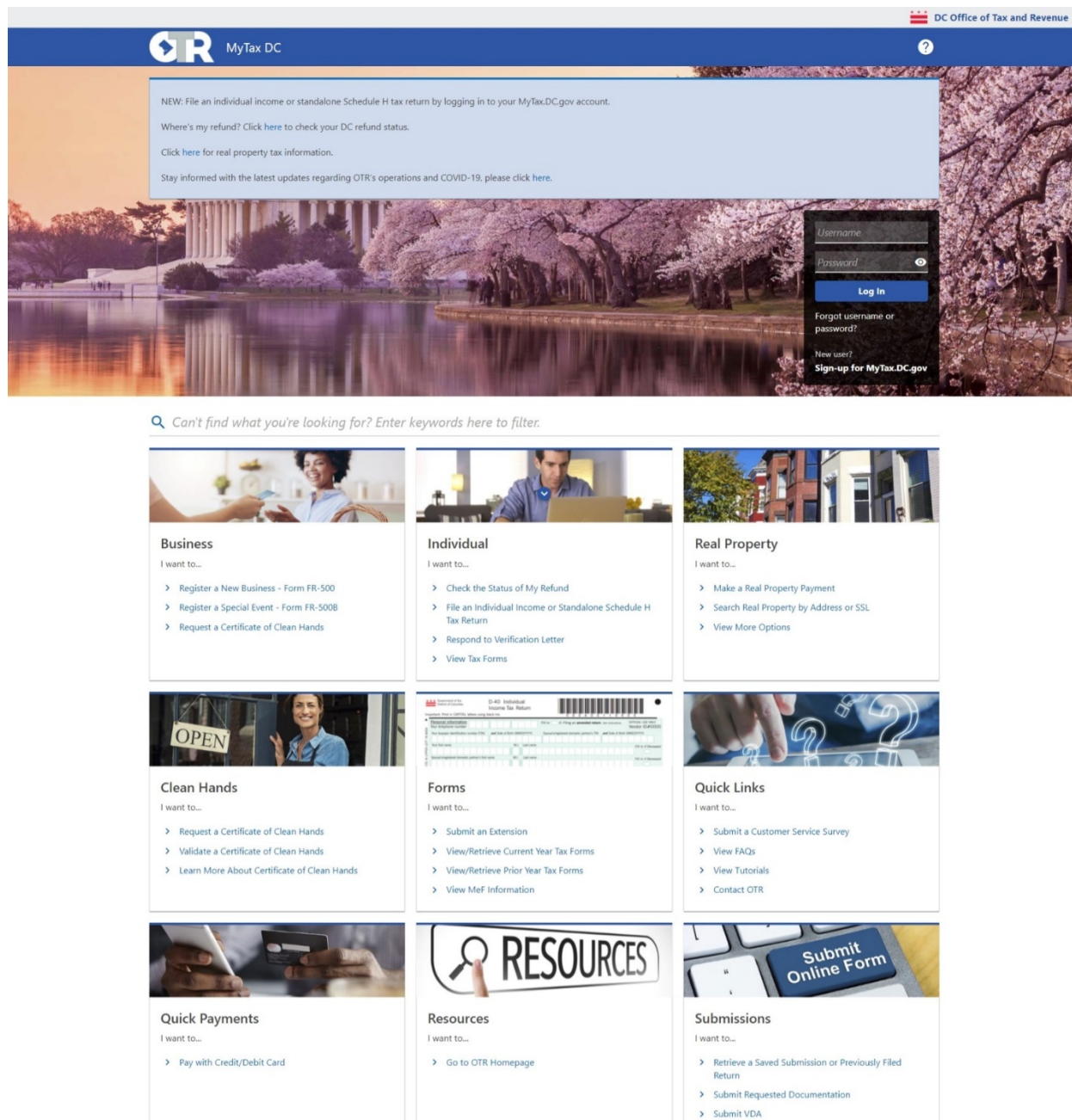


# MyTax.DC.gov User Guide:

## Document Submission for Non-Registered Users


Taxpayers can respond to a notice they received with the requested documentation via MyTax.dc.gov by following this step-by-step guide.



