

FR-900P PAYMENT VOUCHER
See instructions on back

Detach at perforation and mail the voucher, with payment attached. See mailing address on back.



**FR-900P Payment Voucher
for Withholding Tax**



Important: Print in CAPITAL letters using black ink.

Official Use Only Vendor ID# 0000

Amount of payment \$

Fill in if non-wage

Federal Employer Identification Number

Account Number

Tax period ending (MMDDYYYY)

Name (not your trade name)

Business mailing address #1

Business mailing address #2

City

State

Zip Code + 4

Payment for Tax Period:

- 1. Quarterly: January, February, March
- 2. Quarterly: April, May, June
- 3. Quarterly: July, August, September
- 4. Quarterly: October, November, December
- 5. Annual: January through December

KEEP FOR YOUR RECORDS

Revised 06/21



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Instructions for FR-900P PAYMENT VOUCHER – please print clearly

Use the FR-900P Payment Voucher to make any payment due on your **FR-900** return.

- Enter your Federal Employer Identification Number.
- Enter your DC assigned withholding account number.
- Enter name and address exactly as they appear on your return.
- Enter the amount of your payment.
- Select the tax period for this payment (for monthly payers, select the quarter the payment falls within).
- Make check or money order (US dollars) payable to the DC Treasurer.
- Write your FEIN, withholding account number, tax period and type of return filed (FR-900) on the payment.
- **Staple your check or money order to the FR-900P voucher only.** Do not attach your payment to your FR-900 return.
- Mail the FR-900P Payment Voucher with check or money order to: Office of Tax and Revenue, PO Box 96385, Washington DC 20090-6385.
- If you have more than one (1) withholding account, use a separate FR-900P to remit payment for each account.

Notes:

- **Non-Wage** indicates whether or not you have paid any lump-sum distributions from a retirement plan or account.
- If your payment exceeds \$5,000 in any period, you shall pay electronically. Visit MyTax.DC.gov.
- **For electronic filers**, in order to comply with 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.
- **Dishonored Payments** Make sure your check or electronic payment will clear. You will be charged a \$65 fee if your check or electronic payment is not honored by your financial institution and returned to OTR.