



MyTax.DC.gov

Office of Tax and Revenue

Presented by:

Warren Farrar, Deputy Director
Customer Service Administration




MyTax.DC.gov Account

- File and pay most tax types
- Send OTR a message (web message)
- View notices, returns and payments
- Register a new tax account/Close a tax account
- Penalty waiver
- Payment agreement
- Update account information such as addresses and names quickly
- Update officers/Power of Attorney

☰ Home

🏠 Home



MyTax.DC.gov

MyTax.DC.gov is a tax portal that makes viewing and paying Individual Income and Business taxes in the District of Columbia - **Simpler. Faster. Safer.**

View FAQs

Register a New Business, Form FR-500

Where's My Refund?

🔒 Log In / Sign-up

Username

Password

Log In

[Forgot Password?](#)

[Forgot Username?](#)

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Sign-up to use MyTax.DC.gov

🏢 Businesses

- [Current & Prior Year Tax Forms](#)
- [Modernized e-File](#)
- [Retrieve a Saved Submission](#)
- [Register a Special Event - Form FR-500B](#)
- [Request Government Exemption](#)
- [Exemption/Certificate Search](#)

📅 Businesses - File and Pay Now

- [FR-120: Corporation Franchise Tax Extension](#)
- [FR-130: Unincorporated Franchise Tax Extension](#)
- [FR-165: Partnership Tax Extension](#)

👤 Individuals

- [Current & Prior Year Tax Forms](#)
- [DC Free File / DC Fillable Forms](#)
- [Verify My Return](#)
- [Request Residential Parking Exemption](#)

📅 Individuals - File and Pay Now

- [FR-127: Individual Income Tax Extension](#)
- [FR-127F: Fiduciary Income Tax Extension](#)
- [D-77: Estate Tax Extension](#)

Customer Demographics



Logon

STJOHN GOLF SUPPLY
 username@dc.gov
 +1 (202) 000-0000
 Last logged on 27-Sep-2018
Balance: (\$9,000.00)

Alerts

There are 2 unread messages

- I Want To** [More...](#)
- [View My Web Profile](#)
 - [Send OTR a message](#)
 - [View FAQ's](#)
 - [Manage payments and returns](#)
 - [Register a New Tax Account](#)
 - [Go Paperless](#)

Accounts [View Accounts](#)

Filter

Alcoholic Beverage	430-001301041	STJOHN GOLF SUPPLY	(\$10,000.00)
Personal Property Tax	400-000211084	STJOHN GOLF SUPPLY	\$1,000.00

[Register a New Tax Account](#)

After you log-in, this is your Home Page. You can find your Address, Alerts, "I Want To," and Balance Information.

Account Attributes

4 **Withholding Non-Payroll Tax** Log Off

Home > TRADER MOE'S > Withholding Non-Payroll Tax

4a **Account** **4b** **Account Alerts** **4c** **I Want To** More...

bsndemo
TRADER MOE'S
00000-29248
Withholding Non-Payroll Tax
300-000189006
Balance: \$0.00

✓ There are no alerts

Request to Close Account
Make a payment
Manage payments and returns
Request a Penalty Waiver

4d **Periods** Submissions Correspondence Names and Addresses Logons More...

Periods

31-Dec-2017	\$0.00	File Return
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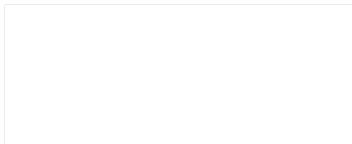
Period details will allow you to close accounts, make payments, review alerts, or submit penalty waivers.

Period Summary


To make a payment, click under the “I Want To” section.

PERIOD 31-DEC-2014

Unincorp. Business Franchise



PERIOD ALERTS

 Balance due: \$19,112.46

I WANT TO

- Make a payment
- Make an estimated payment

SUMMARY

Balance	\$19,112.46
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PERIOD ACTIVITY

09-Nov-2015	Posted	Payment for \$1,596.65
15-Oct-2015	Posted	Payment for \$2,635.00
15-Oct-2015	Late-Processed	Unincorporated Franchise Tax
15-Apr-2015	Posted	Payment for \$9,837.00



How Do I Make a Payment?

PERIOD 31-DEC-2014 Unincorp. Business Franchise Balance Due: \$19,112.46	PAYMENT METHOD Type Direct Debit - US Bank Bank Account Type Checking Routing Number Bank Name BANK OF AMERICA, N.A. Account Number Confirm Account Number Save this payment method for future use No Yes Name BANK OF AMERICA, N.A. - *6587	PAYMENT Payment Type Bill Payment Payment Date 15-Sep-2016 Pay Balance of \$19,112.46 No Yes Amount \$19,112.46
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eCheck payments can be scheduled up to 1 year in advance.

Ready to submit this payment?

I hereby authorize the District of Columbia Office of Tax and Revenue to debit my bank account in the amount of \$19,112.46.

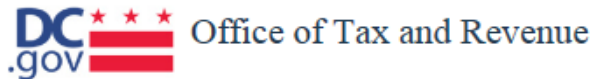
You are required to re-enter your password to confirm this request. Your password will act as your signature.

Password: [.....]

OK Cancel



How Do I Make a Payment? Cont'd



OTR Home Services Individual Income Tax Business Tax Real Property Recorder of Deeds Forms Customer Survey About

Home » Unincorp. Business Franchise » 31-Dec-2014 » Period Payment » Confirmation Log Off

CONFIRMATION

Please review the payment request information below for your payment to the District of Columbia Office of Tax and Revenue.
Please print a copy for your records.

