Q: I am unable to generate a Certificate of Clean Hands through the automated system. What do I do?

A: Contact us at (202) 724-5045—we are happy to help!

Q: My business is a disregarded entity and reports its income under a parent entity; how do I ensure that this information is captured correctly to avoid problems with obtaining a Certificate of Clean Hands?

A: Be sure that all schedules are complete when submitting return information for a parent entity — Schedule K allows you to list all disregarded entities for which income is reported. If you have questions or concerns regarding complex business structures, please contact us.

Q: For how long is a Certificate of Clean Hands valid?

A: A Certificate of Clean Hands can be validated in real-time by using our system at MyTax.DC.gov. As such, the certificates do not expire. However, the agency or entity that has requested you to provide the certificate may have their own requirements regarding when a certificate must be requested.

Q: I do not have a taxpayer identification number (ITIN, SSN, or FEIN). How can I request a Certificate of Clean Hands?

A: An ITIN is required to generate a Certificate of Clean Hands online. If you need assistance obtaining an ITIN, please contact the IRS at www.irs.gov/individuals/how-do-i-apply-for-an-itin.
What is a Certificate of Clean Hands?

A Certificate of Clean Hands may be required to obtain a business license, a grant, a contract or other goods or services from the District. However, District law provides that if a debt is owed to the District of Columbia of more than $100.00 and/or if an individual or entity has failed to file required District returns, then those individuals or businesses are not entitled to a Certificate of Clean Hands.

How do I obtain a Certificate of Clean Hands?

Obtaining a Certificate of Clean Hands is as easy as 1-2-3!

DC Residents:
1. Log in or create a MyTax.DC.gov account
2. Click “Request a Certificate of Clean Hands” to confirm or complete required information
3. If you are in compliance, a Certificate of Clean Hands will be generated instantly!

Non-DC Residents:
1. From www.MyTax.DC.gov, without logging in, click on “Request Certificate of Clean Hands” under the “Business” tab on the homepage and follow the prompts.

If you are not a resident of the District, and you do not have a Social Security Number (SSN), you will need an Individual Taxpayer Identification Number (ITIN). The IRS issues ITINs to individuals who are required to have a U.S. taxpayer identification number but who do not have, and are not eligible to obtain an SSN. If you are in need of an ITIN, please see link How do I apply for an ITIN? | Internal Revenue Service (irs.gov).

Business Tax Compliance Checklist:

- Did you register by submitting a completed Form FR-500 on MyTax.DC.gov?
- If you owe a liability over $100, is it part of an established payment agreement?
  - Payment agreements can be set up on MyTax.DC.gov or by calling the Collections Division at (202) 724-5045.
- Have you filed all required returns?
- Have all returns and payments posted to your account?
  - All businesses are required to file Personal Property Tax returns unless they are exempt entities.
  - If a business has taxable sales in the District, a Sales and Use Tax return is required even if the sales reported are $0

Scan Me

For more information!