

# 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](http://MyTax.DC.gov).



Can't find what you're looking for? Enter keywords here to filter.



## Business

I want to...

- > Register a New Business - Form FR-500
- > Register a Special Event - Form FR-500B
- > Request a Certificate of Clean Hands



## Clean Hands

I want to...

- > Request a Certificate of Clean Hands
- > Validate a Certificate of Clean Hands
- > Learn More About Certificate of Clean Hands



## Quick Payments

I want to...

- > Pay with Credit/Debit Card



## Tax Law and Guidance

I want to...

- > View Private Letter Rulings
- > View DC Tax Code
- > View Tax Guidance Issued by OTR
- > View Notices



## Individual

I want to...

- > Check the Status of My Refund
- > Learn More About DC Freefile/Fillable Forms
- > Respond to Verification Letter
- > View Tax Forms



## Forms

I want to...

- > Submit an Extension
- > View/Retrieve Current Year Tax Forms
- > View/Retrieve Prior Year Tax Forms
- > View MeF Information



## Real Property

I want to...

- > Make a Real Property Payment
- > Search Real Property by Address or SSL
- > View More Options



## Quick Links

I want to...

- > Submit a Customer Service Survey
- > View FAQs
- > View Tutorials
- > Contact OTR



## Resources

I want to...

- > Go to OTR Homepage



## Submissions

I want to...

- > Retrieve a Saved Submission or Previously Filed Return
- > Submit Requested Documentation
- > Submit VDA



## Taxpayer Advocate

I want to...

- > View Taxpayer Bill of Rights
- > Request Assistance
- > En Español



## More...

I want to...

- > File Form FR-329 - Consumer Use Tax Return
- > Request Government Exemption
- > Request Residential Parking Exemption
- > Search for Certificate/License Exemptions

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

**BUSINESS TEST**  
00000-91110  
1001 4TH ST SW  
WASHINGTON DC 20024-4517

Welcome, John Doe  
You last logged in on Thursday, Oct 1, 2020 1:12:33 PM  
[Manage My Profile](#)

**2**

Favorites [Summary](#) Action Center <sup>43</sup> Settings [More...](#)

Filter ×

|  |   |   |
|--|---|---|
| <b>Alcoholic Beverage</b><br>BUSINESS TEST<br>1001 4TH ST SW<br>WASHINGTON DC 20024-4517<br><a href="#">Action Center Items</a> <sup>4</sup>                                   | <b>Account</b><br>430-000120328<br>Balance<br><b>(\$340.13)</b> | <a href="#">&gt; Make a Payment</a><br><a href="#">&gt; Returns</a><br><a href="#">&gt; View Other Options...</a> |
| <b>Ballpark Fee</b><br>BUSINESS TEST<br>1001 4TH ST SW<br>WASHINGTON DC 20024-4517   | <b>Account</b><br>280-000080546<br>Balance<br><b>\$0.00</b>     | <a href="#">&gt; Make a Payment</a><br><a href="#">&gt; Returns</a><br><a href="#">&gt; View Other Options...</a> |
| <b>Cable TV, Satellite, Video or Radio Distribution Tax</b><br>BUSINESS TEST<br>1001 4TH ST SW<br>WASHINGTON DC 20024-4517<br><a href="#">Action Center Items</a> <sup>2</sup> | <b>Account</b><br>414-000136113<br>Balance<br><b>\$0.00</b>     | <a href="#">&gt; Make a Payment</a><br><a href="#">&gt; Returns</a><br><a href="#">&gt; View Other Options...</a> |

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.

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[Manage My Profile](#)

[Favorites](#) [Summary](#) [Action Center](#) [Settings](#) [More...](#)

What are you looking for?

