MyTax.DC.gov User Guide:
How to Request a Certificate of Resale (OTR-368)

If you are Eligible to Request a Certificate of Resale, follow this step-by-step guide to learn how to request a Certificate of Resale via MyTax.DC.gov.

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 applicable account that you would like to request a certificate of resale (e.g. Sales & Use Tax), and click View other Options.

3. Under the Certificates section, click Certificate of Resale.
4. On the Certificate of Resale page, please review the following information:
   a. Please read the Instructions and verify that the pre-populated information is correct on the Purchaser Information before clicking Submit.
   b. If there are no changes needed, and the pre-populated information is correct, click Submit.

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