GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services

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Paid Family Leave Tax Payment Instructions

For Covered Employers

The Office of Paid Family Leave (OPFL) has prepared the following instructions to help employers navigate the payment process for the Paid Family Leave (PFL) tax. If you are a business with five (5) or more employees, the District requires that you create an account and utilize the Employer Self-Service Portal (ESSP) to upload wage reports and to pay the PFL quarterly payroll tax.

OPFL will accept the following methods of tax payments from covered employers with five (5) or more employees:

1) ACH Debit (Electronic Check)

To pay via ACH Debit, log into your employer account on ESSP:

1. Navigate to the "Payments" tab.
2. Select "Make PFL Payments".
3. Press "Next" on the PFL payment account summary page to advance to the "PFL Payment Method" selection page.
4. Select "ACH Debit" from the payment method drop-down menu.
5. Press "Next" to proceed to the Employer PFL payment details page.
6. Enter the bank routing number and account number associated with the account you wish to make a payment from.
    - Re-enter the bank routing and account numbers. *Do not copy/paste.*
    - Select the type of account that you wish to pay from: "Checking" or "Savings".
    - Input a payment effective date in the text box adjacent to account type. The payment effective date is the date in which the OPFL will debit your bank account.
7. Select "Finish" to close the payment dialog window and finalize the payment.

ACH Debit Block Information
Please be advised that some financial institutions use an "ACH Debit Block" to protect customer bank accounts from unauthorized electronic charges. If you need to authorize debit payments to OPFL from a bank account with a debit block, you must communicate with your bank to authorize tax payments. If you need to authorize debit payments, please provide your bank with the ACH Debit Block information that is summarized below. Office of Paid Family Leave Bank: **Wells Fargo** ACH Company ID: **D536001131** ACH Company Name: **OPFL**

2) Print a payment voucher on ESSP and mail payment (Check or Money Order)

To pay via check or money order, log into your employer account on ESSP:

1. Navigate to the "Payments" tab.
2. Select "Make PFL Payments".
3. Press "Next" on the PFL Payment Account summary page to advance to the "PFL Payment Method" selection page.
4. Select "Manual Paper Check" from the Payment Method drop-down menu.
5. Press "Next" to proceed to the Paper Check PFL Payment page.
6. Locate and select the "Print Voucher" button to obtain and print a payment voucher.
    - Once printed, click the "PFL Payment Voucher Printed" option button.
    - Press "Next" to advance to "PFL Payment Successful" confirmation page.
7. Press "Finish" to close the payment dialog window and finalize the payment.

Please note: Every check payment must accompany an ESSP generated Payment Voucher. The Payment Voucher must indicate in the **"Postmark Date"** field, the date that the check is being mailed. The postmark date entered must be the same date as the item mailed. The absence of a postmark date will delay the processing of your payment which may also result in penalties and/or interest added to your balance.

All check and money order payments must be made out to **"DC Treasurer"** and sent to the lockbox address below:

DC Government Paid Family Leave
P.O. Box 718269
Philadelphia, PA 19171

Note: There is a $65 surcharge associated with rejected/returned ACH debits and dishonored checks.

Additional payment instruction resources can be found under the "Help and Support" section on ESSP, including video tutorials on various wage-related subjects.