|   |   |   |
|---|---|---|
| <p><b>Submissions</b></p> <p>Retrieve previously filed returns and requests.</p> <ul style="list-style-type: none"><li>Search Submissions</li></ul>   | <p><b>Messages &amp; Letters</b></p> <p>View messages and letters I have received.</p> <ul style="list-style-type: none"><li>Send a Message</li><li>View Messages</li><li>View Letters</li></ul>                                    | <p><b>Payments &amp; Returns</b></p> <p>Manage payments and returns for my accounts.</p> <ul style="list-style-type: none"><li>File or Amend Tax Returns</li><li>Manage Payments</li><li>Request for Exemption To File (FR-164)</li></ul>                       |
| <p><b>Payment Agreement</b></p> <p>Request or manage a payment agreement.</p> <ul style="list-style-type: none"><li>Request Payment Agreement</li><li>Request Garnishment Voucher</li><li>Update Payment Agreement Bank</li></ul> | <p><b>Registration Details</b></p> <p>Manage registration details.</p> <ul style="list-style-type: none"><li>Manage Names &amp; Addresses</li><li>Update NAICS Code</li><li>Add/Update Officer</li><li>Add/Update Contact</li></ul> | <p><b>Account Management</b></p> <p>Manage my account.</p> <ul style="list-style-type: none"><li>Register a New Tax Account</li><li>Request a Certificate of Clean Hands</li><li><b>Submit QHTC Self-Certification</b></li><li>Manage a Special Event</li></ul> |
| <p><b>Bulk Processing</b></p> <p>Submit tax forms in bulk for other taxpayers.</p> <ul style="list-style-type: none"><li>Request Access to Bulk Filing</li></ul>  | <p><b>Access</b></p> <p>Manage access of accounts I have access to.</p> <ul style="list-style-type: none"><li>View Access</li><li>Manage Access</li><li>Register for DC Estate Tax Access</li></ul>                                 | <p><b>Quick Links</b></p> <p>I want to...</p> <ul style="list-style-type: none"><li>View FAQs</li><li>View Tutorials</li></ul>  |

3. Locate the **Account Management** section.
  - a. Click the **Submit QHTC Self-Certification** hyperlink.

### QHTC Self-Certification

BUSINESS TEST  
00000-91110

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#### QHTC Self-Certification

QHTC Certification

Please Certify That This Company Meets The Following Requirements:

Is an individual or entity organized for profit?

Leases or owns an office in the District of Columbia?

Has two or more qualified employees in the District of Columbia?

Is not located in the DC Ballpark TIF Area as defined in DC Code §2-1217.12a(a)?

Does not derive 51% or more of its gross revenue from the operation in DC of an on-line or brick and mortar retail store or an electronic equipment facility as defined in DC Code §47-1817.01 (5)(B)(i)); or is a building or construction company or professional athletic team?

Derives at least 51% of its gross revenues earned in the District from one or more of the following?  
(check all that apply, at least one must be checked):

Internet-related services and sales?

Information and communication technologies, equipment and systems that involve advanced computer software and hardware, data processing, visualization technologies, or human interface technologies, whether deployed on the Internet or other electronic or digital media?

Advanced materials and processing technologies that involve the development, modification, or improvement of one or more materials or methods to produce devices and structures with improved performance characteristics or special functional attributes, or to activate, speed up, or otherwise alter chemical, biochemical, or medical processes?

Engineering, production, biotechnology and defense technologies that involve knowledge-based control systems and architectures; advanced fabrication and design processes, equipment and tools; or propulsion, navigation, guidance, nautical, aeronautical and astronautical ground and airborne systems, instruments and equipment?

Electronic and photonic devices and components for use in producing electronic, optoelectronic, mechanical equipment and products of electronic distribution with interactive media content?

4a

|     |    |
|-----|----|
| Yes | No |
| Yes | No |
| Yes | No |
| Yes | No |
| Yes | No |
| Yes | No |
| Yes | No |
| Yes | No |
| Yes | No |
| Yes | No |
| Yes | No |

Cancel Save Draft

4b

Next >

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**.

QHTC Self-Certification

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5a

**General Information**

|            |                |            |  |  |
|------------|----------------|------------|--|--|
| Name       | BUSINESS TEST  |            | ID (DIN or SSN)                              | 123456789                                |
| Trade Name |                |            | NAICS Code                                   | 311340                                   |
|            |                |            | NAICS Description                            | Nonchocolate Confectionery Manufacturing |
| Street     | 1001 4TH ST SW |            | Explanation of Principal Business Activity * |  |
|            |                |            | Required                                     |  |
| Street 2   | Unit Type      | Unit       |  |  |
| City       | State          | Zip Code   |  |  |
| WASHINGTON | DC             | 20004-4517 |  |  |

5b

**Answer The Following**

Is this the first year as a QHTC?  Yes  No

Initial year of certification as a QHTC (YYYY)

Company has QHTC taxable income?  Yes  No

Initial year of taxable income as a QHTC (YYYY)

Number of employees in DC

Number of QHTC jobs created in DC (to date)

Number of DC employees performing QHTC activity (to date)

