when an extension has been requested or is enforced.

■ When a taxpayer receives an automatic extension of time in which to file a Federal return, Georgia will honor that extension. No penalty for late filing will be assessed if the Georgia return is filed by the extended due date of the Federal return. However, the tax must be paid by the statutory due date. The extension is for filing the return only and does not extend the time for paying the tax.

■ The amount paid with this form should be claimed on the completed return as estimated tax. Form 500 filers should enter the amount on Line 20, Page 2. Form 501 filers should enter the amount on the estimate tax paid line.

■ For faster and more accurate posting to your account, use a payment voucher with a valid scanline from Georgia Department of Revenue's website www.dor.ga.gov/forms.aspx or one produced by an approved software company listed at www.etax.dor.ga.gov/IndTax_TSD.aspx.

■ Complete the name and address field located on the upper right side of coupon.

■ Mail this completed form with your payment to:

Georgia Department of Revenue
Processing Center
P.O. Box 105198
Atlanta, Georgia 30348-5198

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 your voucher and payment.
PLEASE DO NOT STAPLE. PLEASE REMOVE ALL ATTACHED CHECK STUBS.

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

IT 560 (Rev.1/12)

Individual and Fiduciary Payment Voucher

DO NOT use for Quarterly Estimate or Corporate Tax Payments

1202304019

Name or Name of Fiduciary and Address:

TYPE OF RETURN: Select

Taxpayer's SSN or Fiduciary FEIN	Spouse's SSN	Tax Year of Return	Vendor Code **040**
PLEASE DO NOT STAPLE. REMOVE ALL CHECK STUBS		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 taypayer.	

Signature | Title

Telephone | Date

GEORGIA DEPARTMENT OF REVENUE
PROCESSING CENTER
PO BOX 105198
ATLANTA GA 30348-5198

Amount Paid $

0 2 3 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 4 0 0 0 0 0 0 0 0 0 0 0 0