



VA BUSINESS ELECTRONIC PAYMENT INSTRUCTIONS

1. Access the system

- Navigate to <http://www.tax.virginia.gov/eforms>

2. Select the appropriate form:

- PTET-PMT (Passthrough entity tax payments)
Note – For Virginia passthrough entities who have made the VA Pass Through Entity Tax election (PTET), all payments must be paid using the “PTET-PMT” link on the VA eForms website. The 502EZ, 502V and 502W options should NOT be used if the PTET election was made, and using those options will result in a payment mismatch on their Virginia tax account. VA PTET payments should be made using the following link: <http://www.business.tax.virginia.gov/tax-eforms/ptetpmt.php#>
- **500V:** Corporate income tax return payments
- **500CP:** Corporate extension payments
- **500ES:** Corporate estimated payments
- **502W:** Partnership or S-Corporation nonresident withholding tax payments

3. File the Form:

- Enter business information on the next page.
- Input the payment amount and click **“Calculate.”**
- Review the confirmation screen and click **“Next.”**
- Click **“Pay Now.”**
- Enter banking information and click **“Next.”**
- Confirm payment details and provide an electronic signature.
- Click **“File & Pay Now.”**
- A confirmation screen will appear—use **“Save/Print eForm”** to keep a copy.

4. For a complete set of instructions, please visit the VA Department of Taxation’s guide at: [VA Department of Taxation eForms User Guide.](#)