



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

2017 FR-800SE Sales and Use Tax Special Event Return Booklet

October 1, 2016 - September 30, 2017

Secure - Accurate - Convenient ...

DISTRICT OF COLUMBIA



ELECTRONIC TAXPAYER SERVICE CENTER

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FR-800SE (REV. 05/16)

Please review the instructions and forms carefully before submitting your return. If you are not filing a 2017 (October 2016 – September 2017) sales and use tax return, do not use this booklet.

REMINDER

- **Effective October 1, 2014, the following were added to the 5.75% sales and use tax rate:**
 - The sale by a bottled water delivery service of bottled water by the gallon generally for use with and to be dispensed from a water cooler or similar type of water dispenser;
 - The sale of or charge for the service of the storage of household goods through renting or leasing space for self-storage, including rooms, compartments, lockers, containers, or outdoor space, except general merchandise warehousing and storage and coin-operated lockers;
 - The sale of or charge for the service of carpet and upholstery cleaning, including the cleaning or dyeing of used rugs, carpets, or upholstery, or for rug repair;
 - The sale of or charge for health-club services or a tanning studio. The term "Health-club services" includes the use of, access to, or membership to, an athletic club, fitness center, gym, recreational sports facilities featuring exercise and other active physical fitness conditioning or recreational sports activities including swimming, skating, or racquet sports, or other facility for the purpose of physical exercise. The term "health club services" do not include the use of facilities for non-fitness-related purposes, including room rentals, or for other services or charges covered by a separate contract with the user, such as a lease or occupancy agreement. "Tanning studio" means a business the purpose of which is to provide individuals a manmade tan, including sun tanning salons and spray tanning salons;
 - The sale of or charge for the service of car washing, including cleaning, washing, waxing, polishing, or detailing an automotive vehicle, except not for coin-operated self-service carwashes;
 - The sale of or charge for the service of a bowling alley or a billiard parlor. "Billiard parlor" means the structure where the game of striking balls on a cloth-covered table with a cue stick for amusement and recreation takes place, including a billiard room, pool room and pool parlor. "Bowling alley " means a structure where the game of rolling a ball down a wooden alley to knock down pins for amusement and recreation takes place, including candle-pin, duck-pin, five-pin, and ten-pin bowling.
- "Reserved" sales and purchases Line 7, there will not be any sales or use tax imposed on the sale of other tobacco products. An excise tax will be paid at the wholesale level.

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General Instructions

Special Event Sales and Use Tax Return

Who must file a Form FR-800SE?

On or before the 20th day of each calendar month, every vendor who has made any sale at retail, taxable under the provisions of District of Columbia (DC) Official Code §47-2001 et seq., during the preceding calendar month shall file a return with the Office of Tax and Revenue (OTR). Such returns shall show the gross receipts of the business of the vendor upon which the tax is computed; the amount of tax for which the vendor is liable and such other information that is deemed necessary for the computation and collection of the tax.

Engaging in business in the District

Engaging in business includes the selling, delivering or furnishing in the District, or any activity performed in the District in connection with the selling, delivering or furnishing of tangible personal property or services sold at retail. This term includes, but is not limited to the following acts or methods of transacting business:

- Maintaining, occupying or using, permanently or temporarily, directly or indirectly, or through a subsidiary or agent, by whatever name called, of any office, place of distribution, sales or sample room or place, warehouse or storage place, or other place of business; and
- Having a representative, agent, salesman, canvasser, or solicitor operating in the District for the purposes of making sales at retail or the taking of orders for such sales.

The information provided is not all-inclusive. For specific information regarding District sales and use taxes, please refer to DC Official Code Sections 47-2001 et seq., and 47-2201 et seq., and to Chapter 9-4 of Title 9 of the DC Municipal Regulations.

Imposition of sales tax

A person engaging in business in the District must collect sales tax from the purchaser on:

1. Sales of tangible personal property delivered to a customer in the District;
2. Services listed in DC Official Code §47-2001(n)(1);
3. Renting or leasing tangible personal property used in the District;
4. Charges for rooms, lodging or accommodations located in the District that are furnished to transients;
5. Admissions to certain public events in the District; and

6. Charges for parking, storing or keeping motor vehicles or trailers in the District.

This is not an all inclusive list. For additional information, reference Title 47 Chapter 20 of the DC Official Code.

Imposition of use tax

A use tax is imposed on the use, storage, or consumption of taxable tangible personal property and services in the District, unless the purchaser has paid a sales tax on the purchase of the taxable tangible personal property or service to the District, or another tax jurisdiction in the United States (US) or to a US territory. A retailer that did not resell goods purchased under a resale certificate is liable for use tax for those goods used as complimentary gifts. For additional information see DC Code §47-2201 et seq.

What must be filed?

The FR-800SE Special Event Sales and Use tax return must be filed if you made any sales at retail, taxable under the provisions of DC Official Code §47-2001 et seq.

The necessary forms and instructions can be obtained from our website: www.taxpayerservicecenter.com or you may call 202-442-6546. Forms are also available at the OTR Customer Service Center, 1101 4th Street, SW, 2nd Floor, Washington, DC 20024 or our to each special event vendor. Taxpayers are responsible for filing and paying taxes on time whether or not the forms are received.

If the amount of your payment due for a period exceeds \$5,000, you shall pay electronically.

Visit www.taxpayerservicecenter.com for instructions.

Which other DC form may sales and use taxpayers need to file?

Combined Registration Application For Business DC Taxes/Fees/Assessments (FR-500)

Before making taxable sales in the District of Columbia (the "District") you must file a Combined Registration Application For Business DC Taxes/Fees/Assessments (Form FR-500) with the OTR. There is no charge for registering. You may obtain the FR-500 from our website: www.taxpayerservicecenter.com or you may call 202-442-6546. The form is also available at the OTR Customer Administration, 1101 4th Street, SW, 2nd Floor, Washington, DC. 20024. You may also complete the registration online.

List on the FR-500 all locations in the District from which you will be making taxable sales or purchases subject to

sales or use tax. The OTR will issue a Certificate of Registration for each location listed. Each location must display its own Certificate of Registration.

If you make taxable sales without a Certificate of Registration, you may be fined up to \$50 for each day you do business in the District without a certificate.

