MyTax.DC.gov User Guide:
How to Update a Mailing Address

This step-by-step guide will walk you through the process on how to update your mailing address in MyTax.DC.gov.
1. From the MyTax.DC.gov homepage, log in using your Username and Password.
2. In the user profile, locate and click the “More” button.
3. You will be navigated to More options. Locate the Registration Details section.
   a. Locate and click the Manage Names & Addresses link.
4. You will be navigated to the **Names and Addresses** page for each of your tax accounts.
   a. Click on the **Addresses** button.
   b. If your account has both a primary and mailing address, click the **Add** hyperlink for the mailing address you would like to revise. If your account only has a location address, click the **Add** hyperlink for the location address that you would like to revise.
5. For this example, the Mailing Address information displays. From the Address Update Request page, update your address.
   a. Enter the new address in the provided fields.
   b. Click the Verify Address hyperlink.

   c. An Address Search Box will pop-up. Review your address search results. Click the Select the address hyperlink for the Verified box. Click the Save button to store your updated address.
6. You will be navigated back to your Address Update Request page.
   a. Click Next.
7. **Submit** your New Address submission request.
8. A **Confirmation** of your address change submission will appear. Click **Printable View** to access a screen with a printable version of your confirmation. Otherwise click **Ok**.