

Attention!

This form is provided for informational purposes and should not be reproduced on personal computer printers by individual taxpayers for filing. The printed version of this form is a "machine readable" form. As such, it must be printed using special paper, special inks, and within precise specifications.

Additional information about the printing of these specialized tax forms can be found in: Publication 1167, *Substitute Printed, Computer-Prepared, and Computer-Generated Tax Forms and Schedules*; and, Publication 1179, *Specifications for Paper Document Reporting and Paper Substitutes for Forms 1096, 1098, 1099 Series, 5498, and W-2G*.

The publications listed above may be obtained by calling 1-800-TAX-FORM (1-800-829-3676). Be sure to order using the IRS publication number.

Excise Taxes.—For Form 720, follow the instructions on the front page for Forms 941, 940, etc. For Form 990-PF, with net investment income, follow the instructions below for Form 1120, 990-C, etc.

Income Taxes (Form 1120, 990-C, 990-T, and 2438).—To make a deposit for the current tax year for any quarter, **darken only the 1st quarter box**. This applies to estimated income tax payments.

Example 1: If your tax year ends on December 31, 1996, and a deposit for 1996 is being made between January 1 and December 31, 1996, darken the 1st quarter box.

Example 2: If your tax year ends on June 30, 1996, and a deposit for that fiscal year is being made between July 1, 1995, and June 30, 1996, darken the 1st quarter box.

To make a deposit for the prior tax year, **darken only the 4th quarter box**. This includes:

- Deposits of balance due shown on the return (Forms 1120, 990-C, and 990-T (corporate filers), and Forms 990-PF and 990-T (trust filers)).
- Deposits of balance due shown on **Form 7004**, Application for Automatic Extension of Time To File Corporation Income Tax Return (be sure to darken the 1120, 990-C, or 990-T box as appropriate).
- Deposits of balance due (Forms 990-T (trust filers) and 990-PF filers) shown on **Form 2758**, Application for Extension of Time To File Certain Excise, Income, Information, and Other Returns (be sure to darken the 990-PF or 990-T box as appropriate).
- Deposits of tax due shown on Form 2438 (darken the 1120 box).

Example 1: If your tax year ends on December 31, 1996, and a deposit for 1996 is being made after that date, darken the 4th quarter box.

Example 2: If your tax year ends on June 30, 1996, and a deposit for that fiscal year is being made after that date, darken the 4th quarter box.

How To Ensure Your Deposit Is Credited to the Correct Account.—

1. Make sure your name and EIN are correct;
2. Prepare only one coupon for each type of tax deposit;
3. Darken only one box for the type of tax you are depositing;
4. Darken only one box for the tax period for which you are making a deposit; and
5. Use separate FTD coupons for each return period.

Telephone Number.—We need your daytime telephone number to call if we have difficulty processing your deposit.

Miscellaneous.—We use the "IRS USE ONLY" box to ensure proper crediting to your account. **Do not** darken this box when making a deposit.

Note: *Do not deposit delinquent taxes assessed by the IRS. Pay those taxes directly to the IRS.*

How To Make Deposits.—Mail or deliver the completed coupon with the appropriate payment for the amount of the deposit to an authorized depository (financial institution) for Federal taxes or to the Federal Reserve bank (FRB) servicing your geographic area. Make checks or money orders payable to that depository or FRB. Federal agencies deposit at FRBs only. To help ensure proper crediting of your account, include your EIN, the type of tax (e.g., Form 940), and the tax period to which the payment applies on your check or money order.

Deposits at Depositories.—Authorized depositories must accept cash, postal money orders drawn to the order of the depository, or checks or drafts drawn on and to the order of the depository. You can deposit taxes with a check drawn on another financial institution only if the depository is willing to accept that form of payment.

Deposits at FRBs.—If you want to make a deposit at an FRB, you should make that deposit with the FRB servicing your area with a check or payment for which immediate credit is given according to the funds availability schedule of the receiving FRB. A personal check is not an immediate credit item. The FRB servicing your area can provide information regarding what are considered immediate credit items.

Timeliness of Deposits.—The IRS determines whether deposits are on time by the date they are received by an authorized depository or collected by an FRB. However, a deposit received by the authorized depository or FRB after the due date will be considered timely if the taxpayer establishes that it was mailed in the United States at least 2 days before the due date.

Note: *If you are required to deposit any taxes more than once a month, any deposit of \$20,000 or more must be made by its due date to be timely.*

When To Make Deposits.—See instructions for the returns. For deposit rules for employment taxes, see Circular E. You can get copies from most IRS offices or call 1-800-TAX-FORM.

Penalties.—You may be charged a penalty for not making deposits when due or in sufficient amounts, unless you have reasonable cause. This penalty may also apply if you mail or deliver Federal tax deposits to unauthorized institutions or IRS offices, rather than to authorized depositories or FRBs. **Additionally, a trust fund recovery penalty may apply to any responsible person, including any responsible employee, who willfully fails to collect, account for, and pay over income, social security, and Medicare taxes that must be withheld. For more information on penalties, see Circular E.**

