

40ES Instructions

You will need Adobe Acrobat Reader 4.05 or later to fill out and print this form. Version 3.0 may not display or print your information. If you can't install version 4.05 or later, you may order Form 40ES by filling out an online form or by calling our Tax Services Unit. The phone number is 1-800-356-4222 within Oregon or 503-378-4988 if you are out of state.

Form 40ES has fill-in capability. **Please use your computer to fill in your information. Please do not fill out by hand. Handwritten forms may take longer to process.**

Use the tab key to move from one fill-in field to the next. The space bar will create a check mark in a check box if it is selected. You may also use the pointer tool to move around and make check marks. **Don't use the return key.**

Save this fillable form to your computer's hard drive by pointing at the [\[Form\]](#) link and click on the right mouse button. You will see a small drop down menu with several choices. One of the choices might be "Save Target As," "Save this Link As," or "Download Link to Disk." The wording will depend on whether you are using Netscape or Internet Explorer. Select the appropriate phrase and indicate where to save the file on your computer. Now open Acrobat Reader and then the form which is now on your hard drive.

Fill in the number for the quarter you are paying. It will be either 1, 2, 3, or 4.

Type your Social Security number(s) and the first four letters of your last name.

Fill in the amount of your payment.

Fill in your name, address, and telephone number. Click in the box if your address has changed.

Double check the information you typed.

Please print this coupon from your computer using standard 20 lb. bond paper. **DO NOT USE FAX PAPER.** When printing **do not** select "Fit to page" or reduce the print size. The form must be printed at full size (100 percent) in order to be processed.

Print an extra copy of the filled-in coupon for your records.

Make your check or money order payable to **Oregon Department of Revenue.** Be sure to write your Social Security number(s) on your check or money order. Please fill out your check(s) in blue ink. Our equipment can't read other colors.

Do not postdate your check.

Do not staple your check or money order to this coupon.

Do remove check stubs.

Cut along the dotted line.

Mail your Form 40ES and check to:
Oregon Department of Revenue
PO Box 14950
Salem OR 97309-0950

If you have any comments about this form, please fill out our User Survey at www.dor.state.or.us/survey.lasso. If you require a response, please include your e-mail address.

