

IRS PAYMENT INSTRUCTIONS

SUBJECT LINE: Payment Instructions

Please use the link below to pay your taxes:

[Payments | Internal Revenue Service](#)

You have an option to pay directly via bank account or debit/credit card. In this option do the following:

- Select "**Make a payment**"
- Complete the next screen
 - Reason for Payment "**Balance Due**"
 - Apply Payment To "**Income Tax - Form 1040**"
 - Tax Period for Payment "**2024**"
 - Select "**Continue**" if information is correct
- On "**Verify Identity**" screen input your information to verify yourself for tax year for 2024. ***Note: The Tax Year for Verification you enter here does not have to match the tax year for your payment.*
- Select "**Continue**"
- Provide your payment details
- Review your information and submit payment
- Save the confirmation number for your records

*****NOTE:** You will need the dollar amount of the balance due to make payment to complete your transaction to ensure that you are not assessed any penalties/interest if the balance is not paid in full.*

You also have an option to use your IRS account if you have one set up. If you don't you can set one up using the instructions below.

Setup IRS Online Account/IP Pin

Step 1: Log in or Create an IRS Online Account

To retrieve your IP PIN online, you need access to your IRS Online Account.

1. **Visit the IRS website:** Go to [IRS.gov](https://www.irs.gov).
2. **Click on “Sign in to Your Account”:** Navigate to the login page for IRS Online Accounts.
3. **Log in or create an account:**
 - If you already have an account, enter your username and password to sign in.
 - If you don’t have an account, click “Create an Account” and follow the instructions to set one up.
 - You’ll need personal information such as your Social Security Number, a photo ID, and access to your email or phone for two-factor authentication.

Step 2: Navigate to the IP PIN Section

1. Once logged in, you’ll see your IRS Online Account dashboard.
2. Look for the section titled **“Identity Protection PIN”** or a similar link.
3. Click on the link to view your current IP PIN for the tax year.

Step 3: Retrieve Your IP PIN

1. The system will display your unique six-digit IP PIN for the current tax year.

Make a note of it or save it securely, as you’ll need it to file your tax return. *This PIN will change yearly.*