

2023

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



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

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

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## Version Control

Version Number/Date	Comments
1.0 – 7/28/2023	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.

### Reminders:

- Please use the **2023** FR-900P to make payments by **check**. **Ensure your payments are made by the 20th day of the month following the period being reported.**
- 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.
- Your payment cannot be drawn on a foreign account. You must pay by money order (US Dollars) or credit card instead. DC does not support International ACH Transactions (IAT) for payments and direct deposit refunds. Your transaction may be considered IAT even when your bank account is in the United States. Please refer to the IAT section of our **2023** Electronic Funds Transfer (EFT) Payment Guide.
- Refer to 2023 FR-900A instructions for further details.
- 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-900A, Employer/Payor Withholding Tax – Annual Return with the DC Office of Tax and Revenue (OTR). These instructions relate to the **FR-900A** 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](https://mytax.dc.gov). Electronic filing eliminates the outdated manual paper process.

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-900A. 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/](https://mytax.dc.gov) and click on “Sign Up To Use [MyTax.DC.gov](https://mytax.dc.gov)”

## Filing Deadline

The filing deadline for FR-900A is January 31.

## FR-900A 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-900A submissions. Files that are 24MB or larger will be rejected.

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-900A (withholding annual tax return) you must have a [MyTax.DC.gov](https://mytax.dc.gov) web logon to access electronic bulk filing of FR-900 returns. 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](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.

## Adding Additional Logons

After you or the account administrator has successfully logged into the account, you can add additional logons.

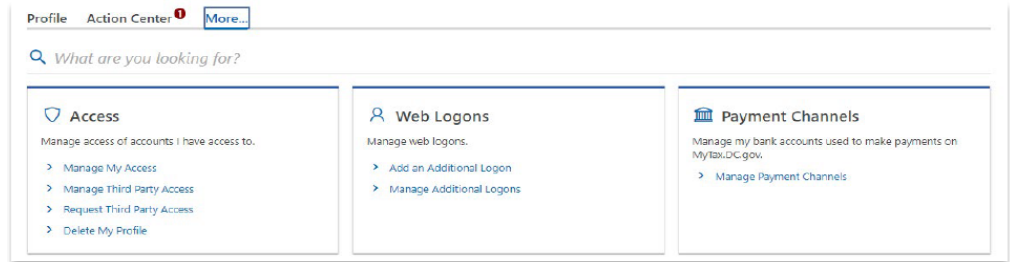
1. Select **Manage My Profile** in the upper left block of the page.



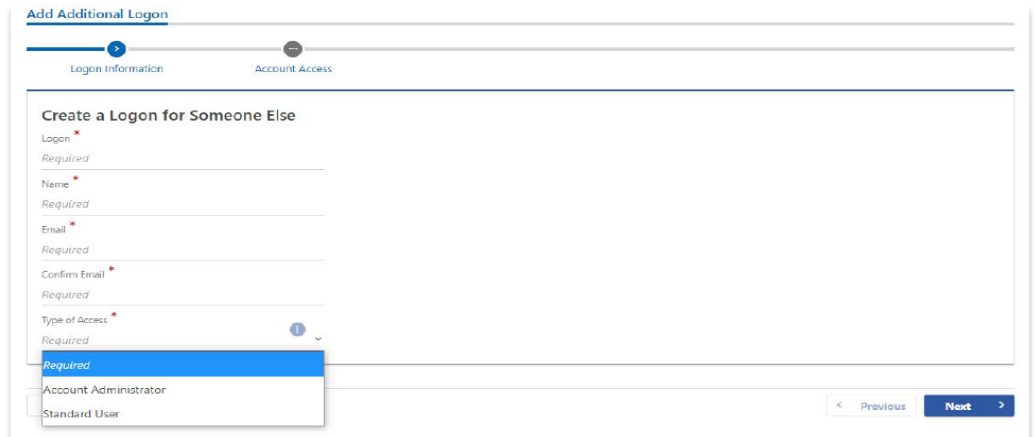
2. Select **More** in the menu bar.



