Instructions for FP-31P - Please print clearly

The FP-31P Payment Voucher is used when making any payment due on your FP-31 return.

- Enter your federal employer identification number (FEIN) or your social security number (SSN).
- Fill in the oval for the identification number you entered.
- Enter your business name and mailing address.
- Enter the amount you are paying by check or money order (do not send cash).
- Make your check or money order payable to the DC Treasurer.
- Write your FEIN/SSN, FP-31 and the tax year on your check or money order.
- Enter your name and address on your payment.
- Staple your payment to the FP-31P.
- Mail the FP-31P with the FP-31 return to the Office of Tax and Revenue, PO Box 96183, Washington, DC 20090-6183. **Do not attach this voucher to your return**.

By using the FP-31P Payment Voucher, you are helping us process your return.

Notes:

- If your payment exceeds $5,000 for any period, **you must pay electronically**. Visit www.taxpayerservicecenter.com
- 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

Print CLEAR

Government of the District of Columbia

2016 FP-31P Payment Voucher

1 6 0 3 1 0 3 1 0 0 0 2

This is a FILL-IN format. Please **do not handwrite** any data on this form other than your signature.

STAPLE CHECK OR MONEY ORDER HERE

Amount of payment $ .00

To avoid penalties and interest, your return envelope must be postmarked no later than the due date of your return.

Taxpayer Identification Number

Fill in ◯ if FEIN

Fill in ◯ if SSN

Tax Year beginning July 1, 2015 and ending June 30, 2016
Due Date: July 31, 2015

OFFICIAL USE ONLY
Vendor ID# 0002

Business name

Business mailing address line 1

Business mailing address line 2

City *State* *Zip Code + 4*