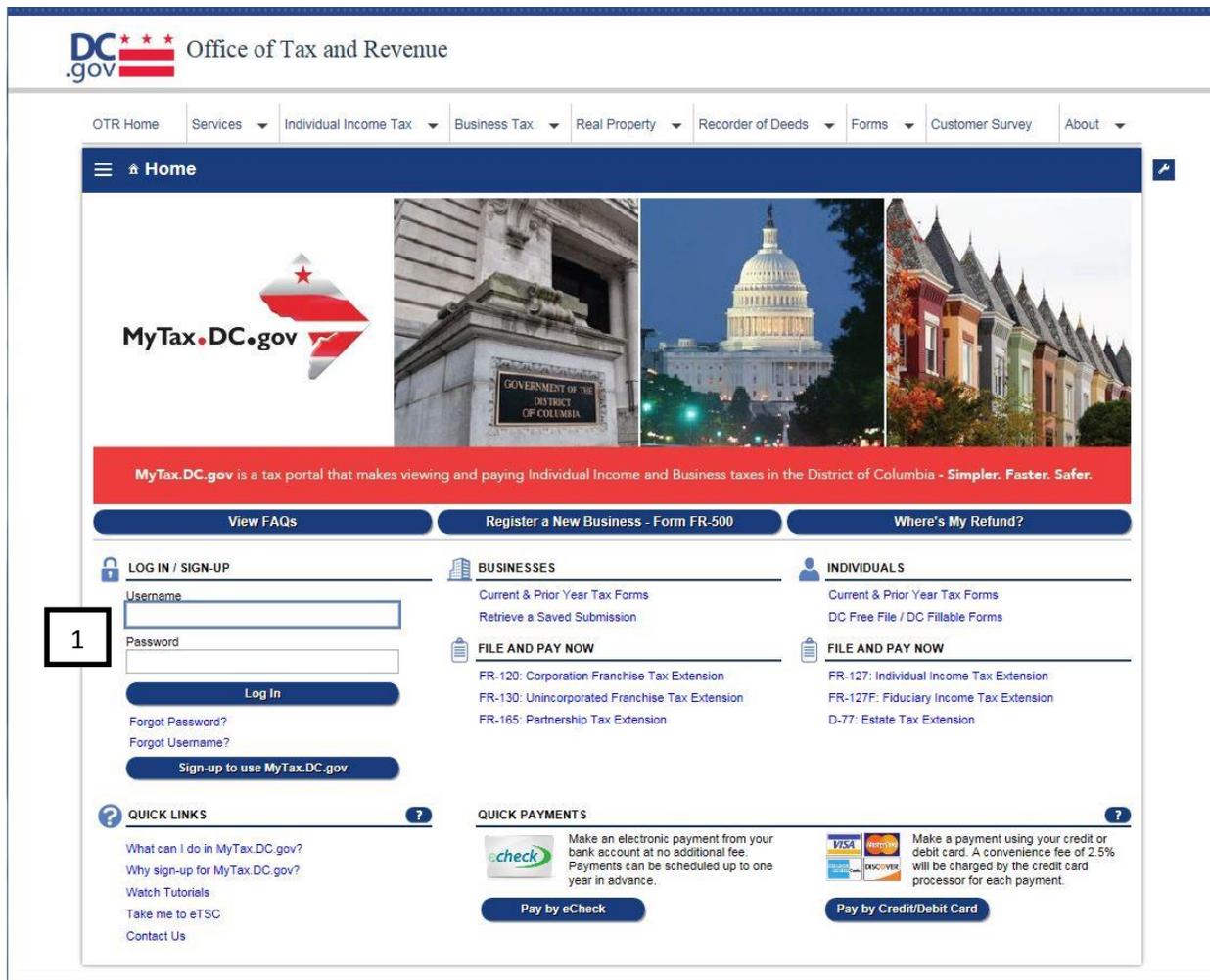


How to File a Withholding Tax Return

File your withholding tax for either a past due period or a new period from within your [MyTax.DC.gov](https://mytax.dc.gov) account by following this step-by-step guide.



