



Government of the District of Columbia
Office of the Chief Financial Officer
Office of Tax and Revenue

2012 FR-1500 Ballpark Fee Return Instructions

Secure - Accurate - Convenient ...



File Your Ballpark Fee Return

Electronically Today!

www.taxpayerservicecenter.com

**This return must be filed
and paid electronically.
This document is to provide
instructions only.**

Revised 02/12

General Instructions

Who must file?

If you do not owe the ballpark fee, you do not have to file a return.

Except as provided below, any person that derived at least \$5 million in annual District of Columbia (DC) gross receipts and who was subject to any of the following at any given point during that person's preceding tax year ending on or before June 15 must file and pay the Form FR-1500, ballpark fee:

- DC Corporation Franchise Tax (D-20);
- DC Unincorporated Business Franchise Tax (D-30);
- The DC Unemployment Compensation Act, except employers who employ persons to provide personal or domestic service in a private home, unless the employment is related to the employer's trade, occupation, profession, enterprise or vocation.

Who is exempt from paying Ballpark Fee?

An entity granted exemption from the DC Franchise Tax pursuant to DC Code §47-1802.01 is not subject to the ballpark fee, unless it has unrelated business taxable income (UBTI). A tax exempt entity with UBTI must pay the ballpark fee if \$5 million or more of its annual DC gross receipts are attributable to any UBTI for its most recent calendar or fiscal year.

What are District gross receipts?

District gross receipts are those derived from any activity such as sales, rents, services, commissions, etc., from any

source within the District. Gross receipts are determined without deduction of any expenses.

District gross receipts do not include:

- Amounts received from ownership or beneficial interest in an entity which is itself a ballpark fee payer;
- Amounts collected of federal or local taxes on motor fuel;
- Amounts retained by a retail establishment under provisions of the Anacostia River Clean Up and Prevention Act (disposable bag fee).

What is a preceding tax year?

A preceding tax year is the taxpayer's most recent calendar or fiscal year ending prior to June 15.

The tax filing period for ballpark is always 6/1 through 5/31, regardless of the tax period ending for the corporate or unincorporated business tax.

When are your taxes due?

Each entity subject to the ballpark fee must file and pay the Form FR-1500 on or before June 15th or each year. If the due date falls on a Saturday, Sunday, or holiday, the return and payment is due the next business day. Failure to file and pay electronically will subject the taxpayer to the appropriate penalties established under Title 47 of the DC Official Code for the collection of the fee.

How should you file?

All ballpark fee returns **must be filed and paid electronically** through the electronic Taxpayer Service Center (eTSC).

If you are an existing eTSC user and have a logon ID and password, you will be able to file and pay directly through the eTSC “Business Log On” web page, or by selecting Option 1 from the “Filing a Ballpark Fee Return” web page.

Non-existing eTSC taxpayer or you have forgotten your password (Option 2). Option 2 allows non-existing eTSC taxpayers or taxpayers who have forgotten their password to continue to file the ballpark fee return. Using this option, you must file AND pay online to complete your filing by e-check or credit card. ACH Credit is not available if Option 2 is selected.

The taxpayer will be required to enter additional information regarding the business such as name, address, Taxpayer Identification Number (TIN), filing period and District gross receipts. The TIN is either a Federal Identification Number (FEIN) or Social Security Number (SSN). Additionally, taxpayers must pay a ballpark fee liability to complete the filing transaction by e-check or credit card.

Electronic Payment Options

Refer to the Electronic Funds Transfer (EFT) Payment Guide available on the DC website at www.taxpayerservicecenter.com for instructions for electronic payments. eTSC does not allow the use of foreign bank accounts.

Payment options are as follows:

- Electronic check (e-check). E-check is similar to ACH debit, but it is a one-time transaction where the taxpayer provides the banking information at the time of payment instead of storing the information. There is no fee for business e-check payments.

- ACH Credit. ACH credit is for business taxpayers only. There is no fee charged by OTR, but the taxpayer’s bank may charge a fee. The taxpayer directly credits OTR’s bank account. The taxpayer does not need to be eTSC registered to use this payment type, and they do not need access to the website.
Note: When making ACH credit payments through your bank, please use the correct tax type code (00280) and tax period ending date (120531).
- ACH Debit. ACH debit is for registered eTSC business taxpayers only. There is no fee. The taxpayer’s bank routing and account numbers are stored within their on-line eTSC account. They can use this account to pay any existing liability. They give OTR the right to debit the money from their bank account.
- Credit Card. The taxpayer may pay the amount owed using Visa, MasterCard, Discover or American Express. You will be charged a fee that is paid directly to the District’s 3rd party credit card service provider. Payment is effective on the day it is charged.

Note: Dishonored payments. Make sure your check or electronic payment will clear. You will be charged a \$65 fee if your electronic payment is not honored by your financial institution and returned to OTR.

Note: International ACH Transaction (IAT). Electronic banking rules changed effective September 18, 2009. If your payment will be drawn on an account outside of the United States, you must pay by credit card.

Penalties and interest

To avoid penalties and interest, file and pay your return on time!

Any fee payer who fails to file a return or pay the ballpark fee as required by DC Official Code §47-2755 shall be subject to the same enforcement provisions and administrative provisions applicable to the ballpark fee as provided in Chapter 18, Chapter 41, Chapter 42 (except §§47-4211(b) (1) (B), 47-4214, and 47-4215), and Chapter 43 DC Official Code §47-2763.

Ballpark fee schedule

DC gross receipts	Ballpark fee
Less than \$5,000,000	\$0
\$5,000,000 to \$8,000,000	\$5,500
\$8,000,001 to \$12,000,000	\$10,800
\$12,000,001 to \$16,000,000	\$14,000
\$16,000,001 and greater	\$16,500

Need Assistance?

For questions related to the filing or payment options, contact our E-Commerce Division at 202-442-6313 or ETSCAccount@dc.gov.

For questions related to your account name, summary, overpayments or adjustments, please contact our Customer Service Call Center, 202-727-4TAX (4829) or visit the Walk-In Center, 1101 4th Street, SW, 2nd Floor, Washington, DC during the hours of 8:15 am – 5:30 pm, Monday through Friday or email taxhelp@dc.gov.