



## State of Georgia Department of Revenue



**KEEP THESE INSTRUCTIONS AND WORKSHEET WITH YOUR RECORDS**

### Instructions

1. Download (free) the latest version of Adobe Reader.  
<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 Individual/Fiduciary 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 Individual/Fiduciary Worksheet

1.		2. Spouse's SSN :	
3. Tax Year : .....		4. Phone Number :	
5. Name or Name of Fiduciary			
6. Street Address Line 1 :			
7. Street Address Line 2 :			
8. City :		9. State :	
		10. Zip :	-
11. Please Select Tax Type of Return: .....			
12. Amount Paid: .....			

# **INSTRUCTIONS FOR FORM IT 560 INDIVIDUAL AND FIDUCIARY**

IMPORTANT - DO NOT USE this form for Corporate Income / Net Worth Tax Payments

## **NOTE: THIS IS NOT AN EXTENSION REQUEST FORM.**

- This form is to be used to submit any payment of tax when an extension has been requested or is enforced.
- 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.
- Complete the name and address field located on the upper right side of voucher.
- 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 21, Page 4. Form 501 filers should enter the amount on the estimate tax paid line.
- For faster and more accurate posting to your account, use a payment voucher with a valid scanline from the Georgia Department of Revenue's website <http://dor.georgia.gov/> or one produced by an approved software company listed at <http://dor.georgia.gov/approved-software-vendors>.
- Mail this completed form with your payment to:

**Processing Center  
Georgia Department of Revenue  
PO Box 105198  
Atlanta, Georgia 30348-5198**

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.

**PLEASE DO NOT mail this entire page. Please cut along dotted line and mail only your voucher and payment.  
PLEASE DO NOT STAPLE. PLEASE REMOVE ALL ATTACHED CHECK STUBS.**

----- Cut along dotted line -----

**IT 560** (Rev. 08/05/15)

Individual and Fiduciary Payment Voucher



1602304014

Individual or Fiduciary Name and Address: XXXXXXXXXX

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

**TYPE OF RETURN:**

Taxpayer's SSN or Fiduciary FEIN	Spouse's SSN	Tax Year of Return	Vendor Code <b>040</b>
<b>PLEASE DO NOT STAPLE. REMOVE ALL CHECK STUBS</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

PROCESSING CENTER  
GEORGIA DEPARTMENT OF REVENUE  
PO BOX 105198  
ATLANTA GA 30348-5198

**Amount Paid \$**