

Instructions for the City of Dayton Ohio Income Tax Payment Voucher

Purpose of the form

To allow Taxpayers to make various types of City of Dayton income tax payments to existing accounts using an American Express, Debit Card, Discover, Mastercard or Visa. Taxpayers including first-time filers are required to file their Annual Individual/Joint Income Tax Return or Net Profit Income Tax Return with our office prior to using this payment option. [Click here](#) to access City of Dayton income tax forms.

Who can use this form

Individual/Joint Accounts can make the following payments:

1. Annual Individual/Joint Income Tax Return Payment
2. Quarterly Estimated Payment
3. Balance Due from an Income Tax Notice Payment
4. Arranged Payment Plan Payment
5. Extension Request Payment

Business/Partnership Accounts can pay the following items:

1. Annual Net Profit Income Tax Return Payment
2. Quarterly Estimated Payment
3. Balance Due from an Income Tax Notice Payment
4. Arranged Payment Plan Payment
5. Extension Request Payment
6. Withholding Account Payment

If you have questions, please contact an Income Tax Customer Service Representative at (937) 333-3500 or send email to taxquestions@daytonohio.gov.

General Instructions

[Click here](#) to access the City of Dayton Income Tax Payment Voucher.

The City of Dayton Ohio Income Tax Payment Voucher can be populated by tabbing through the form. Fields marked with an asterisk (*) must be completed. If a mistake is entered into a field, use your mouse to return to the field and enter the correct information.

Step 1: *Taxpayer/Business Name - Enter the Taxpayer First and Last Name or the Business Name. (Example John Doe or AB Company)

Step 2: Taxpayer Spouse Name - If filing a joint return, enter spouse first and last name. (Example Jane Doe)

Step 3: *Account Type – Use the drop-down arrow to choose one of the following Account Types:

1. Individual/Joint Account (Please have your Social Security number or your City of Dayton Tax ID Number available. You will need to provide this number in Step 4.)
2. Business Account (Please have your Federal ID Number available. You will need to provide this number in Step 4.)
3. Partnership Account (Please have your Federal ID Number available. You will need to provide this number in Step 4.)
4. Withholding Account (Please have your Federal ID Number available. You will need to provide this number in Step 4.)

Step 4: *SS # or Tax ID # or Federal ID #

1. If you are paying on an Individual/Joint Account, enter the Taxpayer's Social Security Number or City of Dayton Tax ID Number (Example 123-45-6789 or 000000X). Please note, for **Step 11: * Period Ending**, use the drop-down arrow to select December.
2. If you are paying on a Business/Partnership/Withholding Account, enter the Taxpayer's Federal ID number (Example 12-3456789, 000000B, 000000P or 000000W).

Step 5: Spouse's SS # or Tax ID # - If filing a joint return, enter spouse's Social Security Number or City of Dayton Tax ID Number (Example 123-45-6789 or 000000X).

Step 6: *Contact Email Address - Enter the email address where payment confirmations should be sent to.

Step 7: *Contact Phone/Cell Number - If we have questions, enter a telephone number where you can be reached.

Step 8: *Mailing Address, City, State and Zip - Enter mailing address where correspondence should be sent to.

Step 9: *Payment Type – Use the drop-down arrow to choose one of the following Account Types:

1. Annual Individual/Joint Return Payment
2. Annual Net Profit Return Payment
3. Quarterly Estimated Payment
4. Balance Due from an Income Tax Letter Payment
5. Arranged Payment Plan Payment
6. Extension Request Payment
7. Withholding Account Payment

Step 10: *Tax Year - Enter the Tax Year you are paying.

Step 11: *Period Ending – Use the drop-down arrow to choose one of the following periods:

1. January
2. February
3. March
4. April
5. May
6. June
7. July
8. August
9. September
10. October
11. November
12. December
13. 1st Quarter (Jan – Mar)
14. 2nd Quarter (Apr – Jun)
15. 3rd Quarter (Jul – Sep)
16. 4th Quarter (Oct – Dec)

If you are paying on an Individual/Joint Account, please select “12 DECEMBER”.

If you are paying on a Business or Partnership Account, please select the fiscal period you are paying.

If you are paying on a Withholding Account, please select the month or quarter you are paying.

