How to Request a Garnishment Voucher

Follow this step-by-step guide to learn how to submit an online Garnishment Voucher via MyTax.DC.gov.

1. From the MyTax.DC.gov homepage, log in using your Username and Password.
2. a. From your homepage, locate the **More** button and click
b. Select the Garnishment Voucher
3. Click “Next” to complete the Garnishment Voucher

4. a. Enter Total Amount Remitted and select verify total amount of payment
   b. Enter the Total Amount for Each Employee
   c. Enter Payment Amount
   d. Click Next
5. a. To add Banking information, select “Add new bank account”
b. Enter all required banking information.
c. Select “Next”
6. Make sure information is correct and select “Submit”
7. Enter password to continue and select “OK”

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