

Tips for completion

PCORI fee Form 720 quarterly federal excise tax return

TO PAY THEIR PCORI FEE, STEPS FOR EMPLOYER/PLAN SPONSOR TO COMPLETE:

- Verify using correct Form 720 (Rev. June 2024)
- Company information and quarter ending "June 2024"
(e.g., for 2023 plan year filing)
- Part II, IRS No. 133 applicable self-insured health plans
 - Column (a), row (c) if plan ended before October 1, 2023 - enter "Avg. number of lives covered for self-insured health plans"
 - OR
 - Column (a) row (d) if plan ended on or after October 1, 2023 and before October 1, 2024 - enter "Avg. number of lives covered for self-insured health plans"
 - Column (c) – enter total fee (number of lives from column a multiplied by the rate in column b) Enter that total in column (c) fee and again in column tax
- Part II, Line 2 – enter total tax (from calculation in IRS No. 133)
- Part III, Line 3 – enter total tax (from Part II, Line 2)
- Part III, Line 10 – enter balance due (from Part III, Line 3)
- Complete "Sign Here" Section on page 3
- Payment voucher Form 720V 2024 with "2nd Quarter" checked
- Enter amount of payment, business name and address
- Send the form, payment voucher, and check to:
Department of the Treasury
Internal Revenue Service
Ogden, UT 84201-0009