

## IRS Direct Pay Instructions

If filing jointly, please make the payment under the name/SSN of the primary taxpayer.

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: 2022
3. Verify Identity – use info from last filed tax return (if your 2020 tax return has not been processed yet by the IRS, please use the 2019 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
  - 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, the email only has the confirmation number but not the details!