

# 2012 **D-40ES** Estimated Payment for Individual Income Tax

DCE001I

**Secure - Accurate - Convenient ...**

**File Electronically Today!**

**[www.taxpayerservicecenter.com](http://www.taxpayerservicecenter.com)**



**Important: Use the mailing labels in this booklet when mailing your vouchers.**

### **What's new – Prior year's tax safe harbor raised to 110% for 2012**

There is a change to one of the estimated tax penalty safe harbor requirements. The estimated tax payments required to be made to avoid any penalties has increased from 100% to 110% of the prior year's taxes. This change in the amount of the safe harbor applies to individuals and businesses and is applicable to tax years beginning after December 31, 2011.

## General Instructions

### Estimated Payment for Individual Income Tax

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#### Who must file a Form D-40ES?

You must file these vouchers if you are required to file a District of Columbia (DC) income tax return and, you expect to owe \$100 or more in taxes. See Worksheet to Estimate DC Tax Payments on page 8.

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#### What must be filed?

If you plan to file jointly on your 2011 D-40 return, you should file joint 2012 D-40ES vouchers to ensure you receive credit for any estimated income tax you pay.

No joint declaration may be made if spouses have separated under a decree of divorce or separate maintenance or if they have different taxable years.

If you are filing separately, please enter only one social security number

and name on your D-40ES voucher.

If you file joint vouchers, but you do not later file jointly on your D-40 return, you may divide the estimated tax paid between you and your spouse/registered domestic partner any way you wish by submitting a written request to:

Customer Service Administration  
1101 4th Street, SW, 2nd Floor  
Washington, DC 20024

The request must be signed by both spouses/registered domestic partners and must be notarized.

If filing jointly or filing separately on the same voucher, enter the name and Social Security Number (SSN) shown first on your return, then enter the name and SSN shown second on your return. Please be consistent when entering the names on the vouchers with the order used on the return.

### **Applying an overpayment from your prior DC income tax return**

You can apply the full amount of any overpayment of tax from your prior year's DC income tax return to the first payment of your estimated taxes or you can spread it across the four payments any way you choose. You may not do this if you have requested or received a refund of this overpayment.

Use the record of payments worksheet on page 10 to plan how much of the overpayment you will apply to each payment.

### **Could you be charged a penalty or fee?**

If you underestimate your taxes, you will be charged an underpayment penalty at the rate of 10% per year compounded daily, if your withholdings, credits and estimated tax payments do not equal:

- At least 90% of your 2012 income tax; or
- 110% of your 2011 DC income tax for a 12-month period.

You will be charged a penalty if any statement made on the voucher is not true and accurate to the best of your knowledge.

### **What if your estimated tax liability changes during the year?**

If you have filed one or more vouchers and you find that your estimated tax liability has changed substantially, use the calculation on page 9 to re-calculate your estimated tax payment. Using your remaining vouchers, adjust your payment amounts to cover the balance you owe.

### **Filing a return before last payment**

If you file your DC individual tax return on or before January 15, you must pay the balance of any tax due with your return before you make your last estimated tax payment for the year. **Do not send in your last voucher.**

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### **Which other DC form may individual taxpayers need to file?**

**Individual Income Tax Return (D-40):** You may obtain the D-40 from:

- Website: [www.taxpayerservicecenter.com](http://www.taxpayerservicecenter.com)
- Phone: 202-442-6546
- OTR Customer Service Center  
1101 4th Street, SW, 2nd Floor, Washington, DC 20024

### **Extension of Time to File for Individuals (FR-127)**

An extension of six months to file an incometax return may be granted if a valid extension of time to file application is requested. In order to be valid, a completed FR-127 Extension of Time to File is due by April 15, 2012. If the due date falls on a Saturday, Sunday, or legal holiday, the return is due the next business day. The submission of the extension of time to file is subject to the following considerations:

1. If you expect to have a balance due when you file your D-40, **you must pay with your timely filed extension application.**
2. If you do not expect to have a balance due when you file your D-40, you are not required to file a Form FR-127, if you have:
  - a. Reasonably estimated your D-40 tax liability and paid the estimated amount of DC income taxes through withholding or estimated tax payments; and
  - b. Filed a request to extend the time to file your federal individual income tax return with the IRS. The timely filed federal extension to file form will satisfy the requirement for filing a Form FR-127 with DC.