Step 12: *Amount Due - Enter total amount due or the balance due amount from an Income Tax Letter.

Step 13: *Charge this Amount - Enter the amount you are paying.

Step 14: If you are paying for more than one tax year, repeat Steps 9 to 13.

Step 15: Total Amount to be charged to your card – The system will automatically calculate the sum.

Step 16: *Signature Here - Enter full legal name. The “Create Your Signature” dialog box will open.

Create Your Signature ✕

Please fill in your name and email and then either draw or type your signature below.

Full Legal Name Your Initials

Email

Signature Type Type Draw Upload Custom

Signature will be applied to the page. You will have a chance to review after signing.

Store Signature for Future Use.

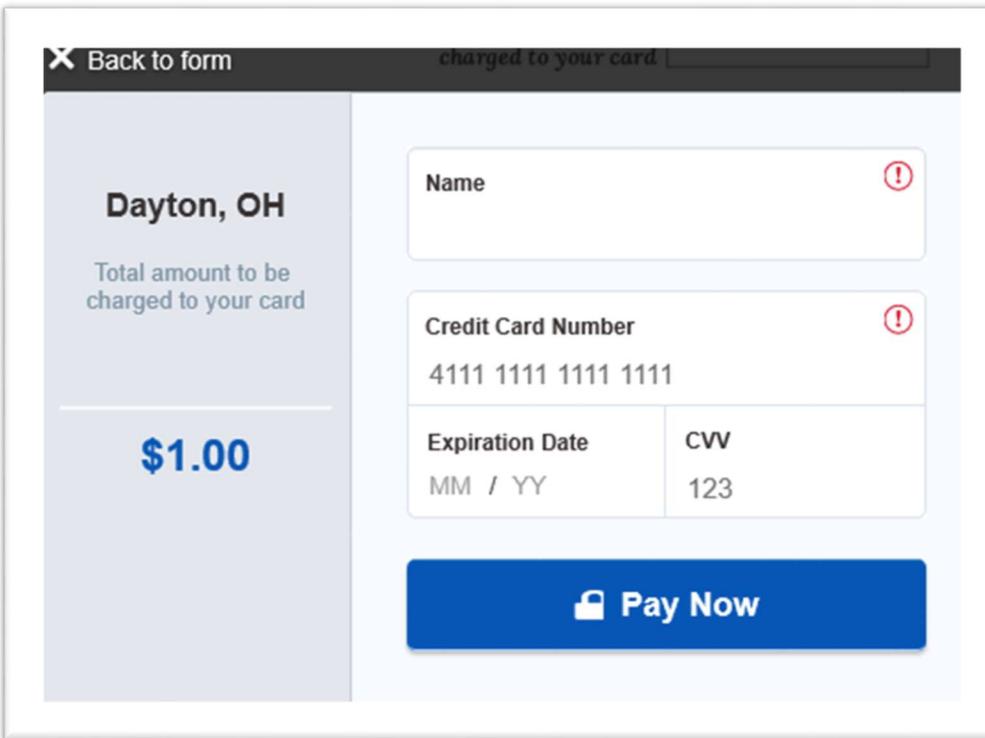
I agree to electronically sign and to create a legally binding contract between the other party and myself, or the entity I am authorized to represent.

Apply Signature

Please verify that your Full Legal Name and Email address is correct. If everything is correct, click on “I agree to electronically sign and to create a legally binding contract between the other party and myself, or the entity I am authorized to represent.” And click on “Apply Signature” button. You will return to the Income Tax Payment Voucher.

