INSTRUCTIONS FOR KENTUCKY BUSINESS RETURN (CORP/LLET) PAYMENT VOUCHER

General:

Form KBR-V—This voucher is required when submitting a paper check for payment of Corporation Income and Limited Liability Entity tax due on electronic and paper filed returns.

NOTE: If penalty and/or interest is calculated and an amount is still owed after exhausting any overpayment, enter the amount owed on the KBR-V and include with the payment to the department.

Entities that file an electronic or paper Form 720, PTE, 720U, or 725 Kentucky tax return can make payments electronically or mail a paper check or money order with Form KBR-V, CORP/LLET Payment Voucher.

If the 2022 tax return shows a refund or no tax due or your payment was made online, do not use this payment voucher.

The Department of Revenue does NOT issue a notice of tax due prior to the deadline for payment.

Filling Out the Voucher:

Enter the KY Corporation/LLET Account Number. If you use an invalid account number, the processing of your payment may be delayed. To obtain your valid Kentucky Corporation/LLET account number, please contact Registration at 502-564-3306 prior to submitting the voucher.

Enter the month and year of the entity's <u>taxable</u> year ending date as four-digits (MMYY). Example: 1222.

Enter the Federal Employer Identification Number (FEIN).

Enter the entity's name, address, contact name, and telephone number. Do not use punctuation marks (quotation marks, periods, parentheses, etc.) in the entity's name. Specify the form type for which payment was submitted by checking the appropriate box.

Line 1: Enter the corporation income tax payment amount.

Line 2: Enter the income interest and penalty amount (if applicable).

Line 3: Enter the LLET payment.

Line 4: Enter the LLET interest and penalty amount (if applicable).

Line 5: Enter the total amount of the payment.

Preparing Your Payment:

- Make the check or money order payable to the Kentucky State Treasurer. Do not send cash.
- Write the name and address of the entity if it is not already printed on the check or money order.
- Write the FEIN and the Kentucky Corporation/LLET account number on the check or money order.
- Place both the check or money order and the KBR-V payment voucher in the envelope together <u>without</u> staples or clips.
- DO NOT leave check stubs attached to checks.
- Mail with payment to Kentucky Department of Revenue, Frankfort, Kentucky 40620-0021.

Make Your Payment Online:

The Kentucky Department of Revenue encourages taxpayers to make payments electronically. You can make a one-time electronic payment or you can register for a user name and password to make multiple and reoccurring payments electronically. Please visit www.revenue.ky.gov for details.