

2016 FP-31P SUB  
Personal Property Tax Return  
Payment Voucher

## Instructions

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

- Enter your federal employer identification number (FEIN) or your social security number (SSN)
- Mark an "X" 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 check or money order payable to the DC Treasurer.
- Write your FEIN/SSN, FP-31 and tax year on your check or money order.
- Enter your name and address on your payment
- Staple your payment to the FP-31P payment voucher.
- Mail the FP-31P payment voucher with the FP-31 return to the  
Office of Tax and Revenue  
PO Box 96183  
Washington, DC 20090-6183

Do not attach this voucher to your return.

### Notes:

- If your liability exceeds \$5,000 for any period, you must pay electronically.  
Visit [www.taxpayerservicecenter.com](http://www.taxpayerservicecenter.com)
- 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 money order (US dollars) or credit card. Please notify this agency if your response changes in the future.

*Detach at perforation before mailing*

Government of the  
District of Columbia

## 2016 FP-31P SUB Payment Voucher



Taxpayer Identification Number

Mark  if FEIN  
Mark  if SSN

1 2 3 4 5 6 7 8 9

Business name

ABCDEFGHIJKLMABCDEFGHIJKLMABCDEFGHI

Business mailing address 1

1 2 3 4 5 ABCDEFGHIJKLMABCDEFGHIJCLA

Business mailing address 2

ABCDEFGHIJKLMABCDEFGHIJKLMABCDEFGHI

City

ABCDEFGHIJKLMABCDEFGHI

Tax year beginning July 1, 2015  
and ending June 30, 2016  
Due Date: July 31, 2015

SOFTWARE DEVELOPER USE ONLY  
VENDOR ID # 1234

State Zip Code + 4  
AB 1 2 3 4 5 6 7 8 9

**Amount of Payment** \$123456789.00

To avoid penalties and interest, your return envelope must be  
postmarked no later than the due date of your return.

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