

# West Virginia State extension

## West Virginia Tax Extension Form:

- To request a West Virginia extension, file **Form WV 4868** by the original due date of your return. However, Schedule L should not be filed if you have a Federal extension and you owe zero West Virginia income tax.
- If you have an approved Federal tax extension (**IRS Form 4868**), you will automatically receive a West Virginia tax extension. In this case, you do not need to file Schedule L unless you have to make a West Virginia tax payment.

## West Virginia Extension Payment Instructions:

Step 1:

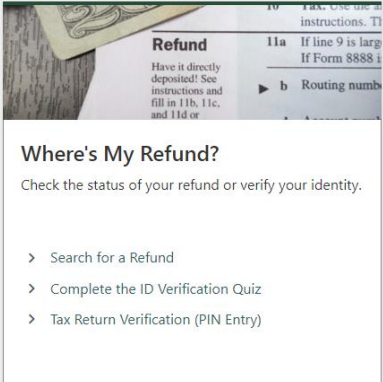
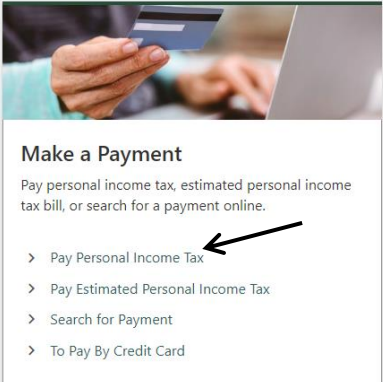
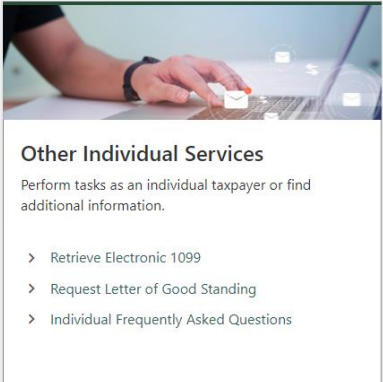


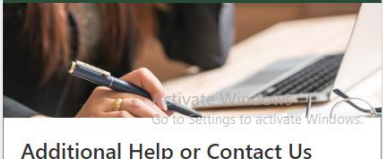
Click on the below link

<https://mytaxes.wvtax.gov/>

Step 2:

Under Make a Payment click on “Pay personal Income Tax”

The screenshot displays a grid of service tiles on the West Virginia MyTaxes website. The 'Make a Payment' tile is highlighted, and an arrow points to the 'Pay Personal Income Tax' option. Other visible options include 'Where's My Refund?', 'Other Individual Services', 'Register a Business', 'Other Business Services', and 'Additional Help or Contact Us'.

 <p><b>Where's My Refund?</b> Check the status of your refund or verify your identity.</p> <ul style="list-style-type: none"><li>&gt; Search for a Refund</li><li>&gt; Complete the ID Verification Quiz</li><li>&gt; Tax Return Verification (PIN Entry)</li></ul>	 <p><b>Make a Payment</b> Pay personal income tax, estimated personal income tax bill, or search for a payment online.</p> <ul style="list-style-type: none"><li>&gt; Pay Personal Income Tax</li><li>&gt; Pay Estimated Personal Income Tax</li><li>&gt; Search for Payment</li><li>&gt; To Pay By Credit Card</li></ul>	 <p><b>Other Individual Services</b> Perform tasks as an individual taxpayer or find additional information.</p> <ul style="list-style-type: none"><li>&gt; Retrieve Electronic 1099</li><li>&gt; Request Letter of Good Standing</li><li>&gt; Individual Frequently Asked Questions</li></ul>
 <p><b>Register a Business</b></p>	 <p><b>Other Business Services</b></p>	 <p><b>Additional Help or Contact Us</b></p>

### Step 3:

#### Click on “Next”

Personal Income Tax Payment

Welcome

The Personal Income Tax payment portal is available for existing West Virginia taxpayers to quickly submit a one-time payment. To better manage your Personal Income Tax account, we strongly encourage you to sign up to use MyTaxes by creating a secure logon and password. Users that have a MyTaxes logon have the following benefits available to them:

- Ability to save banking account information, so the information is not required for each payment submitted (including future dated estimated payments.)
- Access to letters and secure messages, allowing you to communicate securely with the department, including providing additional documentation necessary to process your return.
- View previously filed returns and history of previously submitted payments.

