2023

MyTax.DC.gov

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 on the DC Taxpayer Portal and access to the portal

Contents

Version Control

Version Number/Date	Comments
1.0 – 9/22/2022	**Initial Release for 2023**

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.

What's New:
- An email address field has been added.

Reminders:
- Please use the **2023** FR-900P to make payments for your quarterly filing if filing by paper.
- 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.

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 via the DC web portal, MyTax.DC.gov. Electronic filing eliminates the outdated manual paper process.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. Lack of completing this process will delay processing of the return and/or payment.

The FEIN must be registered and active with DC.

The DC 12-digit 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"

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

Delimited File Layout, Delimiter = Comma

Field Number	Field Name	Data Type	Format	Manditory	Validation/Explanation
1	Taxpayer ID	Numeric		Yes	FEIN (9 Digits)
2	Account Number	Numeric		Yes	Provided Account ID
3	Amended Return	Alpha	Y/N	No	Yes = Amended No or Blank = No
4	Final Return	Alpha	Y/N	No	Yes = This is the last return for this account No or Blank = No
5	Closed Date	Numeric	MMDDYYYY	No	Date business stopped paying wages
6	Legal Name	Alpha		Yes	Nest name in "" if commas exist in name
7	Quarter	Numeric		Yes	1 = March 2 = June 3 = September 4 = December
8	Period Ending	Numeric	MMDDYYYY	Yes	
9	Mailing Street 1	Alpha		Yes	Nest street in "" if commas exist in street
10	Mailing Street 2	Alpha		Yes	Nest street in "" if commas exist in street
11	Mailing City	Alpha		Yes	
12	Mailing State	Alpha		Yes	
13	Mailing Zip	Alpha Numeric		Yes	5 digit Zip or 9 Digit Zip
14	email address	Alpha Numeric		Yes	email address
15	DC total Withheld	Numeric	###.00	Yes	Will equal sum of all three months if a Monthly Payer
16	Month 1 Withheld	Numeric	###.00	Yes if Monthly	
17	Month 2 Withheld	Numeric	###.00	Yes if Monthly	
18	Month 3 Withheld	Numeric	###.00	Yes if Monthly	
19	Total Payments against Withholding	Numeric	###.00	Yes	Amount of Payments made againts Tax withheld
20	Balance Due	Numeric	###.00	Yes	
21	Overpayment	Numeric	###.00	Yes	

					R = Refund amount F = Carry forward
22	Credit Forward	Alpha		No	Blank = Carry Forward
23	Preparer's Name	Alpha		No	Name of the Preparer
24	Preparer's PTIN	Numeric		No	PTIN
25	Designee's Name	Alpha		No	3rd Party Designee's Name
26	Designee's Phone	Numeric	##########	No	Non-Formatted Phone Number
27	Vendor ID	Alpha Numeric		No	Vendor ID

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 (").

Sign-up for MyTax.DC,gov

In order to bulk file the FR-900Q (withholding quarterly tax return) you must have a MyTax.DC.gov web logon to access electronic bulk filing of FR-900Q. The individual completing the registration will become the Administrator for all accounts associated with the Taxpayer Identification Number (TIN). *Do not* use an invalid TIN when registering.

In some cases, you must request bulk filing access (see below).
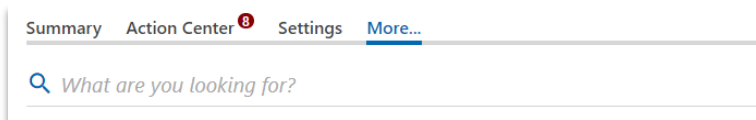
You can review the tutorial at https://otr.cfo.dc.gov/sites/default/files/dc/sites/otr/publication/attachments/How_to_Sign_Up_for_MyTax.DC_.gov_Businesses_1220.pdf that contains the information for nexus and non-nexus business entities to access the secure web portal.

