

## Pay your Virginia PTET Payment Online (Return/Estimated Tax/Extension)

### Electronic Debit Only

1. <https://www.business.tax.virginia.gov/tax-eforms/ptetpmt.php#>
2. Select the type of payment you are making
  - a. Return Payment
  - b. Estimated Tax Payment
  - c. Extension Payment
3. Filing Basis – Choose **Calendar Year** if your tax year ends on 12/31.
4. For Taxable Year Ending – Select **Dec.** and select the year you are paying.
5. Enter your **FEIN** – this is your Federal Employer Identification Number.
6. Select **Account Suffix (001)**
  - a. The only time it will be something else is if you have multiple locations in Virginia.
7. Select your **Entity Type** (S Corp, General Partnership, Limited Liability Company, etc.)
8. Enter the **Name of your Company** (Pass-Through Entity)
9. Enter your full **Mailing Address**
10. Enter the **Amount of this Payment**.
11. Click **Next** - A message will pop up saying it has been reviewed and is ready to file. After you close that, hit **Next** again.
12. Enter your bank's **Routing Number**
13. Enter your **Bank Account Number**
14. Re-enter your **Bank Account Number**
15. Enter the **Date of the Payment** (either **Today** or Schedule Payment For a **Specific Date**)
16. Click **Next**
17. Review the information that you have entered for accuracy.
18. If everything is correct, then **Sign** and **Confirm**