

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services



MURIEL BOWSER  
MAYOR

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DIRECTOR

PFL30

NOTE: You must complete the UC30 before completing this form.

FORM ID: <b>DOES-PFL30</b>	EMPLOYER QUARTERLY CONTRIBUTION AND WAGE REPORT	POSTMARK DATE  (DO NOT USE THIS SPACE)
EMPLOYER ACCOUNT #:	EMPLOYER NAME AND ADDRESS:	FEDERAL EIN:
TAX RATE: 0.62%		QUARTER ENDING:

SEE INSTRUCTIONS ON PAGE 2

1. TOTAL WAGES PAID (this quarter, to all covered workers – same amount reported on UC30, line 2) \$ \_\_\_\_\_
  2. CONTRIBUTION DUE (Multiply line 1 by the tax rate of 0.62% (0.0062) \$ \_\_\_\_\_
  3. APPROVED CREDIT \$ \_\_\_\_\_
  4. SUBTOTAL (Subtract line 3 from line 2) \$ \_\_\_\_\_
  5. PLUS INTEREST DUE \$ \_\_\_\_\_
  6. PLUS PENALTY DUE \$ \_\_\_\_\_
  7. EQUALS TOTAL REMITTANCE AMOUNT (Add line 4, 5 and 6) \$ \_\_\_\_\_
- (Make check or money order payable to “DC Treasurer”)

STATUS CHANGES

8. ENTER THE APPROPRIATE INFORMATION BELOW IF ANY CHANGE HAS OCCURED:

CERTIFICATION

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS REPORT AND ANY WAGE REPORTS ATTACHED HERETO ARE TRUE AND CORRECT AND THAT NO PART OF THE TAX WAS OR WILL BE DEDUCTED FROM EMPLOYEES’ WAGES.

PRINT NAME:	TITLE:	
SIGNATURE:	TELEPHONE:	DATE:

## Instructions

- All employers using the PFL30 must also submit the UC30.
- **Filing the PFL30 does not exempt employers from the requirement to file wages using the UC30.** The UC30 is used to file wages for both the UI and the PFL programs quarterly. Failure to file wages on time using the UC30 could result in penalties and interest.
- Household filers who have chosen to report annually for Unemployment Insurance (UI) should not use this form. They should use the PFL30H. Household filers who have chosen to report quarterly for Unemployment Insurance (UI) should use this PFL30 form.

**Line 1: TOTAL WAGES PAID.** Enter the total gross wages paid (before deductions) including the cash value of all remuneration paid in any medium other than cash to all covered employees in the quarter. If you paid no wages in this quarter, enter “0”. For most employers, the amount reported on the PFL30, Line 1, will equal the amount reported on the UC30, Line 2, for the same quarter. The amount reported on the PFL30, Line 1, must never exceed the amount reported on the UC30, Line 2, for the same quarter. If the amount reported on the PFL30, Line 1, is less than the amount reported on the UC30, Line 2, you must submit documents in compliance with DOES’ employer guidance for excepted employees. See “Process for Determining Employee Exceptions from PFL Coverage” available at <https://does.dc.gov/page/dc-paid-family-leave>. Employers who report a lower number on the PFL30, Line 1, than on the UC30, Line 2, due to claiming employee exceptions, and whose request for employee exceptions is denied by DOES, could be subject to interest and penalties on the difference in the amount paid.

*Please note that for self-employed individuals (SEI), the term “wages” means gross earnings from self-employment income. SEIs are required to file a quarterly gross earnings report utilizing either ESSP or the PFL30S form.*

**Line 2: CONTRIBUTION DUE.** Amount of PFL taxes owed to DOES. Multiply the amount in Line 1 by 0.0062. Example: \$100,000 (Line 1) \* 0.0062 = \$620 (Line 2).

**Line 3: APPROVED CREDIT.** The amount of your approved credit that will be applied toward your PFL contribution due. Credit applies automatically and should be considered prior to penalty and interest calculation. (Please contact PFL Tax Division to confirm the amount of any credit balance on the account).

**Line 4: SUBTOTAL.** Subtract line 3 from line 2

Example: An employer has a credit balance of \$100.00. Total wages submitted is \$100,000.00. Upon submission, the total PFL Tax debt = \$620.00 but the amount owed = \$520.00.

**Line 5: INTEREST DUE.** Interest will be assessed at a rate of 1.5% if the contribution due on the report is not paid by the end of the month following the close of the quarter to which it pertains. (Please contact PFL Tax Division to confirm the amount of any interest due on the account.)

Continues on next page →

**Line 6: PENALTY DUE.** In addition to interest, a penalty of 10% of the contribution, but not less than \$100.00, will be assessed if either the PFL30 or the UC30 is not filed for the quarter, or if the contribution due is not paid by the end of the month following the close of the quarter to which it pertains. **Separate payments must be made each quarter for PFL taxes and for UI taxes.** Please contact PFL Tax Division to confirm the amount of any penalty due on the account.

**Line 7: TOTAL REMITTANCE AMOUNT.** Add Lines 4, 5, and 6. Make check or money order payable to “DC Treasurer”. You must include your employer account number and the quarter/year on your check or money order. **DO NOT** send cash.

Mail PFL30 and PFL payment to:  
Office of Paid Family Leave Tax Division  
4058 Minnesota Avenue, N.E.  
Washington D.C. 20019

**Line 8: STATUS CHANGES.** If any information pertaining to your employer account has changed since the last reporting period, please enter the changed information and provide supporting documentation where relevant.