3. If you do not expect to have a balance due and you have not filed an extension of time to file for your federal individual income return and wish to request an extension for your DC income tax return, you should submit a Form FR-127

Penalty and interest charges are imposed on any tax found owing and not paid on time with or without the extension request.

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### **When are your vouchers due?**

File your vouchers by the following dates:

- **Voucher 1:** April 15, 2012;
- **Voucher 2:** June 15, 2012;
- **Voucher 3:** September 15, 2012; and
- **Voucher 4:** January 15, 2013

If the due date falls on a Saturday, Sunday, or legal holiday, the voucher is due the next business day.

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## **How to file your return**

This booklet has all the vouchers and instructions you will need. It is mailed to each registered taxpayer who filed estimated tax payments in the previous year, except those who file electronically or use a substitute form. It also contains mailing labels. You are responsible for filing and submitting the amount due on time whether or not you receive the printed forms.

## **Substitute forms**

You may file your DC estimated payment for individual income tax using a computer-prepared or computer-generated substitute form, provided the form is approved in advance by the OTR. The fact that a software package is available for retail purchase does not mean that the substitute form has been approved for use. Check with the software developer to determine if its form is a DC OTR approved form.

## **By mail**

If you file using paper, make the check or money order payable to the DC Treasurer. Write your Social Security Number (SSN), D-40ES, and the tax year on the check or money order.

If mailing vouchers send your vouchers and payments to:

Office of Tax and Revenue  
PO Box 96018

Washington, DC 20090-6018

**Note:** Please use the mailing labels provided in this booklet when mailing your vouchers.

## **By accessing the DC Electronic Taxpayer Service Center (eTSC)**

Individual income taxpayers may file and pay the D-40ES by accessing the DC eTSC website. Visit [www.taxpayerservicecenter.com](http://www.taxpayerservicecenter.com), select Individual Income Tax Service Center, and then select DC Online Filing for information.

## Electronic Filing Instructions

The instructions in this booklet are specifically for filers of paper returns. When you file electronically, note that the instructions may differ. Follow the “on screen” instructions. If you need further explanations, review the instructions in this booklet.

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## Electronic Payment Options

Refer to the Electronic Funds Transfer (EFT) Payment Guide available on the DC website at [www.taxpayerservicecenter.com](http://www.taxpayerservicecenter.com) for instructions for electronic payments. The electronic taxpayer service center (eTSC) does not allow the use of foreign bank accounts.

Payment options are as follows:

- **Electronic check (e-check):** E-check is similar to ACH debit, but it is a one-time transaction where the taxpayer provides the banking information at the time of payment instead of storing the information. There is no fee for business e-check payments.

- **Credit Card:** The taxpayer may pay the amount owed using Visa, MasterCard, Discover or American Express. You will be charged a fee that is paid directly to the District’s credit card service provider. Payment is effective on the day it is charged.

**Note:** Dishonored payments. Make sure your check or electronic payment will clear. You will be charged a \$65 fee if your check or electronic payment is not honored by your financial institution and returned to OTR.

**Note:** International ACH Transaction (IAT). Electronic banking rules have changed. If you request a refund to be direct deposited into an account outside of the United States, you will receive a paper check.

Your payment cannot be drawn on a foreign account. You must pay by money order or credit card instead.

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## **Getting started**

To complete the Form D-20ES, in general you will need:

- ✓ A pen with black ink
- ✓ A calculator

Not all items will apply. Fill in only those that do apply. If an amount is zero, make no entry, leave the line blank.

## **Taxpayer Identification Number(s) (TIN)**

You must have a TIN. If you apply for a SSN, it must be a valid number issued by the Social Security Administration (SSA) of the United States Government. To apply for a SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213.

## **Help us identify your forms and attachments**

Write your SSN, tax period, name and address on any statements submitted with the voucher or filed separately. The SSN is used for tax administration purposes only.

## **Personal Information**

Complete the personal information as instructed, using CAPITAL letters and black ink. Use one block per letter, including a space between address fields. Please write clearly, otherwise processing your return may be delayed.

If filing jointly, or filing separately on the same return, enter the social security number (SSN) and name shown first on our D-40/D-40EZ return, then enter the SSN and name shown second on you return.