Request Bulk Filing Access

If you are a Preparer or Reporting Agent and would like to bulk file the FR900Q, follow these steps to gain bulk filing access.

You must be a reporting agent with the National Association of Computerized Tax Professionals (NACTP) or have a valid and active PTIN with the IRS to submit bulk sales and use tax requests.
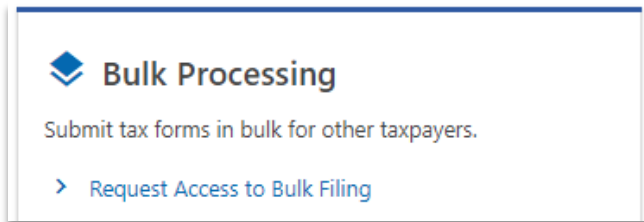
1. On the tab bar, select **More….**

2. In the **Bulk Processing** section, select the '**Request Access to Bulk Filing**' link.
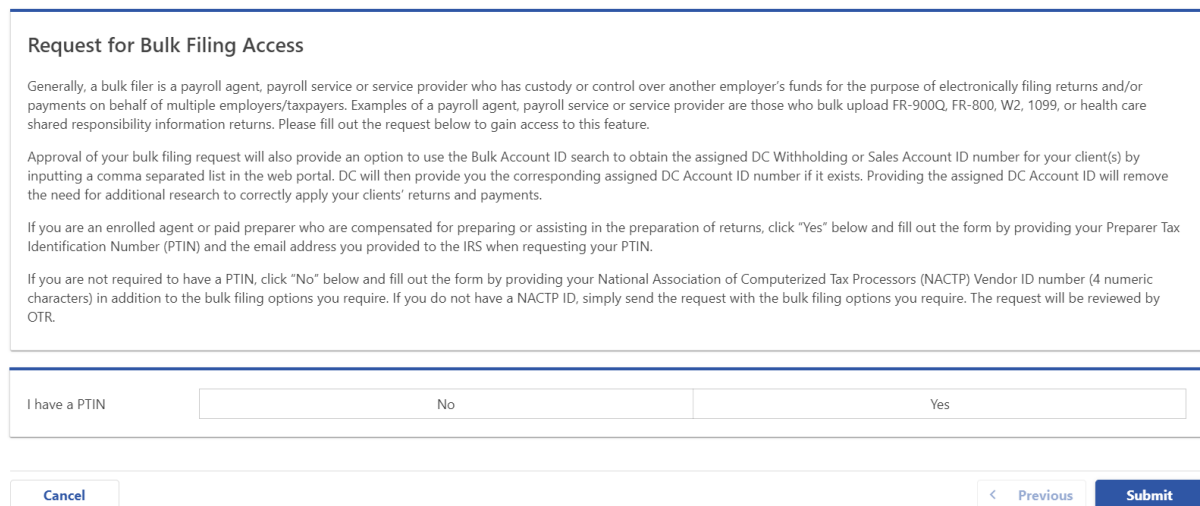
3. At the Request for Bulk Filing Access page, select **Yes** or **No** for "I have a PTIN".

a. If Yes, enter your Preparer Tax Identification Number (PTIN) and the email address you provided to the IRS when requesting your PTIN.

I have a PTIN	No	Yes

IRS PTIN	P12345678
Email on PTIN registration	test@dc.gov
Email Confirmation	test@dc.gov

Cancel   ‹ Previous   **Submit**

b. If No, select **Yes** or **No** to "I have an NACTP ID." Enter your NACTP ID if prompted.

