

## Instructions

1. Download (free) the latest version of Adobe Reader (7.0).  
<http://www.adobe.com/products/acrobat/readstep2.html>
2. Complete the worksheet below to automatically create your payment voucher.
3. Click the “Print” button to print a completed IT560 payment voucher.
4. Sign and date the payment voucher.
5. Cut the payment voucher along the dotted line and mail the voucher and your payment only to the address on the voucher

**DO NOT** fold, staple or paper clip items being mailed.

**DO NOT** mail in the worksheet, keep this for your records.

IT560 Worksheet		
1. Taxpayer's SSN :	2. Spouse's SSN :	
3. Tax Year :	4. Phone Number :	
5. Name :		
6. Street Address Line 1 :		
7. Street Address Line 2 :		
8. City :	9. State :	10. Zip :
11. Check Type of Return :	Individual Extension :	Fiduciary Extension :
12. Amount Paid :		

**FORM IT 560 INSTRUCTIONS**

IMPORTANT - This form is not to be used for Corporate Income / Net Worth Tax.

**NOTE: THIS IS NOT AN EXTENSION REQUEST FORM. USE GEORGIA FORM IT-303 TO REQUEST A FILING EXTENSION**

1. This form is to be used to submit any payment of tax when an extension has been requested or is in force.
2. When a taxpayer receives an automatic extension of time in which to file a Federal return, Georgia will honor that extension. No penalty for late filing will be assessed if the Georgia return is filed by the extended due date of the Federal return. However, the tax must be paid by the statutory due date. The extension is for filing the return only and does not extend the time for paying the tax.
3. The amount paid with this form should be claimed on the completed return as estimated tax. Form 500 filers should enter the amount on Line 20, Page 2. Form 501 filers should enter the amount on Line 11, Page 1.

For faster and more accurate posting to your account, use a payment voucher with a valid scanline from Georgia Department of Revenue's website [www.dor.ga.gov/forms.shtml](http://www.dor.ga.gov/forms.shtml) or one produced by an approved software company listed at [www.dor.ga.gov/processingctr/taxpayers.shtml](http://www.dor.ga.gov/processingctr/taxpayers.shtml).

A valid scanline has a row of numbers at the bottom that contains your taxpayer information.

Mail this completed form with your payment to:

**Georgia Department of Revenue  
Processing Center  
P.O. Box 740319  
Atlanta, Georgia 30374-0319**

Georgia Public Revenue Code Section 48-2-31 stipulates that taxes shall be paid in lawful money of the United States, free of any expense to the State of Georgia.

**IT 560** (Rev. 6/05)  
Extension Payment Voucher



**MAIL TO:**  
Georgia Department of Revenue  
Processing Center  
P.O. Box 740319  
Atlanta, GA 30374-0319

**DO NOT use for Quarterly Estimated or Corporate Tax Payments**

Individual Extension Payment       Fiduciary Extension Payment

Taxpayer's SSN	Spouse's SSN	Tax Year of Return	Vendor Code <b>040</b>
<b>NAME AND ADDRESS</b>		The amount paid is to be credited as a payment on the liability that may be due as reflected by the completed return of the named taxpayer.	
		Signature	Title
		Telephone	Date

**DO NOT STAPLE OR PAPER CLIP. REMOVE ALL CHECK STUBS Amount Paid**