

**Do I need to use a payment voucher?**

1. If you owe tax on your return, send the payment voucher to us with your payment. You must pay the amount you owe by the 15th day of the fourth month after your year end to avoid interest and penalties. **For tax year 2017, the due date for an annual Estate or Trust West Virginia Fiduciary Income Tax return is April 17, 2018.**
2. If your return shows a refund or no tax due, there is no need to use the payment voucher.

**How do I prepare my payment?**

1. Make your check or money order payable to the West Virginia State Tax Department. **Do not send cash!**
2. If your name and address are not printed on your check or money order, write them on it.
3. Write your FEIN, daytime phone number, and "2017 Form IT-141V" on your payment.

**How do I prepare my payment voucher?**

1. Enter your FEIN in the first block.
2. Enter the period ending date in the second box.
3. Enter your name(s) and address on the last three lines.
4. Mark the Amended box if payment is associated with an amended tax return to ensure the proper direction and processing. Failure to do so could result in the assessment of late payment penalties.

**How do I send my payment and the payment voucher?**

1. Detach the payment voucher by cutting along the dotted line.
2. DO NOT attach the payment voucher or your payment to your return or to each other.
3. Mail your payment and payment voucher to the following address:

West Virginia State Tax Department  
Tax Account Administration Division  
P.O. Box 2585  
Charleston, WV 25329-2585

Rev **IT-141V**  
8-17 **EPV 2017**

**STATE OF WEST VIRGINIA**  
**2017 FIDUCIARY INCOME TAX**

|                                       |  |                                  |                                  |                      |  |                          |
|---------------------------------------|--|----------------------------------|----------------------------------|----------------------|--|--------------------------|
| <b>Please print or type</b>           | <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"><b>FEIN</b></td> <td style="width: 70%;"><input type="checkbox"/> Amended</td> </tr> <tr> <td><b>Period Ending</b></td> <td></td> </tr> </table>  | <b>FEIN</b>                      | <input type="checkbox"/> Amended | <b>Period Ending</b> |  | <b>AMOUNT OF PAYMENT</b> |
|                                       | <b>FEIN</b>  | <input type="checkbox"/> Amended |                                  |                      |  |                          |
|                                       | <b>Period Ending</b>   |                                  |                                  |                      |  |                          |
|                                       | Name of Business   | \$ _____                         |                                  |                      |  |                          |
| Mailing Address                       | <p><b>Do not send cash!</b> Make your check or money order payable to the West Virginia State Tax Department and write your social security number and "2017 Form IT-141V" on your check or money order. Mail your payment to:</p> <p><b>West Virginia State Tax Department</b><br/><b>Tax Account Administration Division</b><br/><b>P.O. Box 2585</b><br/><b>Charleston, WV 25329-2585</b></p> |                                  |                                  |                      |  |                          |
| City _____ State _____ Zip Code _____ |  |                                  |                                  |                      |  |                          |

