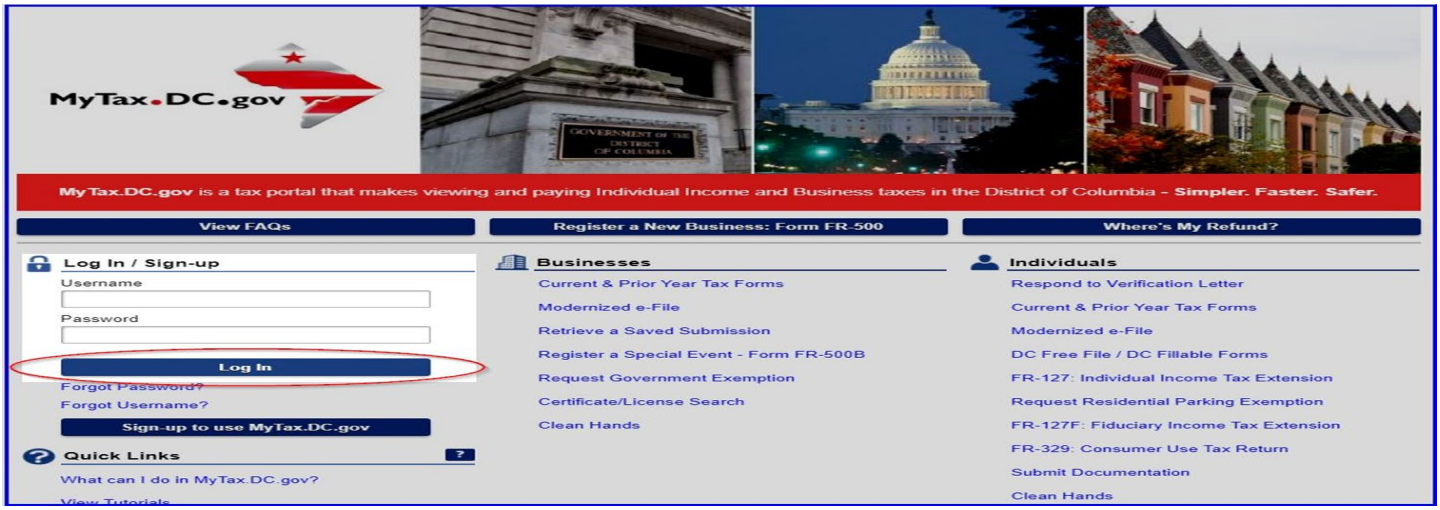
MyTax.DC.gov User Guide:
Requesting a Clean Hands Certificate on the MyTax.DC.gov for Businesses and DC Residents

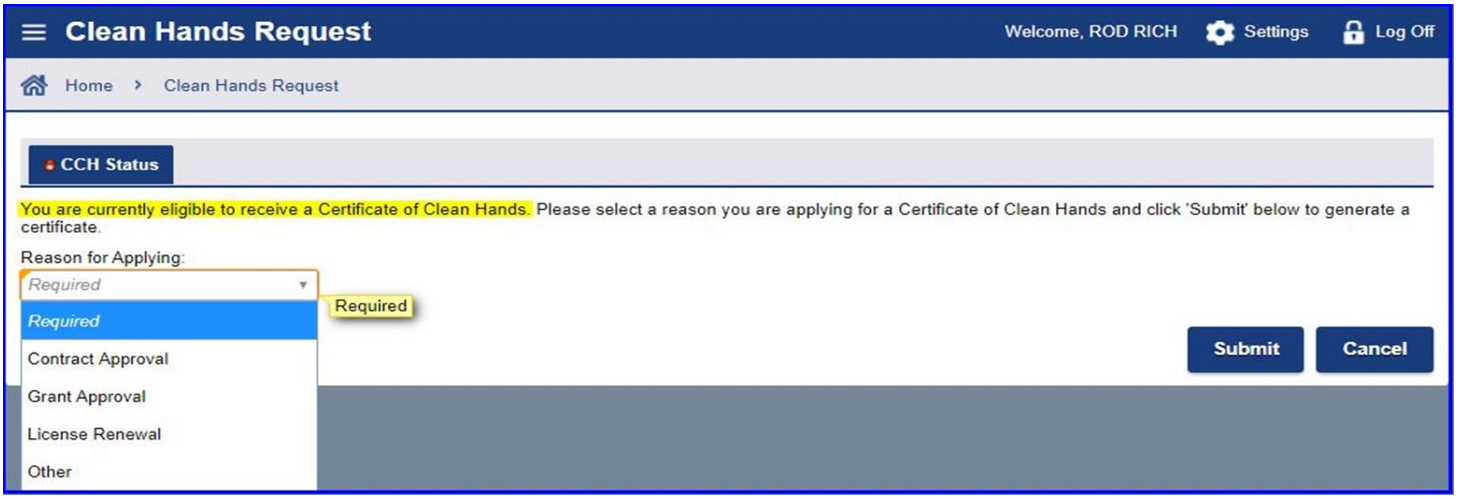
All businesses and DC residents **must** log-in to MyTax.DC.gov profile in order to request the **Certificate of Clean Hands.**
Instructions:



