Procedures for the Remittance and Reporting of 911 Fees
Government of the District of Columbia

District of Columbia Code §34-1803 imposes upon all providers of local exchange service or exchange access, including wireline providers, wireless providers, and Voice over Internet Protocol (VoIP) Service Providers (VSPs), a fee (911 Fee) calculated monthly on the basis of each individual telephone line sold, leased or billed in the District of Columbia as follows:

**WIRELINE LOCAL EXCHANGE SERVICE:**
- $0.76 per exchange access line;
- $0.62 per Centrex line; and
- $4.96 per PBX trunk
  ($.62 x PBX station equivalency ratio of 8)

**WIRELESS TELEPHONE EXCHANGE SERVICE AND VOIP SERVICE**
- $0.76 for each telephone number with a District of Columbia billing address

**REMITTANCE PROCEDURES**

Providers are asked to remit the 911 Fee to the Washington, D.C. Treasury monthly, but no later than quarterly

**Monthly Remittance Schedule:** Payment due by 15th of each month for previous month

**Quarterly Remittance Schedule:**
- Payment Due: Reporting Periods
  - January 15: October, November, December
  - April 15: January, February, March
  - July 15: April, May, June
  - October 15: July, August, September

The preferred method of payment is by wirel transfer or ACH credit

The bank routing account information for electronic funds transfers is as follows:

- **BANK:** Citibank
- **Routing No:** 021000089
- **Account No:** 30918939
- **Tax ID:** 53-6001131
- **Reference:** 911 Fees

When funds are electronically transferred, a 911 Fee Remittance Report must be:

1. Faxed to the Office of the Chief Financial Officer, Public Safety and Justice Cluster at 202-673-3332
2. Additionally, a copy of the report must be e-mailed to the Office of Unified Communications at 911fee@dc.gov

Checks should be made payable to the DC Treasurer and mailed to the following address:

**Mailing Address:**
OCFO Public Safety Justice Cluster
Attn: Accounting Department
899 North Capitol Street, NE
Suite 600A
Washington, D.C. 20002

When funds are submitted by check, a 911 Fee Remittance Report must be:

1. accompanied with the check
2. Additionally, a copy of the report must be e-mailed to the Office of Unified Communications at 911fee@dc.gov
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NOTE: To obtain an electronic template of the Remittance Form, send your request to e-mail address 911fee@dc.gov, or contact Yolanda Taylor-Weems at Yolanda.Taylor-Weems@dc.gov telephone number 202-645-9333.

All providers must complete and submit the 911 Fee Remittance Report with all remittances

STEP 1
(in all cases)
A copy of the remittance is to be e-mailed to the District’s Office of Unified Communications At 911fee@dc.gov. Please enter the provider name on the subject line.

AND

STEP 2
(if sending funds electronically)
Fax to the Office of the Chief Financial Officer (OCFO), Public Safety & Justice Cluster
FAX No:
202-727-4845

(if remitting by check)
Mail to the Office of the Chief Financial Officer (OCFO), Public Safety & Justice Cluster
Mailing Address:
District of Columbia Treasurer
OCFO, Public Safety & Justice Cluster
899 South Capitol Street, NE Suite 600A
Washington, DC 20002