Jones & Roth
CPAs & Business Advisors

Federal Taxes

How to make your tax payment

1. **Open IRS Direct Pay** — Select “Make a Payment” (choose “Pay individual tax”).
2. **Enter the tax information** — Reason for Payment: “Balance Due.” Apply Payment To: “Form 1040 – Income Tax.” Tax Period: the tax year shown on the return you are paying (for example, 2026).
3. **Verify your identity** — Choose any recent tax year you filed and enter your name, SSN, date of birth, filing status, and address exactly as they appeared on that year's return. If married filing jointly, use the spouse whose name is listed first on the return.
4. **Enter the payment** — Enter the amount due, the payment date (today or a future date), and your U.S. bank routing and account numbers. Re-enter the account number to confirm.
5. **Review and sign electronically** — Check the tax year, form, and amount carefully, then accept the authorization.
6. **Save your confirmation** — Record or print the confirmation number. You may also request an email confirmation.

Federal tax payment tips

- Pay before 8:00 p.m. Eastern time for the payment to be treated as made that day.
- If you owe for more than one year, make a separate payment for each year.
- A scheduled payment can be changed or canceled up to two business days before the payment date — use the confirmation number to look it up.
- To confirm the payment went through, check your IRS Online Account about two business days after the payment date.
- Card payments: use an IRS-approved card processor listed at irs.gov/payments. The processor charges a fee; none of it goes to the IRS.
- Do not mail Form 1040-V if you paid online.