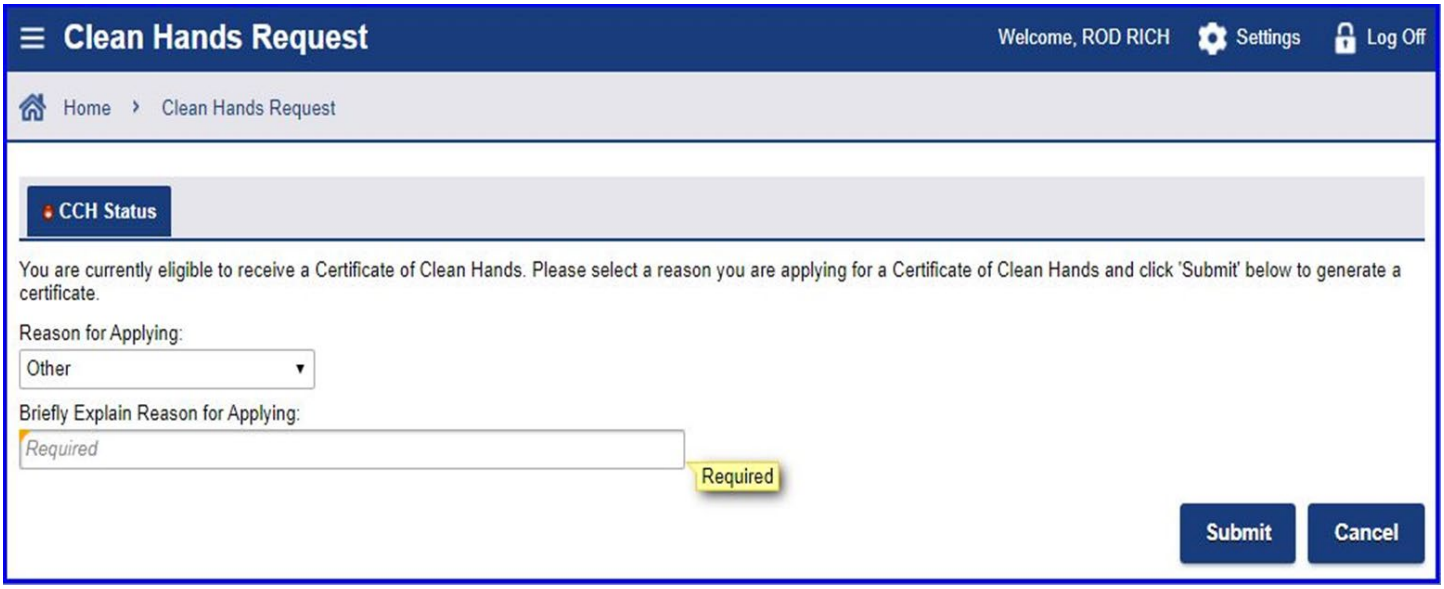
1. From the MyTax.DC.gov homepage, enter your "**Username"** and "**Password".**
    a. Then, click "**Log In"**

2. After logging in, click **"Request a Certificate of Clean Hands"** link**.**

Requesting a Clean Hands Certificate from the MyTax.dc.gov profile (Compliant)