Your payment request confirmation number is 0-000-000-472

Tax Type: Unincorp. Business Franchise : 14

Paid From: BANK OF AMERICA, N.A. ****6587
Payment Amount: \$19,112.46
Payment Date: 15-Sep-2016
Submitted Date: 15-Sep-2016

This is only the payment request. Please review your bank statement to confirm that this transaction was successful.

OOPS? If you want to make a change, it is not too late. While a payment is still pending, you can return to your account, cancel the payment, and make a new one.

Payments pending in MyTax.DC.gov can be cancelled before 7pm Eastern Standard Time of the payment date entered. Payments that have a status of *In Process* or *Completed* cannot be cancelled.

Contact Us:
(202) 750-1946
services.otr@dc.gov

OK

Printable View

To expedite your service, have your payment request confirmation number on hand.



How do I review my submissions?

A screenshot of the OTR user dashboard. The top navigation bar includes a 'Home' link, a user greeting 'Welcome, Bob Taxpayer', and a 'Log Off' button. Below this, there are sections for 'Ligon' (user profile), 'Alerts' (unread messages and letters), and 'I Want To' (various service links). A horizontal menu contains tabs for 'Acc', 'Submissions', 'Correspondence', 'Names and Addresses', 'Logons', and 'Exemptions'. The 'Submissions' tab is active and highlighted with a red box containing the number '2'. Underneath, there are three sub-sections: 'Not Submitted' (with a red box '2a' and the text 'No submissions need attention'), 'Submitted' (with a red box '2a' and the text 'New Primary Address'), and 'Processed' (with a red box '2b' and a list of actions: '3rd Party Approve/Reject', 'Update NAICS Code', and 'New Registration'). A 'View All Submissions' button is located to the right of the 'Processed' section.



How do I access unread letters/notices & messages?

The screenshot shows the TRADER MOE'S user interface. At the top, there is a navigation bar with a menu icon, the text "TRADER MOE'S", and a "Log Off" button. Below this is a breadcrumb trail: "Home > TRADER MOE'S".

The main content area is divided into three sections: "Settings", "Alerts", and "I Want To".

- Settings:** Shows a user profile for "bsndemo" with a "Settings" button. Below the profile, it lists "TRADER MOE'S 00000-29248" and a "Balance: \$604.95".
- Alerts:** Contains three items: "Balance due: \$604.95", "There are 3 unread messages", and "There is 1 unread letter".
- I Want To:** Contains a "More..." button and a list of actions: "View My Web Profile", "Register a New Tax Account", "Manage payments and returns", "View FAQ's", and "Send OTR a message".

Below the main content area is a horizontal navigation menu with the following items: "Accounts", "Sub", "6", "Correspondence", "Names and Addresses", "Logons", and "Exemptions".

The "6" and "Correspondence" items are highlighted with red boxes. Below this menu, there are two sections:

- 6a Messages:** Contains a "View All Messages" button and a list of messages: "Return was submitted", "Return was submitted", and "Third Party Request".
- Unread Letters 6b:** Contains an "Unread Letters" button with an envelope icon, a "View All Letters" button, and a list of letters: "Sales and Use Tax Certificate".



How do I access unread letters/notices & messages?

Messages 7 Log Off

Home > TRADER MOE'S > Messages

Unread 0 **Inbox** Outbox 7a

Inbox 7b [Send Message](#) [Mark All As Read](#)

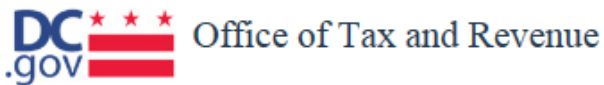
Filter

Posted	Subject	For	Id	Name	Period	
29-Sep-2017	Return was submitted	Street Vendor	353-000011792	TRADER MOE'S	30-Jun-2017	Delete
29-Sep-2017	Return was submitted	Specialized Sales	380-000011793	TRADER MOE'S	31-Aug-2017	Delete
17-Jul-2017	Third Party Request	Customer ID	00000-29248	TRADER MOE'S		Delete
14-Jul-2017	Request for Bulk Filing access	Customer ID	00000-29248	TRADER MOE'S		Delete
31-Aug-2016	Profile Updated	Customer ID	00000-29248	TRADER MOE'S		Delete
12-Jul-2016	Profile Updated	Customer ID	00000-29248	TRADER MOE'S		Delete

6 Rows



How do I send a message / attach a document?



OTR Home Services Individual Income Tax Business Tax Real Property Recorder of Deeds Forms Customer Survey About

Home Log Off

My Profile

ALERTS
There are no alerts

I WANT TO
More...
Register a New Tax Account
Request Third Party Access
Send OTR a message
Manage payments and returns

SUMMARY RECENT ITEMS NAMES AND ADDRESSES

OPEN REQUESTS More...
Processing
New Primary Address


UNREAD LETTERS More...
There are no unread letters

UNREAD MESSAGES More...
There are no unread messages

Click on "Send OTR a message" under the "I Want To" section



How do I send a message / attach a document? Cont'd

DC  Office of Tax and Revenue

OTR Home Services Individual Income Tax Business Tax Real Property Recorder of Deeds Forms Customer Survey About

Home » Send Log Off

SEND MESSAGE

Message Type Required

Account

Subject Required

Message Required

ATTACHMENTS Add

Name	Description	Size (Kb)	Sent
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Submit Cancel

Send messages and/or attachments to OTR

Q&A