Claim for Refund (FP-331)

To claim a refund for a previous period, you must file a claim using Form FP-331, Claim for Refund. If you need more information, please call (202) 442-6546 or visit www.taxpayerservicecenter.com.

When are your taxes due?

You must file your return and pay any tax due on or before the 20th day of each calendar month following the last day of the special event.

If the due date falls on a Saturday, Sunday, or legal holiday, the return is due the next business day.

If you are not filing a 2017 (October 2016 through September 2017) Special Event Sales tax return, do not use this booklet. Request a booklet for the specific year you are filing by calling our Forms Center (202) 442-6546 or visit our Customer Service Administration (CSA) at 1101 4th Street, SW, Washington, DC 20024. You may also visit our website www.taxpayerservicecenter.com.

Filing your return

This booklet has all the forms and instructions you will need. Special Event Sales and Use Tax forms are also available on our website www.taxpayerservicecenter.com.

• Substitute forms

You may file your DC tax return using a computer-prepared or computer-generated substitute form, provided the form is approved in advance by the OTR. The fact that a software package is available for retail purchase does not mean that the substitute form has been approved for use. Call or check with the software developer to determine if their form is a DC OTR approved form.

• By mail

If mailing a return with a payment, make the check or money order payable to the DC Treasurer. Write your Federal Employer Identification Number (FEIN) or Social Security Number (SSN), FR-800SE, and the tax year on the payment. The payment cannot be drawn from a foreign bank.

If mailing a return with or without a payment, send your return and/or payment to:

Office of Tax and Revenue
PO Box 96384
Washington, DC 20090-6384

Note: There is a pre-addressed label included in this booklet.

Electronic payment options

If the amount of your payment due for a period exceeds \$5,000, you shall pay electronically.

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.

Electronic 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. A taxpayer does not need to be eTSC registered to use this payment type, and does not need access to the website.

Note: When making ACH credit payments through your bank, please use the correct tax type code (00350) and tax period ending date (YYMMDD).

- **ACH Debit.** ACH debit is for registered eTSC business taxpayers only. There is no fee. Taxpayers' bank routing and account numbers are stored within their online eTSC account. This account can be used to pay any existing liability. The taxpayer gives OTR the right to debit the money from their bank account.
- **Credit/Debit Card.** The taxpayer may pay the amount owed using Visa®, MasterCard®, Discover® or American Express®. The taxpayer will be charged a fee that is paid directly to the District's credit card service provider. Payment is effective on the day it is charged.

Note: International ACH Transaction (IAT). Your payment cannot be drawn on a foreign account. You must pay by money order (US dollars) or credit card instead.

Penalties and interest

OTR will charge –

- A penalty of 5% per month if you fail to file a return or pay any tax due on time. It is computed on the unpaid tax for each month or fraction of a month, that the return is not filed or the tax is not paid. It may not exceed an additional amount equal to 25% of the tax due;
- A 20% penalty on the portion of an underpayment of taxes if attributable to negligence. Negligence is failure to make a reasonable attempt to comply with the law or to exercise ordinary and reasonable care in preparing tax returns without the intent to defraud. One indication of negligence is failure to keep adequate books and records;
- Interest of 10% per year, compounded daily, on a late payment;
- A one-time fee to cover internal collection efforts on any unpaid balance. The collection fee assessed is 10% of the tax balance due after 90 days. Payments received by OTR on accounts are first applied to the collection fee, then to penalty, interest and tax owed;
- A civil fraud penalty of 75% of the underpayment which is attributable to fraud (see DC Official Code §47-4212).

Criminal penalties

You will be penalized under the criminal provisions of the DC Official Code, Title 47 and any other applicable penalties. If you are required to file a return or report, or perform any act and you –

- Fail to file the return or report timely. If convicted, you will be fined not more than \$1,000 or imprisoned for not more than 180 days, or both, for each failure or neglect;
- Willfully fail to file the return or report timely. If convicted, you will be fined not more than \$5,000 or imprisoned for not more than 180 days, or both;
- Willfully attempt to evade or defeat a tax; willfully fail to collect, account for, or pay a tax or willfully make fraudulent or false statements.

Corporate officers may be held personally liable for the payment of taxes owed to DC.

Enforcement actions

OTR may use lien, levy, seizure, collection agencies and liability offset if a taxpayer fails to pay the District within 20 days after receiving a Notice of Tax Due and a demand for payment. Visit www.taxpayerservicecenter.com.

Special circumstances

Amended returns

You can correct a previously filed return by filing an amended return. Fill in the “amended return” oval on the FR-800SE and show the corrected figures. You must complete and attach a Form FP-331 “Sales and Use Tax Claim for Refund” to any amended return requesting a refund. The Form FP-331 is included in this booklet.

Mail the amended return and any additional attachments to the:

Office of Tax and Revenue
PO Box 96384
Washington, DC 20090-6384

OTR does not offer the ability to file amended returns electronically.

Change of Name, Address or Identification Number
Do not make a change on the return if you received a personalized return.

For any name, address or identification number change, fill out the FR-COA, “Change of Name, Address or Identification Number,” form in this booklet and mail it to the:

Office of Tax and Revenue
PO Box 470
Washington, DC 20044-0470

Note: If you are requesting to change the business name, “Articles of Amendment” must accompany the Form FR-800C.

Getting started

To complete the paper FR-800SE, in general you will need:

- A pen with black ink
- A calculator

Not all items will apply. Fill in only those that do apply. If an amount is zero, make no entry, leave the line blank.

Taxpayer Identification Number(s) (TIN)

You must have a TIN, whether it is a Social Security Number (SSN) or a Federal Employer Identification Number (FEIN).

- An SSN is a valid number issued by the Social Security Administration (SSA) of the United States Government. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or online at www.ssa.gov. You may also get this form by calling 1-800-772-1213;
- An FEIN is a valid number issued by the Internal Revenue Service (IRS). To apply for an FEIN, get Form SS-4, Application for Employer Identification Number online at www.irs.gov. You may also get this form by calling 1-800-TAX-FORM (1-800-829-3676).

You must wait until you receive either number before you file a DC return. Your return may be rejected if your TIN is missing, incorrect or invalid.