The screenshot shows the MyTax.DC.gov website interface. At the top, there is a navigation menu with options like 'OTR Home', 'Services', 'Individual Income Tax', 'Business Tax', 'Real Property', 'Recorder of Deeds', 'Forms', 'Customer Survey', and 'About'. Below the navigation is a banner with the MyTax.DC.gov logo and a description: '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.' There are three buttons: 'View FAQs', 'Register a New Business - Form FR-500', and 'Where's My Refund?'. The main content area is divided into three columns: 'LOG IN / SIGN-UP', 'BUSINESSES', and 'INDIVIDUALS'. The 'LOG IN / SIGN-UP' section is highlighted with a red box containing the number '1'. It includes fields for 'Username' and 'Password', a 'Log In' button, and links for 'Forgot Password?' and 'Forgot Username?'. Below the login fields is a 'Sign-up to use MyTax.DC.gov' button. The 'BUSINESSES' section lists 'Current & Prior Year Tax Forms' and 'Retrieve a Saved Submission'. The 'INDIVIDUALS' section lists 'Current & Prior Year Tax Forms' and 'DC Free File / DC Fillable Forms'. At the bottom, there are 'QUICK LINKS' and 'QUICK PAYMENTS' sections. The 'QUICK PAYMENTS' section includes 'Pay by eCheck' and 'Pay by Credit/Debit Card' options.

1. Using your **Username** and **Password**, log into your [MyTax.DC.gov](https://mytax.dc.gov) account. *(Please note: eTSC log-in credentials are not transferrable to MyTax.DC.gov, visit ["How to Sign up for an Account"](#) for more information.)*

Home Log Off

My Profile **ALERTS** **I WANT TO** More...

00000-83264
 SPOT PET GROOMING
 1101 4TH ST SW STE 1636
 WASHINGTON DC 20024-4464 USA

There are no alerts

[View My Web Profile](#)
[Request Third Party Access](#)
[Register a New Tax Account](#)
[Send OTR a message](#)
[Manage payments and returns](#)

SUMMARY **RECENT ITEMS** **NAMES AND ADDRESSES**

2 **MY ACCOUNTS** More...

Withholding Non-Payroll Tax	300-000115664	SPOT PET GROOMING	\$0.00
Withholding Wage Tax	300-100037030	SPOT PET GROOMING	\$0.00
Withholding Wage Tax	300-100037031	SPOT PET GROOMING	\$0.00
Withholding Wage Tax	300-100037032	SPOT PET GROOMING	\$0.00

[Register a New Tax Account](#)

2. From the **Summary** tab, look under **My Accounts** for a list of your accounts. Select an account with a withholding tax currently due, it will be marked with an orange hazard icon.

Home » Withholding Wage Tax Log Off

WITHHOLDING WAGE TAX **Settings** **ACCOUNT ALERTS** **I WANT TO**

300-100037031
 SPOT PET GROOMING
 1101 4TH ST SW STE 1636
 WASHINGTON DC 20024-4464 USA

Return needs to be filed for 31-Dec-2014
 Return needs to be filed for 31-Dec-2015

[Request to Close Account](#)
[Make a payment](#)
[Manage payments and returns](#)

PERIODS **RECENT ITEMS** **NAMES AND ADDRESSES** **LOGONS**

3 **PERIODS**

31-Dec-2016	\$0.00
31-Dec-2015	\$0.00
31-Dec-2014	\$0.00

3. On the **Withholding Wage Tax** page under the **Period** tab, select a period that is outstanding (indicated by the hazard icon), to be directed to the details for that tax period.

Home » Withholding Wage Tax » 31-Dec-2015 Log Off

PERIOD 31-DEC-2015 **PERIOD ALERTS** **I WANT TO**

Withholding Wage Tax
 300-100037031
 SPOT PET GROOMING
 1101 4TH ST SW STE 1636
 WASHINGTON DC 20024-4464 USA

Return needs to be filed for 31-Dec-2015

[Make a payment](#)

SUMMARY **PERIOD ACTIVITY**

Balance \$0.00 There has been no activity

4

4. Under **Period Alerts**, click the hyperlink. Based on your filing status, the appropriate tax form will be provided. For this example, the taxpayer is an annual filer. Therefore, the form provided is the **FR-900A**.

Home » Withholding Wage Tax » 31-Dec-2015 » **FR-900A Annual Return**
Log Off

2015
Government of the
District of Columbia

FR-900A
Annual Withholding Tax Return

SPOT PET GROOMING Tax Period Ending: 12/31/2015
Account ID: 300-100037031 Due Date: 1/20/2016

Who should file the FR-900A?
Every employer who pays wages to a DC resident or payor of lump-sum distributions who withholds DC income tax must file a DC Withholding tax return. This includes individual employers who have household employee(s).

Lump-sum distributions do not include:
(a) any portion of a lump-sum payment that was previously subject to tax;
(b) an eligible rollover distribution that is effected as a direct trustee to trustee transfer; and
(c) a rollover from an individual retirement account to a traditional or Roth individual retirement account that is effected as a direct trustee to trustee transfer.

Return Information

Did your business close or have you stopped paying wages?

Is this return being filed by a paid tax preparer?

5b

DC Income Tax Withheld

1. DC income tax withheld this year on wages (W-2)		\$1,200.00
2. DC income tax withheld this year on non-wage payments (1099)		\$1,000.00
3. Penalty (5% per month, up to 25%)		\$0.00
4. Interest (10% per year)		\$0.00

You have an amount due of \$2,200.00. Select your payment option below.

