

# 2016 FORM 760ES

# VIRGINIA ESTIMATED INCOME TAX PAYMENT VOUCHERS FOR INDIVIDUALS

## Form 760ES Vouchers and Instructions

[www.tax.virginia.gov](http://www.tax.virginia.gov)

- File and pay online
- Stay informed and sign up for TAX e-Alerts
- View refund status, account history and 1099G/1099INT information

Form 760ES is used by individuals to make estimated income tax payments. Filing is required only for individuals whose income and net tax due exceed the amounts specified in Section I. If you are required to make estimated income tax payments, but do not, you may be liable for an additional charge, which is explained in Section IX. Information on when to file is in Section II. Estates, trusts and unified nonresident filers should use Form 770ES.

### I. FILING REQUIREMENTS - INDIVIDUALS

If your Virginia income tax liability, after subtracting income tax withheld and any allowable credits, is expected to be more than \$150, then you must make estimated tax payments (or have additional income tax withheld throughout the year from your wages or other income).

**Farmers, fishermen and merchant seamen** with  $\frac{2}{3}$  of their estimated Virginia gross income from self-employed farming, fishing or being a merchant seaman have special filing requirements, which allow them to make fewer payments. See Farmers, Fishermen and Merchant Seamen in Section II for more information.

You are not required to make estimated tax payments if:

- you are single and your expected Virginia adjusted gross income (Line 1, Estimated Income Tax Worksheet on Page 3) is less than \$11,950;
- you are married, filing jointly and your combined expected Virginia adjusted gross income (Line 1, Estimated Income Tax Worksheet on Page 3) is less than \$23,900;
- you are married, filing separately, and your separate expected Virginia adjusted gross income (Line 1, Estimated Income Tax Worksheet on Page 3) is less than \$11,950; or
- your expected estimated tax liability exceeds your withholding and tax credits by \$150 or less.

### II. WHEN TO FILE

If you are required to file and the due date falls on a Saturday, Sunday or legal holiday, you may file your return on the next succeeding day that is not a Saturday, Sunday or legal holiday.

Make estimated payments online or file Form 760ES Payment Voucher 1 by May 1, 2016. Estimated income tax payments must be made in full on or before May 1, 2016, or in equal installments on or before May 1, 2016, June 15, 2016, September 15, 2016, and January 15, 2017.

When the last day on which a tax return may be filed or a tax may be paid falls on a Saturday, Sunday or legal holiday, you may file and make payment without penalty or interest on the next succeeding business day.

Complete the worksheet and make payments in accordance with the instructions on the vouchers. If you overpaid your 2015 income tax and chose to apply the overpayment to your 2016 estimated income tax, that overpayment may be partially or fully applied to any installment.

#### FARMERS, FISHERMEN and MERCHANT SEAMEN

If the qualifications of a farmer, fisherman or merchant seaman are met, you only need to file Payment Voucher 4 by January 15, 2017. If you file your 2016 income tax return on or before March 1, 2017, and pay the entire tax at that time, you are not required to file Form 760ES for 2016.

#### FISCAL YEAR TAXPAYERS

If you report income on a fiscal year basis, substitute the 15th day of the 4th month for May 1, the 15th day of the 6th month for June 15, the 15th day of the 9th month for September 15, and the 15th day of the 1st month of the succeeding taxable year for January 15. For example, if a taxpayer has a taxable year that ends on June 30, the first Form 760ES return would be due on October 15. The remaining estimated payments would be due on December 15, March 15 and July 15 of the succeeding taxable year. Indicate the beginning month of your fiscal year in the space provided on the Form 760ES Voucher.

### III. HOW TO ESTIMATE

You must pay at least 90% of your tax liability during the year by having income tax withheld and/or making timely payments of estimated tax. Worksheets are available on the Department's website to help you determine if you are required to make estimated payments. Use the Tax Rate Schedule on the following page, for additional information and guidance, refer to the instructions for the return that you will file.

If you are required to make estimated payments and file Form 760ES, complete the form using the payment amount from Line 15 of the Estimated Income Tax Worksheet For Individuals. When filing each voucher, include your check or money order for the amount computed for the quarter.

If your expected Virginia adjusted gross income changes during the year, recompute your estimated tax to determine how much your remaining payments should increase or decrease. When making your next Form 760ES payment, enter the new amount of estimated income tax due for the quarter.

