Website: https://www.irs.gov/payments/direct-pay

1. Click on "Make a payment"

2. Select

   a. Reason: extension
   b. Apply payment to: 4868
   c. Tax period: 2023

3. Verify Identity – use info from last filed tax return (if your 2022 tax return has not been processed yet by the IRS, please use the 2021 tax year). The following info must match the info on the verification tax year.

   a. Tax Year for verification
   b. Filing status
   c. First name & Last name (please use primary taxpayer)
   d. SSN
   e. Date of birth
   f. Country of residence
   g. Address

4. Payment Information

   a. Payment amount
   b. Payment date
   c. Bank routing and account number, type
   d. Email for confirmation

5. Review and submit

   a. Review
   b. Electronic signature – type name and SSN

6. Confirmation page – print this for your records, your email only has the confirmation number but not the details!

If you are making 2024 First quarter estimated tax payments, use the settings below for a separate payment:

Reason: Estimated tax
Apply payment to: 1040ES
Tax period for payment: 2024

OR: include the 2024 first quarter payment with your extension payment, and ask us to apply any refund to your 2024 estimated taxes.