

## **PFL Payment Instructions**

Starting July 1, 2019, employers are required to use the Employee Self Service Portal (ESSP) to pay the PFL 0.62% quarterly payroll contribution.

### **ACH Debit via ESSP**

Electronic payments should be submitted through ESSP.

[Click here to access ESSP](#)

### **Check payment via ESSP**

Check payments made through ESSP must accompany the PFL Payment Vouchers that is generated through ESSP and must be mailed to the lockbox for processing.

[Click here to access ESSP](#)

### **Voucher and check/money order payment to the lockbox address**

DC Government Paid Family Leave  
PO Box 98269  
Washington, DC 20090

### **Manual paper check payment via mail**

The [PFL-30](#) (wage report) form must be mailed to the DOES headquarters address. The PFL Tax Department will receive PFL- 30 form that may accompany employer check payments. In these instances, checks are manually logged in for record keeping and then transferred to the safe immediately. Staff will process the PFL-30 form and then forward the checks to the lockbox within 24-48 business hours of office receipt as required by Office of the Chief Financial Officer.

### **PFL30 and PFL payment to the DOES headquarters address**

Office of Paid Family Leave  
Tax Division, Suite 4300A  
4058 Minnesota Avenue NE  
Washington, DC 20019

All checks must be made payable to “**DC Treasurer**”