

Instructions for Form FTB 3586

Payment Voucher for Corporation Electronically Filed (e-filed) Returns

General Information

Use form FTB 3586, Payment Voucher for Corporation e-filed Returns, to pay the tax due only if the corporation meets all of the following:

- Files its tax return electronically
- Has a balance due
- Remits payment with a check or money order
- Is not required to remit payment electronically

Private Mail Box (PMB) – Include the PMB in the address field. Write “PMB” first, then the box number. Example: 111 Main Street PMB 123.

Electronic Payment

Electronic Funds Transfer (EFT)

Corporations remitting an estimated tax payment or extension payment in excess of \$20,000 or having a total tax liability in excess of \$80,000 must remit all payments through EFT. Once a corporation meets the threshold, all subsequent payments regardless of amount, tax type, or taxable year must be remitted electronically to avoid the 10% non-compliance penalty. Corporations required to remit payments electronically may use Web Pay and be considered in compliance with that requirement. The Franchise Tax Board (FTB) notifies corporations that are subject to this requirement. Those that do not meet these requirements may participate on a voluntary basis.

If the corporation pays electronically, **do not** mail the payment voucher. For more information, go to **ftb.ca.gov** and search for **eft** or call 916.845.4025.

Web Pay

Beginning **November 2010**, corporations can make payments electronically at the FTB’s website using Web Pay. After a one-time online registration, corporations can make an immediate payment or schedule payments up to a year in advance. For more information go to **ftb.ca.gov** and search for **web pay**.

Specific Instructions

Is form FTB 3586 preprinted with the corporation’s information?

Yes. Go to number 1. **No.** Go to number 2.

1. Verify that the following information is correct before mailing the voucher and the check or money order:

- Corporation’s name and address
- California corporation number
- Federal employer identification number (FEIN)
- Contact telephone number
- Amount of payment

If a change is needed to the information, use black or blue ink to draw a line through the incorrect information. Scanning machines may not be able to read other colors. Clearly print the new information. Then, go to number 3.

The information on form FTB 3586 should match the information that was electronically transmitted to the FTB and the information printed on the paper copy of the corporation’s 2010 tax return.

2. If there is a balance due, complete the voucher at the bottom of this page with black or blue ink. Scanning machines may not be able to read other ink colors. Print the corporation’s name and address (in **CAPITAL LETTERS**), California corporation number, federal employer identification number (FEIN), contact telephone number, and amount of payment in the space provided.

The information on form FTB 3586 should match the information that was electronically transmitted to the FTB and the information printed on the paper copy of the corporation’s 2010 tax return.

3. Using black or blue ink, make the check or money order payable to the “Franchise Tax Board.” Write the corporation number or FEIN and “2010 FTB 3586” on the check or money order. A penalty may be imposed if the payment is returned by the bank for insufficient funds.

Make all checks or money orders payable in U.S. dollars and drawn against a U.S. financial institution.

4. Attach the preprinted voucher or detach the payment voucher below, only if an amount is owed. Enclose, but **do not** staple, the payment with the voucher and mail to:

FRANCHISE TAX BOARD
PO BOX 942857
SACRAMENTO CA 94257-0531

When to Make Payment

If there is a balance due on the corporation’s 2010 tax return, mail form FTB 3586 with the payment to the address listed under Specific Instructions, item 4.

Payment of Tax Due Dates:

Form 100, 100W, 100S or 100X

Calendar Year	March 15, 2011
Fiscal Year	15th day of the 3rd month following the close of the taxable year.

Form 100 for farmers’ cooperative

Calendar Year	September 15, 2011
Fiscal Year	15th day of the 9th month following the close of the taxable year.

When the due date falls on a weekend or holiday, the deadline to file and pay without penalty is extended to the next business day.

Due to the federal Emancipation Day holiday on April 15, 2011, payments due by this date, and received on April 18, 2011, will be considered timely.

Penalties and Interest

If the corporation fails to pay its total tax liability by the original due date, the corporation will incur a late payment penalty plus interest. If the corporation paid at least 90% of the tax shown on the return by the original due date of the return, but not less than the minimum franchise tax, if applicable, the FTB may waive the penalty based on reasonable cause. However, the imposition of interest is mandatory.

As of the original due date, the automatic extension will not apply and the corporation will incur a delinquency penalty plus interest from the original due date of the California tax return if either of the following is true:

- The corporation does not file its California tax return by the extended due date.
- The corporation’s powers, rights, and privileges have been suspended or forfeited by the FTB or the California Secretary of State.

If the corporation is required to remit all of its payments electronically (EFT or Web Pay) and pays by another method, the corporation will incur a 10% noncompliance penalty.

Do not mail a paper copy of the corporation tax return to the FTB.
Keep it for the corporation’s records.