



through the date of filing, to a maximum of 12%. If you file within the extension period but do not pay the full balance of tax due with your return, the balance due will be subject to a late payment penalty of 6% per month from the date of filing through the date of payment, up to a maximum of 30%.

The late payment penalty will be assessed in addition to any extension penalty that may apply.

If you file your return more than 6 months after the due date, the extension will be void and a late filing penalty of 30% will be applied to the balance of tax due with the return.

**Tentative Tax Computation Worksheet Instructions**

You must refer to the income tax return you will file for the taxable year to compute your tentative tax on Line 1 of the Tentative Tax Computation Worksheet.

**Fiscal Year Filers**

If your taxable year is for a period other than from January 1 to December 31, check the Fiscal Year Filer box and write the beginning and ending dates of your fiscal year in the spaces provided.

**Name, Address, and FEIN**

Please clearly print or type your name, address, and FEIN for which an automatic extension payment is being made.

**Compute Your Tentative Tax**

Transfer the information from Line 4 of the Tentative Tax Computation Worksheet to Form 770IP.

**Tentative Tax**

Use the Tentative Tax Worksheet to calculate your tentative tax.

**Daytime Phone Number**

Enter your daytime telephone number.

**Where To Get Forms**

Most Virginia tax forms are available from our website: [www.tax.virginia.gov](http://www.tax.virginia.gov). Forms can be obtained from the Department of Taxation by calling (804) 367-8031.

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**Tentative Tax Computation Worksheet**

- 1. Total Virginia income tax I (we) expect to owe. 1 \_\_\_\_\_
  
- 2. Payments and credits:
  - (a) Virginia income tax withheld 2(a) \_\_\_\_\_
  - (b) Virginia estimated tax payments 2(b) \_\_\_\_\_
  - (c) Overpayment credit from previous taxable year 2(c) \_\_\_\_\_
  
- 3. Total [add Lines 2(a), 2(b) and 2(c)]. 3 \_\_\_\_\_
  
- 4. Balance due (subtract Line 3 from Line 1). Transfer to Form 770IP. 4 \_\_\_\_\_

**Detach here and mail with your tentative tax payment. Keep the worksheet (above) with your other tax records.**

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Tax Preparer's Name Date Daytime Phone Number FEIN or PTIN

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Tax Preparer's Address Firm Name

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