I have a PTIN	No	Yes
I have an NACTP ID	No	Yes

NACTP ID	1234

I am requesting bulk filing for the following:

Bulk Sales	No	Yes
Bulk Withholding	No	Yes
W2/1099	No	Yes

Cancel   ‹ Previous   **Submit**

4. Select the types of bulk filing access you are requesting.

I am requesting bulk filing for the following:

Bulk Sales	No	Yes
Bulk Withholding	No	Yes
W2/1099	No	Yes

5. Click **Submit**. Click OK to confirm the submission.
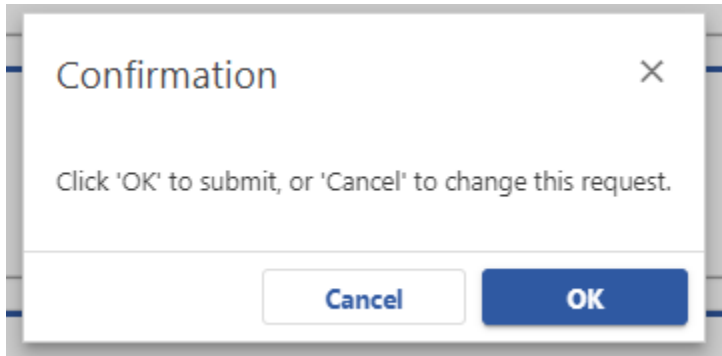
You will receive a confirmation that your request has been submitted. Check your messages to determine whether your request has been accepted or rejected

Bulk Filing FR-900Q

1. When you have access, select Bulk FR-900Q File in the Bulk Processing block.

◆ Bulk Processing

Submit tax forms in bulk for other taxpayers.

> Request Access to Bulk Filing
> Bulk Account ID Search
> Bulk FR-800M/Q/A File
> Bulk FR-900Q File
> Submit Healthcare Returns
> Submit W2/1099

2. At the Bulk Upload page, select the Tax Year for which you are bulk filing.

FR-900Q Bulk Upload

Tax Year — Bulk Upload

Withholding Return Bulk Upload

Please select the year you wish to file:

FR-900Q Bulk 2022+

Cancel   Previous   Next

MyTax.DC.gov

3. Use the Choose File button to select a file to upload and submit.

FR-900Q Bulk Upload

Tax Year ——— Bulk Upload

Withholding Return Bulk Upload   Instructions (PDF)

Click on the 'Choose File' button to attach your comma separated file (CSV or TXT extensions are 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.

Selected Year: 2022

You may choose a file to upload.

Filename   **Choose File**

Cancel   **< Previous**   **Submit**

4. If errors are reported, you must remove the file and upload a corrected file.

Click on the 'Choose File' button to attach your comma separated file (CSV or TXT extensions are 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 detected during validation, correct file and re-upload

Selected Year: 2021

Filename FR800 2021 BulkTest.csv   **Choose File**

File Size (KB)   1

Remove File

Export ≡

Line	Legal Name	Field	Message
1	Record Error	N/A	Invalid number of fields to process this return
2	Record Error	N/A	Invalid number of fields to process this return

Cancel   **< Previous**   **Submit**

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 enabling 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.

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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

Account Lookup

As a bulk filer, you must use the correct Account ID for your clients. You can look up accounts using the Bulk Account ID Search in the Bulk Processing section. You can submit a comma-separated list of TIN(s) to retrieve the corresponding Withholding Account ID for each entity.

1. At the Bulk Processing block, select Bulk Account ID Search.

◆ **Bulk Processing**

Submit tax forms in bulk for other taxpayers.

> Request Access to Bulk Filing

> Bulk Account ID Search

> Bulk FR-800M/Q/A File

> Submit Healthcare Returns

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2. Select the Account Type and ID Type.

Bulk Account ID Search

Set the search options to indicate the Account Type you are searching for along with the ID Type you will enter.

Enter a series of IDs 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.

Search Options:

Account Type

Sales & Use

ID Type

FEIN - Federal Employer ID #

Enter FEIN(s)

[   ]

[Search]

3. Enter TINs in a comma-separated list, and click **Search**. Results are returned below. Use **Export** to download the results to a spreadsheet or flat file format.

Enter FEIN(s)

010000001

[Search]

Results   Export ▼

FEIN	Name	Trade Name	Frequency	Account ID
010000001	DC BUSINESS		Sales & Use Quarterly	350001415255