## TAX RATE SCHEDULE

IF YOUR VIRGINIA TAXABLE INCOME IS:

Not over \$3,000, your tax is 2% of your Virginia taxable income.

over...	but not over...	your tax is...	of excess over...
\$ 3,000	\$ 5,000	\$ 60 + 3%	\$ 3,000
\$ 5,000	\$17,000	\$120 + 5%	\$ 5,000
\$ 17,000		\$720 + 5.75%	\$ 17,000

## TAX CREDITS and ADJUSTMENTS

You may claim an expected tax credit or adjustment on the worksheet if:

- you are a resident of Virginia and you will pay income tax to another state as a nonresident, except for the states of **Arizona, California, Oregon** or the **District of Columbia**;
- you are a resident of one or more of the states listed above and you will pay income tax to Virginia as a nonresident;
- you expect to qualify for one of the other available individual income tax credits; or
- you qualify for the Spouse Tax Adjustment on Form 760.

For more information on determining if you qualify for any credits, see the instructions for the Virginia income tax return that you expect to file.

The personal exemptions, itemized or standard deductions and the child and dependent care deductions, if claimed, must be adjusted if you are a part-year resident. Refer to the Form 760PY instructions for details on computing these items.

Itemized deductions may be adjusted by Fixed Date Conformity items. Refer to the income tax instructions for further information.

## IV. CHANGES IN INCOME OR EXEMPTIONS

Even if you do not expect your income from sources other than wages on which Virginia tax is withheld for 2016 to be large enough to require making estimated income tax payments as of May 1, 2016, a change in income, deductions or exemptions may require you to file later in the year. If you later determine that you need to file, see the PAYMENT SCHEDULE.

If you file your 2016 income tax return and pay the balance of tax due in full by March 1, 2017, you are not required to make the estimated tax payment that would normally be due on January 15, 2017. If you file your return after March 1 without making the January payment, or if you have not paid the proper amount of estimated tax on any earlier due date, you may be liable for an additional charge for underpayment of estimated tax, computed on Form 760C. See Section VIII and the Form 760C instructions for more information.

## V. WHO MAY FILE A JOINT FORM 760ES

Spouses may file a joint declaration unless (a) they are legally separated or divorced, (b) they have different taxable years, or (c) one spouse is a nonresident of Virginia (unless both are required to file a Virginia return).

If you file a joint Form 760ES, but do not file a joint income tax return, the estimated tax may be treated as the estimated tax of either spouse, or may be divided between both spouses as mutually agreed.

## VI. WHERE TO FILE

Filing online is the fastest and easiest way to make estimated payments and you receive immediate confirmation.

If you choose not to file online, you may send your voucher and payment directly to the Department of Taxation, P.O. Box 1478, Richmond, VA 23218 or to the Virginia city or county where you live. A complete list of addresses is at the end of this document.

If you are a nonresident, file with the Department of Taxation or with the Virginia city or county in which the principal portion of the income from Virginia sources was received.

## VII. WHERE TO GET HELP

If you need assistance completing your return, call or visit the Commissioner of the Revenue, Director of Finance or Director of Tax Administration for your city or county or the Department of Taxation. Requests for information may also be addressed to the: **Virginia Department of Taxation, P. O. Box 1115, Richmond, VA 23218-1115**, or call **804-367-8031**. *Do not mail your income tax return to this address.*

## VIII. WHERE TO GET FORMS

Forms may be downloaded from the Department's website or requests may be addressed to: **Virginia Department of Taxation, P.O. Box 1317, Richmond, VA 23218-1317**, or call **804-367-8031**. *Do not mail your income tax return to this address.*

Visit the Department's website, [www.tax.virginia.gov](http://www.tax.virginia.gov), where you can obtain filing information, get answers to common questions, download forms and more.

## IX. UNDERPAYMENT OF ESTIMATED INCOME TAX

Generally, addition to tax is imposed by law if at least 90% (66 $\frac{2}{3}$ % if you are a farmer, fisherman or merchant seaman) of your total tax liability is not paid throughout the year by timely withholding and/or installments of estimated tax. The addition to tax does not apply if each required installment is paid on time and meets one of the following exceptions:

- is at least 90% (66 $\frac{2}{3}$ % if you are a farmer, fisherman or merchant seaman) of the amount due on the basis of annualized income;
- is at least 90% (66 $\frac{2}{3}$ % if you are a farmer, fisherman or merchant seaman) of the amount due on the basis of the actual taxable income;
- is based on a tax computed by using your income for the preceding taxable year and the current year's tax rates and exemptions;
- is equal to or exceeds the prior year's tax liability for each installment period and the prior year return was for a full year and reflected an income tax liability; or
- the sum of all installment underpayments for the taxable year is \$150 or less.