The screenshot displays the MyTax.DC.gov website interface. At the top, the DC Office of Tax and Revenue logo is visible. The main header features the MyTax DC logo and a search bar. Below the header, a large banner image shows a park scene with cherry blossoms. A login box on the right side of the banner contains fields for Username and Password, a Log In button, and links for forgot username/password, new users, and sign-up for MyTax.DC.gov. A light blue information box on the left of the banner provides links for filing returns, checking refund status, real property tax information, and COVID-19 updates. Below the banner, a search bar prompts users to enter keywords. A grid of nine service categories follows, each with a representative image and a list of available actions:

- Business** (Image: Two people smiling):
  - > Register a New Business - Form FR-500
  - > Register a Special Event - Form FR-500B
  - > Request a Certificate of Clean Hands
- Individual** (Image: A man working on a laptop):
  - > Check the Status of My Refund
  - > File an individual income or Standalone Schedule H Tax Return
  - > Respond to Verification Letter
  - > View Tax Forms
- Real Property** (Image: A modern building):
  - > Make a Real Property Payment
  - > Search Real Property by Address or SSL
  - > View More Options
- Clean Hands** (Image: A woman holding a sign that says 'OPEN'):
  - > Request a Certificate of Clean Hands
  - > Validate a Certificate of Clean Hands
  - > Learn More About Certificate of Clean Hands
- Forms** (Image: A tax form with a barcode):
  - > Submit an Extension
  - > View/Retrieve Current Year Tax Forms
  - > View/Retrieve Prior Year Tax Forms
  - > View MeF Information
- Quick Links** (Image: A hand pointing at a question mark):
  - > Submit a Customer Service Survey
  - > View FAQs
  - > View Tutorials
  - > Contact OTR
- Quick Payments** (Image: A hand holding a credit card):
  - > Pay with Credit/Debit Card
- Resources** (Image: A magnifying glass over the word 'RESOURCES'):
  - > Go to OTR Homepage
- Submissions** (Image: A keyboard with a 'Submit Online Form' button):
  - > Retrieve a Saved Submission or Previously Filed Return
  - > Submit Requested Documentation
  - > Submit VDA


1. Under the Submissions section click Submit Requested Documentation



### Clean Hands

I want to...


- > Request a Certificate of Clean Hands
- > Validate a Certificate of Clean Hands
- > Learn More About Certificate of Clean Hands



### Forms

I want to...


- > Submit an Extension
- > View/Retrieve Current Year Tax Forms
- > View/Retrieve Prior Year Tax Forms
- > View MeF Information



### Quick Links

I want to...


- > Submit a Customer Service Survey
- > View FAQs
- > View Tutorials
- > Contact OTR



### Quick Payments

I want to...


- > Pay with Credit/Debit Card



### Resources

I want to...

- > Go to OTR Homepage



### Submissions

I want to...

- > Retrieve a Saved Submission or Previously Filed Return
- > Submit Requested Documentation
- > Submit VDA

- DC Office of Tax and Revenue

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?

< Home

Submit Documentation

Submit Documentation

Letter

Attachments

Letter Verification

Enter the 10 digit letter ID printed on the letter you received, beginning with the letter "L". (Example: L1234567890)

Letter ID \*

Required

Confirm Letter ID \*

Required

Taxpayer Information

ID Type \*

FEIN

ITIN

PEIN

SSL

SSN

Enter Your SSN

Re-enter Your SSN

Please enter your phone number and email address so we can contact you:

