

MyTax.DC.gov User Guide: How to File a Tobacco Products Excise Tax Return (FR-1000Q)

Follow this step-by-step guide to learn how to submit an online payment agreement via [MyTax.DC.gov](https://mytax.dc.gov).
If you are Eligible to File a Tobacco Products Excise Tax Return (FR-1000Q)



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



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...

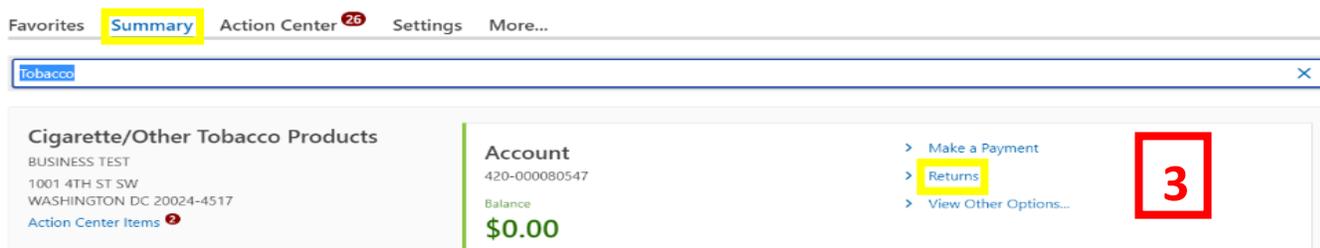
- I want to...
- > File Form FR-329 - Consumer Use Tax Return
 - > Request Government Exemption
 - > Request Residential Parking Exemption
 - > Search for Certificate/License Exemptions

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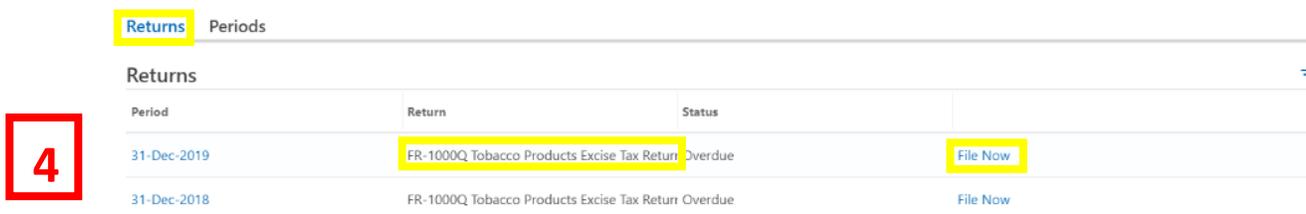
1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, log in using your **Username** and **Password**.
 - a. If you do not have a [MyTax.DC.gov](https://mytax.dc.gov) account, click **Sign-up to use MyTax.DC.gov** to register for an account. Click [here](#) to access the “How to Sign up for MyTax.DC.gov” user guide.



2. Click **Summary**.
 - a. Click into the **Filter Box**, type in **Tobacco** and enter.



3. Click on **Returns**.



4. On the **Returns** page click the **File Now** hyperlink to file the **FR-1000Q Tobacco Products Excise Tax Return**.

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FR-1000Q Return

Return Information

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Tax Year: 2019
Government of the District of Columbia

Tobacco Products Excise Tax Return
Form: FR-1000Q

BUSINESS TEST
Account ID: 420-000080547

Due Date: 1/21/2020
Tax Period Ending: 12/31/2019

View Form Instructions

Return Information

Is this your final return? *

Is this return being filed by a paid tax preparer? *

Are you authorizing an individual to discuss this return with OTR? *

5a

No	Yes
No	Yes
No	Yes

5b

Cancel Previous Next

5. The **FR-1000Q** will appear.
 - a. Answer the **Return Information** questions on the right side of the screen.
 - b. Click **Next**.

FR-1000Q Return

Return Information File the FR-1000Q

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Tax Year: 2019
Government of the District of Columbia

Tobacco Products Excise Tax Return
Form: FR-1000Q

BUSINESS TEST
Account ID: 420-000080547

Due Date: 1/21/2020
Tax Period Ending: 12/31/2019

View Form Instructions

		Tax Rate	Tax Due
1. Little Cigars	0	0.2490	\$0.00
2. Roll your own (RYO) Tobacco	\$0.00	0.9100	\$0.00
3. Vapor Products	\$0.00	0.9100	\$0.00
4. All other Tobacco Products	\$0.00	0.9100	\$0.00
5. Total Amount Due			\$0.00

