MyTax.DC.gov User Guide:
How to Request a Contractor's Exempt Purchase Certificate (OTR-553)

If you are Eligible to Request a Contractor's Exempt Purchase Certificate, follow this step-by-step guide to learn how to request a Contractor's Exempt Purchase Certificate 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 contractor’s exempt purchase certificate (e.g. Sales & Use Tax), and click View other Options.

3. Under the Certificates section, click Contractor’s Exempt Purchase Certificate.
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Contractor’s Exempt Purchase Certificate (OTR-553)

Instructions:

Contractors working on projects exempt from sales and use tax in the District of Columbia must document their exempt purchases using a contractor’s exempt purchase certificate. If approved, OTR will send the applicant an exemption certificate. If denied, the applicant will receive a letter. Note: This exemption does not apply to rentals, and all materials purchased must be for the physical incorporation of the project specified below.

The following must be provided:

- All a minimum, attach the first two pages of the government contract. Must include the project dates and project identification number.
- All subcontracts must be listed in the application below. If subcontracts are added or removed during the contracted period, the contractor is responsible for notifying the Office of Tax and Revenue (OTR) at ContractorExempt@dc.gov.

Purchaser Information:

<table>
<thead>
<tr>
<th>ID (EIN or SSN)</th>
<th>Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789</td>
<td>350-000055010</td>
</tr>
</tbody>
</table>

Name: BUSINESS TEST

Street: 1001 4TH ST SW

City: Washington

State: DC

ZIP Code: 20001

Description: Corn Farming

Project Identification:

- Required
- Project Location: Required
- Project Work: Required
- Vendor Name: Required
- Vendor Address: Required
- City: Required
- State: Required
- ZIP Code: Required

Exemption: On behalf of an Embassy?

- Yes
- No

Are you any other contracts?

- Yes
- No

Attachments:

There are no attachments.

Please attach all required documents before submitting your request.

Cancel | Save Draft

Add Attachment

Submit
4. On the **Contractor’s Exempt Purchase Certificate** page, please complete the following information:
   a. Please read the **Instructions** carefully.
   b. Carefully review the pre-populated **Purchaser Information** section to ensure your information is correct. If you notice errors, you can change the **Name**, **Address**, and **NAICS code** on MyTax.dc.gov -> More tab -> Manage Names and Addresses.
   c. Answer the required information under the **Project Identification** section.
   d. Answer **Yes** or **No** to the required questions.
   e. **Attach** the required documents (e.g. Government Contract).
   f. Click **Submit**.

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