

**2020  
and  
later**

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



# **SPECIFICATIONS FOR BULK FILING WITHHOLDING FR-900Q TAX RETURNS ELECTRONICALLY AND ACCOUNT LOOKUP**

File formats and processing for electronic bulk filing for the FR-900Q in the DC Taxpayer Portal and access to the portal

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## Version Control

Version Number/Date	Comments
1.0 – 9/24/2020	Initial Release for 2021

This document may be re-issued every tax year and may be updated at any time to ensure that it contains the most current information. The Version Control Log will indicate what has changed from the initial publication.

### Reminders:

- Account look-up to ensure you have the correct DC withholding assigned account identification number.
- Filers are not required to submit test files. The file format must conform to the specifications found in the Bulk File Submission Layout.
- All withholding taxpayers doing business in DC **will be required** to have a FEIN. SSN will no longer be accepted.
- For more information regarding the web portal, contact OTR's e-Services Center at (202) 759-1946 or email [e-services.otr@dc.gov](mailto:e-services.otr@dc.gov).

## General Information

These are the instructions for filing FR-900Q, Employer/Payor Withholding Tax – Quarterly Return with the DC Office of Tax and Revenue (OTR). These instructions relate to the FR-900Q only.

The OTR paper filers are being offered a faster and more convenient way to create and transmit the quarterly withholding return(s) electronically. Electronic filing eliminates the outdated manual paper process.

**DO NOT send paper or PDF's of FR-900Q if you have submitted your file(s) electronically. These are for your records.**

Taxpayers must be registered with the District via the FR-500, Combined Registration Application for Business DC Taxes/Fees/Assessments prior to filing a FR-900Q.

The FEIN must be registered and active with DC.

The DC withholding account ID must be registered, active and begin with '300'. The DC withholding account ID must be linked to the FEIN.

All submitters must obtain a logon ID through our online portal, MyTax.DC.gov. This is a one-time registration. To sign up for an account, visit <https://mytax.dc.gov/> and click on "Sign Up To Use [MyTax.DC.gov](https://mytax.dc.gov/)".

## Filing Deadline

The filing deadlines for the FR-900Q are as follows:

The Quarter includes ...	Quarter Ends	Form FR-900Q is Due
1. January, February, March	March 31	April 30
2. April, May, June	June 30	July 31
3. July, August, September	September 30	October 31
4. October, November, December	December 31	January 31

## Bulk File Submission Layout

Field	Name	Data	Format	Mandatory	Validation
1	FEIN	Numeric		Yes	Valid FEIN, 9 Digits
2	Account Number	Numeric		Yes	WTH Account Number (12 Digits)
3	Amended Flag	Alpha	Y/N	No	
4	Final Return	Alpha	Y/N	No	
5	Closed Date	Numeric	MMDDYYYY	No	Must be a valid Date
6	Legal Name	Alpha		Yes	If Comma exist in the name, remove or nest name in double quotes
7	Quarter Flag	Numeric		No	1,2,3,4 for the quarter
8	Filing Period Date	Numeric	MMDDYYYY	Yes	Must be a valid Filing Period End Date. Must be current quarter or prior
9	Mailing Street 1	Alpha		Yes	Note: Bulk submission does not constitute a request for address update.
10	Mailing Street 2	Alpha		Yes	
11	Mailing City	Alpha		Yes	
12	Mailing State	Alpha		Yes	
13	Mailing Zip	Alpha Numeric		Yes	
14	DC Total Withheld	Numeric	###.00	Yes	Must be a valid currency, cannot be negative
15	Month 1 Withheld	Numeric	###.00	Yes	Mandatory if Monthly
16	Month 2 Withheld	Numeric	###.00	Yes	Mandatory if Monthly
17	Month 3 Withheld	Numeric	###.00	Yes	Mandatory if Monthly
18	Total Payments against Withholding	Numeric	###.00	Yes	Must be a valid currency, cannot be negative
19	Balance Due	Numeric	###.00	Yes	Must be a valid currency, cannot be negative
20	Overpayment	Numeric	###.00	Yes	Must be a valid currency, cannot be negative
21	Credit Forward	Alpha	R/F	No	R = Refund Request F = Carryforward the credit balance
22	Preparer's Name	Alpha		No	
23	Preparer's PTIN	AlphaNumeric		No	
24	Designee's Name	Alpha		No	

25	Designee's Phone	Numeric	#####	No	No formatting on phone number
26	Vendor ID	Numeric	####	No	Must be blank if not available or the 4 digit Vendor Id



2 1 9 0 0 Q 7 1 0 0 0 0

Important: Print in CAPITAL letters using black ink.

