



# State of Georgia Department of Revenue



**KEEP THESE INSTRUCTIONS AND WORKSHEET WITH YOUR RECORDS**

## Instructions

1. Download (free) the latest version of Adobe Reader.  
[adobe.com/products/acrobat/readstep2.html](http://adobe.com/products/acrobat/readstep2.html)
2. Complete the worksheet below to automatically create your payment voucher.
3. Sign and date the payment voucher.
4. Click the "Print" button to print a completed IT560C payment voucher.
5. Cut the payment voucher along the dotted line and mail the voucher and your payment only to the address on the voucher.

**DO NOT** fold, staple or paper clip items being mailed.

**DO NOT** mail in the worksheet, keep this for your records.

Payments can be made electronically on the Georgia Tax Center (GTC) [gtc.dor.ga.gov/](http://gtc.dor.ga.gov/)

### IT560C Worksheet

1. FEI Number:										2. Income Tax Year:									
3. Beginning Date:					4. Ending Date:														
5. Corporation Name:																			
6. Street Address:																			
7. City:			8. State:							9. Zip:			-						
10. Select Type Of Return:				Composite: <input type="checkbox"/>		Net Worth: <input type="checkbox"/>		Corporate or Partnership:											
11. Check if: .....					Address Change : <input type="checkbox"/>			Name Change: <input type="checkbox"/>											
12. Amount Paid: .....																			

# Dos and Don'ts Checklist for the Corporate, Composite and Partnership (IT-560C) Payment Voucher

Payments can be made electronically on the Georgia Tax Center (GTC) [gtc.dor.ga.gov/](http://gtc.dor.ga.gov/) .

## Do:

- Use a payment voucher with a valid scanline.
- Complete the voucher in its entirety.
- Write your Federal Identification number (FEIN) on your check or money order.
- Make your check or money order payable to: Georgia Department of Revenue
- Mail your voucher and payment to:

Processing Center  
 Georgia Department of Revenue  
 PO Box 740239  
 Atlanta, GA 30374-0239

## Do not:

- Mail this entire page.
- Staple your payment and voucher together.
- Print on both sides of the paper.
- Handwrite any information.

## Reminder:

- Use this form to submit any payment of tax when an extension has been requested or is enforced. Pay the tax that will be due as reflected on the final return.
- The extension is for filing the return only and does not extend the time for paying the tax.
- If you receive an automatic extension to file your Federal return, Georgia will honor that extension.
- Tax must be paid by the statutory due date. No penalty for late filing will be assessed if the Georgia return is filed by the extended date of the Federal return.
- The amount paid is to be credited as a payment on the liability that may be due as reflected on the completed return.
- If the due date falls on a weekend or holiday, the tax is due on the next day that is not a weekend or holiday.
- If the tax is not paid by the original due date of the return, a penalty of 1/2 of 1% per month of the tax due will be assessed as a late payment penalty. Interest will also be due.
- Payments of \$10,000 or more must be made electronically.

Georgia Public Revenue Code Section 48-2-31 stipulates that taxes shall be paid in lawful money of the United States, free of any expense to the State of Georgia.

----- Cut along dotted line -----

**IT 560 C** (Rev. 08/13/24) For  
 Corporation, Composite and Partnership Only  
 Income/Net Worth Payment Voucher



2501204014

**MAIL TO:**  
 Processing Center  
 Georgia Department of Revenue  
 PO Box 740239  
 Atlanta, Georgia 30374-0239

<input type="checkbox"/> Composite Tax		<input type="checkbox"/> Net Worth Tax		<input type="checkbox"/> Address Change		<input type="checkbox"/> Name Change		<b>TYPE OF RETURN:</b>	
FEI Number		Income Tax Year		Beginning Date		Ending Date		Vendor Code <b>040</b>	
Name (Type or print plainly the exact Corporation Name)					Signature of Officer or Agent		Title		Date
Business Address				City			State	ZIP Code	

PLEASE DO NOT STAPLE. REMOVE ALL CHECK STUBS.

Amount Paid \$