Country

USA

Phone Number \*

Required

Email \*

Required

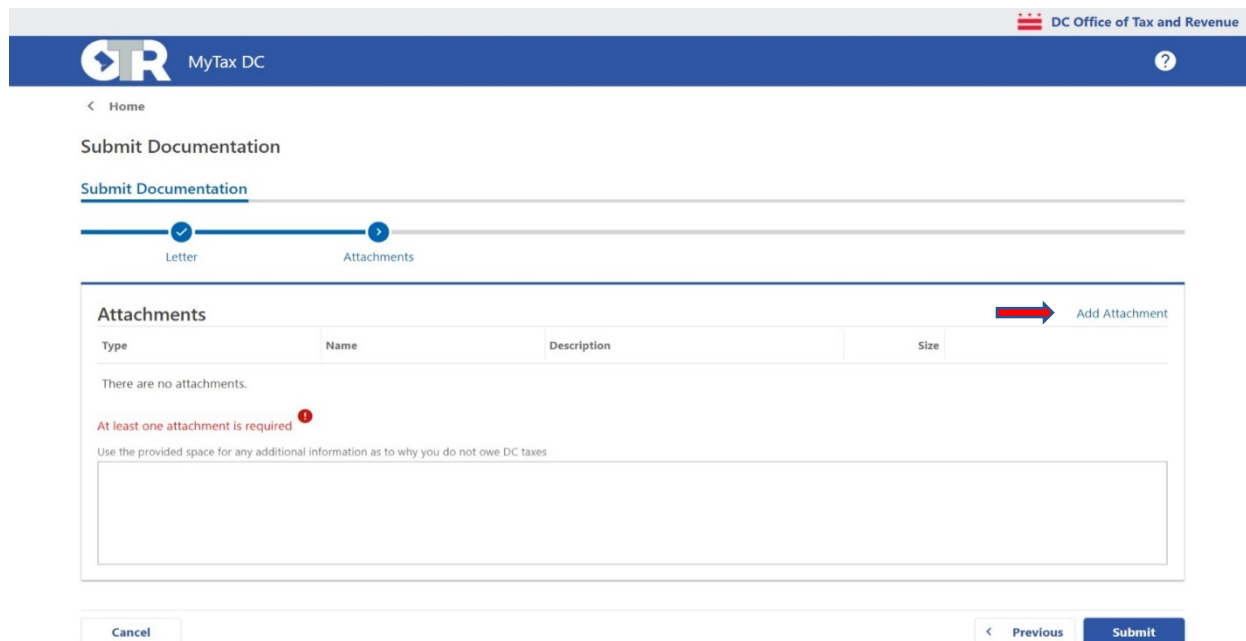
Cancel

< Previous

Next >

- Click the add attachment link to upload your documents to MyTax. Your uploaded documents should be one of the allowable file extensions.

Acceptable file extensions: DOC, DOCX, PDF, JPG, JPEG, PNG, TIFF, TIF



DC Office of Tax and Revenue

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Submit Documentation

Submit Documentation

Letter Attachments

Attachments

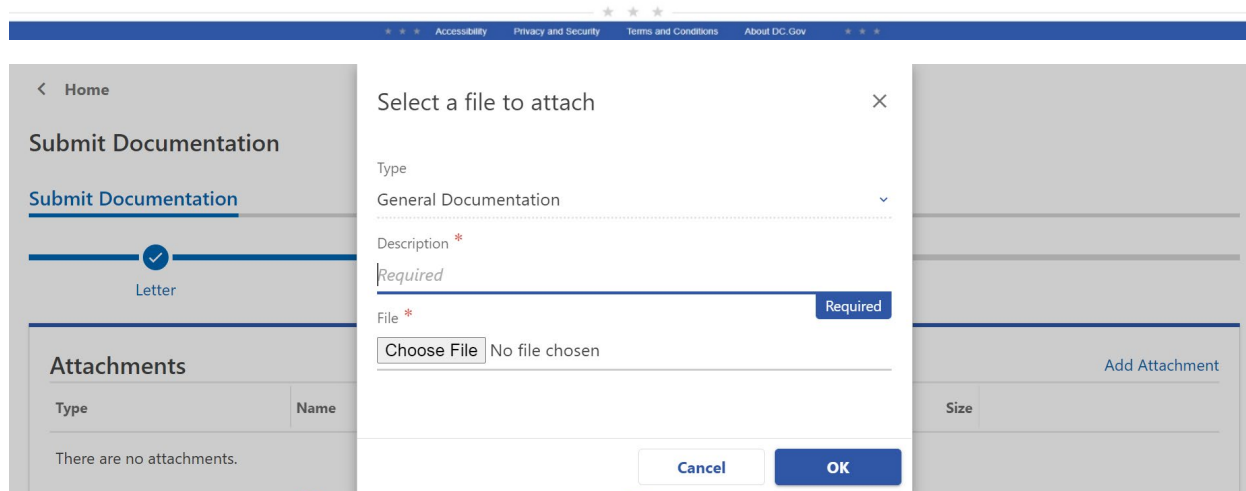
Add Attachment

Type	Name	Description	Size
There are no attachments.			

At least one attachment is required

Use the provided space for any additional information as to why you do not owe DC taxes

Cancel Previous Submit



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Submit Documentation

Submit Documentation

Letter

Attachments

Select a file to attach

Type

General Documentation

Description \*

Required

File \*

Choose File No file chosen


Required


Cancel OK

Add Attachment

Size

- Use the text box below to provide a personalized message or additional relevant information regarding the notice you received. Then click submit


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DC Office of Tax and Revenue

[Home](#)

### Submit Documentation

[Submit Documentation](#)

Letter

Attachments

#### Attachments

Add Attachment

Type	Name	Description	Size
There are no attachments.			

At least one attachment is required


Use the provided space for any additional information as to why you do not owe DC taxes


Cancel


Previous

Submit

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-  DC Office of Tax and Revenue

 MyTax DC






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### Confirmation




Your submission has been submitted and your confirmation number is 0-004-348-342. Please retain your confirmation number for future reference.




[Printable View](#)

[OK](#)

 Accessibility

 Privacy and Security

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