



# Montana Disregarded Entity Tax Payment Instructions

## Pay by check

### Voucher Instructions

Enter your full name and phone number.

#### 1 through 2. Payment Type

Print an "X" in one of the two boxes to indicate the type of payment you are sending.

#### 3. Period Ending Date

Enter the last day of the applicable tax year to which the payment applies.

#### 4. Taxpayer Identification Number (TIN)

Your TIN can be either your Federal Employer Identification Number or your Social Security Number. It is important to enter your entire TIN.

#### 5. Amount Paid

Enter the payment amount rounded to the nearest dollar. Do not include dollar signs, commas or decimals. We have populated the cents for you.

### Check Instructions

Make your check payable to Montana Department of Revenue.

Write your TIN and the tax year for which the payment applies on the memo line of your check.

Do not staple or tape the voucher and check together.

If you are paying taxes for multiple years, please provide a voucher for each tax year and indicate the amount you wish to be applied to that year.

**Detach the voucher below and mail with your payment and tax return (if applicable) to:**

MT Department of Revenue  
PO Box 8021  
Helena, MT 59604-8021

If you have questions, please call us toll free at (866) 859-2254 (in Helena, 444-6900). We are available Monday through Friday, 8 a.m. to 5 p.m.

----- Cut line -----

**Form-DER**  
Rev 06 13

## Montana Disregarded Entity Tax Payment Voucher

Please use this voucher to ensure proper credit of your payment. Also, write your tax identification number and tax year on your check.

1. Current Year

Name XX  
Phone XXX XXX XXXX



3. Period Ending Date MMDDYYYY

4. TIN XXXXXXXXXX

2. Amended Department of Revenue  
PO Box 8021  
Helena, MT 59604-8021

5. Amount Paid XXXXXXXX XX