MyTax.DC.gov User Guide: How to Apply for a Cigarette Stamp Redemption

Cigarette wholesalers can learn how to apply for a cigarette stamp redemption in the District of Columbia via MyTax.dc.gov by following the steps outlined in this guide.
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1. From the MyTax.DC.gov homepage, log in using your Username and Password.
   a. If you do not have a MyTax.DC.gov account, click Sign-up to use MyTax.DC.gov to register for an account (click here to access the “How to Sign up for MyTax.DC.gov” user guide).

2. Click on View Other Options.

3. Under Requests, click on Cigarette Stamp Redemption.
4. Read the Cigarette Stamp Redemption Special Conditions carefully.
   a. Click Next.
5. On the **Supporting Information** page, answer the following:

a. **License Number**

b. Click **No** or **Yes** if the stamps were willfully or intentionally destroyed or spoiled by applicant or any other person with applicant’s consent or knowledge.

c. Provide an answer in the space provided regarding the circumstances from which the claim originated.

d. Answer **No** or **Yes** to the remaining questions: Did the applicant have possession of stamps at the time of destruction? Were stamps totally destroyed? Explain the circumstances of the destruction of the stamps in the space provided.

e. Click **Next**.
6. On the Business Information page, answer No or Yes if you are still in business. If your answer is No, you must provide a letter of closure under “Attachments.” *(See 8a)*
   a. Review the Refund Address and verify it’s accurate.
      **Note:** To update name or address, taxpayer can change it themselves under More tab -> Manage Names and Addresses.
   b. Click Next.
7. On the Stamp Information page, fill out the rows under Claim Type (e.g. Damaged, Destroyed, or Unneeded), Manufacturer, Date Destroyed/Spoiled, Stamp Count, Denomination (e.g. Pack of 20 or 25), Requested and Explanation.

a. If you have affidavits or letters of closure, you can include them as attachments by clicking the Add Attachment button. The destroyed or useless stamps should be mailed to:
   
   Attn: Florence Sam  
   Office of Tax and Revenue  
   Compliance Administration  
   1101 4th Street, SW  
   Washington, DC 20024

b. Click Submit.
8. **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.