

dc paid family leave



OFFICE OF PAID FAMILY LEAVE - TAX DIVISION

PFL30S

This form is intended for Self-Employed Individuals (SEIs) only.

FORM ID: DOES-PFL30S	SEI QUARTERLY CONTRIBUTION AND GROSS EARNINGS REPORT	POSTMARK DATE (DO NOT USE THIS SPACE)
EMPLOYER ACCOUNT #:	SEI NAME AND ADDRESS:	EIN/SOCIAL SECURITY NUMBER:
TAX RATE: 0.62%		QUARTER ENDING:

SEE INSTRUCTIONS ON PAGE 2

- | | |
|---|----------|
| 1. TOTAL WAGES PAID (This quarter, to all covered workers - same amount reported on UC30, Line 2) | \$ _____ |
| 2. CONTRIBUTION DUE (Multiply Line 1 by the tax rate of 0.62% (0.0062)) | \$ _____ |
| 3. APPROVED CREDIT | \$ _____ |
| 4. SUBTOTAL (Subtract Line 3 from Line 2) | \$ _____ |
| 5. PLUS INTEREST DUE | \$ _____ |
| 6. PLUS PENALTY DUE | \$ _____ |
| 7. EQUALS TOTAL REMITTANCE AMOUNT (Add lines 4, 5, and 6) | \$ _____ |

(Make check or money order payable to "DC Treasurer")

STATUS CHANGES

8. ENTER THE APPROPRIATE INFORMATION BELOW IF ANY CHANGE HAS OCCURRED:

CERTIFICATION

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS REPORT AND ANY GROSS EARNINGS REPORTED/ATTACHED HERE ARE TRUE AND CORRECT AND THAT NO EXPENSES HAVE BEEN DEDUCTED FROM THE GROSS EARNINGS.

PRINT NAME:	TITLE:	
SIGNATURE:	TELEPHONE:	DATE:

INSTRUCTIONS

Line 1: TOTAL GROSS EARNINGS. The amount reported on the PFL3OS, Line 1 should be for the calendar quarter for which you are filing and must never include net earnings (earnings from self-employment after expenses have been deducted). Enter the total earnings, before expenses, from all “trade or business” activities conducted for more than 50% of the time in the District of Columbia as a sole proprietor, an independent contractor, a partnership, or a single member LLC that has not opted to be treated as a corporation for tax purposes. If you had no earnings from self-employment enter “0”.

Line 2: CONTRIBUTION DUE. Amount of PFL taxes owed to DOES. Multiply the amount in Line 1 by 0.0062.
Example: \$100,000 (Line 1) * 0.0062 = \$620.

Line 3: APPROVED CREDIT. The amount of your approved credit that will be applied toward your PFL contribution due. Credits apply automatically and should be considered prior to penalty and interest calculation.

Line 4: SUBTOTAL. Subtract Line 3 from Line 2
Example: An employer has a credit balance of \$100.00. Total gross earnings submitted is \$100,000.00. Upon submission, the total PFL Tax debt = \$620.00 but the amount owed = \$520.00.

Line 5: INTEREST DUE. Interest will be assessed at a rate of 1.5% if the contribution due on the report is not paid by the end of the month following the close of the quarter to which it pertains.

Line 6: PENALTY DUE. In addition to interest, a penalty of 10% of the contribution, but not less than \$100.00, will be assessed if the PFL3OS is not filed for the quarter, or if the contribution due is not paid by the end of the month following the close of the quarter to which it pertains.

Line 7: TOTAL REMITTANCE AMOUNT. Add Lines 4, 5, and 6. Make check or money order payable to “DC Treasurer”. You must include your employer account number and the quarter/year on your check or money order. **DO NOT send cash.**

Mail PFL Tax Payment to the lockbox address:

DC Government Paid Family Leave
P.O. Box 98269
Washington, DC 20090

Mail **PFL3OS** to DOES Headquarters:

Office of Paid Family Leave Tax Division
4058 Minnesota Avenue, N.E.
Washington, DC 20019

To ensure the timely processing of your wage information and PFL tax payment, the Office of Paid Family leave strongly encourages you to use the Employer Self-Service Portal (ESSP). The portal can be accessed at the following link: essp.does.dc.gov.

Line 8: STATUS CHANGES. If any information pertaining to your employer account has changed since the last reporting period, please enter the changed information and provide supporting documentation where relevant.