Federal Employer Identification Number

1

Account Number

2

OFFICIAL USE ONLY Vendor ID#0000

26

Fill in 3 if Amended Return

Name (not your trade name)

6

Tax period ending (MMYY)

8

Business mailing address #1

9

**Report for this Quarter of 2021**

- 7
- 1. January, February, March
  - 2. April, May, June
  - 3. July, August, September
  - 4. October, November, December

Business mailing address #2

10

City

11

State

12

Zip Code + 4

13

**PART 1: DC Withholding Quarterly Return**

1 DC Income Tax Withheld from wages, tips and other compensation.....

1 \$ 14

If monthly, complete the amount withheld for each month:

Month 1 \$ 15

Month 2 \$ 16

Month 3 \$ 17

2 Total withholding payments for this quarter, including overpayment applied from prior quarters.....

2 \$ 18

3 **Balance Due:** If Line 1 is greater than Line 2, subtract Line 2 from Line 1 and enter amount here.....

3 \$ 19

4 **Overpayment:** If Line 2 is greater than Line 1, subtract Line 1 from Line 2 and enter amount here.....

4 \$ 20

Fill in only one: 21 Credit carry forward 21 Send a refund

**PART 2: If your business has closed or you stopped paying wages, complete this part.**

If your business has closed or you stopped paying wages, fill in here 4 and enter the final date you paid wages

5

(MMDDYYYY)

**PART 3: Sign here.** Under penalties of law, I declare that I have examined this return and, to the best of my knowledge, it is correct. Declaration of paid preparer is based on information available to the preparer.

Sign your name

Print your name

Date

Daytime telephone number

Preparer's signature

Preparer's name

22

Date

Preparer's Tax Identification Number (PTIN)

23

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 24

Phone number 25

## FR-900Q Upload Specifications

Files must be created using a CSV or text (.txt) file format. Zip or compressed files will not be accepted. Each file contains 26 fields.

Files smaller than 24MB must be submitted as CSV or text files (.txt).

Files 24MB or larger must be submitted as multiple FR-900Q submissions. Files that are 24MB or larger will be rejected.

Use a naming convention such as QTR12018.txt, QTR22018.txt. There are no restrictions on the naming convention.

Do not use any special characters in text fields such as commas in the string fields unless they are nested in quotes ("").

## File Status

**ACCEPTED** - File has passed all quality checks and an email will be sent to submitter that displays "Pending" status.

**REJECTED** - File did not pass quality checks. All errors will be displayed after hitting the submit button and front end validations occur. The file should be corrected and re-submitted for processing.

**COMPLETED** – Processed submissions denoting the bulk submission has been processed. There is no return level completion, just that the file was processed.

## File resubmission for rejected files

After front end validations, errors will be displayed to the submitter. A single error WILL reject the entire file. The submitter may remove the record or correct the record and re-submit. We are only accepting valid format bulk submissions.

## Error Message Types

Row Specific:

- Invalid number of fields to process return
  - This error is created if the split comma array doesn't have 26 values (for example, there are missing commas or have too many). This skips over the rest of the record.



