

# FORM CES-V

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(Rev. 2/1/2021)

## CITY OF PORTLAND BUSINESS LICENSE TAX | CLEAN ENERGY SURCHARGE Payment Voucher and Instructions

### Instructions

#### Online payments:

You may make payments directly online at [Pro.Portland.gov](http://Pro.Portland.gov).

Don't use this form with online payments.

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

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

- Estimated **quarterly** tax payments (this form has replaced Form CES Q).
- Tax due by the original return's due date if you're filing your return on **extension and you have filed a federal extension**. If you are filing an extension for CES only, please submit Form EXT.
- Tax due **sent separate** from an original or amended return. If you are mailing your payment without a tax return, please see the Mailing Information section.

#### Don't use this voucher if:

- Payment is sent electronically.
- Payment is included when you file your original or amended return. If you're mailing a payment with your Clean Energy Surcharge Return, send the payment and return in the same envelope and don't use Form CES-V. See the instructions for the return you are filing for the mailing address to send your return and payment.

#### 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.

**Make your check payable to:** City of Portland. You may write one check if you are making a payment for the business taxes and CES, even if you mail in two vouchers. To ensure proper credit to your account, write the filer's name, FEIN or SSN, and tax year beginning and ending dates on your check.

#### Mailing information:

For quarterly payments, extension payments, and payments made separate from your original or amended return, mail your check and Form CES-V to:

City of Portland Revenue Division  
PO Box 8038  
Portland, OR 97207-8038

**Note:** This voucher isn't an extension to file. The City of Portland accepts the federal extension. Include a copy of the federal extension form when you file Form CES, and check the "Federal Extension" box on the Clean Energy Surcharge Return. If you need a CES-only extension, fill out Form EXT and submit your payment with that form. If you are submitting an extension request for the business taxes, you do **not** need to send a separate extension for CES.

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

## FORM CES-V, CITY OF PORTLAND BUSINESS LICENSE TAX CLEAN ENERGY SURCHARGE PAYMENT VOUCHER

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

|   |            |          |       |
|---|------------|----------|-------|
| ACCOUNT #<br><b>CES-</b>                                  |            | FEIN     |       |
| NAME OF FILER ON TAX RETURN                               |            |          |       |
| 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: