MyTax.DC.gov User Guide: How to Register a Special Event (Form FR-500B)

Promoters can register a special event in the District of Columbia via MyTax.DC.Gov by following this step-by-step guide.

If you are a Special Event Promoter

1. Register a New Business - Form FR-500
2. Register a Special Event - Form FR-500B
3. Request a Certificate of Clean Hands

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- Register a Special Event - Form FR-500B
- Request a Certificate of Clean Hands

Clean Hands
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2. On the Preliminary Questions Page, click Yes to the question Are you a Special Event Promoter?
   a. Click Next.
3. Complete the Promoter Information section.
   a. From the drop-down menu, select either the Federal Employer ID, ITIN, or Social Security Number and enter the number in the space provided.
   b. Complete the requested information – Business Name, Trade Name (if applicable), and Business Address.
   c. Click the Add/Lookup NAICS button to find the NAICS code associated with special event.
   d. Click Validate to validate your address.
   e. From the drop-down menu, select the appropriate Phone Type. You will be prompted to enter your phone number.
   f. Click Next.
4. The **Officers** section is where you would add all authorized officers (e.g. CEO, Partner) of your business. This section is required and must be completed before proceeding to the next page.
   a. To add an officer click **New/Edit Officer**.
   b. Click **Next**.
5. Complete the **Event Information** section.
   a. Complete the requested information – **Name of event, Event Start Date, Event End Date**.
   b. From the drop-down menu, select if the event will be located on a **public or private** space.
   c. Answer **Yes** or **No** to the questions.
   d. Enter the **Number of Food/Beverage Vendors** and **Number of Merchandise Vendors** in the spaces provided.
   e. Enter the **Total number of Vendors**.
   f. Enter Location Address. Click **Validate** to validate the event address.
   g. Click **Next**.
6. The **Vendor/Exhibitor List page** is where you would enter total number of vendors/exhibitors that will be attending your special event.
   a. To add a vendor/exhibitor, click the **New/Edit Vendor or Exhibitor** button. You can also import your vendors by clicking the Import Vendors button.
   b. Once you’re finished adding vendors/exhibitors, click **Next**.
7. On the **Verify and Submit** page, please verify that your information is correct. **Note:** Once you submit your Special Event Registration application, you will not be able to revise your information online.

   a. Once your application is complete and accurate, click **Submit**.
8. In the **Confirmation** pop-up, enter your **Email** address and re-enter it into the **Confirm Email** field.

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