## Field Specific:

- FEIN **<VALUE>** is Required and must be 9 digits
- DC Account ID **<VALUE>** is blank or not 12 digits
- Account ID **<VALUE>** is not Valid for Withholding
- Legal Name is required and cannot be blank
- Invalid FEIN: **<VALUE>**
- Invalid Quarter: **<VALUE>**

## Data Type Check:

- Invalid Currency: **<VALUE>**
- Invalid Number: **<VALUE>**
- Record contains invalid character(s): **<VALUE>**
- Invalid Checkbox: **<VALUE>**
- Invalid Date: **<VALUE>**

## Common FR-900Q Bulk File Error Messages

BULK FR-900Q			
INSTRUCTIONS			
Click on the Add above in the attachment box to attach your comma seperated file (CSV or TXT).			
If any error exist they will show up below. The file cannot be submitted until all errors are corrected. To increase performace only the first few errors will be displayed. Thus more errors may show up after the initial ones are corrected.			
Errors Exist, remove attachment, correct file and re-attach.			
1 - 100 of 194    < << 1 of 2 >> >			
Line	Legal Name	Field	Message
1	AMERICA ABROAD MEDIA	Taxpayer ID	Invalid FEIN: 186753099
1	AMERICA ABROAD MEDIA	Account Number	Account ID 100000054878 is not Valid for Withholding
2	ENVIRONMENTAL LEADERSHIP PROGRAM	Taxpayer ID	FEIN 043521791 is not registered with OTR
2	ENVIRONMENTAL LEADERSHIP PROGRAM	Account Number	Account ID 30A000072743 is not Valid for Withholding
3	JOUVENCE SALONS	Taxpayer ID	FEIN 06177A6759 is Required and must be 9 digits
3	JOUVENCE SALONS	Account Number	Account Id 300000109256 is not registered with OTR
6	AMERICAN NURSES ASSOCIATION INC	Taxpayer ID	FEIN 131893923 is not registered with OTR
6	AMERICAN NURSES ASSOCIATION INC	Account Number	Withholding Account Id not related to FEIN
8	ASSOCIATION FOR HEALTH CENTER AFFIL	Taxpayer ID	FEIN 050509791 is not registered with OTR
8	ASSOCIATION FOR HEALTH CENTER AFFIL	Account Number	Account Id 300000086706 is not registered with OTR
9	WOOD MACKENZIE INC.	Taxpayer ID	FEIN 010564533 is not registered with OTR
9	WOOD MACKENZIE INC.	Account Number	Account Id 300000077189 is not registered with OTR
10	CITIZENS FOR RESPONSIBILITY & ETHICS I	Taxpayer ID	FEIN 030445391 is not registered with OTR
10	CITIZENS FOR RESPONSIBILITY & ETHICS I	Account Number	Account Id 300000057913 is not registered with OTR
11	GERLEIN ORTHODONTICS LLC	Taxpayer ID	FEIN 050526244 is not registered with OTR
11	GERLEIN ORTHODONTICS LLC	Account Number	Account Id 300000103510 is not registered with OTR
12	CADMUS GROUP	Taxpayer ID	FEIN 042793755 is not registered with OTR
12	CADMUS GROUP	Account Number	Account Id 300000013862 is not registered with OTR

## Registration

You must have a MyTax.DC.gov web logon in order to access the electronic bulk filing of FR-900Q's. The individual completing the registration will be considered the 'Administrator' of the account. Do not use a fake FEIN/SSN when registering.

There are two methods to sign up to use MyTax.DC.gov:

- If you are a DC taxpayer, answer 'Yes'
  - Enter your FEIN and the notice number from any notice you have received from OTR. If you did not receive a notice, you can enter your last tax due amount or mark the "Last Tax Due is \$0.00" checkbox. If you do not know the last tax due amount, contact the account administrator.
- If you are not a DC taxpayer, answer 'No'
  - If you selected 'No' and the system prompts that an account exists for the FEIN entered, this is an indication that your company does have a presence in DC. Therefore, you will need to contact your company representative in order to obtain logon credentials to MyTax.DC. If that individual within your company is unknown, a representative from OTR's Customer Service Administration can assist you in identifying that individual. Contact them at (202) 759-1946 or email e-services.otr@dc.gov.

For either answer, complete all information, including a security question and an email address. Press 'Next' to continue.

