



# Montana Withholding Tax Payment Instructions

**e-Pay**

Available at [revenue.mt.gov](http://revenue.mt.gov) under Online Services

## Taxpayer Access Point (TAP)

You can use TAP to:

- make payments with e-checks or credit/debit card
- file returns
- view two years of history
- manage all tax accounts in one place

## ACH Credit

You can use your online banking service to send payments

- submit a one-time registration to the Department of Revenue
- begin sending payments

## Pay by check

### Voucher Instructions

Enter your business name and phone number.

#### Box 1 – FEIN

Please enter your Federal Employer Identification Number.

#### Box 2 – Period Ending Date

Enter the date that corresponds with the filing period you want your payment applied to.

- Annual filers should enter the last day of the calendar year ( December 31).
- Monthly filers should enter the last day of the applicable month.
- Accelerated filers should enter the pay date.

#### Box 3 – Montana Account ID

If you have a 13 digit account ID that has been assigned to you by the Montana Department of Revenue, please enter it.

If you do not have a 13 digit account ID, please submit a Registration/Application for Permit (GenReg) form to register your business with the Montana Department of Revenue.

#### Box 4 – Amount Paid

Enter the amount you are remitting, including the cents. Do not include dollar signs, commas or decimals.

### Check Instructions

Make your check payable to Montana Department of Revenue.

On the memo line of your check, note your FEIN or Account ID and the period ending date to which the payment applies.

Do not staple or tape the voucher and check together.

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

### Detach the voucher below and mail with your payment to:

Montana Department of Revenue  
PO Box 6309  
Helena, MT 59604-6309

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 MW-1

Rev 09-13

## Montana Withholding Tax Payment Voucher

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

Name XXXXXXXXXXXXXXXXXXXXXXXXXXXX 1. FEIN XXXXXXXXX  
 Phone XXX XXX XXXX

Write check to Department of Revenue

2. Period Ending Date MMDDYYYY

3. Account ID XXXXXXXXXXXXXXX

4. Amount Paid XXXXXXXX XX

Department of Revenue  
PO Box 6309  
Helena, MT 59604-6309

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