



**SPEC CODE** – This space on the voucher is to be used only when specifically instructed by the Department of Revenue. Otherwise, leave blank.

This document explains the requirements for certain individuals to pay estimated income tax on taxable income that is not subject to withholding, such as income from self-employment, interest, dividends, rents, and alimony, and other taxable income such as unemployment compensation that the individual does not choose to make voluntary withholding. It also provides a worksheet for estimating the amount of estimated income tax to be paid.

**Who Must Make Estimated Tax Payments**

Louisiana Income Tax Law, R.S. 47:116, requires individuals to make estimated income tax payments if the individual’s estimated Louisiana income tax after credits and taxes withheld can reasonably be expected to exceed \$1,000 for a single filer or \$2,000 for joint filers.

Married couples should file a joint declaration of estimated income tax unless they file separately using different tax years. If a couple files a joint declaration but files their income tax separately, the estimated tax paid may be treated as the estimated tax of the husband or the wife, or may be divided between them in any manner.

**Special Rules for Farmers And Fishermen**

Individuals who earn at least two-thirds of their gross income from farming or fishing are allowed to file only one estimated tax payment of the full amount due on or before January 15, of the succeeding taxable year. In addition, if the farmer or fisherman files their income tax return on or before March 1, of the succeeding year and pays the total tax due, payment of estimated tax is not required.

**How to Calculate Your Estimated Tax**

Use the Worksheet on page 2 for calculating your estimated income tax based on your next year’s estimated adjusted gross income less your estimated federal income tax to determine your Louisiana estimated tax table income. Using the tax tables from the current year, determine your estimated Louisiana income tax less nonrefundable and refundable tax credits and estimated income tax withheld.

**Estimated Tax Payment Due Dates**

The estimated individual income tax may be paid in full with the first declaration or in equal installments as follows:

- 1<sup>st</sup> payment..... April 15
- 2<sup>nd</sup> payment..... June 15
- 3<sup>rd</sup> payment ..... September 15
- 4<sup>th</sup> payment..... January 15

**Note:** If a due date for an estimated tax payment falls on a weekend or legal holiday, the payment is due on the next business day.

Fiscal year filers—the estimated tax payment due dates for taxpayers who file on a fiscal basis are as follows:

- 1st payment..... 15th day of the 4<sup>th</sup> month of the fiscal year
- 2nd payment..... 15th day of the 6<sup>th</sup> month of the fiscal year,
- 3rd payment..... 15th day of the 9<sup>th</sup> month of the fiscal year
- 4th payment..... 15th day of the 1<sup>st</sup> month following the close of the fiscal year

**Changes in Income or Exemptions—Amended Declarations**

If the taxpayer’s expected income or exemptions changes so that the taxpayer becomes liable for paying estimated income tax or the estimated income tax amount changes, the estimated tax payments should be calculated or revised using the appropriate worksheet and the payments adjusted as of the next estimated payment due date.

**Exception to The January 15th Declaration Requirement**

R.S. 47:116(F) provides an exception from the estimated tax payment amendment requirement or original declaration requirement due January 15th if the taxpayer files their individual income tax return by January 31 and pays the total amount due.

**Note:** Filing a declaration, amended declaration, or paying the last installment by January 15<sup>th</sup>, or filing an income tax return by January 31<sup>st</sup>, will not relieve you of the underpayment penalty if you failed to pay the estimated income tax that was due earlier in the year.

**How to Pay Estimated Tax**

*Pay by Check or Money Order using the Estimated Tax Payment Voucher*

Estimated tax payments can be paid by check or money order to the Department of Revenue mailed with the Louisiana Estimated Tax Declaration Voucher, Form IT-540ES. The payment must be postmarked on or before the payment’s due date. The payment and voucher should be mailed to the Department of Revenue, P.O. Box 91007, Baton Rouge, Louisiana 70821-9007.

*Pay Electronically*

Paying electronically ensures timely receipt of payments. When you pay electronically, there is no check to write and no voucher to mail. Payments can be made 24 hours a day, 7 days a week and proof of payment will be confirmed electronically.

Electronic payments can be made using the following convenient, safe, and secure electronic payment options:

- Payment by electronic funds transfer using [www.revenue.louisiana.gov/fileonline](http://www.revenue.louisiana.gov/fileonline)
- Payment by credit card using [www.officialpayments.com](http://www.officialpayments.com).

It is not necessary to file the estimated payment voucher, Form IT-540ES, if the payment is made electronically.

**When Is A Penalty Applied**

Revised Statute 47:118 provides for a 12 percent penalty for underpayment of estimated income tax. The penalty may be imposed if you did not pay enough estimated tax for the year or did not make estimated payments on time or in the required amount. The penalty is imposed on each underpayment for the number of days it was unpaid.

For more information on calculating the underpayment penalty, see the instructions for the Underpayment of Individual Income Tax Penalty Computation, Form R-210R-i on the Department’s website. If you owe underpayment penalty, calculate the penalty amount using Form R-210R.

Revised Statute 47:118(l) authorizes waiver of the underpayment penalty if an application for waiver of the penalty is submitted within one year of tax return’s due date. To qualify for penalty waiver, the taxpayer must demonstrate that they acted in good faith and that the failure to make the proper estimated payments was attributable to extraordinary circumstances beyond the taxpayer’s control. To request underpayment penalty waiver, use the Request for Waiver of Penalties for Delinquency and/or Underpayment, Form R-20128.