**1. Web Profile**

**Web Profile**

**Login Information**

Do you currently or expect to file DC returns?	No	Yes
Username	City Streets	
First Name	sylvia	
Last Name	magby	
Email	sylviam@ocfo.dc.gov	
Phone Type	Business Phone	
Contact Phone	(202) 442-6239	
Alternate Phone		

**In case you forget your password**

Secret Question	What is your favorite animal?
Secret Answer	*****
Confirm Answer	*****

**Authentication Contact**

<input type="radio"/> Phone/Email	<input type="radio"/> Phone	<input checked="" type="radio"/> Email	<input type="radio"/> None
Use Login Email?	No	Yes	
Email	sylviam@ocfo.dc.gov		

**Cancel**

**< Previous**

**Next >**

Home » New Login Request

1. Web Profile 2. Tax Profile

### Tax Profile

**TAXPAYER INFORMATION**

ID Type ☒ FEIN ☐ SSN

Your ID (SSN or FEIN)

Re-enter Your ID

**ACCOUNT VALIDATION**

Notice Number

OR

Account Type

Last Tax Due

Last Tax Due is \$0.00 ☐

You will see this screen if you answered 'No' to being a DC taxpayer. Complete the information and click 'Next'.

Home » New Login Request

1. Web Profile 2. Signup

### Signup

**USER DEMOGRAPHICS**

Business Name

ID Type ☒ FEIN ☐ SSN

Your ID (SSN or FEIN)

Re-enter Your ID

Address

Street 2

Unit Type

WASHINGTON DISTRICT OF COLUMBIA

20002-4259 USA

In either instance, you will receive a registration summary screen.

The screenshot shows the 'Sign-Up for MyTax.DC.gov' interface. At the top, there's a navigation bar with a home icon and the text 'Home > Sign-Up for MyTax.DC.gov'. Below this is a progress bar with three steps: '1. Web Profile', '2. Signup', and '3. Registration Summary'. The '3. Registration Summary' step is highlighted. The main heading is 'Registration Summary'. Below it, the text says 'Please review the following information'. The information listed is: 'Username: City Streets', 'Name: Office Revenue', 'Email: tax@gmail.com', 'Contact Phone: (202) 442-0000', and 'Alternate Phone:'. There's a section for 'In case you forgot your password:' with 'Secret Question: What is your favorite animal?' and 'Secret Answer: \*\*\*\*\*'. Below this, it says 'An email containing a temporary password and a link to log in will be sent to you.' and 'Click Submit to complete this request.' At the bottom, there are three buttons: 'Cancel', '< Previous', and 'Submit'.

Once you have verified the above information, click 'Submit' and then 'Ok' or 'Cancel'.

The screenshot shows a dialog box with a dark blue header bar containing a close button (X). The main text reads 'Ready to submit this request?'. Below this, it says 'If you need to make any changes, click 'Cancel', otherwise click 'OK':'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

You will then receive a confirmation page. An email will be sent to you to continue the process.

The screenshot shows the 'Confirmation' page. At the top, there's a navigation bar with a home icon and the text 'Home > Sign-Up for MyTax.DC.gov > Confirmation'. Below this is a heading 'Confirmation' with a printer icon. The date '27-Oct-2017' is displayed. The main text says 'Your New Login Request has been submitted to the District of Columbia Office of Tax and Revenue.' and 'To access this request for future use, please check the following:'. Below this, it lists 'Email: tax@gmail.com' and 'Confirmation Code: qdcmf3'. At the bottom, there's a line of text: 'For questions regarding this confirmation, please contact the Customer Service Administration at e-services.otr@dc.gov'. There are two buttons: 'Printable View' and 'OK'.

Once you have obtained your logon credentials, you are ready to add additional logons or continue to bulk processing.

## Adding Additional Logons

- After you or the account administrator has successfully logged into the account, additional logons can be added.

