**Estimated and Extension Tax Payment Guidelines:**

Estimated and/or Extension Tax payments may be required when income tax withholding from employment is not sufficient to meet your Quarterly and/or Annual income tax liability.

Income from sources like: Interest, Dividends, Capital Gains from stocks/bonds/ real estate, etc. is typically not subject to withholding. Too, pass thru income from Self Employment Schedule C, Sub S Corporations, Partnerships, LLCs, and especially K-1’s can present significant income tax liabilities that, can be met with Estimated Tax Payment(s).

We are here to help you navigate this important and challenging tax payment mine-field.

**You have two (2) choices, when you decide how to handle this important matter:**

1. You may retain us May-January for detailed Estimated Tax calculations. With client provided information and your estimates of current year income and expense, we will (upon request and retainer) prepare estimated tax payments and vouchers. ***We do not prepare tax estimates during Tax Season: February - April of each year.***
2. You may make ESTIMATED Tax payment(s) to the tax authorities with easy to calculate tax payment amounts. We find these amounts get most taxpayers close to final tax obligations:

A. Estimate Federal Income Tax obligations at 35% of gross income.

B. Estimate State Income Tax obligations at 8% of gross income.

3. Send as required to the Below:

Main IRS Address: Internal Revenue Service P.O. Box 931100 Louisville, KY 40293-1100

Virginia Address: Commissioner of the Revenue P.O. Box 1478 Richmond, VA 23218-1478W

WDC Address: Office of Tax and Revenue P.O. Box 96165 Washington, DC 20090-6165

MD Address: Comptroller of the Treasury Payment Processing P.O. Box 8888 Annapolis, MD 21401-8888

1. You may find ESTIMATED tax payment vouchers on the IRS and State Tax web sites.

1. We Do Not accept or mail [your] personal checks for “your” income tax liabilities.
2. With completed tax returns, we may provide Estimated Tax Vouchers. See the following Four (4) .pdf files - For BLANK Federal and Tri-State (VA/MD/DC) Payment Vouchers.

