

PFL Payment Instructions

Starting July 1, 2019, employers are required to use the Employee Self Service Portal (ESSP) to pay the PFL 0.62% quarterly payroll contribution.

ACH Debit via ESSP

Electronic payments should be submitted through ESSP.

[Click here to access ESSP](#)

Check payment via ESSP

Check payments made through ESSP must accompany the PFL Payment Vouchers that is generated through ESSP and must be mailed to the lockbox for processing.

[Click here to access ESSP](#)

Voucher and check/money order payment to the lockbox address

DC Government Paid Family Leave
PO Box 98269
Washington, DC 20090

Manual paper check payment via mail

The [PFL-30](#) (wage report) form must be mailed to the DOES headquarters address. The PFL Tax Department will receive PFL- 30 form that may accompany employer check payments. In these instances, checks are manually logged in for record keeping and then transferred to the safe immediately. Staff will process the PFL-30 form and then forward the checks to the lockbox within 24-48 business hours of office receipt as required by Office of the Chief Financial Officer.

PFL30 and PFL payment to the DOES headquarters address

Office of Paid Family Leave
Tax Division, Suite 4300A
4058 Minnesota Avenue NE
Washington, DC 20019

All checks must be made payable to “**DC Treasurer**”