2023

MyTax.DC.gov

Specifications for filing Withholding (FR-900NP) Tax Returns Electronically and Account Lookup

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

V1.0

Contents

Version Control

Version Number/Date	Comments
1.0 – 07/31/2023	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.
  - o **You can make payments on a weekly, semi-weekly or monthly basis; however, all deposits are due by January 20th of the preceding calendar year.**

- 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.

- Refer to 2023 FR-900NP instructions for further details.

- 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.

- 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 electronic bulk filing of the FR-900NP, Annual Return for Withholding Reported on Forms 1099 and W-2G, with the DC Office of Tax and Revenue (OTR). These instructions relate to the **FR-900NP** 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 Electronic filing eliminates the outdated manual paper process.

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

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 deadline for FR-900NP is January 31.

FR-900NP 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 114 fields.

Files smaller than 24MB must be submitted as CSV or text files (.txt). Files 24MB or larger must be submitted as multiple FR-900NP 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-900NP (withholding annual tax return) you must have a MyTax.DC.gov web logon to access electronic bulk filing of FR-900. 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.

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.

DC BUSINESS

00013-33250
123 4TH ST NE
WASHINGTON DC 20002-5931

Welcome, BUSINESS OWNER
You last logged in on Wednesday, Dec 1, 2021 11:24:43 AM
Manage My Profile ❶

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

Manage My Profile

BUSINESS OWNER
owner@dc.test

Profile   Action Center ❶   More...

MyTax.DC.gov

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

Profile   Action Center ❶   More...

🔍 *What are you looking for?*

🛡 **Access**	👤 **Web Logons**	🏛 **Payment Channels**
Manage access of accounts I have access to.	Manage web logons.	Manage my bank accounts used to make payments on MyTax.DC.gov.
> Manage My Access	> Add an Additional Logon	> Manage Payment Channels
> Manage Third Party Access	> Manage Additional Logons	
> Request Third Party Access		
> Delete My Profile		

