

MyTax.DC.gov User Guide: How to File a Sales and Use Tax Return

You can file your Sales and Use (monthly, quarterly or annual) tax return from within your MyTax.DC.gov account by following this step-by-step guide.



1

1a

Log In

Forgot username or password?

Sign-up for MyTax.DC.gov

Can't find what you're looking for? Enter keywords here to filter.



Business

- I want to...
- > Register a New Business - Form FR-500
 - > Register a Special Event - Form FR-500B
 - > Request a Certificate of Clean Hands



Individual

- I want to...
- > Check the Status of My Refund
 - > Learn More About DC Freefile/Fillable Forms
 - > Respond to Verification Letter
 - > View Tax Forms



Real Property

- I want to...
- > Make a Real Property Payment
 - > Search Real Property by Address or SSL
 - > View More Options



Clean Hands

- I want to...
- > Request a Certificate of Clean Hands
 - > Validate a Certificate of Clean Hands
 - > Learn More About Certificate of Clean Hands



Forms

- I want to...
- > Submit an Extension
 - > View/Retrieve Current Year Tax Forms
 - > View/Retrieve Prior Year Tax Forms
 - > View MeF Information



Quick Links

- I want to...
- > Submit a Customer Service Survey
 - > View FAQs
 - > View Tutorials
 - > Contact OTR



Quick Payments

- I want to...
- > Pay with Credit/Debit Card



Resources

- I want to...
- > Go to OTR Homepage



Submissions

- I want to...
- > Retrieve a Saved Submission or Previously Filed Return
 - > Submit Requested Documentation



Tax Law and Guidance

- I want to...
- > View Private Letter Rulings
 - > View DC Tax Code
 - > View Tax Guidance Issued by OTR
 - > View Notices



Taxpayer Advocate

- I want to...
- > View Taxpayer Bill of Rights
 - > Request Assistance
 - > En Español



More...

- I want to...
- > File Form FR-329 - Consumer Use Tax Return
 - > Request Government Exemption
 - > Request Residential Parking Exemption
 - > Search for Certificate/License Exemptions

MyTax.DC.gov User Guide: How to File a Sales and Use Tax Return

BUSINESS TEST

00000-91110
1001 4TH ST SW
WASHINGTON DC 20024-4517



Welcome, John Doe

You last logged in on Tuesday, Sep 29, 2020 2:35:44 PM

[Manage My Profile](#)

[Favorites](#) [Summary](#) [Action Center](#) ²⁵ [Settings](#) [More...](#)

Filter ✕

Alcoholic Beverage BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517 Action Center Items ²	Account 430-000120328 Balance \$0.00	> Make a Payment > Returns > View Other Options...
Sales & Use Tax BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517 Action Center Items ¹	Account 350-000055010 Balance \$0.00	> Make a Payment > Returns > View Other Options...
Special Event BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517	Account 360-000071024 Balance \$0.00	> Returns > View Other Options...



1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, log in using your **Username** and **Password**.
 - a. If you do not have a [MyTax.DC.gov](https://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. In the user profile, under **Summary**, locate your Sales and Use tax account.
 - a. Click the **Returns** hyperlink.

Returns

Sales & Use Tax
350-000055010
BUSINESS TEST

Balance
\$0.00

[Returns](#) [Periods](#)

Returns

Period	Return	Status	
30-Sep-2020	FR-800 Return	Generated	3 File Now
30-Jun-2020	FR-800 Return	Overdue	File Now
31-Mar-2020	FR-800 Return	Overdue	File Now
31-Dec-2019	FR-800 Return	Overdue	File Now
30-Sep-2019	FR-800 Return	Overdue	File Now
30-Jun-2019	FR-800 Return	Overdue	File Now
31-Mar-2019	FR-800 Return	Overdue	File Now

- Under the **Returns** section, click the **“File Now”** hyperlink for the return you are filing.

5

FR-800 Return

 10-Sep-2020
 Sales & Use Tax
 350-00055010
 BUSINESS TEST

FR-800 Return



Payment Information

I would like to Required

5a

5. From the **Payment Options** page, select the appropriate **Payment Information** from the drop-down menu bar.

Note: You may choose **No Payment is Needed** from the drop-down menu bar when you are filing a zero return. The option **Pay Later** allows you to submit the return without making a payment. For this example, we will choose to **Pay through ACH Debit**.

- a. Click **Submit**.

FR-800 Return

10-Sep-2020
Sales & Use Tax
150-000055010
BUSINESS TEST

FR-800 Return

File the FR-8000

Payment Options

Payment Information

I would like to: Pay Through ACH Debit

You can schedule a payment on or up to the due date of the return (10/20/2020) by adjusting the payment date below.

Payment Method

Type: Direct Debit - US Bank

Bank Account Type:
 Checking Savings

Routing Number:
Required

Populate Routing Number

Account Number:
Required

Confirm Account Number:
Required

Save this payment method for future use

No Yes

Payment

Amount intended to pay off a return that has been filed.

Payment Date:
02-Oct-2020

Amount:
\$72.00

Confirm Amount:
Required

Cancel

6c

Previous

Submit

6

6a

6b

6. Enter your bank account information into the **Payment Method** section including **Bank Account Type**, **Routing Number**, and **Account Number**. **Confirm** your **Account Number**.

a. If you would like [MyTax.DC.gov](https://mytax.dc.gov) to store your bank account information, click **Yes** beneath **Save this payment method for future use**. For this example, we selected **No**.

b. In the **Payment** section, your payment date will automatically populate. Enter the **Amount** of your payment and **Confirm** that amount.

Note: If you would like to schedule a payment in the future, you can do so from the account summary page by clicking the "Make a Payment" hyperlink. Payments can be scheduled up to one year in advance.

c. Click **Submit**.

Confirmation ×

Under the penalties of law, I declare that, to the best of my knowledge, this tax return is correct.
I hereby authorize the Office of Tax and Revenue to debit my bank account in the amount of **\$72.00**.

Enter your password below to electronically sign this return.

7 Password ^{*}
Required

7a

7. In the **Confirmation** pop-up window, enter your [MyTax.DC.gov](https://mytax.dc.gov) Password, which will act as your electronic signature.
 - a. Click **Ok**.

Confirmation

Your return has been successfully submitted to the District of Columbia Office of Tax and Revenue. Please print a copy of this page for your records. Your request confirmation number is **0-000-028-277**. Please retain your confirmation number for future reference.

Tax Type: FR-800Q - Quarterly Sales & Use Tax Return

Filed For: 350-000055010

BUSINESS TEST

Period Ending: 30-Sep-2020

Balance Due: \$72.00

Submitted Date: 02-Oct-2020 12:39:04 PM

Contact Us:

(202) 759-1946

e-services.otr@dc.gov

8

Printable View

OK

Feedback

How satisfied were you with using the MyTax application to complete your tax matter?



Comments

9

Submit Feedback

8. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.
9. A section to provide **Feedback** will also appear. Please take a moment to let us know how satisfied you were using the MyTax application. You will also be able to share any comments or concerns in the space provided. Once finished, click "**Submit Feedback**".