MyTax.DC.gov User Guide:
How to Request a Real Property Penalty and Interest Waiver

Follow this step-by-step guide to learn how to Request a Real Property Penalty and Interest Waiver via MyTax.DC.gov.
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1. From the MyTax.DC.gov homepage, go to the Real Property box and click on Search Real Property by Address or SSL.
2. From there type in your address or SSL.

3. Once there click on the Applications and Actions tab.
4. Go to the Waivers and Rebates box, and click onto “Request a Waiver of Real Property Penalty and Interest”

5. Please review the Instructions.

Instructions for Waiving Penalty and Interest

A request to waive penalties is considered when taxpayers, acting in good faith, show that there was a reasonable cause for a late or underpayment of their tax obligations - reasonable cause generally exists if the taxpayer exercises ordinary care or good judgment in determining his or her obligation but was unable to comply by the deadline. Ordinary care includes provision for obligations to be met when reasonably foreseeable events occur.

When requesting a waiver, please remember a request for waiver must include a reason and a description of the circumstances leading to the late or underpayment. Documentation may be attached to support your request.

If you have any questions about the process, please contact the Real Property Tax Administration (RPTA) at (202) 604-9770. Click “Next” to begin the request for waiver process.
6. Verify the property address and that you are or are not the property owner.

Are you the property owner?

No  Yes

7. Select the type of Penalty and Interest waiver either Real Property, Southeast Water and Sewer or Southwest Waterfront.

Select Account Type:

8. Then update what Penalty and Interest you want to have waived or “Request All.”

Please enter the amounts of penalty and/or interest that you are requesting to be waived. Select the ‘Request All’ button to request the waiver of penalty and interest.

<table>
<thead>
<tr>
<th>Period</th>
<th>Current Penalty</th>
<th>Requested Reduction in Penalty</th>
<th>Current Interest</th>
<th>Requested Reduction in Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Half 2018</td>
<td>$61.06</td>
<td>$0.00</td>
<td>$238.13</td>
<td>$0.00</td>
</tr>
<tr>
<td>First Half 2019</td>
<td>$250.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Second Half 2019</td>
<td>$250.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>First Half 2020</td>
<td>$7,291.29</td>
<td>$0.00</td>
<td>$59.55</td>
<td>$0.00</td>
</tr>
<tr>
<td>Second Half 2020</td>
<td>$64.83</td>
<td>$0.00</td>
<td>$29.17</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

9. Add in your Contact Information.
10. Add in your reason for request.

Reason

Reason for requesting waiver: *
Required

Please provide additional details for requesting a waiver: *
Required

11. Add any attachments that are needed.

Attachment Instructions

If you have any documentation to support your application, upload it here. Examples below:
- Death Certificates
- Medical Providers
- Letters from physicians or other medical providers detailing an illness and explaining how that illness (or treatments associated therewith) impacted your ability to comply with your DC property tax obligations.
- Hospitalizations require discharge records.
- Documentation from your insurance or mortgage company
- Bank receipt
- Front and back of cancelled check
- Bank statements
- Copies of police or fire reports

12. Certify that all the information given is correct.

Certification

☑️ I certify, under penalties of law, that I have examined this application, including any attachments, and the information provided is true, correct and complete to the best of my knowledge and belief. Making a false statement is punishable by criminal penalties, D.C. Code §22-2405.