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

This step-by-step guide will assist taxpayers on how to submit a generic refund request at MyTax.DC.gov if there is an existing credit on the following tax accounts: Alcoholic Beverage, Ballpark Fee, Cigarette/Other Tobacco and Gross Receipts.
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1. From the [MyTax.DC.gov](https://MyTax.DC.gov) homepage, log in using your **Username** and **Password**.
   a. If you do not have a [MyTax.DC.gov](https://MyTax.DC.gov) account, click **Sign-Up to use MyTax.DC.gov** to register for an account (click here to access the “How to Sign up for MyTax.DC.gov” user guide).

2. In the user profile, under **Summary**, locate the **Alcoholic Beverage**, **Ballpark Fee**, **Cigarette/Other Tobacco** and **Gross Receipts** tax with a credit. For this example, we will use the **Alcoholic Beverage** account.
   a. Click the **View Other Options** hyperlink.
3. You will be redirected to your Account page.
   a. Under the Requests section, click Request a Refund.
4. On the **Refund Request** page, enter the amount you would like refunded under the **Amount Requested** column. You can also check the box under the **Full Balance** column to receive the entire amount in that specific period. Under the **Explanation** column, you must provide a reason for your refund request.

   a. When you’re finished completing your **Claim for Refund**, click **Submit**.
5. In the **Confirmation** pop-up window, enter your MyTax.DC.gov **Password**, which will act as your electronic signature.
   a. Click **Ok**.
6. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.