

I M P O R T A N T !

ESTIMATED TAX PAYMENTS

Enclosed are your Estimated Tax Vouchers and Filing Envelopes

PROOF
FOR POSITION
ONLY

Name : _____

Social Security Number : _____

Estimated Tax Payments For Year : _____

FEDERAL PAYMENT RECORD	Amount Paid	Date Paid	Check No.
Voucher #1 – Due By APRIL 15*			
Voucher #2 – Due By JUNE 15*			
Voucher #3 – Due By SEPT. 15*			
Voucher #4 – Due By JAN. 15*			

STATE PAYMENT RECORD	Amount Paid	Date Paid	Check No.
Voucher #1 – Due By APRIL 30*			
Voucher #2 – Due By JUNE 30*			
Voucher #3 – Due By SEPT. 30*			
Voucher #4 – Due By JAN. 31*			

(NOTE: IT MAY BE ADVANTAGEOUS TO PAY THIS INSTALLMENT BY 12/31)

CAUTION

DO NOT MAIL YOUR ESTIMATED TAX VOUCHERS WITH YOUR TAX RETURN

Occasionally clients mistakenly believe that estimated payments are a way of making installment payments on their tax return. If there is a balance due on last year's return which we just prepared for you, you must pay it separately from your Estimated Tax Payments. These Estimated Tax Vouchers are advance payments for next year and must be paid in addition to any liability on your tax return.

BE SURE TO WRITE YOUR SOCIAL SECURITY NUMBER AND THE WORDS "ESTIMATED TAX" ON YOUR CHECKS.

*If the 15th for **FEDERAL** and the 30th or 31st for **STATE** fall on a Saturday or Sunday, the due date is extended until the next Monday.