If you do not meet an exception, your underpayment computation will be based on 90% of the current year's income tax liability or 100% of your liability for the preceding year, whichever is less. The addition to tax is computed on Form 760C (Form 760F for farmers, fishermen or merchant seamen).

**2016 ESTIMATED INCOME TAX WORKSHEET FOR INDIVIDUALS**

**PART I - COMPUTE YOUR ESTIMATED 2016 VIRGINIA INCOME TAX**

See the instruction book for the income tax return you will file to determine the amounts for Lines 1 through 4.

1. Expected Virginia ADJUSTED GROSS INCOME subject to tax in 2016 (includes the age deduction plus additions to and subtractions from federal adjusted gross income).

Refer to Section I on Page 1 to see if you are required to file Form 760ES. . . . . 1

2a If you will itemize deductions on your 2016 federal return, enter the estimated total of those deductions, less state and local tax (Fixed Date Conformity adjustments should be made where applicable). . . . . 2a

OR

2b If you will not itemize deductions, enter the standard deduction amount for your filing status. Single: \$3,000, Married, filing joint or combined return: \$6,000, Married, filing separately: \$3,000. . . . . 2b

3. Expected amount of qualifying child and dependent care expenses . . . . . 3

4. Personal exemptions (Personal exemptions X \$930. Exemptions for "65 or older" & "Blind" X \$800) . . . . . 4

5. Add Line 2a OR Line 2b, Line 3 and Line 4 . . . . . 5

6. Estimated Virginia Taxable Income (Line 1 less Line 5) . . . . . 6

7. Virginia Income Tax for the amount on Line 6 (See Tax Rate Schedule in Section III). . . . . 7

8. Tax Adjustments (See Tax Credits and Adjustments in Section III). . . . . 8

9. Your Estimated 2016 Virginia Income Tax (Line 7 less Line 8) . . . . . 9

10. Total Estimated 2016 Virginia Income Tax (Line 9, Column A plus Column B). . . . . 10

Table with columns A (SPOUSE USE ONLY when using filing Status 4 on Form 760PY) and B (YOURSELF Use for all other filers) and rows for lines 1-10.

Refer to Section I before continuing to see if you are required to make estimated income tax payments.

**PART II - COMPUTE YOUR ESTIMATED INCOME TAX PAYMENTS**

11. Estimated 2016 Virginia income tax (Enter the amount from Line 10 above) . . . . . 11

12. Amount you estimate will be withheld from your wages for the year . . . . . 12

13. Estimated income tax due (Line 11 less Line 12) . . . . . 13

14. Enter the number of payments required (See Section II or the Payment Schedule below) . . . . . 14

15. **INSTALLMENT PAYMENT AMOUNT.** Divide the amount on Line 13 by the number of payments on Line 14. (If you had a 2015 overpayment credit, subtract the amount of the overpayment credit that you are applying to this installment.) Enter the amount here and on Form 760ES. **Enclose your check or money order for this amount\*** . . . 15

\* To pay electronically, see the Department's website [www.tax.virginia.gov](http://www.tax.virginia.gov). Use the estimated tax payment record section to record your tax payments.

**PAYMENT SCHEDULE**

The estimated income tax return and payment of an individual, other than a self-employed farmer, fisherman, or merchant seaman is to be filed on or before May 1 of the taxable year, unless the requirements to file are not met until after April 15. Use the table below to determine the number and amount of each installment payment. (Fiscal year filers substitute the corresponding fiscal year months for the months specified in this table.)

Table with 4 main columns: IF THE REQUIREMENTS ARE FIRST MET IN THE TAXABLE YEAR -, NUMBER OF PAYMENTS REQUIRED, FILE FORM 760ES ON OR BEFORE, USE VOUCHER NUMBER, and THE FOLLOWING PERCENTAGES OF THE ESTIMATED TAX ARE TO BE PAID ON OR BEFORE (with sub-columns for May 1, June 15, September 15, and January 15).

**2016 FORM 760ES - Voucher 1**  
**Doc ID 762**

VIRGINIA ESTIMATED INCOME TAX  
PAYMENT VOUCHER FOR INDIVIDUALS

- Check if this is a new address.
- Check here if this is your first payment for this taxable year.