5c

Payment Information

I would like to: Required Required

5d

5. The **FR-900A** annual return screen will appear.
 - a. Answer the **Return Information** questions on the right side of the pop-up screen.
 - b. Then, answer the **DC Income Tax Withheld** inquiries.
 - c. Select the appropriate **Payment Information** response from the drop-down menu. You may choose **No Payment is Needed** when you are filing a zero return. The option to **Pay Later** allows you to schedule your payment up to one year in advance. For this example, we will choose to **Pay by eCheck**.
 - d. Click **Submit**.

3 | Page

Payment Information

I would like to: Pay Through eCheck ? You can schedule a payment on or up to the due date of the return (1/20/2016) by adjusting the payment date below.

PERIOD 31-DEC-2015	PAYMENT METHOD	PAYMENT
Withholding Wage Tax 300-100037031 SPOT PET GROOMING 1101 4TH ST SW STE 1636 WASHINGTON DC 20024-4464 USA	Type Direct Debit - US Bank Bank Account Type Required Routing Number Required Account Number Required Confirm Account Number Required Save this payment method for future use No Yes	Payment Date 10-Nov-2016 Amount Required Confirm Amount Required

8 Submit Cancel

6. Enter your banking information into the **Payment Method** section including **Bank Account Type**, **Routing Number**, and **Account Number**. Confirm your **Account Number**.
 - a. If you would like MyTax.DC.gov to store your banking information, click **Yes** beneath **Save this payment method for future use**. For this example, we will choose **No**.
7. In the **Payment** section, choose a **Payment Date**. When paying with an eCheck, you can choose a future payment date up to one year from the date you authorized your payment on our system. Enter the **Amount** of your payment and **Confirm** that amount.
8. Click **Submit**.

Ready to submit this return?

Under the penalties of law, I declare that, to the best of my knowledge, this tax return is correct.

Enter your password below to electronically sign this return.

Password 9 10 Required OK Cancel

9. Within the **Ready to submit this return?** pop-up window, enter your email address and confirm.
10. Click **OK**, and you will be directed to a confirmation page.

Home » Withholding Wage Tax » 31-Dec-2015 » FR-900A Annual Return » **Confirmation** Log Off

CONFIRMATION

Your return has been successfully submitted to the District of Columbia Office of Tax and Revenue. Please print a copy of this page for your records.

11 Your request confirmation number is **0-000-007-584**

Tax Type: FR-900A - Annual Withholding Tax Return
 Filed For: 300-100037031
 SPOT PET GROOMING
 Period Ending: 31-Dec-2015
 Balance Due: \$2,200.00
 Submitted Date: 10-Nov-2016 9:58:19 AM

Contact Us:
 (202) 759-1946
e-services.otr@dc.gov

OK
Printable View

11. Please write down your **Request Confirmation Number** for your records.

Filing a Withholding Quarterly Return

(The following directions are a step-by-step guide for filing for a new period.)

1. Under **My Accounts**, select the **Withholding Wage Tax** for the account you wish to file your return.

Home Log Off

My Profile **ALERTS** **I WANT TO** More...

00000-83264
 SPOT PET GROOMING
 1101 4TH ST SW STE 1636
 WASHINGTON DC 20024-4464 USA

There are no alerts

View My Web Profile
 Request Third Party Access
 Register a New Tax Account
 Send OTR a message
 Manage payments and returns

SUMMARY RECENT ITEMS NAMES AND ADDRESSES

MY ACCOUNTS More...

Withholding Non-Payroll Tax	300-000115664	SPOT PET GROOMING	\$0.00
Withholding Wage Tax	300-100037030	SPOT PET GROOMING	\$0.00
Withholding Wage Tax	300-100037031	SPOT PET GROOMING	\$0.00
Withholding Wage Tax	300-100037032	SPOT PET GROOMING	\$0.00

Register a New Tax Account

- From the **Withholding Wage Tax** page for that account, under the **Periods** tab, select the *quarterly* period end date to file your *quarterly* return.

Home » **Withholding Wage Tax** Log Off

WITHHOLDING WAGE TAX Settings **ACCOUNT ALERTS** **I WANT TO**

300-100037032
SPOT PET GROOMING
1101 4TH ST SW STE 1636
WASHINGTON DC 20024-4464 USA

Return needs to be filed for 31-Mar-2017
Return needs to be filed for 30-Jun-2017

Request to Close Account
Make a payment
Manage payments and returns

PERIODS RECENT ITEMS NAMES AND ADDRESSES LOGONS

PERIODS

30-Sep-2017	\$0.00
30-Jun-2017	\$0.00
31-Mar-2017	\$0.00
31-Dec-2016	\$0.00

- Under the **I Want To** section in the upper right corner, select **File my monthly and quarterly withholding** to be provided the appropriate form.

