

# Instructions

## Form FP-31P Payment Voucher

The FP-31P Payment Voucher is used when making any payment due on your FP-31 return.

- Enter your federal employer identification number (FEIN) or your social security number (SSN).
- Fill in the oval for the identification number you entered.
- Enter your business name and mailing address.
- Enter the amount you are paying by check or money order (do not send cash).
- Make your check or money order payable to the DC Treasurer.
- Write your FEIN/SSN and the tax year on your check or money order.
- Staple your payment to the FP-31P.
- Mail the FP-31P with the FP-31 return to the Office of Tax and Revenue, PO Box 7862, Washington, DC 20044-7862. **Do not attach this voucher to your return.**

By using the FP-31P Payment Voucher, you are helping us process your return.

*Detach at perforation before mailing*



**2009** FP-31P Payment Voucher



Important: Print in CAPITAL letters using black ink.

Taxpayer Identification Number	Fill in <input type="radio"/> if FEIN	Tax Year beginning July 1, 2008 and ending June 30, 2009	OFFICIAL USE
Business name	Fill in <input type="radio"/> if SSN	Due Date: July 31, 2008	
Mailing address			
Mailing address (continued)			
City	State	Zip Code + 4	
Amount of payment	<i>To avoid penalties and interest, your return envelope must be postmarked no later than the due date of your return.</i>		

STAPLE CHECK OR MONEY ORDER