Instructions for Making a Virginia Pass-Through Entity (PTE) Estimated Tax Payment

1. Go to https://www.business.tax.virginia.gov/tax-eforms/ptetpmt.php#
2. Enter the following information:
    a. **Select the type of payment you are making:** Estimated Payment
    b. **Filing Basis:** Calendar Year
    c. **Taxable Year Ending:** December 2026
    d. **Account Suffix:** 001
    e. **FEIN:** Enter the company's EIN
    f. **Entity Type:** Select the appropriate entity type based on the business's tax classification
    g. **Name of Pass-Through Entity:** Enter the legal name of the company
    h. **Mailing Address:** Complete the mailing address, city, state, and ZIP fields.
    i. **Voucher Number:** Enter the number corresponding to the estimated tax payment quarter. For example, enter 4 for a fourth-quarter estimated tax payment.
    j. **Estimated Tax for the Year:** Enter the company's total estimated Virginia PTE tax liability for the tax year.
    k. **This Payment:** Enter the amount the company is paying toward its estimated Virginia PTE tax liability with this submission.
3. Click **Next**.
4. Add your banking information for the payment and submit.