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 Form RI-1040EZ, line 11; Form RI-1040, line 19 or Form RI-1040NR, line 19. 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

Box 1. Enter your name(s) and address as shown on your return.

Box 2. Enter your social security number and your spouse’s social security number in the boxes provided.

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

Box 4. Enter the amount of the payment you are making. Also enter below for your records.
Date Paid  Check Number  Amount

HOW TO PREPARE YOUR PAYMENT
Make your check or money order payable to the “RI Division of Taxation.” Do not send cash. Make sure your name and address appear 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 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 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 return, payment and Form RI-1040V to:
The Rhode Island Division of Taxation
One Capitol Hill
Providence, RI 02908-5806

PAYMENT BY CREDIT CARD
Contact the service provider listed on this page and follow their instructions. Enter on page 1 of Form RI-1040EZ, RI-1040 or RI-1040NR in the upper left corner the confirmation number you were given at the end of the transaction and the amount of your tax payment (not including the convenience fee).

Telephone: 1-800-2PAY-TAX (1-800-272-9829)
Internet: www.officialpayments.com