

Taxpayer: _____

Taxpayer Instructions—Items checked apply to you.

IRA/SEP/SIMPLE/HSA

IRA contributions deducted on 2023 return: for You \$ _____, for Spouse \$ _____
 All 2023 contributions to traditional or Roth IRAs must be made by April 15, 2024. *(No extensions)*
 Self-employed retirement plan contributions deducted on 2023 return: for You \$ _____, for Spouse \$ _____
 All 2023 contributions must be made by due date of the tax return (including extensions).
 Health Savings Account (HSA) amounts deducted on 2023 return: for You \$ _____, for Spouse \$ _____
 All 2023 contributions to HSAs must be made by April 15, 2024. *(No extensions)*

Federal Tax Return

Your federal tax return shows an overpayment of \$ _____. Of this amount, \$ _____ has been applied toward your estimated tax payments for 2024, \$ _____ will be directly deposited to your _____ account, and \$ _____ will be refunded to you.
 You have to pay a balance due of \$ _____. Make check payable to *“United States Treasury.”*
 You will be billed separately by the IRS for any interest and/or penalty on the balance due.
 Your return has been filed electronically.
 Mail by _____. Mail to _____.

State Tax Return

Your state tax return shows an overpayment of \$ _____. Of this amount, \$ _____ has been applied toward your estimated tax payments for 2024, \$ _____ will be directly deposited to your _____ account and \$ _____ will be refunded to you.
 You have to pay a balance due of \$ _____. Make check payable to _____.
 You will be billed separately by the state for any interest and/or penalty on the balance due.
 Your return has been filed electronically.
 Mail by _____. Mail to _____.

Estimated Taxes

Pay 2024 estimated taxes according to payment schedule provided below.

Payment Instructions:

On all checks or payments, enter the year and form number of the return, your social security number, and a daytime phone number. Federal tax payments can also be made by debit or credit card or via the IRS electronic federal tax payment system (EFTPS) and Your Online Account—call for more information.

2024 Estimated Tax Payments—Instructions and Record of Payments¹

	Federal	State
Estimated Tax Liability for 2024.....	\$ _____	\$ _____
Estimated Tax Withholding from 2024 Wages ²	(_____)	(_____)
Amount Credited from 2023 Return.....	(_____)	(_____)
Total Amount to Be Paid in Quarterly Estimates.....	\$ _____	\$ _____

¹ If your income, deductions, or filing status change, please contact us so that these estimates can be revised.

² If your state or federal tax withholding for the year is less than estimated, your estimated payments may need to be adjusted.

Federal Payment Record

State Payment Record

Date Due	Amount	Check Number	Date Sent	Date Due	Amount	Check Number	Date Sent
April 15, 2024	\$ _____				\$ _____		
June 17, 2024							
September 16, 2024							
January 15, 2025							