Help us identify your forms and attachments

Write your FEIN/SSN, tax form number, tax period, business name and address on any statements submitted with the return or filed separately. The FEIN/SSN is used for tax administration purposes only.

Incomplete forms will delay processing

Complete the identification section and then complete all applicable sales and use Lines 1 through 15 on the FR-800SE, otherwise processing your return will be delayed.

Calculation of the use tax

Multiply the purchase price of the taxable tangible personal property or taxable service by the applicable use tax rate.

Purchases subject to the use tax

For purchases subject to sales tax on which a sales tax has not been paid to the District or another jurisdiction in the US or to a US territory, see the applicable 5.75% rates within the following pages.

Rules for reporting use tax

You must report the cost of all personal property and taxable services used or consumed by you in DC on which sales tax has not been paid to any state. This includes the costs of items purchased under a DC Certificate of Resale (OTR-368) and withdrawn from stock for personal use or for use in the conduct of your business.

Exempt and/or nontaxable use tax

The use tax exemption is the same as the sales tax exemption. Also exempt are purchases on which a sales tax has been paid to the District, or another tax jurisdiction in the US or a US territory.

Calculation of sales tax

Sales tax is calculated by multiplying the sales price of a taxable item by the applicable rate.

You can obtain the tax tables of the different District sales tax rates from the OTR Customer Service Administration, 2nd Floor, 1101 4th Street, SW, Washington, DC 20024 or by calling 202-442-6546.

The tax is based on the sales price. Sales price is the total amount paid by a purchaser to a vendor for a taxable item without deducting the cost of the item sold. Sales price does not include: (1) cash discounts allowed and taken on sales; (2) separately stated initial installation charges; and (3) sales tax collected by the vendor from the purchaser.

Rules for reporting sales tax

You must calculate tax on the actual selling price. Report cash, credit and charged sales, including conditional sales, for each period each sale took place, even if you have not collected part of the sales price.

Do not deduct:

- Refunds you issued for previously reported sales. See Claim for Refund of Sales and Use Tax (FP-331) for detailed instructions on how to claim overpayments.
- Amounts for any sale of property that was later repossessed.

You may deduct bad debts. Subsequent collections of deducted bad debts must be reported in full in the period you collected them. Expenses incurred in collecting bad debts are not deductible on your sales tax form. They may be deductible on your business franchise tax forms D-20 or D-30. (See Title 9 of the DC Municipal Regulations available for purchase from: Office of Documents and Administrative Issuances, 441 4th Street, NW #520S, Washington, DC 20001-2714.)

Exempt and/or nontaxable sales

- Sales to the US or the DC Government or any of their instrumentalities thereof, except sales to national banks and federal savings and loan associations;
- Sales to a state, territory or possession of the US or their political subdivisions, if they grant a similar exception to the District;
- Sales to foreign embassies and diplomats provided the purchaser presents the seller with an exemption card issued by the US State Department. Note that the Department of State has begun issuing new tax exempt cards with symbols to indicate the type of items that would be exempt for individuals using these cards. Images of the newly designed Diplomatic Exemption Card are shown on page 11;
- Sales to diplomats of the Taipei Economic and Cultural Representative's Office in the US provided the purchaser presents the seller with an exemption card issued by the American Institute in Taiwan. They will also be receiving exemption cards similar to the ones shown on page 11;
- In accordance with international law, the Foreign Missions Act (22 USC 4301-4316 as amended), and subject to reciprocity, such cards are used to authorize the exemption from sales, occupancy, restaurant/meal, and other similar taxes, on the official and personal purchases of foreign diplomatic and consular missions and their members of the US. The Department of State issues Diplomatic Tax Exemption Cards identifying the items that are exempt for the holder of the card;
- Sales to organizations exempted from the payment of sales tax by federal statute or treaty;
- Sales of natural or artificial gas, oil, electricity, solid fuel or steam, used directly in processing or refining, manufacturing or assembling, if the purchaser presents the seller with a specific exemption certificate;
- Sales of property which the purchaser acquires for resale in the same form as when acquired, or to be incorporated as a material part of a product to be produced by processing or refining, manufacturing or assembling, if the purchaser presents the seller with a DC Certificate of Resale (OTR-368);
- Certain sales to a public utility or telecommunications company;
- Sales of insurance, professional or personal service transactions which involve sales of tangible personal property as inconsequential elements for which no separate charges are made;
- Sales of transportation and communication services other than data processing services, information services, commercial local telephone services and selected telecommunications services;
- Sales of motor vehicles and trailers subject to the provisions of Title III of the District of Columbia Revenue Act of 1949;
- Sales of medicines, drugs, and pharmaceuticals;
- Sales of food or beverages on a train, airline or other form of transportation operating in interstate commerce;
- Casual and isolated sales, except that sales by churches, religious, scientific, educational, social, fraternal, benevolent and other organizations and institutions of the same nature are not considered to be casual and isolated sales;
- Sales to semi-public institutions, if the semi-public institution presents the seller with a DC Certificate of Exemption (FR-551);
- Charges for printing a newspaper that is distributed free of charge in the District, if the purchaser presents a seller with a DC Free Newspaper Certificate of Exemption (Form FR-554);
- Sales of food and drink (including snack food) but not including food or drink prepared for immediate consumption, or food or drink sold through vending machines;
- Charges for postage, provided the charges are stated separately;
- Sales which, under the US Constitution, may not be taxed by a State;
- Sales of residential public utility services and commodities by a gas, electric, or telephone company, and sales of residential heating oil by any person;
- Sales of residential cable television services and commodities by a cable television company;
- Access to the Internet;
- Sales delivered to a purchaser outside DC.

For additional exempt sales, please refer to DC Official Code Sections 47-2005 and 47-2001.

Note: Charitable organizations must pay sales tax on taxable items purchased that are not for purposes of maintaining, operating or conducting the activities of the organization. Charitable organizations must also collect sales tax if they are regularly engaged in making retail sales.

Personal Information

Complete the personal information as instructed, using CAPITAL letters and black ink. Use one block per letter, including a space between address fields. Please write clearly, otherwise, processing your return may be delayed.

Filling out the forms

To aid us in processing your return, please follow these rules:

Stay inside the boxes.
Use black ink and print
in CAPITAL letters.

