

How to annotate checks you send to the IRS or State.

John A Doe 123 This St That City, ST 12345-2211	In this area write your SSN's and/or EIN.	3399
Pay to the order of	VOID SAMPLE	\$
		Dollars
For	In this area write the tax types and periods. E.G. Form 1040: 2012, 2013 Form 941: 2012-03, 2012-06,2012-09	

- In the area to the right of your name write your SSNs and/or EIN (if a business).
- In the 'For/Memo' section write the tax type and periods.

If you are a business other than a sole proprietor, also write in "Trust Fund Portion" in the 'For/Memo' area. This applies the payment to taxes that may be personally assessed against responsible persons.

Courtesy of:
Gary W Lundgren, EA
Tax Debt Solutions
www.TaxBulldog.com