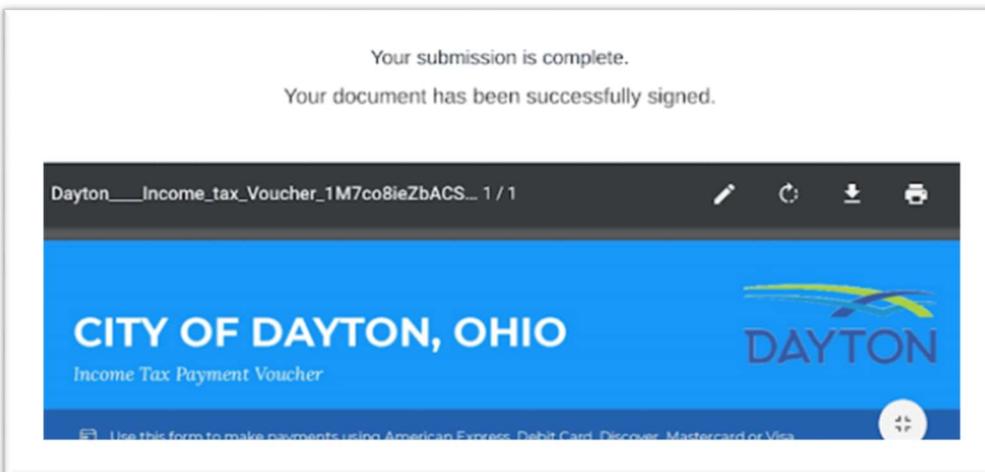
Step 17: Date - The system will populate the current date.

Step 18: *Click “Submit & Sign” - You will be directed to the credit card processing dialog box.



The screenshot shows a credit card payment dialog box. The title bar includes a close button and the text "Back to form" and "charged to your card". The left side of the dialog displays "Dayton, OH" and "Total amount to be charged to your card" as "\$1.00". The right side contains input fields for "Name", "Credit Card Number" (4111 1111 1111 1111), "Expiration Date" (MM / YY), and "CVV" (123). A blue "Pay Now" button is located at the bottom.

Enter the Name (as it appears on your credit card), Credit Card Number, Expiration Date and CVV. The dollar amount listed to the left represents the total amount to be charged to your card. Verify that all information is correct and click “Pay Now”.



The screenshot shows a confirmation message: "Your submission is complete. Your document has been successfully signed." Below the message is a preview of the "CITY OF DAYTON, OHIO Income Tax Payment Voucher" document. The document header includes the city name and logo, and a footer note: "Use this form to make payments using American Express, Debit Card, Discover, Mastercard or Visa".

Your screen will display a “Your submission is complete.” message. Using the down arrow icon, you can save a copy of the Income Tax Payment Voucher.

Also, you will receive a PDF copy of the Income Tax Payment Voucher in your email from SeamlessDocs noreply@seamlessdocs.com.

Step 19: Confirmation Receipt - You will receive a confirmation credit card receipt in your email from CITY OF DAYTON TAX INTERNET <noreply@elavon.com>. Please save for your records. Sample below.

From: CITY OF DAYTON TAX INTERNET <noreply@elavon.com>
Sent: Monday, June ##, 2020 11:39 PM
To: Taxpayer <John.Doe@email.gov>
Subject: Order Confirmation

CITY OF DAYTON TAX INTERNET
101 W THIRD STREET
DAYTON, OH 45402
937-333-3559

Order Results

Profile Name: CITY OF DAYTON TAX INTERNET
Transaction ID: #####X#X-#X####-XX#-##X#-###X-X#XF9C#X##X#
Date/Time: 06/29/2020 11:39:29 PM
Transaction Type: AUTHONLY
Approval Message: APPROVAL
Approval Code: #####
ECI:

Order Section

Card Number: #####
Amount: \$1.00 USD
Invoice Number: [WebCwopaAd](#)

Billing Address

First Name: John D
Last name: Doe
Email Address: John.doe@email.gov

The information contained in this e-mail and in any attachments is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. This message has been scanned for known computer viruses.

FAQs

How long does it take for a credit card payment to process?

Once the credit card transaction has been confirmed by the issuing bank and the merchant bank, it is considered authorized and will post as pending.

How long does it take for a credit card payment to be applied to my income tax account?

A payment can take up to three (3) business days for an online payment to post to your income tax account.

How will I know that my payment has been accepted?

After you submit your payment, you will see a payment confirmation screen. It will contain your payment confirmation message. You will also receive a confirmation email after your transaction is submitted. The email will include your account number, amount paid and confirmation message.

Can I use a debit card to pay on my income tax account?

Yes, your debit card will be processed like a credit card and you will not be asked to enter a pin number.

If you have questions, please contact an Income Tax Customer Service Representative at (937) 333-3500 or send email to taxquestions@daytonohio.gov.