

Paid Family Leave Tax Payment Instructions

For Covered Employers (fewer than five employees)

The Office of Paid Family Leave (OPFL) will accept the following methods of tax payments from covered employers with fewer than five (5) employees:

- ACH Debit (Electronic Check)
- Mail
 - Payment via PFL30 Form
 - Payment via voucher

1) ACH Debit (Electronic Check)

To pay via ACH Debit, log into your employer account on ESSP:

1. Navigate to the “Payments” tab.
2. Select “Make PFL Payments”.
3. Press “Next” on the PFL payment account summary page to advance to the “PFL Payment Method” selection page.
4. Select “ACH Debit” from the payment method drop-down menu.
5. Press “Next” to proceed to the Employer PFL payment details page.
6. Enter the bank routing number and account number associated with the account you wish to make a payment from.
 - Re-enter the bank routing and account numbers. *Do not copy/paste.*
 - Select the type of account that you wish to pay from: “Checking” or “Savings”.
 - Input a payment effective date in the text box adjacent to account type. The payment effective date is the date in which the OPFL will debit your bank account.
7. Select “Finish” to close the payment dialog window and finalize the payment.

ACH Debit Block Information

Please be advised that some financial institutions use an “ACH Debit Block” to protect customer bank accounts from unauthorized electronic charges. If you need to authorize debit payments to OPFL from a bank account with a debit block, you must communicate with your bank to authorize these payments. Please provide your bank with the ACH Debit Block information that is summarized below if you need to authorize debit payments.

Office of Paid Family Leave Bank: **Wells Fargo**
ACH Company ID: **D536001131**
ACH Company Name: **OPFL**

2) By Mail

Payment via PFL30Form

The PFL30 form is used to collect and report the quarterly PFL tax in lieu of using our online payment portal.

1. Obtain a PFL30 form under the “Resources” heading at: <https://does.dc.gov/page/dc-paid-family-leave>. You may also visit our office at the address below to obtain a PFL30 form.
2. Calculate your quarterly PFL taxes using the instructions found on the PFL30 form.
3. Write check or money order in the amount calculated on line 7 “Total Remittance Amount.”
4. Mail the completed PFL30 form, including check or money order to the address below:

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

Check and money order payments should be made payable to “**DC Treasurer.**”

Payment via voucher

To pay via check or money order, log into your employer account on ESSP:

1. Navigate to the “Payments” tab.
2. Select “Make PFL Payments”.
3. Press “Next” on the PFL payment account summary page to advance to the “PFL Payment Method” selection page.
4. Select “Manual Paper Check” from the payment method drop-down menu.
5. Press “Next” to proceed to the paper check PFL payment page.
6. Locate and select the “Print Voucher” button to obtain and print a payment voucher.
 - Once printed, click the “PFL Payment Voucher Printed” option button.
 - Press “Next” to advance to “PFL Payment Successful” confirmation page.
7. Press “Finish” to close the payment dialog window and finalize the payment.

Please note: The postmark date on the voucher must be the same as the day you choose to mail your PFL tax payment. To avoid making a PFL tax underpayment, make sure that your check or money order payment is the same amount displayed on the ESSP-generated payment voucher.

All check and money order payments must be made out to “**DC Treasurer**” and sent to the lockbox address below:

DC Government Paid Family Leave
P.O. Box 98269
Washington, DC 20090

Note: *There is a \$65 surcharge associated with rejected/returned ACH debits and dishonored checks.*