

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 - 3.
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-900Q 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 liability is greater than \$10,000, you must file and 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 check 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
Mark if: X SSN
Tax Period Ending MMYT

Business Name ABCDEFGHIJKLMNOPQRSTUVWXYZ
Mark if X final return
SOFTWARE DEVELOPER USE ONLY
VENDOR ID# 1234

Mailing Address Line #1 1234567890123456789
Due Date MMDDYYYY Account Number 123123123123

Mailing Address Line #2 1234567890123456789
City ABCDEFGHIJKLMNOPQRSTUVWXYZ State AB Zipcode + 4 123456789
1. DC income tax withheld this quarter \$123456789.99
2. Adjustment to a previous quarter of this year. (Mark if minus) X \$123456789.99
3. Tax due \$123456789.99

Telephone Number of Person to Contact 1234567890
Preparer's PTIN 123456789

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 Title Paid Preparer's Signature Date