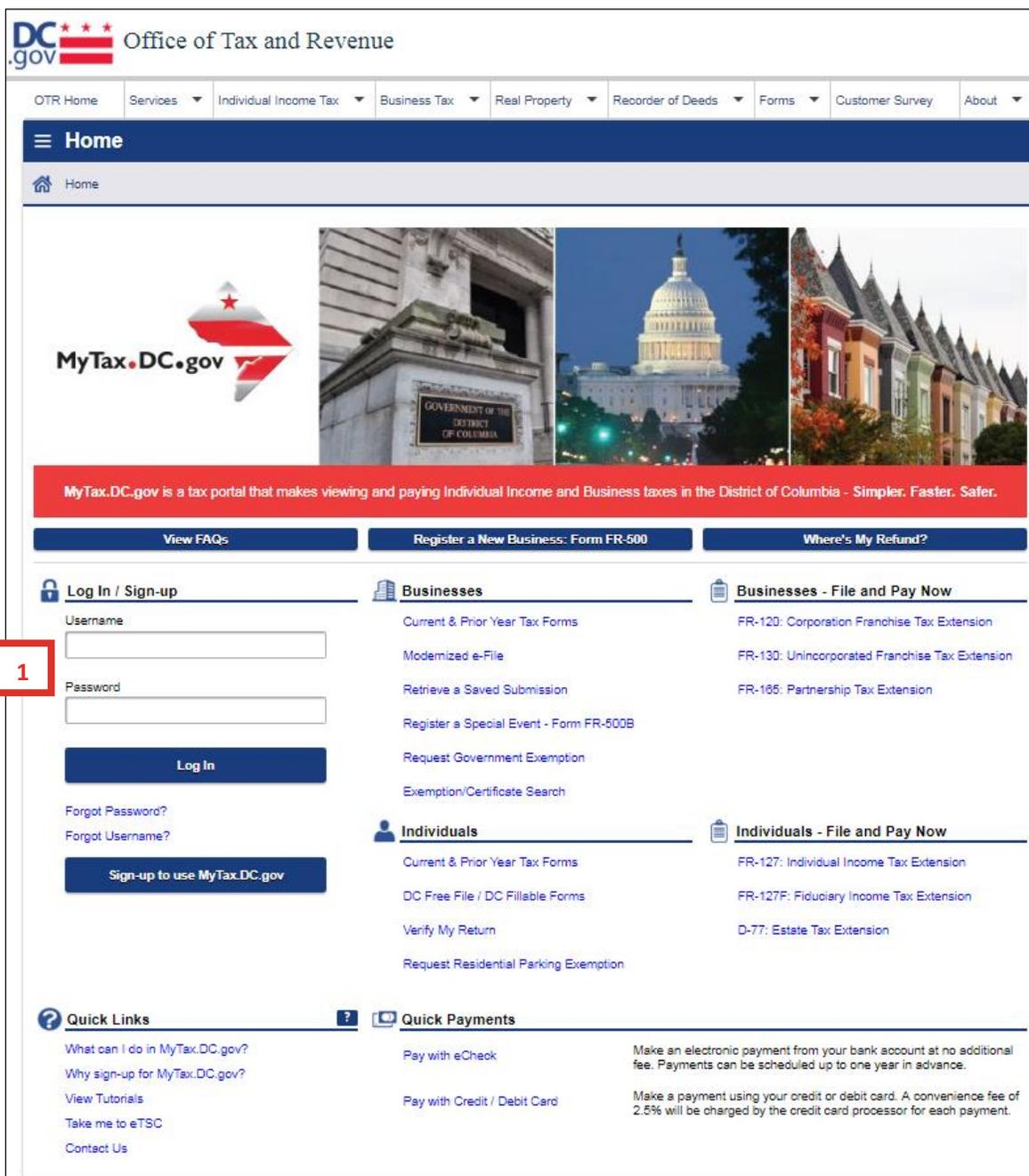


MyTax.DC.gov User Guide: How to File a Withholding Tax Return

You can file your withholding tax return for either a past due period or a new period from within your [MyTax.DC.gov](https://mytax.dc.gov) account by following this step-by-step guide.