ROBERTS

Leave a space between
words and between words
and numbers.

2009 JOE

Enter dollar amounts so
single dollars are always
in the right-most box.
Enter cents in the
appropriate boxes.

\$ 57 204.99

Write 3s with a rounded
top, not a flat top.

3 7 3 7

Write 7s without a
middle bar.

Fill in ovals completely.
Do not ✓ or "x" ovals.

● ✓ x

Signature and verification

An authorized officer of the corporation must sign and date the return. A receiver, trustee, or assignee must sign any return that he/she is required to file for the corporation. Any person who prepared the return for compensation must also sign, date and provide the necessary identification number. If a firm or corporation prepares a return, it should be signed in the name of the entity. The signature requirement does not apply when a taxpayer's regular employee prepares the return. Please review the tax return before you allow a paid preparer to issue a return on your behalf.

Preparer Tax Identification Number (PTIN)

If you are a paid preparer, you are required to have a PTIN issued by the IRS. A PTIN is a number issued and authorized by the IRS to file a return on the taxpayers' behalf.

Please include your PTIN.

Sales tax rates and fees

A **5.75% rate** applies to sales of certain tangible personal property and selected services delivered in DC such as:

- Rentals or leases of tangible personal property, except rentals of textiles to residential users;
- Sales of non-alcoholic soft drinks; "Soft drink" means a non-alcoholic beverage with natural or artificial sweeteners. The term "soft drink" shall not include a beverage that:
 1. Contains:
 - (a) Milk or milk products
 - (b) Soy, rice or similar milk substitutes
 - (c) Fruit or vegetable juice, unless the beverage is carbonated; or
 2. Is prepared for immediate consumption, as defined in subsection (g-1) of Section 47-2001 of the DC Official Code;
- Sales of newspapers and publications;
- Sales of food or drinks sold through vending machines
- Sales of certain services: real property maintenance, landscaping, employment, personnel placement, data processing, information, production, fabrication/printing, repairs/alterations of tangible personal property, copying, photocopying, duplicating, or mailing, delivery and laundering, dry cleaning, or pressing, unless the service is performed by coin-operated equipment;
- Sales of stationary two-way radio services, telegraph services, teletypewriter services, teleconferencing services, "900", "976", "915", and other "900" type telecommunication services, telephone answering services, and coin-operated telephone services. These services are exempt from sales tax if charges to the end-user are subject to the DC gross receipts tax or the toll telecommunication tax;
- Admission to certain public events;
- Sales of local telephone service, gas, oil and electricity for commercial use;
- Sales of solid fuel or steam;
- Gross receipts from sales contracts on the date the sale is made, regardless of the time of payment or delivery. If the sale is made on or after October 1, 2009, and before October 1, 2013, it is taxed at 6%. If the sale is made on or after October 1, 2013, it is taxed at 5.75%. If the sale is made by a vendor located outside DC, the tax on the purchase—the use tax—whether collected by the vendor or remitted

by the purchaser is due at the 6% rate if possession is taken in the District on or after October 1, 2009 and before October 1, 2013. The use tax rate is 5.75% on or after October 1, 2013;

- Tax due on rental or lease payments for rentals or leases of tangible personal property applies to each rental or lease period, regardless of the length of the lease or the date the lease agreement was signed. Payments for lease periods beginning on or after October 1, 2009 and before October 1, 2013, for leases other than motor vehicles, are subject to the 6% rate. On or after October 1, 2013, the rate is 5.75%;
- “Armored Car Service” means picking up and delivering money, receipts, or other valuable items with personnel and equipment to protect such properties while in transit. The term “armored car service” shall not include coin rolling or change room services, as long as these charges are separately stated;

“Private Investigation Service” means an investigation being conducted for purposes of providing information related to:

- A crime or wrong committed, assumed to have been committed, or threatened to be committed;
- The identity, habits, conduct, movement, location, affiliations, associations, transactions, reputation, or character of any person;
- The credibility of a witness or of any other individual;
- The location of a missing individual;
- The location or recovery of lost or stolen property;
- The origin, cause of, or responsibility for a fire, accident, damage to or loss of property, or injury to an individual, regardless of who conducts the investigation;
- The affiliation, connection, or relation of any person with an organization or other person;
- The activities, conduct, efficiency, loyalty, or honesty of any employee, agent, contractor, or subcontractor;
- The financial standing, creditworthiness or financial responsibility of any person;
- Others as defined in Section 47-2001 as amended of the DC Official Code.

“Security Service” shall include any activity that is performed for compensation as a security guard to protect any individual or property and provided on the premises of a person’s residential or commercial property, the service of monitoring an electronically controlled burglar or fire alarm system for any residential or commercial property located in the District, or responding to a distress call or an alarm sounding from a security system.

- Effective October 1, 2014, the following were added to the 5.75% sales and use tax rate:

- The sale by a bottled water delivery service of bottled water by the gallon generally for use with and to be dispensed from a water cooler or similar type of water dispenser.
- The sale of or charge for the service of the storage of household goods through renting or leasing space for self-storage, including rooms, compartments, lockers, containers, or outdoor space, except general merchandise warehousing and storage and coin-operated lockers.
- The sale of or charge for the service of carpet and upholstery cleaning, including the cleaning or dyeing of used rugs, carpets, or upholstery, or for rug repair.
- The sale of or charge for health-club services or a tanning studio. The term “Health-club services” includes the use of, access to, or membership to, an athletic club, fitness center, gym, recreational sports facilities featuring exercise and other active physical fitness conditioning or recreational sports activities including swimming, skating, or racquet sports, or other facility for the purpose of physical exercise. The term “health club services” do not include the use of facilities for non-fitness-related purposes, including room rentals, or for other services or charges covered by a separate contract with the user, such as a lease or occupancy agreement. “Tanning studio” means a business the purpose of which is to provide individuals a manmade tan, including sun tanning salons and spray tanning salons.
- The sale of or charge for the service of car washing, including cleaning, washing, waxing, polishing, or detailing an automotive vehicle, except not for coin-operated self-service carwashes.
- The sale of or charge for the service of a bowling alley or a billiard parlor. “Billiard parlor” means the structure where the game of striking balls on a cloth-covered table with a cue stick for amusement and recreation takes place, including a billiard room, pool room and pool parlor. “Bowling alley” means a structure where the game of rolling a ball down a wooden alley to knock down pins for amusement and recreation takes place, including candle-pin, duck-pin, five-pin, and ten-pin bowling.