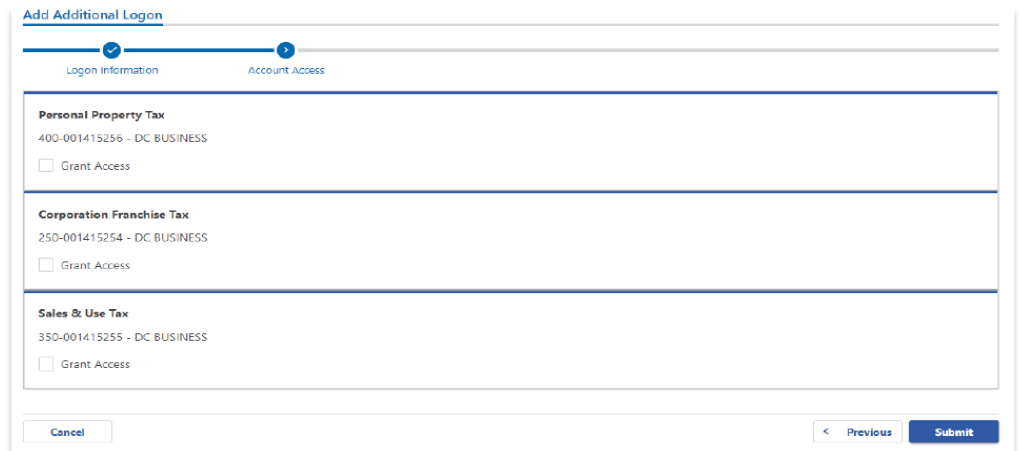
3. Select **Add an additional logon.**



4. At the Create a Logon for Someone Else page, enter a Logon, Name, and Email. For Type of Access, select *Standard User*.



5. At the Account Access page, select the Grant Access checkbox for each Account the user should access.



6. Repeat as needed for additional users.

## Request Bulk Filing Access

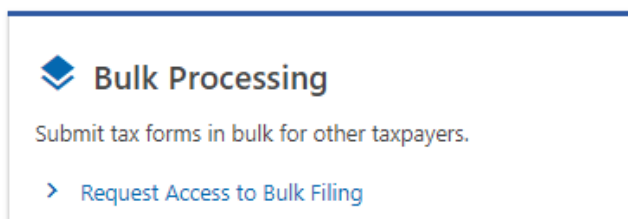
If you are a Preparer or Reporting Agent and would like to bulk file the FR900A, follow these steps to gain bulk filing access.

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".

### Request for Bulk Filing Access

Generally, a bulk filer is a payroll agent, payroll service or service provider who has custody or control over another employer's funds for the purpose of electronically filing returns and/or payments on behalf of multiple employers/taxpayers. Examples of a payroll agent, payroll service or service provider are those who bulk upload FR-900Q, FR-800, W2, 1099, or health care shared responsibility information returns. Please fill out the request below to gain access to this feature.

Approval of your bulk filing request will also provide an option to use the Bulk Account ID search to obtain the assigned DC Withholding or Sales Account ID number for your client(s) by inputting a comma separated list in the web portal. DC will then provide you the corresponding assigned DC Account ID number if it exists. Providing the assigned DC Account ID will remove the need for additional research to correctly apply your clients' returns and payments.

If you are an enrolled agent or paid preparer who are compensated for preparing or assisting in the preparation of returns, click "Yes" below and fill out the form by providing your Preparer Tax Identification Number (PTIN) and the email address you provided to the IRS when requesting your PTIN.

If you are not required to have a PTIN, click "No" below and fill out the form by providing your National Association of Computerized Tax Processors (NACTP) Vendor ID number (4 numeric characters) in addition to the bulk filing options you require. If you do not have a NACTP ID, simply send the request with the bulk filing options you require. The request will be reviewed by OTR.