**Home** Log Off

**My Profile** ALERTS I WANT TO More...

00000-91276  
BUSINESS EXAMPLE  
100 MAIN ST  
WASHINGTON DC 20009 USA

There are no alerts

[View My Web Profile](#)  
[Request Third Party Access](#)  
[Register a New Tax Account](#)  
[Send OTR a message](#)  
[Manage payments and returns](#)

**SUMMARY** **RECENT ITEMS** **NAMES AND ADDRESSES**

**MY ACCOUNTS** More...

Account Name	Account ID	Business Name	Balance
Corporation Franchise Tax	250-000036014	BUSINESS EXAMPLE	\$0.00

[Register a New Tax Account](#)

- After selecting 'My Profile' you will see 'Manage additional logons'

**Home » Profile** Log Off

**PROFILE** Edit ALERTS I WANT TO

Access Type : Administrator  
Logon : businessexample  
Name : JOHN DOE  
Phone 1 : +1 (775) 750-1283  
Email : kpaine@gentax.com  
Authentication : Disabled

There are no alerts

[Change password](#)  
[Manage payment methods](#)  
[Manage additional logons](#)  
[Cancel online access](#)

**STATUS** MYTAX.DC.GOV ACTIVITY More...

Last Logged On : 14-Nov-2016 14:27:08  
Current As Of : 14-Nov-2016 14:26:06

Last Log On :  
There is no activity  
Current Log On :  
Password Changed

- Proceed with additional logon until complete. Ensure 'Standard User' is selected from the 'Type of Access' drop down selection.

**Home » Profile » Additional Logons » Add Logon** Log Off

**CREATE A LOGON FOR SOMEONE ELSE**

Logon :

Email :

Confirm Email :

Type of Access : Standard User

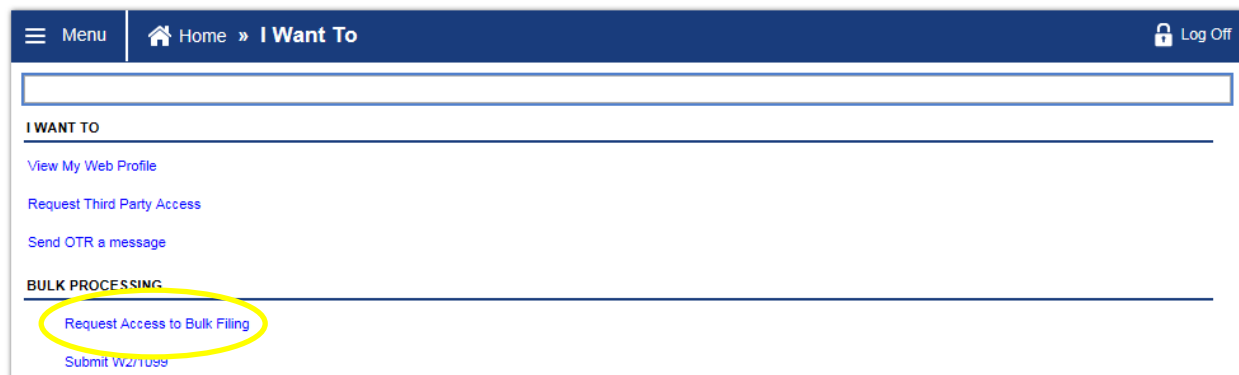
Save Cancel

- This is the standard user view on MyTax.DC.gov.



## Bulk Upload FR-900Q's

- On the far right of the home screen, you will see a list of common actions under the title of 'I Want To'.
- To the right of the 'I Want To' title, there is a button labeled 'More'
- Under '**BULK PROCESSING**', press the link to access the '**Request Access to Bulk Filing**' feature.



- Select 'Request Access to Bulk Filing'

If you are a preparer or Reporting Agent and would like to bulk submit the FR900Q, then fill out the request below to gain access to these features.

- Step 1: As a preparer, fill out the form by providing your PTIN and the email address you provided to the IRS when requesting your PTIN or

As an enrolled or reporting agent, click on the "I am a Reporting Agent" button. This request will be reviewed by OTR against the active reporting agents.

You must be a reporting agent with NACTP or have a valid and active PTIN with the IRS in order to submit bulk withholding requests.

