MyTax.DC.gov User Guide:

How to Store Bank Account Information

Storing your bank account information in MyTax.DC.gov makes it faster and simpler to pay your taxes online. You can follow the steps below for both business and individual tax accounts.

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

For Business Users:
- [Register a New Business](#)
- [Register a Special Event](#)
- [Request a Certificate of Clean Hands](#)

For Individual Users:
- [Check the Status of My Refund](#)
- [Learn More About DC FreeFile/FreeFill Forms](#)
- [Respond to Verification Letter](#)
- [View Tax Forms](#)

For Real Property:
- [Make a Real Property Payment](#)
- [Search Real Property by Address or SSL](#)
- [View More Options](#)

For Quick Links:
- [Submit a Customer Service Survey](#)
- [View FAQs](#)
- [View Tutorials](#)
- [Contact OTR](#)

For Resources:
- [Go to OTR Homepage](#)

For Submissions:
- [Retrieve a Saved Submission or Previously Filed Return](#)
- [Submit Requested Documentation](#)
- [Submit VDA](#)

For Tax Law and Guidance:
- [View Private Letter Rulings](#)
- [View DC Tax Code](#)
- [View Tax Guidance Issued by OTR](#)
- [View Notices](#)

For Taxpayer Advocate:
- [View Taxpayer Bill of Rights](#)
- [Request Assistance](#)
- [En Español](#)

For More:
- [File Form FR-329 - Consumer Use Tax Return](#)
- [Request Government Exemption](#)
- [Request Residential Parking Exemption](#)
- [Search for Certificate/License Exemptions](#)
1. From the MyTax.DC.gov homepage, log in using your Username and Password.
2. In the user profile, locate and click the “Manage My Profile” link in the upper right corner.
3. You will be navigated to the Manage My Profile page. Locate and click the More tab.
4. You will see your “Payment Channels” section.
   a. Locate and click the Manage Payment Channels hyperlink.
5. On the Payment Methods page, click Setup new payment channel.
6. From the **Payment Method** page, store your bank account information to use for future tax payments.
   a. Use the menu to select the bank account type (e.g. checking, savings).
   b. Enter your bank’s routing and account number in the designated fields.
   c. Answer yes or no to **Use default name**. Choose to name your stored bank account by entering a name in the field provided under **Name**.
   d. Click the **Save** button to store your bank account.
7. Your bank account information is stored in your MyTax.DC.gov profile.
To verify your bank account information stored successfully, follow the steps below.

8. In the user profile, locate and click the “Manage My Profile” link in the upper right corner.
9. You will be navigated to the Manage My Profile page. Locate and click the More tab.
10. You will see your “Payment Channels” section.
   a. Locate and click the Manage Payment Channels hyperlink.
11. The link to the stored payment method displays. Click on the link to display details of the stored bank account.
12. You **Stored Bank Account Information** will display.