A 10% rate applies to sales of alcoholic beverages sold for consumption off the premises.

A 10% rate applies to:

- All sales of food and drink served or prepared for immediate consumption or sold in or by restaurants, lunch counters, cafeterias, hotels, caterers, boarding houses, carry-out shops and similar places of business. This includes food or drink in a heated state, cold drinks dispensed on a self-service basis into a container, and frozen yogurt, ice cream, ice milk or sherbet sold in quantities of less than one pint;
- Rentals of motor vehicles and utility trailers, except those registered for commercial purposes;
- Sales of alcoholic beverages sold for consumption on the premises; and
- Sales of prepaid telephone calling cards.

A 14.5% rate applies to charges for rooms, lodgings, or accommodations furnished to transients.

Procedure for remittance of hotel taxes by online vendors.

A room re-marketer is a vendor only with respect to additional charges, and shall file returns and remit tax with respect to such additional charges only. The room re-marketer shall also collect the tax imposed by Title 47 Chapter 20 and Title 47 Chapter 22 of the DC Official Code with respect to net charges and shall remit the tax to the operator of the hotel, inn, tourist cabin, or any other place in which rooms, lodgings, or accommodations are regularly furnished to transients for consideration.

“Additional charges” means the excess of the gross sale or charge receipts received by a room re-marketer over the net charges.

“Net charges” means the gross receipts from the sale of or charges for any room or accommodations received by the accommodations operator from a room re-marketer.

An 18% rate applies to parking, storing or keeping motor vehicles or trailers.

Specific Line Instructions

Use Tax

Line 1: Taxable at 5.75%: In Column B, enter the taxable amount of all items or services you used in DC for the month being reported and on which you have not paid a sales tax to any state. A vendor who did not resell goods purchased under a resale certificate is liable for use tax for those goods used as complimentary gifts. Multiply the amount by .0575 and enter the result on Line 1C.

Line 2: Gross sales: In Column B, enter the total gross dollar value of all sales, before deducting customer's discounts, returns, or allowances and exempt sales.

Sales Tax

Line 3: Taxable at 5.75%: In Column B, enter the amount of all sales taxed at 5.75% for the month being reported. Multiply the amount by .0575 and enter the result on Line 3C.

Line 4: Taxable at 10%: In Column B, enter the amount of all sales and purchases taxed at 10% for the month being reported for off-premise alcohol. Multiply the amount by .10 and enter the result on Line 4C.

Line 5: Taxable at 10%: In Column B, enter the amount of all other sales and purchases taxed at 10% for the month being reported. Multiply the amount by .10 and enter the result on Line 5C.

Line 6: Taxable at 18%: In Column B, enter the amount of all sales of parking taxed at 18% for the month being reported. Multiply the amount of .18 and enter the result on Line 6C.

Line 7: RESERVED

Line 8: Taxable at 14.5%: In Column B, enter the amount of all sales and purchases taxed at 14.5% for the month being reported. Multiply the amount by .145 and enter the result on Line 8C.

Line 9: RESERVED

Line 10: 2% of 911 sales receipts less 3% discount: Enacted legislation authorizes sellers to collect from consumers a charge of a 2% fee of the sales price of prepaid wireless telecommunication services. This charge will be in addition to the 10% sales tax already being charged on telecommunication retail transactions and must be separately stated on the invoice, receipt or other similar document given to the customer.

The additional 2% charge was applicable as of October 1, 2010. Under the new law, the 2% charge will be for the sale of prepaid wireless services that allow a caller to dial 911.

This is the equivalent of the 911 fee charge to non prepaid cell phone users by the wireless service providers. The charge will apply to wireless telecommunication services whether they are provided on a card, via remote sales such as internet or telephone purchase, or by other means, such as an authorization code on a receipt.

Exemptions from the 2% tax rate

The charge will not apply to:

- The purchase of wireless telecommunication services which are made for purposes of being resold; and
- An amount of service of 10 minutes or less, or valued at \$5 or less when the service is sold with a prepaid wireless device for a single, non-itemized price.

Procedures for remitting collected funds for the 2% tax rate

The additional 2% charge applied as of October 1, 2010. The prepaid wireless 911 charge is the liability of the consumer, but the seller is liable for remitting the prepaid wireless 911 charges collected to the OTR. The seller is entitled to retain 3% of the total prepaid wireless 911 charges collected. The Form 800 series, sales and use tax return, is the vehicle for submitting the collected fees.

Use the Prepaid Wireless Telecommunications worksheet below to determine the amount to be entered on Line 10C. Multiply the 911 prepaid wireless telecommunications sales receipts by 2% for the period being reported. Multiply the result by 3% and then subtract the 3% discount to get the net charges to be submitted to the OTR.

Prepaid Wireless Telecommunications Worksheet

a Enter the amount of sales on 911 prepaid wireless telecommunication services for the period being reported.

b Multiply the amount by .02

X .02

c Enter the result here

d Multiply the amount on Line c by .03

X .03

e Enter the result here. This is the 3% discount you retain.

f Net Charges
Subtract Line e from Line c.
Enter this amount on Line 10C of the form.

Line 11: Disposable bag fee: Effective January 1, 2010, the *Anacostia River Cleanup and Protection Act of 2009* (also known as the District's Bag Law) requires all District businesses that sell food or alcohol to charge a \$.05 fee for every disposable paper or plastic carryout bag provided to customers.

Businesses retain \$.01 (or \$.02 if the business offers a rebate when customers bring their own bag), and the remaining \$.03 or \$.04 goes to the Anacostia River Clean

Up and Protection Fund administered by the District Department of the Environment (DDOE).

The Act requires all businesses that collect the bag fee to report their net bag fee collections on the DC Sales and Use Tax Returns – FR-800 series forms – to the Office of Tax and Revenue (OTR) by completing the “Disposable Carryout Bag Fee (Net of discount)” line item on the form.

