

IRS Installment Agreement Setup Instructions

Important Items to Note:

- You will be charged a fee for setting up the installment agreement as follows:
 - \$0 if you choose to pay balance within 120 days
 - \$52 if you choose automatic monthly withdrawal from your bank account
 - \$120 if you choose to pay by check each month
- You must pay it all off within 72 months.
- The online application only works if you owe less than \$50,000 for individuals or \$25,000 for businesses.

How to Setup Your IRS Payment Plan:

- 1) Go to the following page on the IRS website:

<http://www.irs.gov/Individuals/Online-Payment-Agreement-Application>

It should look like this:

The screenshot shows the IRS Online Payment Agreement Application page. The page is titled "Online Payment Agreement Application" and includes a navigation bar with links like "Filing", "Payments", "Refunds", "Credits & Deductions", "News & Events", "Forms & Pubs", "Help & Resources", and "for Tax Pros". A sidebar on the left lists various taxpayer categories: Employees, Self-Employed, International Taxpayers, Military, Parents, Seniors & Retirees, and Students. The main content area is divided into three numbered steps: 1. Determine your eligibility, 2. Gather your information, and 3. Submit Your Application. Each step contains detailed instructions and links for individuals and businesses.

- 2) Gather the information needed as shown in Step 2.
- 3) Click Apply for your payment agreement link in Step 3.
- 4) Select the appropriate option under Individuals – most likely it will be “I filed my tax return, owe taxes, and have not received a notice from the IRS” unless you have received a notice.
- 5) Input required information and choose payment options.
- 6) Read the Terms & Conditions & then click to agree to the terms. Print for your records.
- 7) You will be notified at the end that your application has been accepted.
- 8) The monthly payment amount and due dates are stated on this page. Print for your records.