Home » Withholding Wage Tax » **31-Dec-2016** Log Off

PERIOD 31-DEC-2016 **PERIOD ALERTS** **I WANT TO**

Withholding Wage Tax
300-100037032
SPOT PET GROOMING
1101 4TH ST SW STE 1636
WASHINGTON DC 20024-4464 USA

There are no alerts

Make a payment
File my 2016 monthly and quarterly withholding

SUMMARY **PERIOD ACTIVITY**

Balance \$0.00 There has been no activity

- On the **FR-900Q** page, answer the **Return Information** questions on the right side of the screen. Click **Next**.

Home » Withholding Wage Tax » 31-Dec-2016 » **2016 Withholding Submission** Log Off

1. FR-900Q 2. Withholding Information

FR-900Q

★ ★ ★ **2016** **FR-900Q** **SPOT PET GROOMING** Tax Period Ending: 12/31/2016
Government of the District of Columbia **Quarterly Withholding Tax Return** Account ID: 300-100037032 Due Date: 1/23/2017

Who should file the FR-900M and FR-900Q?
Every employer who pays wages to a DC resident or payor of lump-sum distributions who withholds DC income tax must file a DC withholding tax return. This includes individual employers who have household employee(s). Lump-sum distributions do not include:
(a) any portion of a lump-sum payment that was previously subject to tax;
(b) an eligible rollover distribution that is effected as a direct trustee to trustee transfer; and
(c) a rollover from an individual retirement account to a traditional or Roth individual retirement account that is effected as a direct trustee to trustee transfer.

Return Information
What quarter are you filing for? Fourth Quarter
Did your business close or have you stopped paying wages? No Yes
Is this return being filed by a paid tax preparer? No Yes

Cancel Previous Next

- 5. On the **Withholding Information** page, complete the **DC Income Tax Withheld** inquiries. Under **Payment Information**, choose your payment method from the drop-down menu. For this example, we will choose **Pay Later**. Click **Submit**.

Home » Withholding Wage Tax » 31-Dec-2016 » **2016 Withholding Submission** Log Off

1. FR-900Q > 2. Withholding Information

Withholding Information

2016 **FR-900Q** **SPOT PET GROOMING** Tax Period Ending: 12/31/2016
Government of the District of Columbia **Quarterly Withholding Tax Return** Account ID: 300-100037032 Due Date: 1/23/2017

DC Income Tax Withheld

1. DC income tax withheld this quarter on wages (W2)	5	\$20,000.00
2. DC income tax withheld this quarter on non-wage payments (1099)		\$0.00
3. Adjustments from the previous quarter only		\$0.00
4. Penalty - 5% per month with a maximum of 25%		\$0.00
5. Interest - 10% per year		\$0.00
6. Total amount due		\$20,000.00

You have an amount due of \$20,000.00. Select your payment option below.

Payment Information

I would like to: Note: Any outstanding balances will be subject to penalty and interest.

- 6. In the **Ready to submit this form?** pop-up window, enter your **Password**, which will act as your electronic signature. Click **OK**.

Ready to submit this form?

Under penalties of law, I declare that, to the best of my knowledge, this form is correct.
Enter your password below to electronically sign this form.

Password

- 7. You will receive **Confirmation** of your submission with a summary of your filing information. Click **Printable View** to access a screen with a printable version of your confirmation.

☰ Home » Withholding Wage Tax » 31-Dec-2016 » 2016 Withholding Submission » **Confirmation** 🔒 Log Off

 **CONFIRMATION**

Your form has been successfully submitted to the Office of Tax and Revenue. Please print a copy of this page for your records.

Your request confirmation number is **0-000-032-628**

Form Type: FR-900Q - Quarterly Withholding Tax Return
Filed For: 300-100037032
SPOT PET GROOMING
Period Ending: 31-Dec-2016
Balance Due: \$20,000.00
Submitted Date: 23-Aug-2017 9:40:41 AM

Contact Us:
(202) 759-1946
e-services.otr@dc.gov

7

- 8. Print a copy of your confirmation and retain for your records.

Your form has been successfully submitted to the Office of Tax and Revenue. Please print a copy of this page for your records.

Your request confirmation number is **0-000-032-628** 8

Form Type: FR-900Q - Quarterly Withholding Tax Return
Filed For: 300-100037032
SPOT PET GROOMING
Period Ending: 31-Dec-2016
Balance Due: \$20,000.00
Submitted Date: 23-Aug-2017 9:40:41 AM

Contact Us:
(202) 759-1946
e-services.otr@dc.gov