MyTax.DC.gov User Guide: How to Submit a Payment

This step-by-step guide will assist taxpayers on how to submit payments at MyTax.DC.gov. Note: The steps in this guide are applicable for both individual income and business payments.
1. From the MyTax.DC.gov homepage, log in using your Username and Password.
2. In the user profile, under Summary, locate the tax account where you would like to make a payment.
   a. Click the “Make a Payment” hyperlink
3. Enter your bank account information into the Payment Method section including Bank Account Type, Routing Number, and Account Number. Confirm your Account Number.
   a. If you would like MyTax.DC.gov to store your bank account information, click Yes beneath Save this payment for future use. For this example, we selected No.
   b. In the Payment section, choose a Payment Type from the drop-down menu and Payment Date. In this example we have chosen Return Payment.
   c. Selecting a Payment Type will prompt you to select your Tax Period Ending. Choose from the options available in the drop-down menu. We have selected December 31, 2020 as the Tax Period Ending in this example.
   Note: When paying with ACH Debit (automatic bank withdrawal), you can choose a future payment date up to one year from the date you authorized your payment on our system. Enter the Amount of your payment and Confirm that amount.
   d. Click Submit.
4. In the **Confirmation** pop-up window, enter your email address, confirm your email, and click OK. Your email address will act as your signature.
Confirmation

Please review the payment request information below for your payment to the District of Columbia Office of Tax and Revenue.

Please print a copy for your records.

Your payment request confirmation number is 0-000-048-205. Please retain your confirmation number for future reference.

Tax Type: Individual Income Tax 100

TEST, SPOUSE
12/31/2020

Paid From: HORIZON BANK, AN INDIANA BANK ****2222

Payment Amount: $5,863.00
Payment Date: 01-Oct-2020
Submitted Date: 01-Oct-2020

This is only the payment request. Please review your bank statement to confirm that this transaction was successful.

OOPS! If you want to make a change, it is not too late. While a payment is still pending, you can return to your account, cancel the payment, and make a new one.

Payments pending in MyTax.DC.gov can be cancelled before 7pm Eastern Standard Time of the payment date entered. Payments that have a status of In Process or Completed cannot be cancelled.

Contact Us:
(202) 725-1948

e-services.dc.gov

5. **A Confirmation page displays. To obtain a printed copy of this page, click Printable View. Otherwise, click OK.**
Make a Payment by Credit/Debit Card

1. Log In

Can't find what you're looking for? Enter keywords here to filter.
MyTax.DC.gov User Guide: 
Make a Payment by Credit Card

1. From the MyTax.DC.gov homepage, log in using your Username and Password.
2. In the user profile, under Summary, locate the tax account where you would like to make a payment.
   a. Click the “Make a Payment” hyperlink
3. The Payment page will appear.
   a. Click Pay by Credit Card to begin processing your payment via credit/debit card.
4. Complete the **Taxpayer Information** section of the **Payment Details** page.
   a. In the **Customer Type** field, use the drop-down list to select the type of customer (e.g. **Individual**).
   b. Enter your **First Name** and **Last Name**.
   c. In the **ID Type** field, use the drop-down list to select the ID Type, Social Security Number (SSN), Individual Tax Identification Number (ITIN) or Federal Employer Identification Number (FEIN).
   d. Enter your ID (e.g. SSN)
   e. Enter your complete **Billing Address**.

5. Complete the **Tax Account & Payment Amount** information.
   f. In the **Account Type** field, use the drop-down list to select the type of account (e.g. **Individual Income Tax**).
   g. If applicable, type the **Tax Account ID** (withholding and sales and use tax only).
   h. Use the drop-down menu to select the **Payment Type**.
   i. Use the drop-down menu to select the **Tax Period End**.
   j. In the **Payment Amount** field, type the payment amount.
   k. The **Estimated Service Fee (2.5%)** will automatically calculate the 2.5% service fee charged by the credit card processor.
   l. The **Estimated Total Payment** field is the total of the payment amount and the service fee.

6. Click **Next**.
7. On the **Submit Your Payment** page, click **Submit Payment**. You will be redirected to Kubra EZ-Pay, where you will enter your credit card information.
8. On the Payment Overview page, click Debit/Credit Card located at the right of the screen.
9. On the Enter Debit/Credit Card Information page, type your Card Number in the space provided. In the Card Holder Name field, type your name exactly as it appears on the credit/debit card.
   a. Click Next.
10. Enter the **Security Code** from the back of the card. Use the drop-down menu to select the month and year of the **Expiration Date**. Type the **Zip Code** associated with your credit/debit card.

   a. Click **Next**.
11. On the Enter Your Receipt Information page, type your Name, Phone Number and Email address. You may Add More Recipients by click the green “+” sign to add additional recipient’s email addresses (e.g. your bookkeeper or accountant).
   a. Click Next.
12. **Review Your Payment Details** to ensure your payment is correct.
   
a. If you need to review your payment, click the **Back** button.
   
b. If you don’t need to make changes to your payment, click the **Pay** button.
13. The Payment Confirmation page will display.
   a. If you wish to obtain a printed copy of your receipt, click Print Receipt located at the top-right hand corner of the page. Otherwise, click Done to return to your user profile. You can also click Feedback to provide comments.
14. Check your email to review the confirmation of payment. Please save this email for your records.