To calculate your business' net bag fee, tally the number of bags sold by reviewing your customer receipts or your electronic sales management system. For instance, if your business sell 1,000 bags, your business should remit \$40 (1000 bags x \$0.04 = \$40) or \$30 if your business has a carryout bag credit program that offers a \$.05 credit to customers who bring their own bags (1000 bags x \$0.03 = \$30). Please note that the amounts retained by a business are not considered revenue and are tax exempt.

The District Department of the Environment is auditing businesses for bag fee compliance and assessing penalties where appropriate. If you are unclear about how to remit fees, please contact DDOE at 202-645-6988. For more information on the District's Bag Law, please visit: green.dc.gov/bags.

Line 12: RESERVED

Line 13: Penalty: Enter the penalty due at 5% per month with a maximum of 25%.

Line 14: Interest: Enter any interest amount due. An interest calculator is available on the website: www.taxpayerservicecenter.com/IC/

Line 15: Total amount due: Add Lines 1C-14C.



Key Website Resources

DC Official Code

www.lexisnexis.com/hottopics/dccode/

DC Regulations

www.dcregs.dc.gov/

US Department of State Tax Exemption Cards

www.state.gov/ofm/tax/

DC Tax Forms/Publications

www.otr.cfo.dc.gov/page/tax-forms-and-publications

Mailing Address for Returns

www.otr.cfo.dc.gov/node/392882

Electronic Funds Transfer (EFT) Guide

www.otr.cfo.dc.gov/publication/electronic-funds-transfer-payment-guide-eft

NACHA Guidelines

www.nacha.org/

Social Security Administration

www.ssa.gov/

Internal Revenue Service

www.irs.gov



OFM

TAX EXEMPTION CARDS

The U.S. Department of State issues tax exemption cards to eligible foreign missions, accredited members and dependents on the basis of international law and reciprocity. These cards authorize exemption from sales tax, occupancy tax, and similarly imposed taxes at the point of sale.

✓ **YES** *most goods and services, hotel stays, and restaurant meals (subject to restrictions)*

✗ **NO** *motor vehicles, gasoline/diesel fuel, utility services, or property tax (requests must be sent to OFM)*

Please verify the validity of a tax exemption card at <https://ofmapps.state.gov/tecv/> or by contacting the **Office of Foreign Missions (OFM)** during business hours:

Washington, DC
Chicago
Houston
Los Angeles
Miami
New York
San Francisco

(202) 895-3500 x2
(312) 353-5762
(713) 272-2865
(310) 235-6292
(305) 442-4943
(646) 282-2825
(415) 744-2910

For more information, please visit <http://www.state.gov/ofm/tax>.

OFFICIAL PURCHASES

- ▶ Used by missions
- ▶ Payment in mission's name
- ▶ Individual pictured need not be present
- ▶ **OWL:** no restrictions
- ▶ **BUFFALO:** some restrictions (please read card)



PERSONAL PURCHASES

- ▶ Not transferable
- ▶ Any form of payment
- ▶ For benefit of individual pictured
- ▶ **EAGLE:** no restrictions
- ▶ **DEER:** some restrictions (please read card)





File this return for any of the months Oct 1, 2016 - Sept 30, 2017.

Taxpayer Identification Number <input style="width: 150px;" type="text"/>		Fill in: <input type="radio"/> if FEIN <input type="radio"/> if SSN	OFFICIAL USE ONLY Vendor ID # 0000	
Business name <input style="width: 250px;" type="text"/>		Due date <input style="width: 100px;" type="text"/>		
Mailing address line 1 <input style="width: 250px;" type="text"/>		Tax period ending (MMYY) <input style="width: 100px;" type="text"/>	Fill in <input type="radio"/> if Amended return	
Mailing address line 2 <input style="width: 250px;" type="text"/>	City <input style="width: 100px;" type="text"/>	State <input style="width: 50px;" type="text"/>	Zip Code + 4 <input style="width: 100px;" type="text"/>	
Event name <input style="width: 650px;" type="text"/>				

Column A — Description	Column B — Taxable amount	Tax rate	Column C — Tax due – multiply column B by tax rate, enter here
1. Use Tax on Purchases Taxable at 5.75%	1B \$ <input type="text"/>	X .0575	1C \$ <input type="text"/>
2. Gross Sales	2B \$ <input type="text"/>		
3. Sales Taxable at 5.75%	3B \$ <input type="text"/>	X .0575	3C \$ <input type="text"/>
4. Sales and Purchases of Off-Premises Alcohol Taxable at 10%	4B \$ <input type="text"/>	X .10	4C \$ <input type="text"/>
5. Other Sales and Purchases Taxable at 10%	5B \$ <input type="text"/>	X .10	5C \$ <input type="text"/>
6. Sales for Parking Taxable at 18%	6B \$ <input type="text"/>	X .18	6C \$ <input type="text"/>
7. Reserved	7B \$ <input type="text"/>	X ____	7C \$ <input type="text"/>
8. Sales and Purchases Taxable at 14.5%	8B \$ <input type="text"/>	X .145	8C \$ <input type="text"/>
9. Reserved	9B \$ <input type="text"/>	X ____	9C \$ <input type="text"/>
		10. Enter 2% of 911 sales receipts less 3% discount	10C \$ <input type="text"/>
		11. Disposable Carryout Bag Fee (Net of discount)	11C \$ <input type="text"/>
		12. Reserved	12C \$ <input type="text"/>
		13. Penalty – 5% per month with a maximum of 25%	13C \$ <input type="text"/>
		14. Interest – 10% per year	14C \$ <input type="text"/>
		15. Total Amount Due (Add Lines 1C - 14C)	15C \$ <input type="text"/>

Will this payment come from an account outside the U.S.? Yes ☐ No ☐ See Instructions.

Third party designee To authorize another person to discuss this return with OTR, fill in here ☐ and enter the name and phone number of that person. See instructions.

Designee's name Phone number

Under penalties of law, I declare that this return is correct, to the best of my knowledge. Declaration of paid preparer is based on the information available to the preparer.

