VA INDIVIDUAL
ELECTRONIC PAYMENT INSTRUCTIONS

1. **Access the System**:
   - Navigate to: http://www.tax.virginia.gov/eforms.
2. **Select the Appropriate Form**:
   - For estimated payments, click **760ES**.
   - For extension payments, click **760IP**.
   - For return balance due payments, click **760-PMT**.
3. **Filing the Form**:
   - For **760-PMT** & **760-PFF** only: The system will prompt you to answer if you filed your Virginia Income Tax Return using a paper form with the Commissioner of Revenue for your locality. Select **"No"** (The eForm system is not allowed for paper filed returns).
   - Fill in the applicable taxpayer information on the next page.
   - Enter the correct payment amount and click the **"Calculate"** button.
   - A screen confirming the form is ready to be filed will appear. Click the **"Next"** button.
   - Click the **"Pay Now"** button.
   - On the next screen, input banking information and click the **"Next"** button.
   - A screen requesting you to confirm the payment details and requesting an electronic signature will appear.
   - Click the **"File & Pay Now"** button.
   - Confirm payment details and provide an electronic signature.
   - You can save or print a copy of the confirmation by clicking the **"Save/Print eForm"** button.
4. **Additional Information**:
   - For a complete set of instructions, please visit the VA Department of Taxation's guide at: Virginia Tax Electronic Payment Guide.