**What Is Form RI-1040V and Do You Need To Use It?**

It is a statement you send with your payment of any balance due on line 19 of your Form RI-1040 or Form RI-1040NR. Using Form RI-1040V allows us to process your payment more accurately and efficiently. We strongly encourage you to use Form RI-1040V, but there is no penalty if you do not do so.

**How To Fill In Form RI-1040V?**

1. **Box 1.** Enter your name(s) and addresses as shown on your return.
2. **Box 2.** Enter your social security number and your spouse's social security number in the boxes provided.
3. **Box 3.** Enter the first four letters of your last name. See examples below.

   Name | Enter
   ---|---
   John Brown | BROW
   Juan DeJesus | DEJE
   Joan A. Lee | LEE
   Nancy McCarthy | MCCA
   Helen O'Neill | ONEI
   Pedro Torres-Lopez | TORR

4. **Box 4.** Enter the amount of the payment you are making.

**How To Prepare Your Payment?**

Make your check or money order payable to the "R.I. Division of Taxation." Do not send cash.

Make sure your name and address appears on your check or money order.

Write "Form RI-1040V," your daytime phone number and social security number on your check or money order. If you are filing a joint return, enter the social security number shown first on your return.

**How To Send In Your Return, Payment and RI-1040V?**

Retain the top portion of this form for your records. Detach and return the lower portion with your payment.

DO NOT staple or otherwise attach your payment of Form RI-1040V to your return or to each other. Instead, just put them loose in the envelope.

If an envelope came with your tax package, please use it to mail your tax return, payment, and Form RI-1040V.

If you do not have that envelope or you used a paid preparer, mail your tax return, payment and Form RI-1040V to the Rhode Island Division of Taxation, One Capitol Hill Suite 34, Providence, RI 02908-5808.

<table>
<thead>
<tr>
<th>Date paid</th>
<th>Check number</th>
<th>Amount</th>
</tr>
</thead>
</table>

**DO NOT STAPLE OR ATTACH THIS VOUCHER TO YOUR PAYMENT**

**STATE OF RHODE ISLAND**

**DIVISION OF TAXATION * ONE CAPITOL HILL SUITE 34, PROVIDENCE, RI 02908-5808**

**Form RI-1040V**

2001

**RI-1040V**