PLEASE SIGN HERE	Taxpayer's signature _____ Title _____ Date _____		Telephone Number of Person to Contact <input style="width: 150px;" type="text"/>
	Preparer's signature (if other than taxpayer) _____ Date _____		Preparer's Tax Identification Number (PTIN) <input style="width: 100px;" type="text"/>
PAID PREPARER ONLY	Firm name and address <input style="width: 600px;" type="text"/>		



File this return for any of the months Oct 1, 2016 - Sept 30, 2017.

Taxpayer Identification Number <input style="width: 150px;" type="text"/>		Fill in: <input type="radio"/> if FEIN <input type="radio"/> if SSN	OFFICIAL USE ONLY Vendor ID # 0000	
Business name <input style="width: 250px;" type="text"/>		Due date <input style="width: 100px;" type="text"/>		
Mailing address line 1 <input style="width: 250px;" type="text"/>		Tax period ending (MMYY) <input style="width: 100px;" type="text"/>	Fill in <input type="radio"/> if Amended return	
Mailing address line 2 <input style="width: 250px;" type="text"/>	City <input style="width: 100px;" type="text"/>	State <input style="width: 50px;" type="text"/>	Zip Code + 4 <input style="width: 100px;" type="text"/>	
Event name <input style="width: 650px;" type="text"/>				

Column A — Description	Column B — Taxable amount	Tax rate	Column C — Tax due — multiply column B by tax rate, enter here
1. Use Tax on Purchases Taxable at 5.75%	1B \$ <input style="width: 100px;" type="text"/>	X .0575	1C \$ <input style="width: 100px;" type="text"/>
2. Gross Sales	2B \$ <input style="width: 100px;" type="text"/>		
3. Sales Taxable at 5.75%	3B \$ <input style="width: 100px;" type="text"/>	X .0575	3C \$ <input style="width: 100px;" type="text"/>
4. Sales and Purchases of Off-Premises Alcohol Taxable at 10%	4B \$ <input style="width: 100px;" type="text"/>	X .10	4C \$ <input style="width: 100px;" type="text"/>
5. Other Sales and Purchases Taxable at 10%	5B \$ <input style="width: 100px;" type="text"/>	X .10	5C \$ <input style="width: 100px;" type="text"/>
6. Sales for Parking Taxable at 18%	6B \$ <input style="width: 100px;" type="text"/>	X .18	6C \$ <input style="width: 100px;" type="text"/>
7. Reserved	7B \$ <input style="width: 100px;" type="text"/>	X ____	7C \$ <input style="width: 100px;" type="text"/>
8. Sales and Purchases Taxable at 14.5%	8B \$ <input style="width: 100px;" type="text"/>	X .145	8C \$ <input style="width: 100px;" type="text"/>
9. Reserved	9B \$ <input style="width: 100px;" type="text"/>	X ____	9C \$ <input style="width: 100px;" type="text"/>
		10. Enter 2% of 911 sales receipts less 3% discount	10C \$ <input style="width: 100px;" type="text"/>
		11. Disposable Carryout Bag Fee (Net of discount)	11C \$ <input style="width: 100px;" type="text"/>
		12. Reserved	12C \$ <input style="width: 100px;" type="text"/>
		13. Penalty — 5% per month with a maximum of 25%	13C \$ <input style="width: 100px;" type="text"/>
		14. Interest — 10% per year	14C \$ <input style="width: 100px;" type="text"/>
		15. Total Amount Due (Add Lines 1C - 14C)	15C \$ <input style="width: 100px;" type="text"/>

Will this payment come from an account outside the U.S.? Yes ☐ No ☐ See Instructions.

Third party designee To authorize another person to discuss this return with OTR, fill in here ☐ and enter the name and phone number of that person. See instructions.

Designee's name Phone number

Under penalties of law, I declare that this return is correct, to the best of my knowledge. Declaration of paid preparer is based on the information available to the preparer.

PLEASE SIGN HERE	Taxpayer's signature _____	Title _____	Date _____	Telephone Number of Person to Contact <input style="width: 150px;" type="text"/>
	Preparer's signature (if other than taxpayer) _____			
PAID PREPARER ONLY	Firm name and address <input style="width: 500px;" type="text"/>			Preparer's Tax Identification Number (PTIN) <input style="width: 100px;" type="text"/>

FR-COA Change of Name, Address or Identification Number

OFFICIAL USE

Important: Print in CAPITAL letters using black ink.

Taxpayer Identification Number (TIN)

Fill in if ☐ FEIN
 Fill in if ☐ SSN

DC assigned account ID

Legal name of entity (or individual) for the TIN listed

Trade name of business (if different from Legal name)

Business address

City

State

Zip Code + 4

Mailing address

City

State

Zip Code + 4

Name of responsible party

New Taxpayer Identification Number (TIN)

Fill in if ☐ FEIN
 Fill in if ☐ SSN

DC assigned account ID

New Legal name of entity

New Business address

City

State

Zip Code + 4

New Mailing address

City

State

Zip Code + 4

New Name of responsible party

Name of person completing form if not responsible party

Contact telephone number

Contact email address

Signature

Date

INSTRUCTIONS

This form may be used to make a name, address or identification number change.

Note: "Articles of Amendment" must be submitted with this form **if** requesting a name change. If requesting a FEIN change, attach a copy of the IRS notification and refer to the rules for the new FEIN in IRS Publication 1635.

Identity of Responsible Party is the true principal officer, general partner, grantor, owner or trustor. This individual or entity, which the IRS will call the "responsible party," controls, manages, or directs the applicant entity and the disposition of its funds and assets.

Mail the completed form along with any attachment to the Office of Tax and Revenue, PO Box 470, Washington, DC 20044-0470

If you are completing this form online, please upload any attachments or your request will be unable to be processed.

FR-800SF Close of Business Final Report

Important: Print in CAPITAL letters using black ink

Taxpayer Identification Number

Fill in ☐ if FEIN

Fill in ☐ if SSN

OFFICIAL USE

Business name

Mailing address line #1

Mailing address line #2

City

State

Zip Code + 4

If business was sold, state purchaser's name, address and date sold:

Purchaser's name

Purchaser's address line #1

Purchaser's address line #2

City

State

Zip Code + 4

Date sold (MMDDYYYY)

If business has been closed or discontinued:

Date closed or discontinued (MMDDYYYY)

Reason

Person to contact for additional information:

Contact person

Title

Contact telephone number

Instructions

Complete this FR-800SF "Close of Business Final Report" form if business is sold, closed or discontinued.

