

Instructions

- Enter your Taxpayer Identification Number.
Mark an X in the ovals based on whether you have a FEIN or SSN and if this is a final return.
Enter the tax period ending date (MMYY) ex: 0111
Enter your business name and address.
Enter Account Number information. This number was provided by OTR when the business was registered. (Missing account numbers will cause a delay in processing your return)
Enter the amounts on Lines 1 - 6.
Make your check or money order payable to DC Treasurer (do not send cash).
Make sure your name and address appear on your payment.
Write your FEIN/SSN, tax period and FR-900M on your check or money order.

Mail your payment with your tax return to:

Office of Tax and Revenue
PO Box 96385
Washington, DC 20090-6385

Notes: If your payment exceeds \$5,000 per period, you shall pay electronically.

- Visit www.taxpayerservicecenter.com for instructions.
For electronic filers, in order to comply with new banking rules, you will be asked the question "Will the funds for this payment come from an account outside of the United States". If the answer is yes, you will be required to pay by money order (US dollars) or credit card. Please notify this agency if your response changes in the future.

Detach at perforation before mailing



Taxpayer Identification Number 123456789

Mark if: X FEIN X SSN

Account Number 123123123123

Tax Period Ending (MMYY) Due Date

Business Name ABCDEFGHIJKLMNOPQRSTUVWXYZ

0000

01202015

Mark if X final return

Mailing Address Line #1 12345ABCDEF...GHIJKLMNOPQRSTUVWXYZ

1. DC income tax withheld this month on wages (W-2) \$123456789.99

Mailing Address Line #2 12345ABCDEF...GHIJKLMNOPQRSTUVWXYZ

2. DC income tax withheld this month on non-wage payments (1099) \$123456789.99

City ABCDEFGHIJKLMNOPQRSTUVWXYZ AB State Zipcode + 4 123456789

3. Adjustment from the previous month only. (Mark if minus) X \$123456789.99

4. Penalty-5% per month with a maximum of 25% \$123456789.99

5. Interest-10% per year \$123456789.99

Telephone Number of Person to Contact 1234567890

Preparer's PTIN 123456789

6. Total Amount Due \$123456789.99

Under penalties of law, I declare that, to the best of my knowledge, this return is correct. Declaration of paid preparer is based on the information available to the preparer.

Taxpayer's Signature Date MMDDYYYY Preparer's Signature Date MMDDYYYY