MyTax.DC.gov User Guide:
How to Submit a QHTC Certification Request

Follow this step-by-step guide to learn how to submit for a Qualified High Technology Companies (QHTC) annual self-certification via MyTax.DC.gov.
1. From the MyTax.DC.gov homepage, log in using your Username and Password.
2. While logged into your user profile page, locate and click the “More” tab.
3. Locate the **Account Management** section.
   a. Click the **Submit QHTC Self-Certification** hyperlink.
4. The QHTC Certification page displays.
   a. Answer the Yes or No questions to certify if your company meets the QHTC Certification requirements.
   b. Click Next.
5. On the **Company Overview** page, please complete the following information:
   a. Carefully review the pre-populated section to ensure your information is correct and type an **Explanation of Principal Business Activity** in the space provided. If you notice errors, you can change your business name, address, and NAICS Code from the “More” tab while logged into your Mytax account homepage.
   b. Answer the questions under the **Answer the Following** section.
   c. The **Accounts Eligible for QHTC Related Benefits** list all your tax accounts that are eligible for QHTC certification.
   d. Click **Next**.
6. Please carefully read the **QHTC Consent**.
   a. Type the Name of Owner or Officer Preparing Application in the required field. Additionally, from the drop-down menu select the **Title**, and type your **Phone** and **Email** in the required fields.
   b. Attach the required documentation by clicking the Add Attachment tab. Note: In order to complete this application, you must attach the following:
      - Proof of DC Office location (proof of ownership/current lease agreement)
      - QHTC Certification of Gross Revenue Worksheet (if it is not the first year as a QHTC)
   c. Click **Submit**.
7. On the Confirmation page, enter your Password to submit your request.
   a. Click OK.
8. **A Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.

9. **A section to provide Feedback** will also appear. Please take a moment to let us know how satisfied you were using the MyTax application. You will also be able to share any comments or concerns in the space provided. Once finished, click **“Submit Feedback”**.