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

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IRS PTIN	<input type="text" value="P12345678"/>
Email on PTIN registration	<input type="text" value="test@dc.gov"/>
Email Confirmation	<input type="text" value="test@dc.gov"/>

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

I have a PTIN	<input type="text" value="No"/>	<input type="text" value="Yes"/>
I have an NACTP ID	<input type="text" value="No"/>	<input type="text" value="Yes"/>

NACTP ID	<input type="text" value="1234"/>
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I am requesting bulk filing for the following:

Bulk Sales	<input type="text" value="No"/>	<input type="text" value="Yes"/>
Bulk Withholding	<input type="text" value="No"/>	<input type="text" value="Yes"/>
W2/1099	<input type="text" value="No"/>	<input type="text" value="Yes"/>

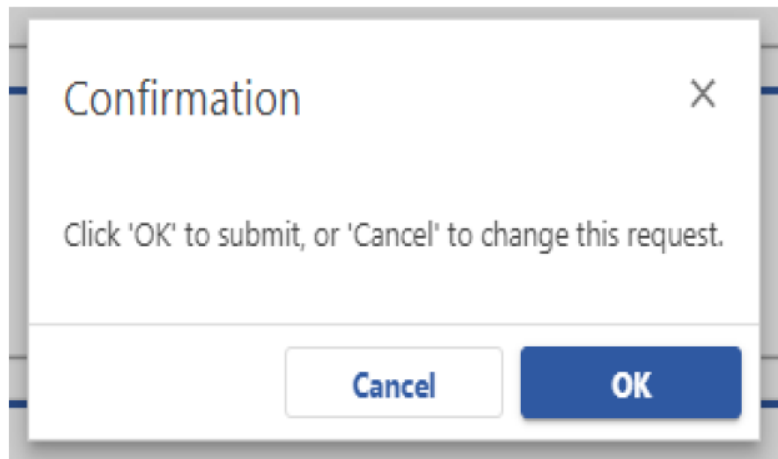
  

4. Select the types of bulk filing access you are requesting.

I am requesting bulk filing for the following:

Bulk Sales	<input type="button" value="No"/>	<input type="button" value="Yes"/>
Bulk Withholding	<input type="button" value="No"/>	<input type="button" value="Yes"/>
W2/1099	<input type="button" value="No"/>	<input type="button" value="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.



# FR-900A Upload Instructions

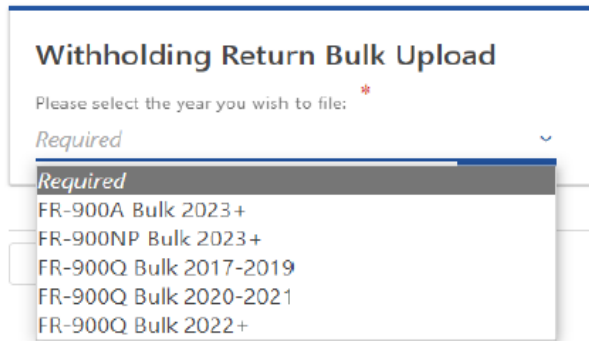
1. When you have access, select Bulk FR-900 File in the Bulk Processing block.

## Bulk Processing

Submit tax forms in bulk for other taxpayers.

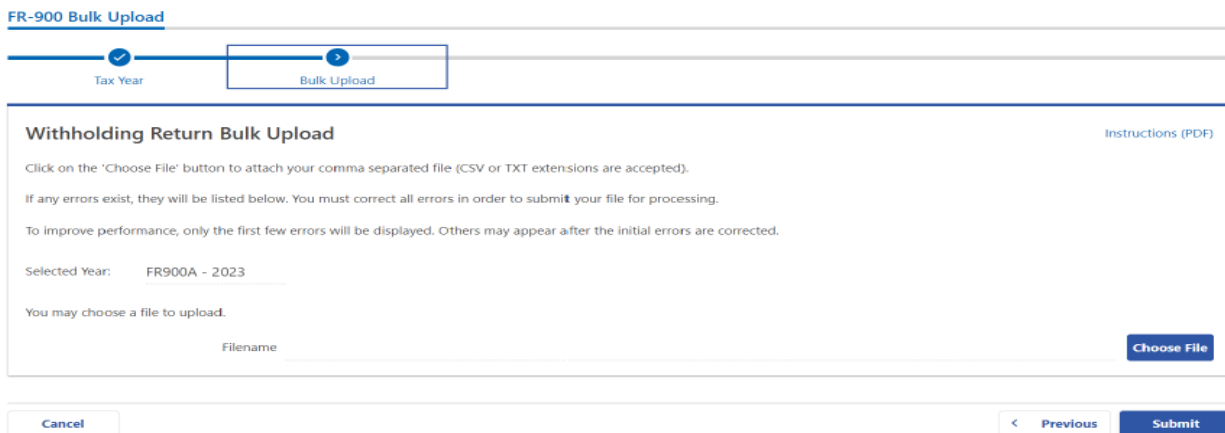
- > [Request Access to Bulk Filing](#)
- > [Bulk Account ID Search](#)
- > [Bulk FR-900 File](#)
- > [Submit Healthcare Returns](#)
- > [Submit W2/1099](#)

