

# Instructional Guide

## How to Make a Federal Tax Payment Online using Direct Pay

- By selecting our Option 1 (Direct Pay) link on our website, for initiating your tax balance due. You'll be directed to the IRS's Website.
- For 'Apply Payment to', select 'Income Tax – Form 1040'.
- For 'Reason for Payment' select either 'balance due' or 'Estimated Tax' or one of the other reasons if applicable.
- For 'Tax Period for Payment' select the filing year you are needing to remit for. For 2025 Tax Returns, you'll select the tax period as '2025'.
  - Be sure to double check the tax period you enter

IRS Direct Pay

Have questions or need additional information? | Español

Step 1 of 5

**Tax Information**

Select the appropriate payment type and reason for your payment. Information about payment types can be found by clicking the help icon (?). If you are making more than one type of payment or making payments for more than one tax year, submit each of them separately.

**Business Taxes?**  
All business tax payments should be made through the [IRS Direct Pay Business Payments Portal](#).

Apply Payment To: Select Type

Reason for Payment

Tax Period for Payment

CONTINUE >

IRS Direct Pay

Have questions or need additional information? | Español

Step 1 of 5

**Tax Information**

Select the appropriate payment type and reason for your payment. Information about payment types can be found by clicking the help icon (?). If you are making more than one type of payment or making payments for more than one tax year, submit each of them separately.

**Business Taxes?**  
All business tax payments should be made through the [IRS Direct Pay Business Payments Portal](#).

Apply Payment To: Form 1040 - Income Tax

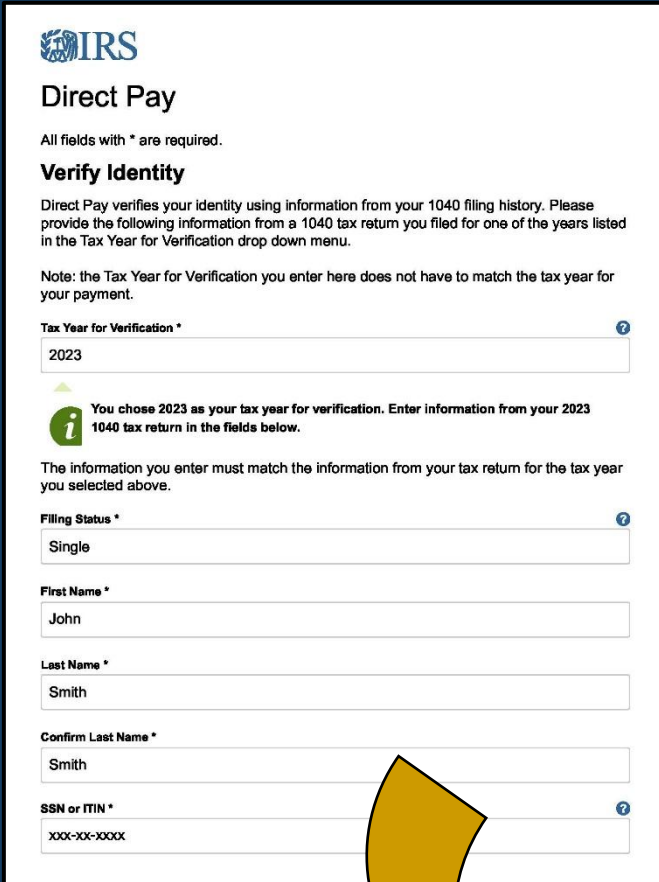
Reason for Payment: Select "Balance Due/Payment Plan" or "Estimated Tax"

Tax Period for Payment: Year

CONTINUE >

[Acceptable Use and Privacy Policy](#) | [Privacy Notice](#) | [Accessibility](#) | [IRS.gov](#) | [USA.gov](#) | [Treasury.gov](#)

Press 'CONTINUE'



**IRS**  
**Direct Pay**

All fields with \* are required.

**Verify Identity**

Direct Pay verifies your identity using information from your 1040 filing history. Please provide the following information from a 1040 tax return you filed for one of the years listed in the Tax Year for Verification drop down menu.