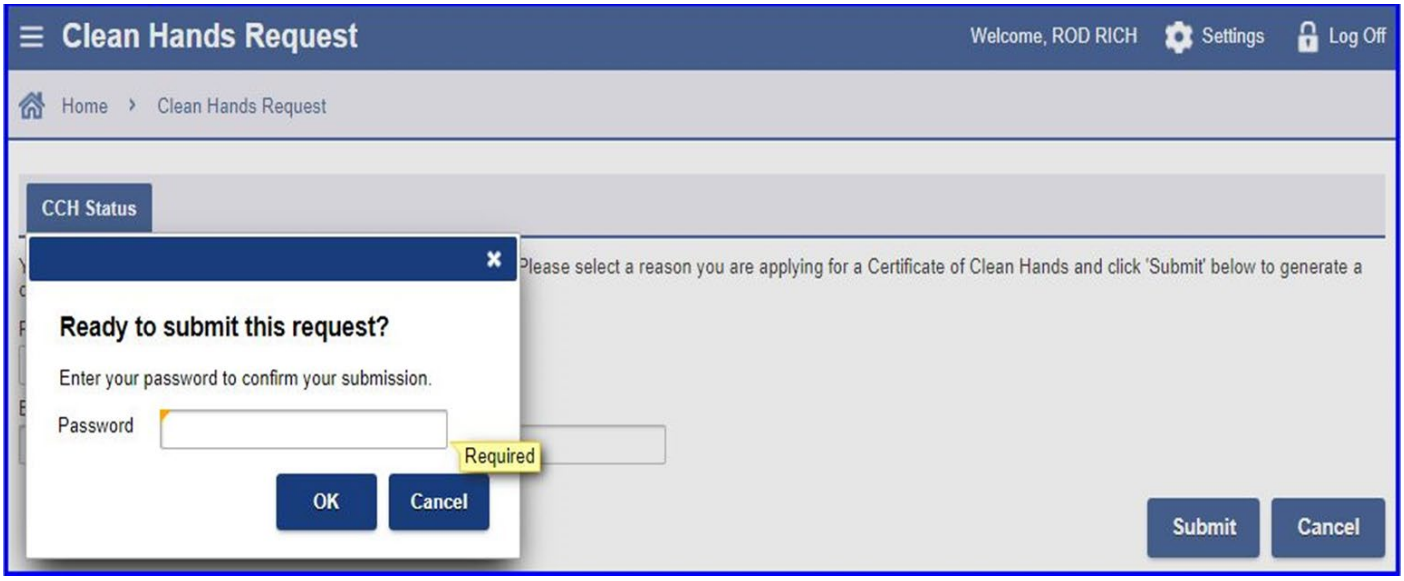


3. Instantly, you are notified that you are eligible to receive the Certificate of Clean Hands, as seen highlighted above.
    a. Select a "**Reason for Applying"**
    b. Click **"Submit"**



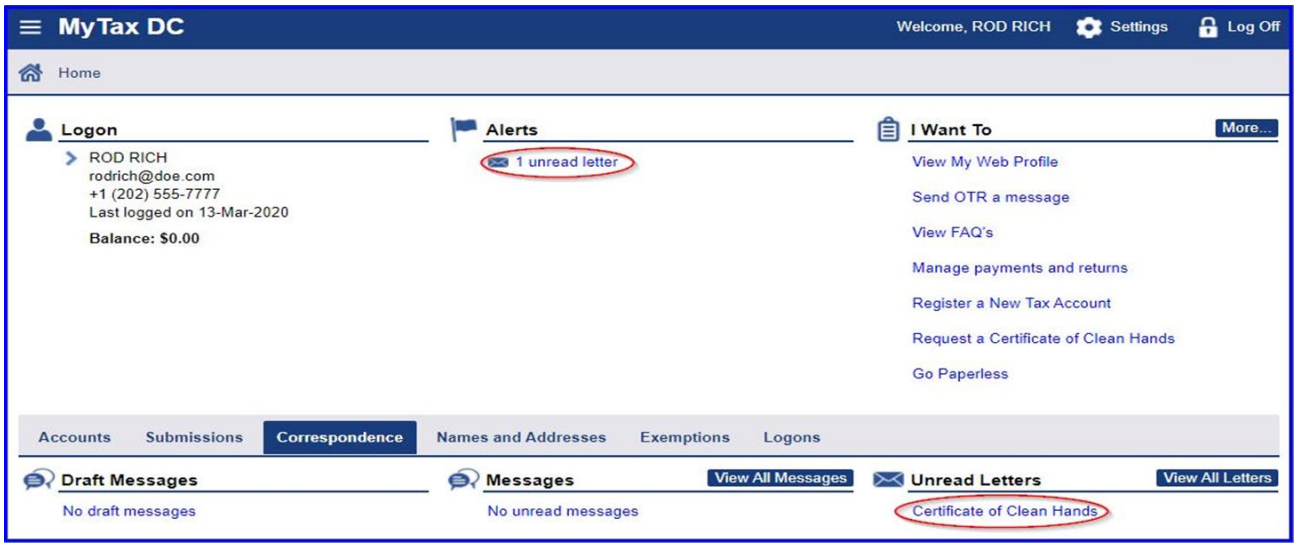
Please Note: If you select "**Other"** as the "**Reason for Applying"**,