Menu
Home » I Want To » Bulk Filing Request Form
Log Off

### Bulk Filing Request

If you are a Preparer or Reporting Agent and would like to bulk submit the FR-900Q then fill out the request below to gain access to these features. Approval of your bulk filing request will also give access to the FEIN to Withholding Account ID which will allow you to send in a comma separated list of FEINs and be provided with their corresponding Withholding Account Ids. This will remove the need for additional research to correctly apply your clients' returns and payments by utilizing the accurate Withholding Account Id.

**As a Preparer:**  
Fill out the form below by providing your PTIN and the Email address you provided to the IRS when requesting your PTIN.

**As an Enrolled or Reporting Agent:**  
Click on the "I am a Reporting Agent" button.  
This request will be reviewed by OTR against the active Reporting Agents.

You must be a Reporting agent with NATCP or have a valid and active PTIN with the IRS in order to submit bulk Withholding Requests.

I am a Reporting Agent ☐

PTIN

Email on PTIN registration

Email Confirmation

Submit
Cancel

- Step 2: Click 'Submit'
- Step 3: Enter your password to confirm your submission, click 'OK'

×

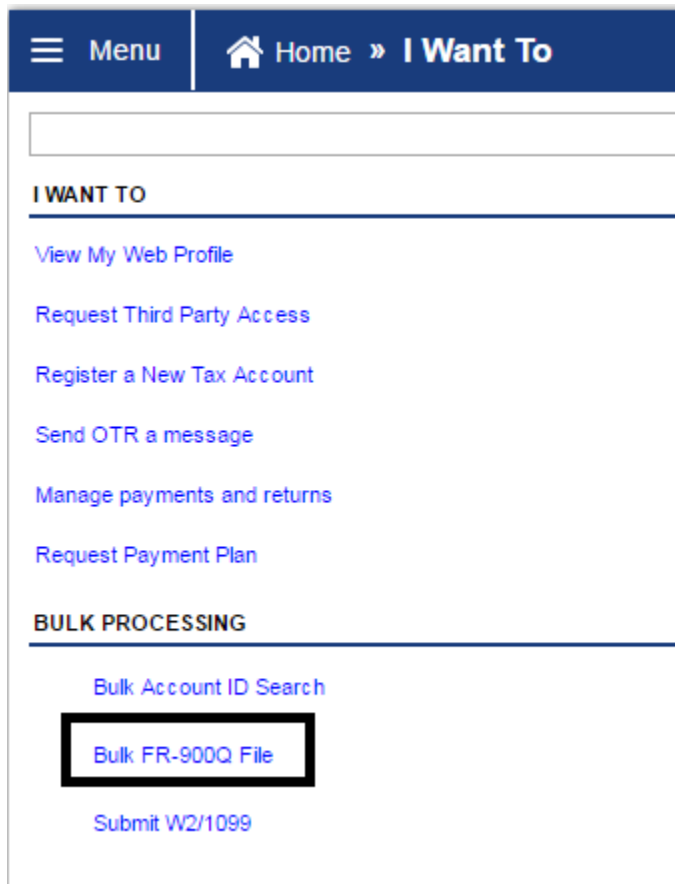
**Ready to submit this request?**

Enter your password to confirm your submission.

OK
Cancel

- Step 4: You will receive a confirmation that your request has been submitted
- Step 5: Check your messages to determine whether your request has been accepted or rejected.

Once you have the rights to bulk FR-900Q file, you select this option from the 'I Want To' screen:



Menu Home » I Want To

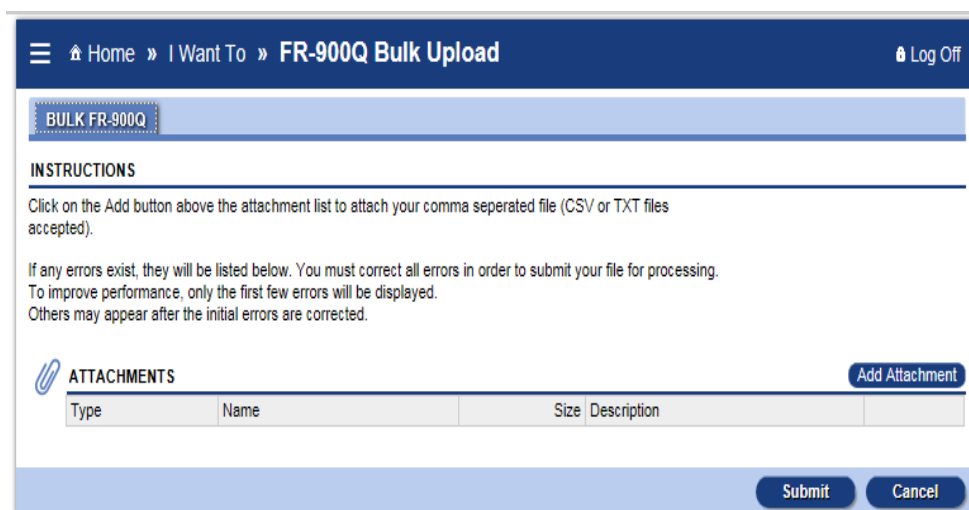
I WANT TO

- [View My Web Profile](#)
- [Request Third Party Access](#)
- [Register a New Tax Account](#)
- [Send OTR a message](#)
- [Manage payments and returns](#)
- [Request Payment Plan](#)

BULK PROCESSING

- [Bulk Account ID Search](#)
- [Bulk FR-900Q File](#)
- [Submit W2/1099](#)

You will then be directed to this page:



Home » I Want To » FR-900Q Bulk Upload Log Off

BULK FR-900Q

INSTRUCTIONS

Click on the Add button above the attachment list to attach your comma separated file (CSV or TXT files accepted).

If any errors exist, they will be listed below. You must correct all errors in order to submit your file for processing. To improve performance, only the first few errors will be displayed. Others may appear after the initial errors are corrected.

ATTACHMENTS Add Attachment

Type	Name	Size	Description
------	------	------	-------------

Submit Cancel



Select a file or files to attach as shown below:

**Bulk FR-900Q**

**INSTRUCTIONS**

Click on the Add button above the attachment list to attach your comma separated file (CSV or TXT files accepted).

If any errors exist, they will be listed below. You must correct all errors in order to submit your file for processing. To improve performance, only the first few errors will be displayed. Others may appear after the initial errors are corrected.

**ATTACHMENTS**

Type

**Select a file to attach**

Type: FR-900Q Bulk Upload

Description: test

Choose File No file chosen

Submit Cancel

Required

Save Cancel

**Bulk FR-900Q**

**INSTRUCTIONS**

Click on the Add button above the attachment list to attach your comma separated file (CSV or TXT files accepted).

If any errors exist, they will be listed below. You must correct all errors in order to submit your file for processing. To improve performance, only the first few errors will be displayed. Others may appear after the initial errors are corrected.

**Errors Exist, remove attachment, correct file and re-attach.**

**ATTACHMENTS**

Add Attachment

Type	Name	Size	Description	
FR-900Q Bulk Upload	Bulk Test (1).csv	19	test	Remove

Filter Export

1 of 9 1 - 20 of 167

Line	Legal Name	Field	Message
1		Taxpayer ID	FEIN is Required and must be 9 digits
1		Account Number	Account ID is blank or not 12 digits

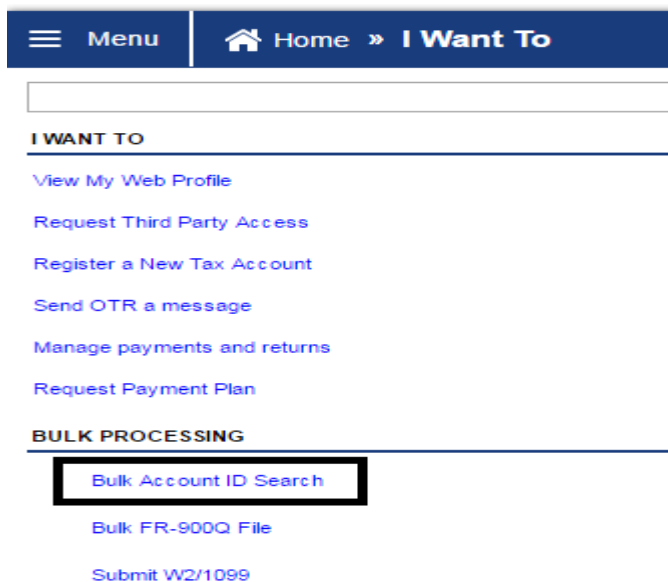
You must correct the errors, if any, before your submission will be accepted.