Note: the Tax Year for Verification you enter here does not have to match the tax year for your payment.

Tax Year for Verification \*  
 2023

**i** You chose 2023 as your tax year for verification. Enter information from your 2023 1040 tax return in the fields below.

The information you enter must match the information from your tax return for the tax year you selected above.

Filing Status \*  
 Single

First Name \*  
 John

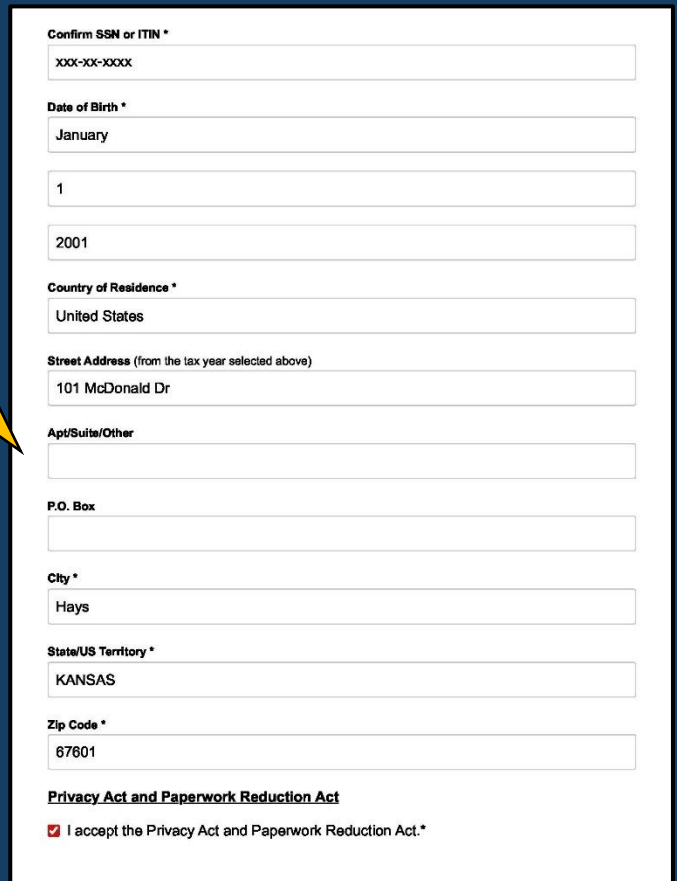
Last Name \*  
 Smith

Confirm Last Name \*  
 Smith

SSN or ITIN \*  
 XXX-XX-XXXX

- On the next screen, ‘Verify Identity’, you’ll want to enter the most recently filed tax return. For filing 2025’s Tax Return, you’ll be verifying 2024’s information to establish your identity with the IRS.
- Enter your personal information into each required field on the website. Refer to your tax return, this information will be apparent on the Form 1040 for a reference.

- Note: For Joint filer’s: Use the *Taxpayer’s social security number* not the Spousal. Refer to your tax return if you are uncertain of your title as it appears on your return; located at the top of your Form 1040.



Confirm SSN or ITIN \*  
 XXX-XX-XXXX

Date of Birth \*  
 January  
 1  
 2001

Country of Residence \*  
 United States

Street Address (from the tax year selected above)  
 101 McDonald Dr

Apt/Suite/Other

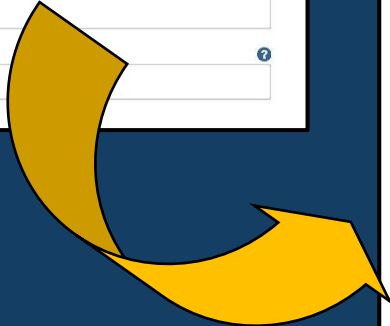
P.O. Box

City \*  
 Hays

State/US Territory \*  
 KANSAS

Zip Code \*  
 67601

**Privacy Act and Paperwork Reduction Act**  
 I accept the Privacy Act and Paperwork Reduction Act.\*



Press ‘CONTINUE’

- On the next screen, ‘Your Payment Information’
- Paying 2025’s Taxes
  - You’ll enter the federal balance due shown on the cover letter of your tax return
  - Under ‘payment date’ you can select today’s date or another date.
- Note: Selecting a payment date **past** the filing deadline will incur penalties and interest.