a. **"Briefly Explain Reason for Applying"** in the required field,
b. Then, click "**Submit"**



4. Enter your password
    a. Click "**OK"** to request a **Certificate of Clean Hands**.

5. A confirmation number will populate.
    a. Click "**OK"**



6. After clicking "**OK",** you will return to the home screen.
    a. Under the "***Alerts"*** column, click the "**unread letter**" link
    b. Or you can click "**Certificate of Clean Hands**" link under the "***Unread Letters"*** column, in the bottom left corner

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

1101 4th Street, SW
Washington, DC 20024

Date of Notice: March 12, 2020

Notice Number: L0000217418

SSN: ***-**-7777
Case ID: 93533

ROD RICH
1101 4TH ST SW REAR
WASHINGTON DC 20024-4591

CERTIFICATE OF CLEAN HANDS

As reported in the Clean Hands system, the above referenced individual/entity has no outstanding liability with the District of Columbia Office of Tax and Revenue or the Department of Employment Services. As of the date above, the individual/entity has complied with DC Code § 47-2862, therefore this Certificate of Clean Hands is issued.

TITLE 47. TAXATION, LICENSING, PERMITS, ASSESSMENTS, AND FEES
CHAPTER 28 GENERAL LICENSE
SUBCHAPTER II. CLEAN HANDS BEFORE RECEIVING A LICENSE OR PERMIT
D.C. CODE § 47-2862 (2006)
§ 47-2862 PROHIBITION AGAINST ISSUANCE OF LICENSE OR PERMIT

Authorized By Marc Aronin
Chief, Collection Division

To validate this certificate, please visit MyTax.DC.gov. On the MyTax homepage, click "Clean Hands" and then the "Validate a Certificate of Clean Hands" hyperlink.

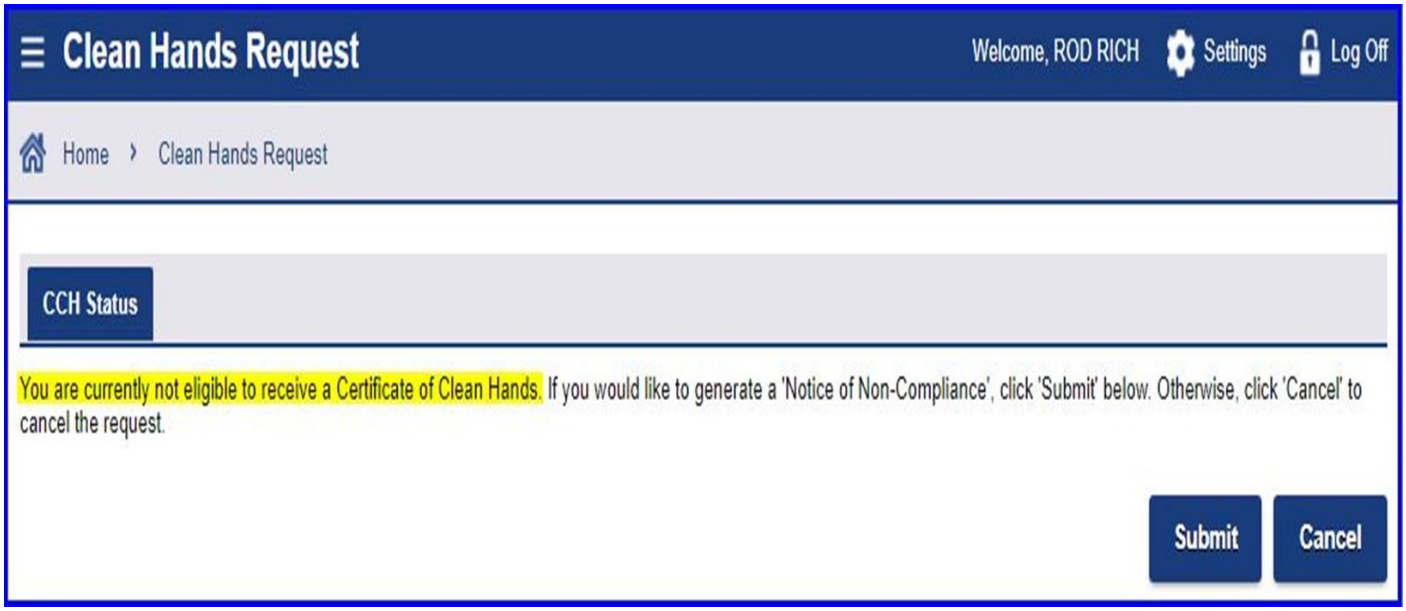
7. The **Certificate of Clean Hands** is now populated.

