MyTax.DC.gov User Guide:
How to Request a Utility Exemption Certificate (OTR-308)

If you are Eligible to Request a Utility Exemption Certificate, follow this step-by-step guide to learn how to request a Utility Exemption 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 Utility Exemption Certificate.
4. Please carefully read the Utility Exemption Instructions.  
   a. Click Next.
5. On the Utility Exemption Certificate page, please complete the following information:

   a. 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.

   b. Answer Yes or No if your billing address is different from the Service Address listed.

   c. In the Utility Detail section, from the drop down bar, select the Type of Utility and Name of Utility Distributor. Enter your Meter/Sub-Meter Number and Utility Account Number and select the Utility Purpose from the drop down bar.

   d. Attach the required documents.

   e. Click Submit.

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