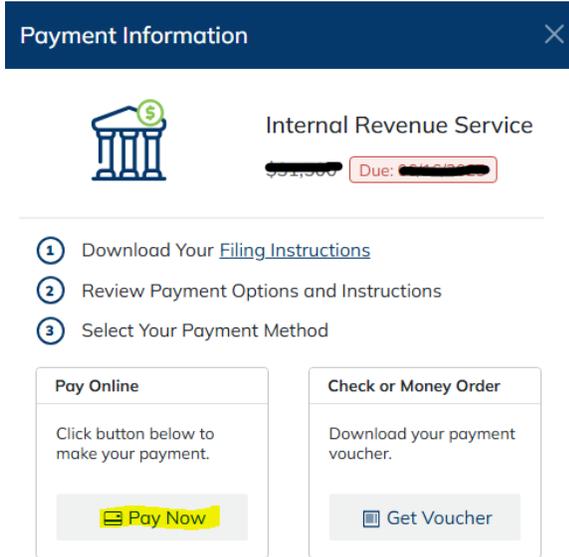## How to make an online payment for a federal balance due or estimated payment:

1. From the '**Payment Information**' screen in SafeSend, click '**Pay Now'**:

2. Once directed to the IRS website, click on your preferred method of payment:

NOTE: IRS assesses fees to pay via debit/credit card. Review disclosure when selecting the option to pay by card or digital wallet.

    a. Select the option to '**Make a Payment**':

    b. Fill in the fields with the appropriate responses, then click '**Continue**'.

        For a basic balance due on an individual return:

- Reason for payment: Balance Due
- Apply payment to: Income Tax – Form 1040
- Tax period for payment: select tax year that was filed

Reason for Payment

Balance Due ▾

Apply Payment To

Income Tax - Form 1040 ▾

Tax Period for Payment

2024 ▾

CONTINUE >

For a quarterly estimate:

- Reason for payment: Estimated Tax (once this is selected, the other fields will auto populate)

Reason for Payment

Estimated Tax ▾

Apply Payment To

1040ES (for 1040, 1040A, 1040EZ) ▾

Tax Period for Payment

2025 ▾

CONTINUE >

5. A confirmation screen will pop-up with your selections. If they are correct click '**Continue**'.

Please Confirm ✖

You have chosen to make an Estimated Tax payment for your 1040ES (for 1040, 1040A, 1040EZ) for Tax Year 2025. Is this correct?

CONTINUE >   Cancel

6. **Verify Identity**: Fill in all required fields and click '**Continue**'.

Verify Identity

Direct Pay verifies your identity using information from your 1040 filing history. Please provide the following information from a 1040 tax return you filed for one of the years listed in the Tax Year for Verification drop down menu.

Note: the Tax Year for Verification you enter here does not have to match the tax year for your payment.

Tax Year for Verification * ❓

▾

The information you enter must match the information from your tax return for the tax year you selected above.

Filing Status * ❓

▾

7. Once you have successfully verified, enter the amount being paid, payment date and payment information.

8. Confirm payment information. Print/Save your payment confirmation for your records.

NOTE: If you have a balance due and estimated payment due, this process will need completed twice – those payments need to be made separately.