   Please Note: Any agency requesting to validate your Certificate of Clean Hands will need the **Notice Number and** the **last four digits of the SSN**, displayed on the top right corner of the Certificate, as seen above (circled and highlighted).

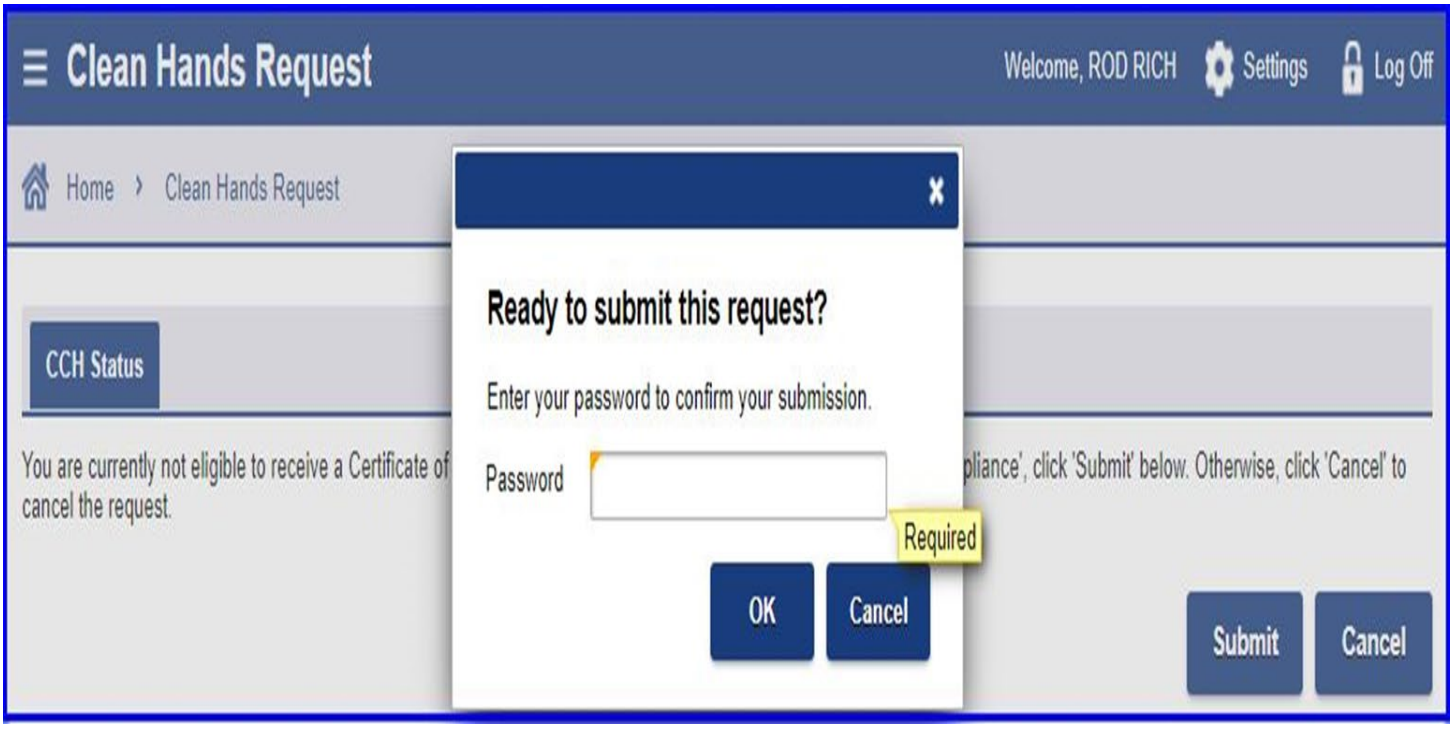
Requesting Clean Hands Certificate from the MyTax.dc.gov profile (Non-compliant)