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

Add Additional Logon

Logon Information ———— Account Access

Create a Logon for Someone Else

Logon *
Required

Name *
Required

Email *
Required

Confirm Email *
Required

Type of Access *   ⓘ
Required

Required
Account Administrator
Standard User

< Previous   Next >

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

Add Additional Logon

Logon Information ———— Account Access

Personal Property Tax
400-001415256 - DC BUSINESS
☐ Grant Access

Corporation Franchise Tax
250-001415254 - DC BUSINESS
☐ Grant Access

Sales & Use Tax
350-001415255 - DC BUSINESS
☐ Grant Access

Cancel   < Previous   Submit

6. Repeat as needed for additional users.

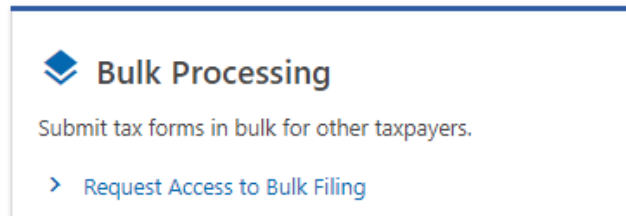# Request Bulk Filing Access

If you are a Preparer or Reporting Agent and would like to bulk file the FR900NP, 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.
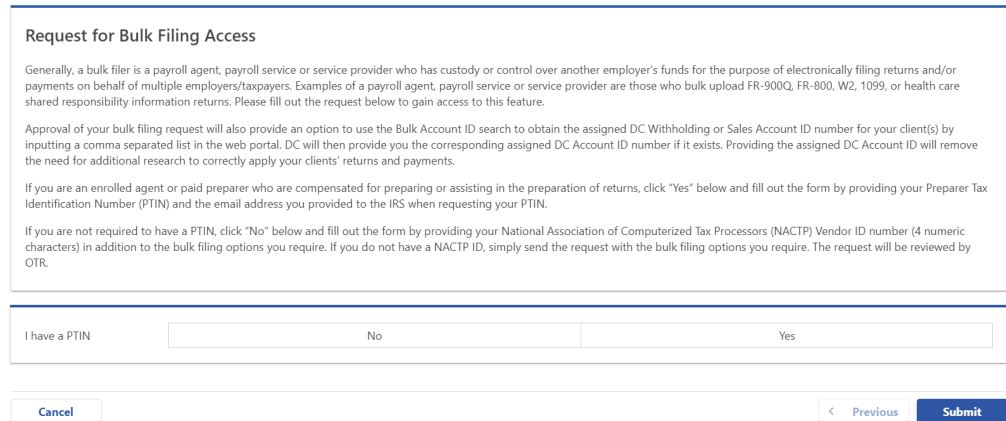
1. On the tab bar, select **More….**
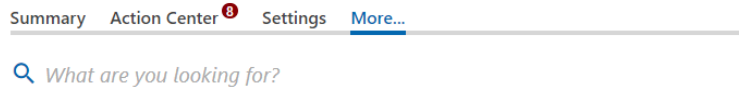
2. In the **Bulk Processing** section, select the '**Request Access to Bulk Filing**' link.

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.

b. If No, select **Yes** or **No** to "I have an NACTP ID." Enter your NACTP ID if prompted. (You must have an NACTP ID to access bulk filing for Bulk Sales.)

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.
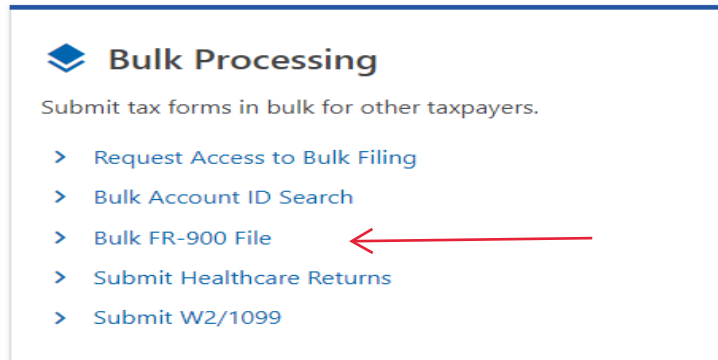
Confirmation   ✕

Click 'OK' to submit, or 'Cancel' to change this request.

Cancel   **OK**

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

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FR-900NP Upload Instructions

1. When you have access, select Bulk FR-900NP 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 Year for which you are bulk filing.

   Please make sure to select the correct form type, year and period.

Withholding Return Bulk Upload

Please select the year you wish to file: *

Required

Required
FR-900A Bulk 2023+
FR-900NP Bulk 2023+
FR-900Q Bulk 2017-2019
FR-900Q Bulk 2020-2021
FR-900Q Bulk 2022+
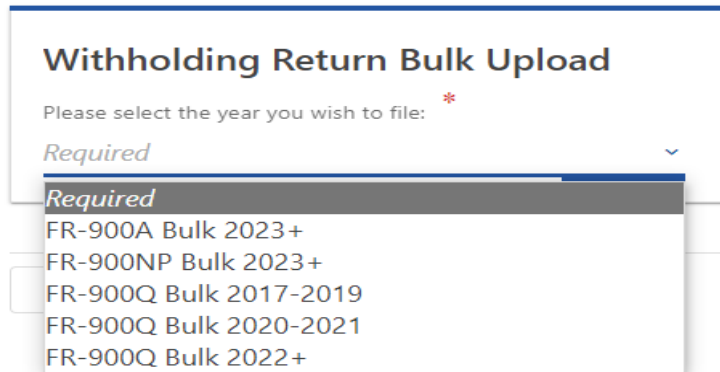
3. Use the Choose File button to select a file to upload.

FR-900 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: FR900NP - 2023

You may choose a file to upload.

