

# Extension Payment Voucher Instructions

For Federal, state(s), MTA, UBT (if applicable)

**1]** Please print all pages, instruction letters and vouchers.

**2]** Please follow the specific voucher instructions on either the voucher or instruction letter.

\*Certain states require that you must pay a specific percentage of the taxes that you owe, otherwise your extensions may not be granted.

For more information please click on the **EXTENSIONS** link located on the left panel of our web page.

**3]** Remember to write your Social Security No. and Form No. on your check(s) before you send them out.

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## How to Access Cloud Cabinet

IF YOU ALREADY HAVE A PASSWORD PLEASE USE IT.

ENTER YOUR USERNAME AND PASSWORD.

**REMEMBER YOU MUST TYPE IN ALL CAPS**

**USER NAME:** FIRST 3 LETTERS OF YOUR LAST NAME +  
LAST 4 DIGITS OF SS#

**PASSWORD:** THE LETTERS ABCD + LAST 4 DIGITS OF SS#

LOGIN AND CLICK ON **CLOUD CABINET**

CLICK ON **TAX RETURN**

CLICK ON [**TAX YEAR**] THAT YOU WANT.

YOUR DOCUMENTS WILL BE DISPLAYED ON THE RIGHT.