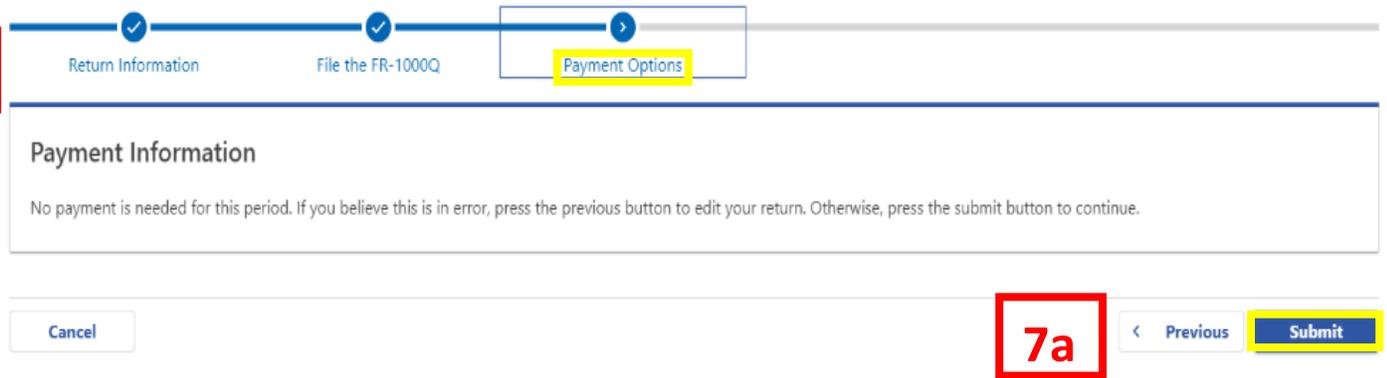
Cancel Next

6a

6. On the **File the FR-1000Q** page, enter values in the editable spaces where applicable. Your entries will determine the automatic calculations in the other spaces. If there is a **Total Amount Due**, it will be noted on **Line 5**.
 - a. Click **Next**.

FR-1000Q Return

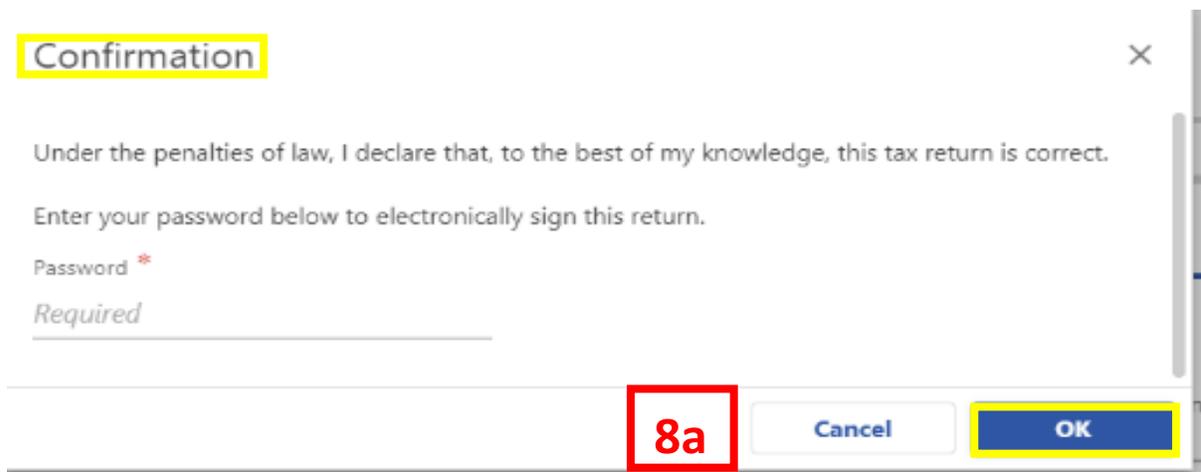
7



The screenshot shows a progress bar with three steps: 'Return Information' (checked), 'File the FR-1000Q' (checked), and 'Payment Options' (active). Below the progress bar is a 'Payment Information' section with the text: 'No payment is needed for this period. If you believe this is in error, press the previous button to edit your return. Otherwise, press the submit button to continue.' At the bottom, there are 'Cancel', 'Previous', and 'Submit' buttons. A red box labeled '7' is around the progress bar, and a red box labeled '7a' is around the 'Submit' button.

7. From the **Payment Options** page, select the appropriate **Payment Information** from the drop-down menu bar (drop down menu will appear if payment is necessary).
 - a. Click **Submit**.

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The screenshot shows a 'Confirmation' pop-up window. It contains the text: 'Under the penalties of law, I declare that, to the best of my knowledge, this tax return is correct. Enter your password below to electronically sign this return.' Below this is a 'Password *' field with a 'Required' label. At the bottom, there are 'Cancel' and 'OK' buttons. A red box labeled '8' is around the password field, and a red box labeled '8a' is around the 'OK' button.

8. 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 **0-000-050-509**. Please retain your confirmation number for future reference.

Tax Type: FR-1000Q - Tobacco Products Excise Tax Return

Filed For: 420-000080547

BUSINESS TEST

Period Ending: 31-Dec-2019

Balance Due: \$0.00

Submitted Date: 30-Oct-2020 12:14:14 PM

Contact Us:

(202) 759-1946

e-services.otr@dc.gov

Printable View

OK

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