

ALABAMA DEPARTMENT OF REVENUE  
INCOME TAX ADMINISTRATION DIVISION  
**Pass Through Entity Payment Voucher**

Note: This voucher should accompany any non electronic payments submitted for Form 20S, PTE-C, or EPT income tax returns.

**WHO MUST FILE.** Taxpayers submitting a payment for income taxes due on a Form 20S, PTE-C, or EPT must complete a Form PTE-V and submit it and the required payment with the tax return – unless the payment is made electronically. A Form PTE-V must also be prepared and submitted with any income tax estimated payment or any income tax extension payment. A Form PTE-V is never required whenever the taxpayer is making an electronic payment.

**WHEN TO FILE.** A Form PTE-V and full payment of any tax owed is due by the original due date of the Form 20S, PTE-C, or EPT tax return. Estimated income tax payments for calendar year corporations and electing pass-through entities are due by the fifteenth day of April, June, September, and December. Estimated income tax payments for fiscal year corporations and electing pass-through entities are due by the fifteenth day of the fourth, sixth, ninth, and twelfth months of the fiscal year. An extension granted to file an annual income tax return is not an extension to pay the income tax – full payment of any tax owed is due by the original due date of the income tax return. Any late payment will result in the assessment of applicable interest and penalties.

**WHERE TO FILE.** Alabama Department of Revenue  
Pass Through Entity Section  
PO Box 327444  
Montgomery, AL 36132-7444

**Full payment of any amount due for a taxable year is due by the original due date of the return (without consideration of any filing extensions in place).**

**LINE INSTRUCTIONS FOR PREPARING FORM PTE-V**

**TAX PERIOD:** Enter the last day of the taxpayer's taxable year.

**FORM TYPE:** Enter an "X" in the appropriate box to identify the form for which the payment is being made.

**PAYMENT TYPE:** Place an "X" in the appropriate box to identify the payment as being made with a balance due return, estimate payment, or extension payment.

**FEIN:** Enter the entity's Federal Employer Identification Number (FEIN).

**AMOUNT PAID:** Enter the amount of the payment submitted with this voucher.

**NAME/ADDRESS SECTION:** Enter the legal name of the taxpayer and a complete mailing address for the taxpayer.

**ELECTRONIC PAYMENT:** Section 41-1-20 requires electronic payments for all single business tax payments of \$750 or more. Substantial penalties can be assessed for noncompliance.

Taxpayers making e-payments via My Alabama Taxes (MAT) must have a Sign On ID and Access Code to login. Visit our Web site at [www.myalabamataxes.alabama.gov](http://www.myalabamataxes.alabama.gov) for additional information.

DO NOT staple or otherwise attach your payment or form PTE-V to your return or to each other. Instead, place the items loose in the envelope.

**DO NOT SUBMIT FORM PTE-V IF A PAYMENT IS NOT DUE OR IF THE PAYMENT WAS REMITTED ELECTRONICALLY.**

DETACH ALONG THIS LINE AND MAIL VOUCHER WITH YOUR FULL PAYMENT

**PTE-V** Alabama Department of Revenue  
Pass Through Entity Payment Voucher

VENDOR CODE \_\_\_\_\_

Tax Type: PTE   • Tax Period: \_\_\_\_\_   Form Type:  20S    PTE-C    EPT

Payment Type:  Return    Amended    Estimate    Extension Payment

CHECK ONLY ONE BOX

FEIN: \_\_\_\_\_

AMOUNT PAID: \$ \_\_\_\_\_

LEGAL NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_