Mail the completed form along with your Certificate of Registration to the Office of Tax and Revenue, PO Box 470, Washington, DC 20044-0470.



FP-331 CLAIM FOR REFUND
SALES AND USE TAX

Year 201__

NAME OF TAXPAYER				
TRADE NAME				
STREET ADDRESS				
CITY		STATE	ZIP CODE	PHONE # FAX #:
<input type="radio"/> FEIN <input type="radio"/> SSN		DC SALES AND USE TAX ACCOUNT ID NUMBER		
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>		<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>		
NOTE: FOR TAX PAID ON MORE THAN ONE RETURN, LIST EACH ON A SEPARATE LINE				
PERIOD ENDED	TOTAL TAX PAID	DATE OF PAYMENT	AMOUNT OF REFUND CLAIMED	EXPLANATION OF OVERPAYMENT
	\$	←TOTAL→	\$	(FOR ADDITIONAL SPACE, USE OTHER SIDE)
Under penalties of law the duly authorized applicant(s) do solemnly swear or affirm that the foregoing statements are correct to the best of my (our) knowledge.				
AUTHORIZED SIGNATURE			TITLE	DATE

OFFICIAL USE			
	INITIAL	DATE	AMOUNT
APPROVED			
DENIED			

FP-331 Instructions

Sales and Use Tax

Section 47-2020(a) of the DC Sales Tax Act allows a refund of tax erroneously or illegally collected if a claim is filed within **three years** from the date you paid the tax. If the tax has been collected from the customer, it must be refunded by the seller to the customer in cash or credit before the vendor can apply for a refund.

Attach your evidence to support the claim for refund. Include copies of original invoices and Certificates of Resale (OTR-368), tax exemption numbers of semipublic institutions, credit memos for returned sales or taxes refunded to customers and any other related documents.

Mail the claim to:

Office of Tax and Revenue
Audit Division
PO Box 556
Washington, DC 20044-0556

Questions? Call us at (202) 727-4829.



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF TAX AND REVENUE**

**OTR-368 CERTIFICATE OF RESALE
DISTRICT OF COLUMBIA SALES AND USE TAX**

TO:	FROM:
SELLER	PURCHASER
TRADE NAME (IF ANY)	TRADE NAME (IF ANY)
SELLER'S STREET ADDRESS	PURCHASER'S STREET ADDRESS
CITY STATE ZIP CODE	CITY STATE ZIP CODE
<input type="radio"/> FEIN <input type="radio"/> SSN <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<input type="radio"/> FEIN <input type="radio"/> SSN <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
	DC SALES AND USE TAX ACCOUNT ID NUMBER <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

I certify that all of the tangible personal property and services purchased from you in connection with this sale are for resale or rental either in the same form or for incorporation as a material part of other property being produced for resale or rental.

This certificate shall be considered a part of each order we shall give, provided the order contains our DC Sales and Use Tax Account ID Number and will continue in force until revoked by written notice to you.

AUTHORIZED SIGNATURE	TITLE	DATE
<div></div>	<div></div>	<div></div>

SELLER MUST KEEP THIS CERTIFICATE

INSTRUCTIONS

This certificate is not valid unless it contains the purchaser's District of Columbia Sales and Use Tax Account ID Number. It must be signed by the owner or authorized officer and must be dated.

If you, as the issuer of the certificate of resale, buy items from the seller that do not qualify for tax exemption, you should advise the seller to charge the appropriate sales tax on such items. Otherwise, the purchaser is required to report to OTR and pay use tax directly using the Sales and Use Tax returns FR-800A (annual), FR-800M (monthly), FR-800Q (quarterly) or FR-800SE (special event).

The seller must retain all Certificates of Resale on file to substantiate exemptions in case of an audit of its DC Sales and Use Tax returns.

To be eligible to use this certificate, purchasers who are located inside or outside the District of Columbia must file DC Form FR-500, Combined Business Tax Registration Application, with the Office of Tax and Revenue, 1101 4th St., SW, Washington DC 20024 (202-727-4829).

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF TAX AND REVENUE
PO BOX 96384
WASHINGTON DC 20090-6384



Need assistance?

File or pay online: www.taxpayerservicecenter.com

Get tax forms

Download forms at www.taxpayerservicecenter.com

Request forms by mail: 202-442-6546

Pick up forms:

Office of Tax and Revenue

1101 4th St SW 2nd Floor
8:15 am–5:30 pm

Reeves Center

2000 14th St NW Lobby
7 am–7 pm

Municipal Center

300 Indiana Av NW Lobby
6:30 am–8 pm

One Judiciary Square

441 4th St NW Lobby
7 am–7 pm

Wilson Building

1350 Pennsylvania Av NW Lobby
7 am–7 pm

MLK Jr Memorial Library

901 G St NW
Business Information Center
during regular library hours

Ask tax questions; get tax forms preparation help free

Contact our Customer Service Administration: 202-727-4TAX (4829)

Visit our Walk-In Center, 1101 4th St SW, 2nd Floor

Regular hours: 8:15 am–5:30 pm, Monday–Friday

Are you unable to hear or speak? Call the DC Relay Service, 202-727-3363.

[Spanish] Si necesita ayuda en Español, por favor llame al **(202) 727-4829** para proporcionarle un intérprete **de manera gratuita**.

[Vietnamese] Nếu quý vị cần giúp đỡ về tiếng Việt, xin gọi **(202) 727-4829** để chúng tôi thu xếp có thông dịch viên đến giúp quý vị **miễn phí**.

[French] Si vous avez besoin d'aide en Français appelez-le **(202) 727-4829** et l'assistance d'un interprète vous sera **fournie gratuitement**.

[Amharic] በአማርኛ እርዳታ ከፈለጉ በ **(202) 727-4829** ይደውሉ። የነፃ አስተርጓሚ ይመደብዎታል።

[Korean] 한국어로 언어 지원이 필요하신 경우 **(202) 727-4829** 로 연락을 주시면 **무료로** 통역이 제공됩니다.

[Chinese] 如果您需要用(中文)接受幫助，請電洽 **(202) 727-4829** 將**免費**向您提供口譯員服務。