

# FORM K-40V INSTRUCTIONS

Type your name, address, Social Security number, and the first four letters of your last name in the spaces provided.

If you are filing a joint return, type your spouse's name, Social Security number, and first four letters of their last name in the spaces provided.

If your name or address information has changed since last year, be sure to mark the "Name or Address Change" box with "XX".

If you are paying for an amended return, mark the appropriate box with "XX".

If you are filing an extension of time to file your return, mark the appropriate box with "XX". Note that an extension of time is an extension to file, NOT an extension to pay.

Make your check or money order payable to "Kansas Income Tax" for the full amount of your tax due. Write the last 4 digits of your Social Security number on your check or money order, ensure it contains a valid telephone number, and make it payable to "Kansas Income Tax."

If you are making a payment for someone else (i.e., daughter, son, parent), write that person's name, telephone number and the last 4 digits of their Social Security number on the check. DO NOT send cash. If payment is not made on or before

**April 15, 2025**, the tax due is subject to penalty and interest.

**Do not attach** the payment voucher or payment to your return or to each other. **Place them loosely** in the envelope with your return. If you have already mailed your return, or you filed electronically and didn't pay electronically, mail your payment and the voucher to:

KANSAS INCOME TAX  
KANSAS DEPARTMENT OF REVENUE  
PO BOX 750260  
TOPEKA KS 66699-0260

**Need to make a quick payment?**

It's simple — pay your tax electronically. Visit the Kansas Department of Revenue Payment portal at [www.kansas.gov/payment-portal/](http://www.kansas.gov/payment-portal/)  
or Visit [ksrevenue.gov](http://ksrevenue.gov)  
and log in to the **Kansas Customer Service Center**.

If you need assistance completing your vouchers, contact the Kansas Department of Revenue at 785-368-8222. You may also use the new Chat option on the Taxation home page of our [ksrevenue.gov](http://ksrevenue.gov) website for 24 hour assistance, or chat with a Live Agent, Monday through Friday from 8:00am-4:45pm.

**NOTE: If any due date falls on a Saturday, Sunday, or legal holiday, substitute the next regular work day.**

**K-40V**  
Rev. 8-24

**2024 Kansas**  
INDIVIDUAL INCOME  
PAYMENT VOUCHER



000

K-40V  
1122



TESTMELXXXXX A TESTWATERSXXXXXXXXXXXX  
TESTGERTRUDE B TESTGIBSONXXXXXXXXXXXX  
1234 TESTJEFFERSON STREETXXXXXXXXXXXX  
TESTTOPEKAXXXXXXXXXXXXX KS 66612-1588  
Daytime Phone Number: 7855551212

TEST TEST

234567891

Name or Address  
Change

987654320

- If married filing a joint return, include both names and Social Security numbers

XX

- Make check or money order payable to: Kansas Income Tax

Amended  
Return

Extension  
Payment

XX

XX

Payment  
Amount \$

9876543.21

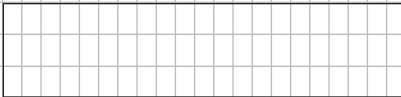
112224TEST234567891TEST987654320

**K-40V**

Rev. 8-24

**2024 Kansas**

INDIVIDUAL INCOME  
PAYMENT VOUCHER



000

K-40V  
1122



TESTMELXXXXX A TESTWATERSXXXXXXXXXX  
TESTGERTRUDE B TESTGIBSONXXXXXXXXXX  
1234 TESTJEFFERSON STREETXXXXXXXXXX  
TESTTOPEKXXXXXXXXXXXX KS 66612-1588

TEST

TEST

Daytime Phone Number: 7855551212

Name or Address  
Change

987654320

- If married filing a joint return, include both names and Social Security numbers

XX

- Make check or money order payable to: Kansas Income Tax

Amended  
Return

Extension  
Payment

XX

XX

Payment  
Amount \$

9876543.21

112224TEST234567891TEST987654320



1/2" from bottom of page to bottom edge of scanline