Iowa Department of REVENUE

Iowa Sales/Use Tax

Payment Voucher and Instructions

https://tax.iowa.gov

File your return through eFile & Pay at the Department's website: https://tax.iowa.gov

Note: Penalties can only be waived under limited circumstances, as described in Iowa Code section 421.27.

Failure to Timely File a Return: A penalty of 10% will be added to the tax due for failure to timely file a return if the return is filed after the original due date of the return and if at least 90% of the correct amount of tax is not paid by the original due date of the return.

Failure to Timely Pay the Tax Due or Penalty for Audit Deficiency: A penalty of 5% will be added to the tax due if the return is filed by the original due date and at least 90% of the correct amount of tax is not paid by the original due date of the return.

When the failure to file penalty and the failure to pay penalty are both applicable, only the failure to file penalty will apply.

Penalty for Willful Failure to File: A penalty of 75% will be added to the tax due for willful failure to file a return or for filing with intent to evade tax.

The payment voucher does not replace the return.

Instructions for Payment Vouchers

1. Complete using blue or black ink - do not staple.
2. **Confirmation Number:** Enter the eFile & Pay confirmation number.
3. **Period Ending:** Use MMDDYY format. MM: two-digit month. DD: two-digit day. YY: last two digits of the tax year. The "Period" for December 31, 2016, would be entered as: 123116.
4. **Permit Number:** Enter your nine-digit permit number.
5. **Payment Amount:** Enter dollars and cents. The two boxes separated to the right on the "Payment Amount" line are for cents. Do not enter any punctuation (ex: $; ,).
6. When paying by check, **make checks payable to** Treasurer, State of Iowa
7. Mail your payment on or before the due date with this voucher to:

   Iowa Department of Revenue
   PO Box 10412
   Des Moines IA 50306-0412

Iowa Department of Revenue

Sales/Use Tax Payment Voucher

Confirmation Number: _____

Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Period Ending: ☐☐☐☐☐☐

Permit Number: ☐☐☐☐☐☐☐☐☐

Payment Amount: ☐☐☐☐☐☐☐ ☐☐

Mail to:
Iowa Department of Revenue PO Box 10412
Des Moines, IA 50306-0412

Make checks payable to:
Treasurer, State of Iowa - When you pay by check, you authorize the Department of Revenue to convert your check to a one-time electronic banking transaction. 32-026 (09/13/16)

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