**IRS**  
Direct Pay

All fields are required.

**Your Payment Information**

Please enter and confirm the payment amount below.

Select a date for your payment to be processed. The payment date selected is the date you will get credit for the payment although the payment may settle on a future date.

Payment Amount (example: 12345.00)  
\$ \_\_\_\_\_

Confirm Payment Amount  
\$ \_\_\_\_\_

Payment Date (within 365 days) ?   
09-30-2025

**Your Bank Account Information**

Where is this information?

Routing Number  
\_\_\_\_\_

Account Number  
\_\_\_\_\_

Confirm Account Number  
\_\_\_\_\_

Account Type  
 Checking

Savings

**ROUTING NUMBER**      **ACCOUNT NUMBER**

**Email Confirmation Notifications**

Email Terms of Service

I would like to receive email confirmation notifications and agree to the Email Terms of Service.

Email Address  
\_\_\_\_\_

Confirm Email Address  
\_\_\_\_\_

The IRS continues to remind taxpayers to watch out for email schemes. Taxpayers will only receive an email from IRS Direct Pay if they have opted in to receive notifications during the payment process. Report all unsolicited email claiming to be from the IRS or an IRS-related function to [phishing@irs.gov](mailto:phishing@irs.gov).

- Note: Be sure to have your Routing and Account Number to the Bank account you wish the payment to be withdrawn from.

Press ‘CONTINUE’

## Direct Pay

[Have questions or need additional information?](#)

Step 4 of 5

All fields are required.

### Review & Sign EDIT

Please review your responses below. You may edit your responses directly on this page by selecting the "Edit" button. If your responses are accurate, please electronically sign and submit.

Reason for Payment

Balance Due

Apply Payment To

Income Tax - Form 1040

Tax Year for Payment

Payment Amount

Payment Date

### Your Bank Account Information

Routing Number

Account Number

Account Type

- Checking  
 Savings

- 'Review & Sign'
  - Verify the tax year, amount, and date of payment.
- Your Bank Account Information
  - Your Banking information (routing and account number)
    - Select account type, checking or savings

### Email Confirmation Notifications

[Email Terms of Service](#)

- I would like to receive email confirmation notifications and agree to the Email Terms of Service.

Email Address

### Electronic Signature

When you complete this electronic signature and select "Submit" below, your payment will be submitted.

First Name

Last Name

SSN or ITIN

xxx-xx-xxxx

Date

October 02, 2025

[Debit Authorization Agreement](#)

- I accept the Debit Authorization Agreement.

< PREVIOUS

SUBMIT >


[Cancel](#)

[Acceptable Use and Privacy Policy](#) | [Privacy Notice](#) | [Accessibility](#) | [IRS.gov](#) | [USA.gov](#) | [Treasury.gov](#)

- Email Confirmation Notifications
  - Check the box to receive email confirmations
  - Enter a valid email address
  - Enter First Name
  - Enter Last Name
  - Confirm your Social Security Number
  - Check 'I accept the Debit Authorization Agreement' in order to submit your payment

Press 'SUBMIT'

- Confirmation Page
  - Be sure and save a copy (screenshot or print to pdf) as a proof of payment for your records.

 **Direct Pay** [Have questions or need additional information?](#)

Step 5 of 5

### Confirmation

Your payment has been submitted. An email confirming this transaction will be sent to the email address you provided. You may want to print or record the information on this screen for future reference.

**Confirmation Number**

**Submitted**  
10-02-2025 09:20 A.M. Central Time (UTC -6:00)

**Payment Amount**

**Payment Status**  
Scheduled

**Payment Date**  
October 02, 2025

**Reason for Payment**  
Balance Due

**Payment Type**  
Income Tax - Form 1040

**Tax Year for Payment**

**Bank Name**

**Account Number**

**Email Address**

[MAKE ANOTHER PAYMENT](#) [PRINT](#) [Exit](#)