## Filling out the form

To aid us in processing your return, please follow these rules:

Using black ink, print in CAPITAL letters. **ROBERTS**

Leave a space between words and between numbers and words. **8 ELM**

Write 3s with rounded tops, not flat tops. Write 7s without middle bars. Yes **3 7** No ~~**3 7**~~

Round cents to the nearest dollar. **Do not enter cents.** \$ **57204**00

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## Key Website Resources

- **DC Official Code:** <http://www.dccouncil.washington.dc.us/dcofficialcode>
- **DC Regulations:** <http://www.dcregs.dc.gov/>
- **US Department of State Tax Exemption Cards:** [www.state.gov/ofm/tax/](http://www.state.gov/ofm/tax/)
- **DC Tax Forms/Publications:** <http://otr.cfo.dc.gov/otr/cwp/view,a,1330,q,593904.asp>
- **Mailing Address for Returns** <http://otr.cfo.dc.gov/otr/cwp/view,a,1330,q,593904.asp>
- **Electronic Funds Transfer (EFT) Guide:** [http://otr.cfo.dc.gov/otr/frames.asp?doc=/otr/lib/otr/information/2011\\_eft\\_guide\\_072011.pdf](http://otr.cfo.dc.gov/otr/frames.asp?doc=/otr/lib/otr/information/2011_eft_guide_072011.pdf)
- **NACHA Guidelines:** <http://www.nacha.org/>
- **Social Security Administration:** <http://ssa.gov/>
- **Internal Revenue Service:** <http://www.federal-tax-identification.com/>

## Worksheet to Estimate DC Tax Payments

1 Federal adjusted gross income expected for 2012. Include taxable pensions and annuities subject to DC income tax.

1

2 a. If you expect to itemize your deductions, enter the estimated deduction amount allowed by DC.

Note: State and local income taxes and sales taxes are not allowable deductions in DC.

Use Calculation F in 2011 D-40 package if you expect your DC adjusted gross income to be over \$200,000 **OR**

b. If you expect to take a standard deduction, enter \$2,000 if married or registered domestic partner filing separately.

All others enter \$4,000.

2

3 Subtract Line 2 from Line 1.

3

4 Number of exemptions.

4

5 Exemption amount Multiply \$1,675 by Line 4.

5

6 Estimated taxable income Subtract Line 5 from Line 3.

6

7 DC tax. Use the 2011 tax rate table or the tax computation worksheet

7

8 DC income tax to be withheld during 2012 **plus** DC tax credits, if any.

8

9 Estimated DC tax. Subtract Line 8 from Line 7.

9

10 Amount of each payment. Divide Line 9 by the number of voucher payments due this year. Apply any overpayment from your

10

2011 D-40 return any way you wish. See page 9.

**Revised estimated tax payment calculation** Use this if your estimated income figure changes significantly after you have filed one or more vouchers.

a	Revised estimated tax for 2012	a	<input type="text"/>
b	Total of payments made	b	<input type="text"/>
c	Total due Subtract Line b from Line a.	c	<input type="text"/>
d	Amount of each remaining payment Divide Line c by the number of payments remaining. Adjust the remaining payments to cover the balance you owe.	d	<input type="text"/>

## Tax Rate Table

Taxable Income	DC Tax
\$10,000 and less	4% of your taxable income
Over \$10,000 but not over \$40,000	\$400 plus 6% of taxable income over \$10,000
More than \$40,000 but not over \$350,000	\$2200 plus 8.5% of taxable income over \$40,000
More than \$350,000	\$28,550 plus 8.95% of taxable income over \$350,000

## Record of payments worksheet

Use this record to plan how much of any overpayment credit you will apply to each payment and to record the date you paid.

**KEEP WITH YOUR RECORDS**  
**Estimated Tax Payments**

Total estimated tax for 2012

Credits from any 2011 D-40 overpayment

Voucher number	Payment amount	−	Portion of 2011 overpayment applied	=	Payment amount	Date paid	Payment Information
1	<input type="text"/>	−	<input type="text"/>	=	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	−	<input type="text"/>	=	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	−	<input type="text"/>	=	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	−	<input type="text"/>	=	<input type="text"/>	<input type="text"/>	<input type="text"/>





















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