You can pay your Louisiana Estimated Tax for Individuals by Credit Card, over the Internet, or by phone. Visit [www.revenue.louisiana.gov](http://www.revenue.louisiana.gov) or call 1-800-2PAY-TAX (1-800-272-9829)



**Worksheet for Estimating Your 2016 Louisiana Individual Income Tax**

*Keep for your records. Do not mail.*

Form IT-540 and instructions for 2015 should be used as a guide.

<b>1. Estimated Adjusted Gross Income for 2016</b> .....	<b>1.</b>		00										
<b>2. Estimated Federal Income Tax for 2016</b> .....	<b>2.</b>		00										
<b>3. Your Estimated Louisiana Tax Table Income</b> (Subtract Line 2 from Line 1.) .....	<b>3.</b>		00										
<b>4. Estimated Louisiana Income Tax</b> .....	<b>4.</b>		00										
<b>5. Less Estimated 2016 Total Nonrefundable Credits</b> .....	<b>5.</b>		00										
<b>6. Less Estimated 2016 Total Refundable Credits</b> .....	<b>6.</b>		00										
<b>7. Adjusted Louisiana Income Tax</b> (Subtract Lines 5 and 6 from Line 4.) .....	<b>7.</b>		00										
<b>8. Less Louisiana Income Tax to be withheld in 2016 including any credit carried forward from 2015.</b> (Round to the nearest dollar.) .....	<b>8.</b>		00										
<b>9. Estimated Income Tax</b> (Subtract Line 8 from Line 7.) .....	<b>9.</b>		00										
<b>10.</b>													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%; font-size: x-small;">If you first become liable to file a declaration on or before:</td> <td style="font-size: x-small;">Then enter on Line 10 and in "Amount of Payment" block on Form IT-540ES:</td> </tr> <tr> <td style="font-size: x-small;">April 15, 2016</td> <td style="font-size: x-small;">1/4 of Line 9 (Make 4 installments.)</td> </tr> <tr> <td style="font-size: x-small;">June 15, 2016</td> <td style="font-size: x-small;">1/3 of Line 9 (Make 3 installments.)</td> </tr> <tr> <td style="font-size: x-small;">September 15, 2016</td> <td style="font-size: x-small;">1/2 of Line 9 (Make 2 installments.)</td> </tr> <tr> <td style="font-size: x-small;">January 15, 2017</td> <td style="font-size: x-small;">Line 9 must be paid in full.</td> </tr> </table>	If you first become liable to file a declaration on or before:	Then enter on Line 10 and in "Amount of Payment" block on Form IT-540ES:	April 15, 2016	1/4 of Line 9 (Make 4 installments.)	June 15, 2016	1/3 of Line 9 (Make 3 installments.)	September 15, 2016	1/2 of Line 9 (Make 2 installments.)	January 15, 2017	Line 9 must be paid in full.	<b>10.</b>		00
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January 15, 2017	Line 9 must be paid in full.												

**Note:** If your estimated tax should change during the year, you may use the amended computation below to determine the amended amount to be entered on the declaration voucher.

**Amended Computation**

*Use if estimated tax is substantially changed after the first declaration voucher is filed.*

<b>1. Amended Estimated Tax</b> .....	<b>1.</b>		00
<b>2. Less:</b> A. Amount of last year's overpayment carried forward to 2016 estimated tax and applied to date .....	<b>2A.</b>		00
B. Payments made on 2016 declaration .....	<b>2B.</b>		00
C. Total of Lines 2A and 2B .....	<b>2C.</b>		00
<b>3. Unpaid Balance</b> (Line 1 less Line 2C) .....	<b>3.</b>		00
<b>4. Amount to be paid</b> (Line 3 divided by number of remaining installments) Enter here and in "Amount of Payment" block on declaration voucher, Form IT-540ES. ....	<b>4.</b>		00

**How to use the Declaration Voucher**

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|--|---|
| <p>1. Fill out the worksheet above to calculate your estimated tax for 2016. Form IT-540 and instructions for 2015 should be used as a guide.</p> <p>If you prepared a 2015 return on Form IT-540 or Form IT-540B and expect your income in 2016 to be the same as it was for 2015, you may compute your estimated tax using the information from your 2015 return. The figures used should be adjusted for factors that apply to 2016, but did not apply to 2015. Information on how to compute your tax is also available on the Department's web site at <a href="http://www.revenue.louisiana.gov">www.revenue.louisiana.gov</a>.</p> <p>2. Check your Social Security Number(s), name(s), and address on the voucher. Address changes can be made at <a href="http://www.revenue.louisiana.gov/contact">www.revenue.louisiana.gov/contact</a>.</p> <p>3. Enter the amount shown on Line 10 of the worksheet in the "Amount of Payment" block on the voucher, Form IT-540ES.</p> | <p>4. Detach the voucher at the perforation and attach check or money order. Fill in the Record of Estimated Tax Payments schedule at the bottom of this page.</p> <p>5. Insert voucher and payment into the pre-addressed envelope and mail. For each later installment, you need to complete only the "Amount of Payment" block on the voucher, attach payment, insert in the envelope, and mail. However, if you must amend your estimate:</p> <ul style="list-style-type: none"> <li>a. Fill out the Amended Computation Schedule above.</li> <li>b. Complete the "Amount of Payment" block on the voucher.</li> <li>c. Detach at the perforation and mail with the required payment. For each later installment, complete the "Amount of Payment" block on the voucher, attach payment, insert in the envelope, and mail.</li> <li>d. Additional IT-540ES forms are available on the Department's web site.</li> </ul> |
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**Record of Estimated Tax Payments**

Voucher number	Date	Amount	Total amount paid to date
1			
2			
3			
4			
<b>Total</b>			