

Instructions for Making Tax Payments Online

Making payments online creates an electronic record of your payment and gives you a confirmation number that you can save for your records. This eliminates the “lost in mail” potential. These payments will also appear on your records faster, which can reduce the likelihood of your receiving letters asking for money you have already sent in.

Most clients have told us they found the process simple enough to follow the prompts. If the process/screens are updated after we prepared these, please let us know so we can update these.

Federal Tax:

1. Visit <https://www.irs.gov/payments>
2. Choose to pay by:
 - a. Direct Pay with bank account – No fees (our favorite), or
 - b. Pay by card or digital wallet – Fees will apply, you will be given the option to choose a payment processor from a list on the next screen that includes their fees.
3. You will choose to “Pay individual tax”
4. Choose the button titled “Make a Payment”
5. From the “Reason for Payment,” “Apply Payment To,” and “Tax Period for Payment” drop down menus, select as follows, then choose Continue at the bottom:
 - a. If your 2025 tax returns have been completed and you are paying the balance owed from Form 1040-V, select
 - i. Balance Due
 - ii. Income tax – Form 1040, and
 - iii. Tax year for your return (most are filing for tax year 2025)
 - b. If your tax returns have not yet been completed and you are making an estimated payment to reduce potential penalties for late payment and interest charges, select
 - i. Extension (if after April 15th use Estimated Tax)
 - ii. 4868 (for 1040, 1040A, 1040EZ), (if after April 15th, use 1040ES)
 - iii. 2025
 - c. If you need to make an estimated payment toward tax year 2026:
 - i. Estimated Tax
 - ii. 1040ES (for 1040, 1040A, 1040EZ), and
 - iii. 2026
6. Choose your most recent “Tax Year for Verification” and provide the following information from your copy of that year’s return:
 - a. Select your filing status from the “Filing Status” drop down menu (Single, Married Filing Joint, Head of Household, or Married Filing Separate). See just

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below your name and address on page 1 the federal return (Form 1040) or Arizona return (Form 140) for the prior year return,

- b. Complete your identity information from the prior year return and Continue
7. Follow remaining prompts to complete your payment
8. Record the information from the confirmation screen or print it for your records.

Arizona Tax:

1. Visit <https://www.aztaxes.gov/Home/PaymentIndividual/>
2. Choose the circle next to “Individual”
3. From the “Payment Type” drop down menu, select the type of payment being made:
 - a. If your 2025 tax returns have been completed and you are paying the balance owed from Form 140-V, select “140V: Individual Payment Voucher”,
 - b. If your 2025 tax returns have not yet been completed and you are making an estimated payment to minimize potential penalties and interest charges, select “204: Individual Extension Payment”
 - c. If making an estimated payment for tax year 2025 (after the April 15th extension deadline) or for tax year 2026, select “140ES: Individual Estimated Tax Payment”
4. From the “Filing Status” drop down menu, select your filing status (Single, Married Filing Joint, Head of Household, or Married Filing Separate). If unsure, you can check your return (or prior year return assuming your status has not changed) just below your name and address on page 1 the federal return Form 1040 or Arizona return Form 140.
5. Click the “I’m not a robot” box and hit “Continue”
6. Choose the “Tax Year” for the payment you are making.
 - a. If making a payment for the balance owed for 2025 or to minimize penalties & interest because your 2025 returns will be filed on extension, select 2025.
 - b. If you need to make an estimated payment for tax year 2026, select 2026.
7. Choose Quarter:
 - a. For estimated payments for tax year 2025, select Quarter 4
 - b. For estimated payments for tax year 2026, select the quarter number you are paying
8. Fill in your personal information and Click “Continue” at the bottom.
9. Choose your “Payment Method.”

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- a. ECheck if paying from bank account (routing & account numbers will be collected on the next screen). Or,
- b. Credit Card.

10. Record the information from the confirmation screen or choose “Click here to print” near the top.

If you have submitted your tax packet for tax year 2025 and you are making a tax year 2025 estimated payment prior to your returns being completed:

- Please be sure to tell us about your payment. You can call, email, or come to the office with your confirmation information or printout so your preparer be sure to give you credit for your payment when preparing your tax return.

If you run into challenges, please don’t hesitate to give us a call. If all else fails, we can assist by preparing paper vouchers and offering you the option to mail payments by check instead.