

# **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:**
  - o If you already have an account, enter your username and password to sign in.
  - o If you don’t have an account, click “Create an Account” and follow the instructions to set one up.
  - o 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.*