2. At the Bulk Upload page, select the Tax Form and Tax Year for which you are bulk filing.  
**Please make sure to select the correct form type, year and period.**



The screenshot shows a dropdown menu titled "Withholding Return Bulk Upload". The prompt says "Please select the year you wish to file:" with a red asterisk indicating it is required. The dropdown list includes the following options: "Required", "FR-900A Bulk 2023+", "FR-900NP Bulk 2023+", "FR-900Q Bulk 2017-2019", "FR-900Q Bulk 2020-2021", and "FR-900Q Bulk 2022+".

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



The screenshot shows the "FR-900 Bulk Upload" page. At the top, there is a progress bar with two steps: "Tax Year" (completed with a checkmark) and "Bulk Upload" (active with a blue circle). The main content area is titled "Withholding Return Bulk Upload" and includes instructions: "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." Below the instructions, the "Selected Year" is set to "FR900A - 2023". There is a "Filename" input field and a "Choose File" button. At the bottom of the page, there are "Cancel", "Previous", and "Submit" buttons.

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

#### FR-900 Bulk Upload

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✔ Tax Year      ▶ Bulk Upload

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**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.

**Errors detected during validation, correct file and re-upload.**

Selected Year:

## 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 Sales and Use
- Legal Name is required and cannot be blank
- Invalid Taxpayer Identification Number:<VALUE>

Data Type Check:

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


## Common FR-900A Bulk File Error Messages

BULK FR-900Q			
INSTRUCTIONS			
Click on the Add above in the attachment box to attach your comma separated 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 performance only the first few errors will be displayed.			
Thus more errors may show up after the initial ones are corrected.			
<b>Errors Exist, remove attachment, correct file and re-attach.</b>			
1 - 100 of 194			
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](#)

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

## FR-900A Bulk File Submission Layout TY2023 v2.0

Field	Field Name	Data Type	Format	Mandatory	Validation/Explanation	Validation Rule 2
1	Taxpayer ID	Numeric		Yes	ID number	Must be 9 Digits
2	Account Number	Numeric		Yes	Provided WH Account ID, omit hyphen	Must be blank or Numeric
3	Amended Return	Alpha		No	Y = Amended N or Blank = Not an amendment	
4	Final Return	Alpha		No	Y = This is the last return for this account N or Blank = No	
5	Legal Name	Alpha Numeric		Yes	Nest name in "" if commas exist in name	Cannot be blank
6	Period	Numeric	MMDDYYYY	Yes	Filing Period End Date - Periods earlier than 12/31/2023 are not supported	Must be 12312023
7	Mailing Street 1	Alpha Numeric		Yes	Nest street in "" if commas exist in street	
8	Mailing Street 2	Alpha Numeric		No	Nest street in "" if commas exist in street	
9	Mailing City	Alpha		Yes		
10	Mailing State	Alpha		Yes		
11	Mailing Zip	Alpha Numeric		Yes	5 or 9 digit ZIP code	
12	Email	Alpha Numeric		Yes		
13	Total Withheld	Currency	###.00	Yes	Must be a positive, numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits
14	Total Payments	Currency	###.00	Yes	Must be a positive, numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits
15	Balance Due	Currency	###.00	Yes	Must be a positive, numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits
16	Overpayment	Currency	###.00	Yes	Must be a positive, numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits
17	Credit Forward			No	R = Refund amount F = Carry forward Blank = Carry Forward	
18	Preparer's Name	Alpha		No	Name of the Preparer	
19	Preparer's PTIN	Alpha	P#####	No	PTIN	
20	Designee's Name	Alpha		No	3rd Party Designee's Name	
21	Designee's Phone	Numeric	#####	No	Non-Formatted Phone Number	Must be 10 digits
22	Vendor ID	Numeric		No	Must be 4 digits or blank	