## Account Lookup

It is very important that you, a bulk filer, have the correct information for your clients, as our system requires the unique DC assigned account id. We have provided a method for you to ensure you have the correct account id by using the account lookup.

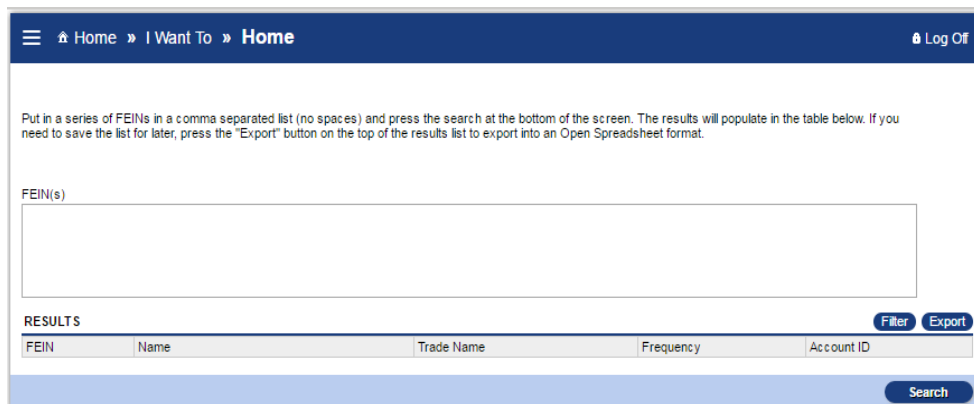
Approval of your bulk filing request will give you access to the FEIN to Withholding Account ID Search which will allow you to send in a comma separated list of FEINs and be provided with their corresponding withholding account IDs. This will remove the need for additional research to correctly apply your client's returns and payments by using the accurate withholding account ID.

Step 1: Choose 'Bulk Account ID Search' from BULK PROCESSING



The screenshot shows a web application interface. At the top, there is a dark blue navigation bar with a hamburger menu icon, the word 'Menu', a home icon, and the text 'Home » I Want To'. Below this is a white search bar. Underneath the search bar is a section titled 'I WANT TO' in bold, followed by a list of links: 'View My Web Profile', 'Request Third Party Access', 'Register a New Tax Account', 'Send OTR a message', 'Manage payments and returns', and 'Request Payment Plan'. Below this list is a section titled 'BULK PROCESSING' in bold. Under 'BULK PROCESSING', there is a list of links: 'Bulk Account ID Search' (which is highlighted with a black rectangular box), 'Bulk FR-900Q File', and 'Submit W2/1099'.

Step 2: Enter the FEIN's in a comma separated list and press the search button. Your results will be returned in which you can export to an xlsx or other file format.



The screenshot shows the 'Bulk Account ID Search' search results page. At the top, there is a dark blue navigation bar with a hamburger menu icon, the text 'Home » I Want To » Home', and a 'Log Off' link. Below the navigation bar is a white search bar. Underneath the search bar is a section titled 'FEIN(s)' with a large text input field. Below the input field is a section titled 'RESULTS' with a table. The table has five columns: 'FEIN', 'Name', 'Trade Name', 'Frequency', and 'Account ID'. To the right of the table are two buttons: 'Filter' and 'Export'. At the bottom right of the table is a 'Search' button. Above the table, there is a text box with the following text: 'Put in a series of FEINs in a comma separated list (no spaces) and press the search at the bottom of the screen. The results will populate in the table below. If you need to save the list for later, press the "Export" button on the top of the results list to export into an Open Spreadsheet format.'