To create a logon for MyTaxes, return to the home screen and select the Sign-Up link, and proceed through the required steps. To proceed with submitting a payment without a logon, please select Next to continue.

Cancel Previous **Next**

Tax Information and Assistance: (304) 558-3333 or (800) 982-8297

### Step 4:

Fill the taxpayer Information and contact Information and click on next.

Personal Income Tax Payment

Welcome Verification

**Taxpayer Information**

Please Select an ID Type

\* Identification Number *Required* (SSN or ITIN)

\* Last Name of Taxpayer *Required*

Please provide the Social Security or Individual Taxpayer ID number along with the Last name that was on the account when you filed last year.

**Contact Information for this Payment**

\* Contact Name *Required*

\* Phone *Required*

Ext.

The person you wish the West Virginia State Tax Department to contact if we have any questions or need any additional information to properly process your payment request.

Cancel Previous **Next**

## Step 5:

Fill the bank account information and payment information and click on next.

Bank Account Information	Payment	Payment Information
Type <u>Direct Debit - US Bank</u> ▾	Payment Type <u>Estimated Payment</u> ▾	To schedule a payment, enter the date that you would prefer the Tax Department to process this request on. Future dated payments are permitted.
* Account Type: <u>Required</u> ▾	Period <u>31-Dec-2023</u> ▾	
* Routing Number <u>Required</u>	Payment Date <u>19-Jan-2024</u> 📅	<b>Payment Types:</b>
Financial Institution _____	* Amount <u>Required</u>	<b>Amended</b> - Payment for amended return
* Account Number <u>Required</u>	* Confirm Amount <u>Required</u>	<b>Audit</b> - Payment of liability assessed by an auditor
* Confirm Account Number <u>Required</u>		<b>Billing</b> - Payment for a statement (bill) received
		<b>Estimate</b> - Advance payment of Estimated Taxes Due
		<b>Levy</b> - Payment on liability that has an active wage or bank levy
		<b>Return</b> - Normal payment to accompany a return

**Notice:** Payments may take a few business days to be reflected on your bank account. Please ensure your bank information is correct and sufficient funds exist prior to submitting payments to avoid unnecessary fees.

Cancel Activate Windows  
Go to Settings to activate Windows.  
< Previous **Next** >

## Step 6:

Re-enter Information for “Electronic Signature” and then click on submit to make the payment.

Payment Information
I hereby authorize the State of West Virginia, hereinafter called STATE, to initiate debit entries and to initiate, if necessary, credit entries as adjustments for any entries in error into my bank account indicated below, hereinafter called DEPOSITORY, to debit the same amount(s) owed by me to the State of West Virginia. This authority is to remain in full force and effect until STATE has received written notification from me of its termination in such time and in such manner as to afford STATE and DEPOSITORY a reasonable opportunity to act on it. Entering the payment information through MyTaxes will be required to convey my instructions for each transaction.
<b>Electronic Signature</b>
Entering your ID and email acts as your signature and authorizes the West Virginia State Tax Department to process this payment request with the Financial Institution indicated.
Re-enter your Identification Number (SSN or ITIN) * <u>Required</u>
Enter your email address * <u>Required</u>
Confirm Email Address _____

Cancel Activate Windows  
Go to Settings to activate Windows.  
< Previous **Submit** >

## Alternate way of Payment:

- WV 4868 (Mail Voucher WV 4868 along with check to the department).

