



HOW TO PAY INDIVIDUAL TAX (FORM 1040)

Use these instructions ONLY if your tax payments were not electronically scheduled with your tax return.

Welgaard CPAs & Advisors' preference is to schedule all federal and state payments directly through our tax software to ensure accuracy, timeliness, and proper application of payments. However, we recognize there may be situations where electronic payments cannot be scheduled on your behalf. These instructions are provided for those situations and outline how to submit payments directly to the taxing authorities.

FEDERAL TAX PAYMENT- FORM 1040

OPTION 1: PAYMENT THROUGH IRS ONLINE ACCOUNT

Federal Tax Payments can be made through an IRS online account.

Visit: <https://www.irs.gov/payments/your-online-account>

1. Select Sign in or create account Sign in or create account
2. Sign in with ID.me (or create an ID.Me account if you do not have one)
3. Select Payments>Payment Options>Make a payment
4. Select your payment type and payment method
 - a. Balance Due (for the tax return you're filing) or
 - b. Estimated tax (for quarterly payments)
5. Enter bank information or credit card information and payment amount
6. Submit the payment and save the confirmation for your records

OPTION 2: PAYMENT USING DIRECT PAY

You can also make a payment directly from your bank account using IRS Direct Pay.

Visit: <https://www.irs.gov/payments/direct-pay>

1. Select Pay Individual Tax
2. Select make a payment Make a payment
3. Select: Reason for Payment, Apply Payment To, Tax Period for Payment
4. You may be required to Verify Identity with information from a prior year return
5. To make a payment you will need the following information
 - Name
 - SSN
 - Date of birth
 - Address
 - Bank Routing and Account Number



IOWA TAX PAYMENT (IA 1040)

Visit: <https://govconnect.iowa.gov>

1. Click: Make a Payment
2. Select Payment Type > Next
3. Account Type: Individual Income
4. Input Name, SSN or ITIN>Next
5. Input Address> Next
6. Input Contact Information>Next
7. Select Payment Option> Next
8. Input payment details to proceed thru finalizing payment

MISSOURI TAX PAYMENT (MO 1040)

Visit: Go to the MyTax Missouri payment portal: <https://mytax.mo.gov/rptp/portal/home/indiv-income-tax>

1. Sign in if you have a MyTax Missouri account — or continue as a non-registered/one-time payment user.
Non-Registered users will link to: <https://magic.collectorsolutions.com/magic-ui/Login/MODOR>
2. Select the Payment Category: Personal Income Tax & Payment Type:
 - o Balance Due (for your 1040 return),
 - o Estimated Tax (1040ES)
 - o Extension payment
3. Enter your SSN and contact info when prompted.
4. Enter your payment amount.
5. Choose your payment method:
 - o e-Check (electronic bank draft) — routing + account numbers required
 - o Credit or debit card (fees will apply)
6. Submit and save your confirmation for your records.

Notes About Fees:

- e-Check typically has a small handling fee (about \$0.50).
- Credit/Debit card payments have convenience fees (often a percentage + flat fee).