Number of DC residents performing QHTC activity (to date)

Number of new QHTC related jobs created in the past year

5c

**Accounts Eligible For QHTC Related Benefits**

| Account ID    | Account Type              | Name          | Address                          | Certified Tax Year |
|---------------|---------------------------|---------------|----------------------------------|--------------------|
| 210-000065498 | Partnership               | BUSINESS TEST | 1001 4TH ST SW WASHINGTON DC 200 | 2020               |
| 250-000079012 | Corporation Franchise Tax | BUSINESS TEST | 1001 4TH ST SW WASHINGTON DC 200 | 2020               |
| 400-000085497 | Personal Property Tax     | BUSINESS TEST | 1001 4TH ST SW WASHINGTON DC 200 | 2021               |

5d

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** QHTC Self-Certification

QHTC Certification    Company Overview    QHTC Consent

Under penalty of law, I declare that I have reviewed this QHTC Application and acknowledge that the information provided is subject to audit by the Office of Tax and Revenue.

**6a**

|  |                   |
|--|-------------------|
| Name of Owner or Officer Preparing Application<br>Required | Title<br>Required |
| Phone<br>Required  | Email<br>Required |

**Attachment Requirements**

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)

If applicable, the following worksheets can be found in the IR-399 booklet and must also be attached:

- QHTC Employee Credit Worksheets (FP-332, FP-333, FP-334)

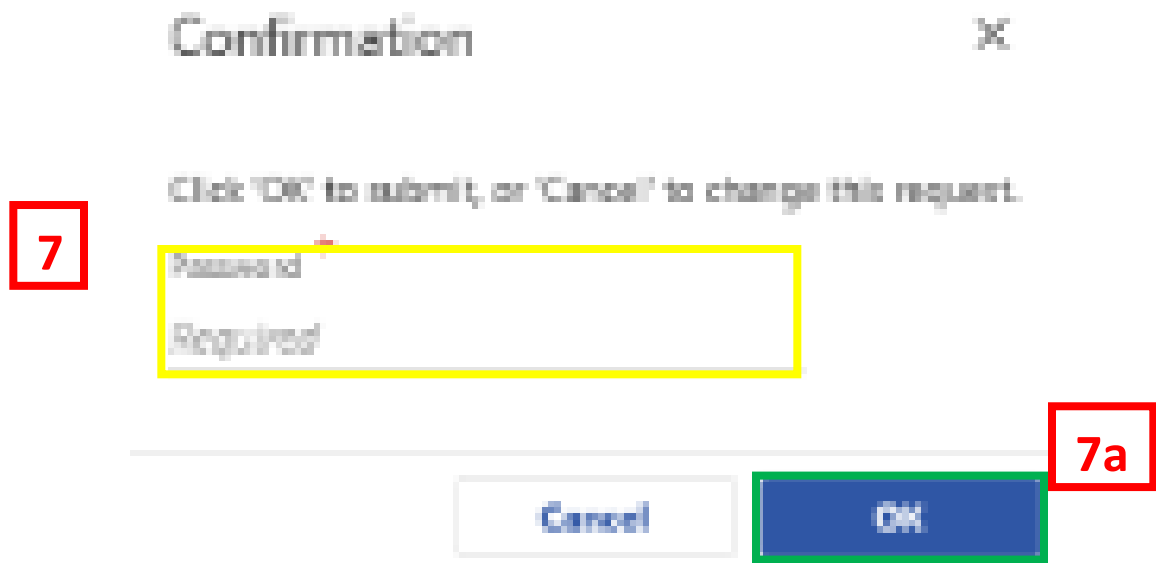
Please attach all required documents before submitting your request.

**6b** Add Attachment

| Type                      | Name | Description | Size |
|---------------------------|------|-------------|------|
| There are no attachments. |      |             |      |

**6c** Cancel Save Draft Previous Submit

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.

### Confirmation

Your request has been successfully submitted. Please print a copy of this page for your records.  
Your request confirmation number is **0-000-001-913**. Please retain your confirmation number for future reference.  
Request Type: QHTC Self-Certification  
Submitted Date: 03-Nov-2020 3:56:12 PM

Contact Us:  
(202) 759-1946  
[e-services.ctr@dc.gov](mailto:e-services.ctr@dc.gov)

Printable View

OK

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### Feedback

How satisfied were you with using the MyTax application to complete your tax matter?



Comments

Submit Feedback

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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”**.