

Instructions for Web Fill-In Forms

Getting Started

Save the PDF to
your computer



Use the latest
version of Adobe
Acrobat Reader
to complete the
form.



Guidelines

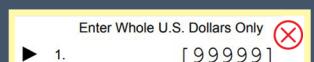
Do not handwrite
any information



Do not use
commas when
entering amounts



Do not use brackets for
negative numbers. Use
a minus sign to show
the amount is negative.



Printing

Use the print icon on
the form to ensure
you have completed
all required fields.



Do not select "print
on both sides of the
paper."

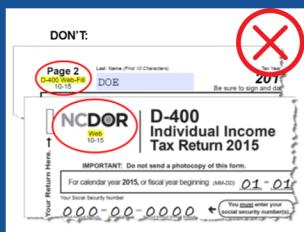


Set the page scaling
to "none." The Auto-
Rotate and Center
checkbox should
be unchecked.



Before Sending...

Do not mix form
types



Do not submit
photocopies of
returns. Submit
original returns only.



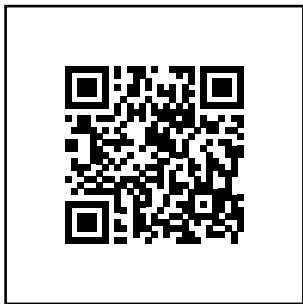


Instructions for Form D-403V, Partnership Income Payment Voucher

Pay Online Now for Free!

If you eFile the partnership's return but elect not to pay the tax due using eFile software, or if you elect to file the return by mail, you may submit the partnership's payment electronically. If you pay online, you do not have to print and mail the voucher.

To pay online, visit ncdor.gov or use your mobile device to scan the QR code below.



Benefits of Paying Online

- Secure and convenient
- Schedule payments in advance
- Bank drafts (free), MasterCard or Visa (\$2 convenience fee for every \$100 paid)
- The payment will be processed efficiently and you will receive a payment confirmation

Prefer to Mail Your Payment?

1. Complete the voucher below for the partnership.
2. Make the check or money order payable in U.S. dollars to the **NC Department of Revenue**. **Note:** The Department will not accept a check, money order, or cashier's check unless it is drawn on a U.S. (domestic) bank and the funds are payable in U.S. dollars.
3. Make sure the courtesy box and legal line on the check match.
4. Enter the last four digits of the partnership's FEIN, Tax Year, and "D-403" on the memo line of the check or money order.
5. Make sure the check or money order is signed.
6. Make sure the check is stapled in the designated area located on the top left corner of the form.
7. Send the completed voucher and the check or money order to the "Mail To" address on the voucher.

Important Reminders

- **Do not** mail the voucher if you submitted an electronic payment.
- **Do not** separate the voucher from the rest of the form.
- **Do not** fold the check.
- **Do not** use a photocopy of the voucher.
- **Do not** use another entity or person's voucher.
- **Do not** send cash.
- **Do not** make any modifications to the voucher.
- **Make sure** an authorized signature appears on the check or money order.
- **Make sure** the correct name, address, daytime phone number, and tax year appear on the voucher and the check or money order.
- **Make sure** the partnership's full FEIN is printed on the voucher and the last four digits of the FEIN appear on the check or money order.

Do not separate the voucher from the rest of the form.

Federal Employer ID Number

Tax Year Beginning (MM-DD-YY)

Tax Year Ending (MM-DD-YY)

Legal Name (USE CAPITAL LETTERS FOR YOUR NAME AND ADDRESS)

Street Address

City

State

Zip Code (5 Digit)

Country (If not U.S.)

Contact Person

Phone

Amount Enclosed

\$