Filename   **Choose File**

Cancel   < Previous   **Submit**

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

File Status

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

REJECTED - File did not pass quality checks. All errors will be displayed after clicking 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 re-submission for rejected files

After front-end validation, 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 does not have 54 values (for example, there are missing commas or there are too many commas).

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 contain invalid character(s): <VALUE>
- Invalid Checkbox: <VALUE>
- Invalid Date: <VALUE>

Common FR-900NP Bulk File Error Messages

Errors detected during validation, correct file and re-upload

Filename	CORPTAX_DC_201710_HITM1_O7DC1.TXT	Choose File
File Size (KB)	0	

Filter Export

Line	Legal Name	Field	Message
1	LOUS BAR	Taxpayer ID	Invalid FEIN: 123456789
1	LOUS BAR	Account Number	Account ID: 350256800102 is not registered with OTR
1	LOUS BAR	Preparer's PTIN	Invalid PTIN: P123456789

3 Rows

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 to retrieve the corresponding Sales and Use Account ID for each.

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-900 File

> Submit Healthcare Returns

> Submit W2/1099

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

Withholding

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)

100000001

[Search]

Results   Export ▼

FEIN	Name	Trade Name	Frequency	Account ID
100000001	WESTERN UNITED LIFE ASSURANCE CO		Non-Payroll Annual	300000579982

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FR-900NP 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 Tax Account ID, omit hyphen	Must be blank or Numeric
3	Amended Return	Alpha		No	Y = Amended N or Blank = Not an amendement	
4	Final Return	Alpha		No	Y = This is the last return for this account N or Blank = No	
5	Final Date	Numeric	MMDDYYYY	No	Valid date required if Final Return = Y else blank	
6	Legal Name	Alpha Numeric		Yes	Nest name in "" if commas exist in name	Cannot be blank
7	Period	Numeric	MMDDYYYY	Yes	Filing Period End Date - Periods earlier than 12/31/2023 are not supported	Must be 12312023
8	Mailing Street 1	Alpha Numeric		Yes	Nest street in "" if commas exist in street	
9	Mailing Street 2	Alpha Numeric		No	Nest street in "" if commas exist in street	
10	Mailing City	Alpha		Yes		
11	Mailing State	Alpha		Yes		
12	Mailing Zip	Alpha Numeric		Yes	5 or 9 digit ZIP code	
13	Email	Alpha Numeric		Yes		
14	Total Withheld	Currency	###.00	Yes	Must be a positive numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits
15	Total Payments	Currency	###.00	Yes	Must be a positive numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits
16	January	Currency	###.00	Yes	Must be a positive numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits
17	February	Currency	###.00	Yes	Must be a positive, numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits
18	March	Currency	###.00	Yes	Must be a positive, numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits
19	April	Currency	###.00	Yes	Must be a positive, numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits

20		May	Currency	###.00	Yes	Must be a positive, numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits
21		June	Currency	###.00	Yes	Must be a positive, numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits
22		July	Currency	###.00	Yes	Must be a positive, numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits
23		August	Currency	###.00	Yes	Must be a positive, numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits
24		September	Currency	###.00	Yes	Must be a positive, numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits
25		October	Currency	###.00	Yes	Must be a positive, numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits
26		November	Currency	###.00	Yes	Must be a positive, numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits
27		December	Currency	###.00	Yes	Must be a positive, numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits
28		Balance Due	Currency	###.00	Yes	Must be a positive, numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits
29		Overpayment	Currency	###.00	Yes	Must be a positive, numeric value; include decimal point and two digits for cents	Cannot exceed 15 digits
30		Credit Forward			No	R = Refund amount F = Carry forward Blank = Carry Forward	
31		Preparer's Name	Alpha		No	Name of the Preparer	
32		Preparer's PTIN	Alpha	P#######	No	PTIN	
33		Designee's Name	Alpha		No	3rd Party Designee's Name	
34		Designee's Phone	Numeric	##########	No	Non-Formatted Phone Number	Must be 10 digits
35		Vendor ID	Numeric		No	Must be 4 digits or blank	