Table with 2 columns: LOCALITY NO. and FOR OFFICE USE

CALENDAR YEAR FILERS: DUE **MAY 1, 2016** OR  
FISCAL YEAR FILERS: BEGINNING MONTH: \_\_\_\_\_

0000000000 7628888 116051 000

Mail your voucher and payment to the Virginia Department of Taxation, P. O. Box 1478, Richmond, VA 23218-1478, or see pages 7-8 and use the address listed for the city or county where you intend to file.

If you file with the Department, make your check payable to the Department of Taxation. If you file locally, make your check payable to your local Treasurer.

Form with fields: Your Social Security Number (SSN), Spouses SSN (if filing a joint return), First Name, MI, Last Name, Spouse's First Name (if filing a joint return), MI, Spouse's Last Name (if filing a joint return), Address (Number and Street) of Taxpayer, City, State and ZIP Code, Daytime Phone Number

**Amount of payment**

Amount of payment input field showing .00



**2016 FORM 760ES - Voucher 2**  
**Doc ID 762**

VIRGINIA ESTIMATED INCOME TAX  
PAYMENT VOUCHER FOR INDIVIDUALS

CALENDAR YEAR FILERS: DUE **JUNE 15, 2016** OR

FISCAL YEAR FILERS: BEGINNING MONTH: \_\_\_\_\_

0000000000 7628888 116068 000

- Check if this is a new address.  
 Check here if this is your first payment for  
this taxable year.

LOCALITY NO.	FOR OFFICE USE
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Your Social Security Number (SSN)	Spouses SSN (if filing a joint return)
First Name	MI Last Name
Spouse's First Name (if filing a joint return)	MI Spouse's Last Name (if filing a joint return)
Address (Number and Street) of Taxpayer	
City, State and ZIP Code	
Daytime Phone Number	

Mail your voucher and payment to the Virginia Department of Taxation, P. O. Box 1478, Richmond, VA 23218-1478, or see pages 7-8 and use the address listed for the city or county where you intend to file.

If you file with the Department, make your check payable to the Department of Taxation. If you file locally, make your check payable to your local Treasurer.

**Amount of payment**

.00
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**2016 FORM 760ES - Voucher 3**  
**Doc ID 762**

VIRGINIA ESTIMATED INCOME TAX  
PAYMENT VOUCHER FOR INDIVIDUALS

CALENDAR YEAR FILERS: DUE **SEPTEMBER 15, 2016** OR

FISCAL YEAR FILERS: BEGINNING MONTH: \_\_\_\_\_

0000000000 7628888 116092 000

- Check if this is a new address.  
 Check here if this is your first payment for  
this taxable year.

LOCALITY NO.	FOR OFFICE USE
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Your Social Security Number (SSN)	Spouses SSN (if filing a joint return)
First Name	MI Last Name
Spouse's First Name (if filing a joint return)	MI Spouse's Last Name (if filing a joint return)
Address (Number and Street) of Taxpayer	
City, State and ZIP Code	
Daytime Phone Number	

Mail your voucher and payment to the Virginia Department of Taxation, P. O. Box 1478, Richmond, VA 23218-1478, or see pages 7-8 and use the address listed for the city or county where you intend to file..

If you file with the Department, make your check payable to the Department of Taxation. If you file locally, make your check payable to your local Treasurer.

**Amount of payment**

.00
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**2016 FORM 760ES - Voucher 4**  
**Doc ID 762**

VIRGINIA ESTIMATED INCOME TAX  
PAYMENT VOUCHER FOR INDIVIDUALS

CALENDAR YEAR FILERS: DUE **JANUARY 15, 2017** OR

FISCAL YEAR FILERS: BEGINNING MONTH: \_\_\_\_\_

0000000000 7628888 117013 000

- Check if this is a new address.  
 Check here if this is your first payment for  
this taxable year.

LOCALITY NO.	FOR OFFICE USE
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Your Social Security Number (SSN)	Spouses SSN (if filing a joint return)
First Name	MI Last Name
Spouse's First Name (if filing a joint return)	MI Spouse's Last Name (if filing a joint return)
Address (Number and Street) of Taxpayer	
City, State and ZIP Code	
Daytime Phone Number	

Mail your voucher and payment to the Virginia Department of Taxation, P. O. Box 1478, Richmond, VA 23218-1478, or see pages 7-8 and use the address listed for the city or county where you intend to file..

If you file with the Department, make your check payable to the Department of Taxation. If you file locally, make your check payable to your local Treasurer.

**Amount of payment**

.00
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