1. From the MyTax.DC.gov homepage, enter your "**Username"** and "**Password"**.
    a. Then click "**Log In"**

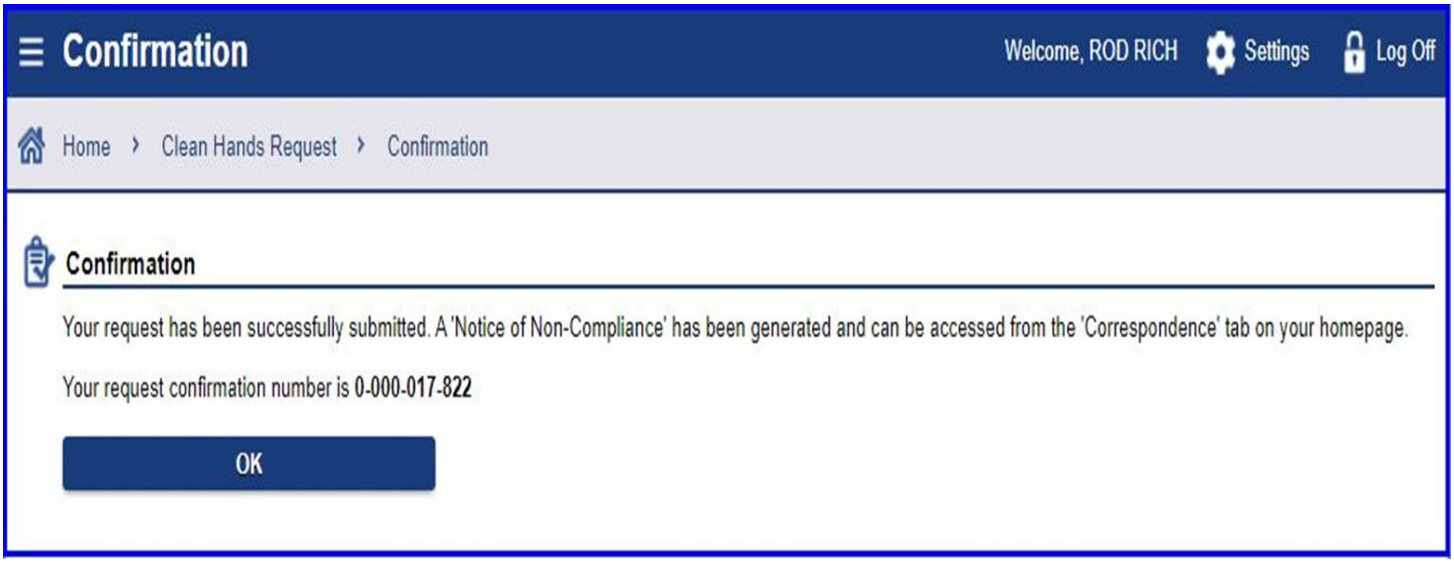
2. After logging in, click **"Request a Certificate of Clean Hands"** link.



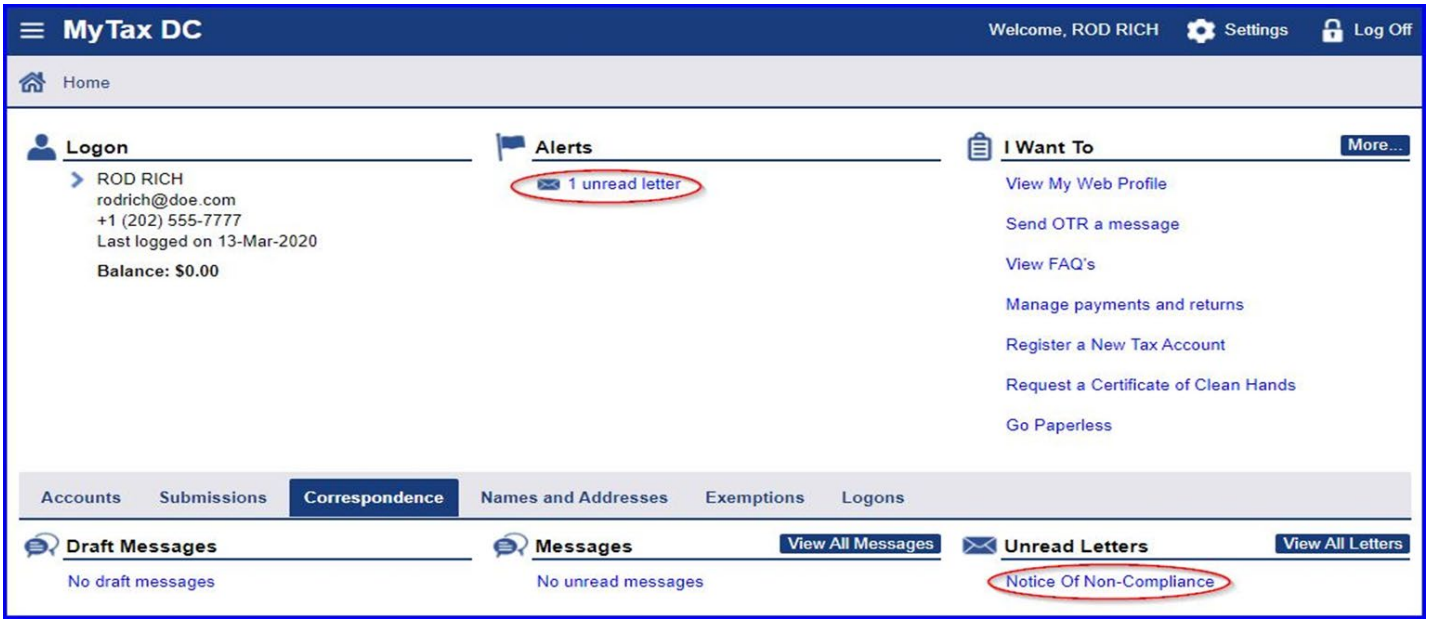
3. The page will display if you are eligible to receive a **Certificate of Clean Hands**. (For this example, the taxpayer is **not eligible**, as seen highlighted above.
    a. Click "**Submit"** to generate a **Notice of Non-Compliance**.



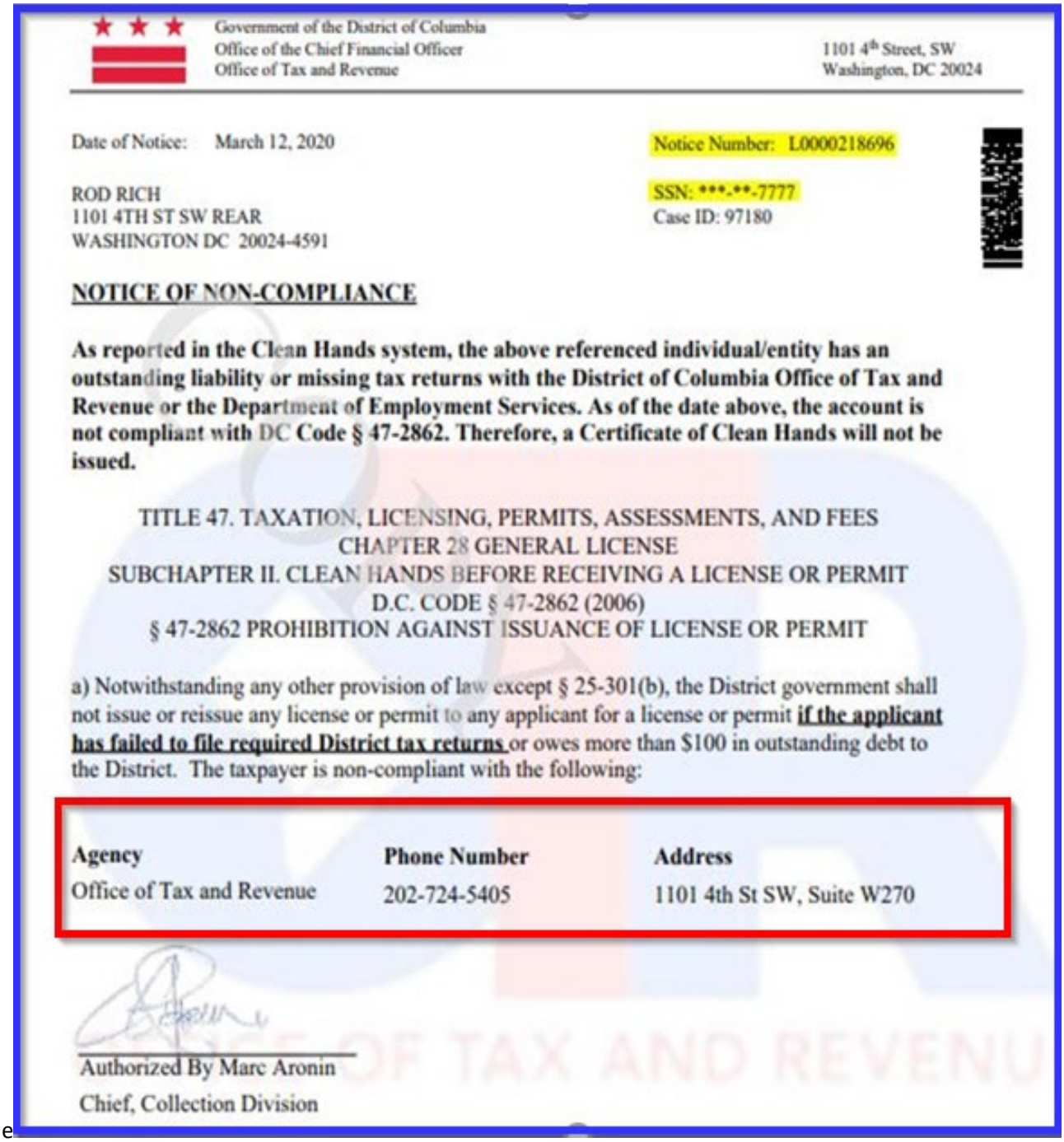
4. **Enter your *password*** to confirm submission.
    a. Click "**OK"**



5. A **confirmation number** will populate.
    a. Click "**OK"**



6. After clicking "**OK",** you will return to the home screen.
    a. Under the "***Alerts"*** column, click the "**Unread Letter**" link.



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

1101 4th Street, SW
Washington, DC 20024

Date of Notice: March 12, 2020

Notice Number: L0000218696

ROD RICH
1101 4TH ST SW REAR
WASHINGTON DC 20024-4591

SSN: ***-**-7777
Case ID: 97180

NOTICE OF NON-COMPLIANCE

As reported in the Clean Hands system, the above referenced individual/entity has an outstanding liability or missing tax returns with the District of Columbia Office of Tax and Revenue or the Department of Employment Services. As of the date above, the account is not compliant with DC Code § 47-2862. Therefore, a Certificate of Clean Hands will not be issued.

TITLE 47. TAXATION, LICENSING, PERMITS, ASSESSMENTS, AND FEES
CHAPTER 28 GENERAL LICENSE
SUBCHAPTER II. CLEAN HANDS BEFORE RECEIVING A LICENSE OR PERMIT
D.C. CODE § 47-2862 (2006)
§ 47-2862 PROHIBITION AGAINST ISSUANCE OF LICENSE OR PERMIT

a) Notwithstanding any other provision of law except § 25-301(b), the District government shall not issue or reissue any license or permit to any applicant for a license or permit **if the applicant has failed to file required District tax returns** or owes more than $100 in outstanding debt to the District. The taxpayer is non-compliant with the following:

Agency	Phone Number	Address
Office of Tax and Revenue	202-724-5405	1101 4th St SW, Suite W270

Authorized By Marc Aronin
Chief, Collection Division

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7. The **Notice of Non-Compliance** is now populated, seen above. This notice provides you with detailed information of the **Agency(s)** name, **Phone Number** and **Address**, of who you need to contact and to learn what is needed for you to become compliant.