

# FORM BIT-V

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(Rev. 02/02/2022)

## METRO SUPPORTIVE HOUSING SERVICES BUSINESS INCOME TAX Payment Voucher and Instructions

### Instructions

#### Online Payments

You may make payments directly online at [Pro.Portland.gov](http://Pro.Portland.gov).  
If you are paying online, do not submit this form.

**Note:** Payments sent with your return do **not** require a voucher.

#### Use this voucher only for the following payments:

- Estimated quarterly tax payments.
- Tax due on the original return due date if you are filing your return on extension, and you are not required to submit Form EXT (see note).
- Tax due sent separately from a return. If you are mailing your payment without a return, please see the payment and mailing information section.

#### Do not use this voucher if:

- Payment is sent electronically.
- Payment is included when you file your original or amended return. If you are mailing a payment with your Metro Business Income Tax Return, send the payment and return in the same envelope to the mailing address provided on the return.

#### Required for accurate processing:

- Fill in the beginning and ending dates of your tax

year. For most filers, this will be January 1 through December 31 of the tax year.

- Enter your FEIN (Federal Employer Identification Number).
- Check the appropriate box for the type of payment being made.

#### Payment Information

Make your check payable to Metro SHS Tax. To ensure proper credit to your account, include the business name, FEIN, and tax year beginning and ending dates on your check.

#### Mailing Information

Mail your check and Form BIT-V to:

Revenue Division—Metro SHS Tax  
PO Box 9250  
Portland, OR 97207-9250

**Note:** If you requested a federal extension to file, Metro will allow the same extension and Form EXT does not need to be filed. Include a copy of your federal extension form when you file your Metro Business Income Tax Return, and check the "Extension Filed" box on the return. If you need an extension of time to file only your Metro return, complete Form EXT and submit your tax payment with that form.

*Cut on dashed line below to detach voucher. Visit [Portland.gov/revenue/forms](http://Portland.gov/revenue/forms) to print more vouchers.*

### FORM BIT-V, METRO SUPPORTIVE HOUSING SERVICES BUSINESS INCOME TAX PAYMENT VOUCHER

Tax year from: \_\_\_\_\_ to \_\_\_\_\_

ACCOUNT # SHB-	FEIN		
BUSINESS NAME			
MAILING ADDRESS <input type="checkbox"/> Check if changed			
CITY	STATE/PROV	ZIP CODE	PHONE

OFFICIAL USE ONLY

#### PAYMENT TYPE: (check one)

- Quarterly payment
- Extension payment
- Original return
- Amended return

Check No.: \_\_\_\_\_

Payment Amount: