MyTax.DC.gov User Guide: How to Apply for a Motor Fuel License

Motor Fuel Importers can learn how to apply for a District of Columbia Motor Fuel License at MyTax.DC.gov by following the steps outlined in this guide.

Note: A District of Columbia Motor Fuel License application cannot be completed without an executed Motor Fuel bond.

1. From the MyTax.DC.gov homepage, log in using your Username and Password.
   a. If you are a new user, from the MyTax.dc.gov homepage, click on the Sign up for MyTax.dc.gov hyperlink to register.
2. From your homepage Summary, locate the **Motor Fuel Account**, and click **View other Options**.

3. Under Requests, click the **Apply for a Motor Fuel License** hyperlink to begin the process to apply for the license.
4. On the **Initial Information** page, complete the requested information as follows (highlighted):
   - Telephone Number
     a. Click **Next**.

5. On the **Bond Information** page, complete the requested information as follows (highlighted):
   - Bond Amount
   - Surety Company
     a. Click **Next**.
6. On the **Business Postal Information** page, review the **Principal Place of Business Address** to ensure accuracy.
   a. Answer **Yes** or **No** to the primary mailing address question.
   b. Click **Next**. Note: If the information is incorrect

   **Note:** If the information is incorrect, you can change the **Address** on [MyTax.dc.gov](http://MyTax.dc.gov) - > More tab - > Manage Names and Addresses.
7. On the **DC Specific Address Information** page, complete the form by filling out the required fields for the following: Business Information, DC Business Address, Personal Information, and Representation Information.

   a. Once completed, click **Next**.
8. On the **Fuel Import Information** page, answer the **Fuel and Shipping Information** questions (highlighted above).
   a. Click **Next**.

9. On the **Officer Information** page, ensure the officer information is correct. If any of the information is incorrect, please return to your **Customer Home Page** and navigate to the "I Want To" page. Once there, you will find the “Add/Update Officers” link which allows you to make any needed corrections.
   a. Click **Next**.
10. On the **Attachments** page, answer **No** or **Yes** to the questions under **Bulk Motor Vehicle Plants and Terminal Information**, **Service Station within DC**, and **Customers within DC**.

   a. Click the **Add Attachment** tab to attach all applicable motor fuel documentation.

   b. Click **Next**.
11. On the **Acknowledgement page**, please read the terms of the Motor Fuel License.
   a. Select your **Title** (e.g. CEO, Owner, Partner) from the drop-down menu.
   b. Click **Submit**.

12. In the **Confirmation** pop-up window, enter your MyTax.DC.gov Password, which will act as your electronic signature.
   a. Click **OK**.

13. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.