The screenshot shows the MyTax.DC.gov website interface. At the top, there is a navigation menu with options like 'OTR Home', 'Services', 'Individual Income Tax', 'Business Tax', 'Real Property', 'Recorder of Deeds', 'Forms', 'Customer Survey', and 'About'. Below the navigation is a 'Home' section with a banner image and a red bar stating: 'MyTax.DC.gov is a tax portal that makes viewing and paying Individual Income and Business taxes in the District of Columbia - Simpler. Faster. Safer.' Below the banner are three buttons: 'View FAQs', 'Register a New Business: Form FR-500', and 'Where's My Refund?'. The main content area is divided into three columns: 'Log In / Sign-up', 'Businesses', and 'Businesses - File and Pay Now'. The 'Log In / Sign-up' section is highlighted with a red box containing the number '1'. It includes fields for 'Username' and 'Password', a 'Log In' button, and links for 'Forgot Password?' and 'Forgot Username?'. Below these is a 'Sign-up to use MyTax.DC.gov' button. The 'Businesses' section lists links for 'Current & Prior Year Tax Forms', 'Modernized e-File', 'Retrieve a Saved Submission', 'Register a Special Event - Form FR-500B', 'Request Government Exemption', and 'Exemption/Certificate Search'. The 'Businesses - File and Pay Now' section lists links for 'FR-120: Corporation Franchise Tax Extension', 'FR-130: Unincorporated Franchise Tax Extension', and 'FR-165: Partnership Tax Extension'. The 'Individuals' section lists links for 'Current & Prior Year Tax Forms', 'DC Free File / DC Fillable Forms', 'Verify My Return', and 'Request Residential Parking Exemption'. The 'Individuals - File and Pay Now' section lists links for 'FR-127: Individual Income Tax Extension', 'FR-127F: Fiduciary Income Tax Extension', and 'D-77: Estate Tax Extension'. At the bottom, there are 'Quick Links' and 'Quick Payments' sections. The 'Quick Links' section includes links for 'What can I do in MyTax.DC.gov?', 'Why sign-up for MyTax.DC.gov?', 'View Tutorials', 'Take me to eTSC', and 'Contact Us'. The 'Quick Payments' section includes links for 'Pay with eCheck' and 'Pay with Credit / Debit Card', with descriptions of each payment method.

1. Using your **Username** and **Password**, log into your [MyTax.DC.gov](https://mytax.dc.gov) account. (*Please note: eTSC log-in credentials are not transferrable to MyTax.DC.gov, therefore, visit ["How to Sign up for an Account"](#) for more information.*)

Home Welcome, John Taxpayer Log Off

Home

Logon Settings **Alerts** **I Want To** More...

bsndemo4
John Taxpayer
john.taxpayer@dc.gov
+1 (202) 555-5555
Last logged on 07-Nov-2017
Balance: (\$4,640.73)

There are 6 unread messages
There is 1 unread letter
Pending Account Access Request
1 submission needs attention

View My Web Profile
Send OTR a message
View FAQ's
Register a New Tax Account
Manage payments and returns
Go Paperless

2 **Accounts** Submissions Correspondence Names and Addresses Logons Exemptions

Accounts More...

Filter

Corporation Franchise Tax	250-000000832	APOLLO FINANCIAL, INC.	\$0.00
Sales & Use Tax	350-000132190	APOLLO FINANCIAL, INC.	(\$5,000.00)
Withholding Non-Payroll Tax	300-000000833	APOLLO FINANCIAL, INC.	\$0.00
Withholding Wage Tax	300-100011032	APOLLO FINANCIAL, INC.	\$359.27

Register a New Tax Account

2. From the **Accounts** tab, look under **Accounts** for a list of your tax accounts. Select an account with a **Withholding Wage Tax** currently due (it will be marked with an orange hazard icon).

Withholding Wage Tax Log Off

Home > Withholding Wage Tax

Account Settings **Account Alerts** **I Want To** More...

bsndemo4
APOLLO FINANCIAL, INC.
00000-56128
Withholding Wage Tax
300-100011032
Balance: \$359.27

Balance due: \$359.27
File return for 30-Sep-2017
File return for 30-Jun-2017
There is 1 unread message
Request not submitted for 31-Mar-2017

Request to Close Account
Make a payment
Manage payments and returns
Request a Penalty Waiver

3 **Periods** Submissions Correspondence Names and Addresses Logons

Periods More...

31-Dec-2017	\$0.00	File Return
30-Sep-2017	\$0.00	File Return
30-Jun-2017	\$0.00	File Return
31-Mar-2017	\$359.27	Processed Make Payment

3. Under the **Periods** tab, select a period that is outstanding (indicated by the hazard icon), to be directed to the details for that tax period. Based on your filing status, the appropriate tax form will be provided. For this example, the taxpayer is a quarterly filer. Therefore, the form provided is the **FR-900Q**.

☰ **FR-900Q Quarterly Return**
🔒 Log Off

🏠 Home > Withholding Wage Tax > FR-900Q Quarterly Return

★ ★ ★ 2017
 Government of the District of Columbia

FR-900Q 4

Quarterly Withholding Tax Return

[View Form Instructions](#)

APOLLO FINANCIAL, INC. Due Date: 10/31/2017
 Account ID: 300-100011032 Tax Period Ending: 9/30/2017

Who should file the FR-900Q?

Every employer who pays wages to a DC resident who withholds DC income tax must file a DC withholding tax return. You must file the FR-900Q even if you withheld no tax or no payment is due unless you previously filed a final return.

Return Information 4a

Did your business close or have you stopped paying wages?

Is this return being filed by a paid tax preparer?

Are you authorizing an individual to discuss this return with OTR?

DC Income Tax Withheld 4b

1. DC income tax withheld this quarter on wages, tips, and other compensation \$15,000.00 📌

2. Total payments already made this quarter \$0.00

You have an amount due of \$15,000.00. Select your payment option below.

Payment Information 4c

I would like to: Required ▼ Required

4d

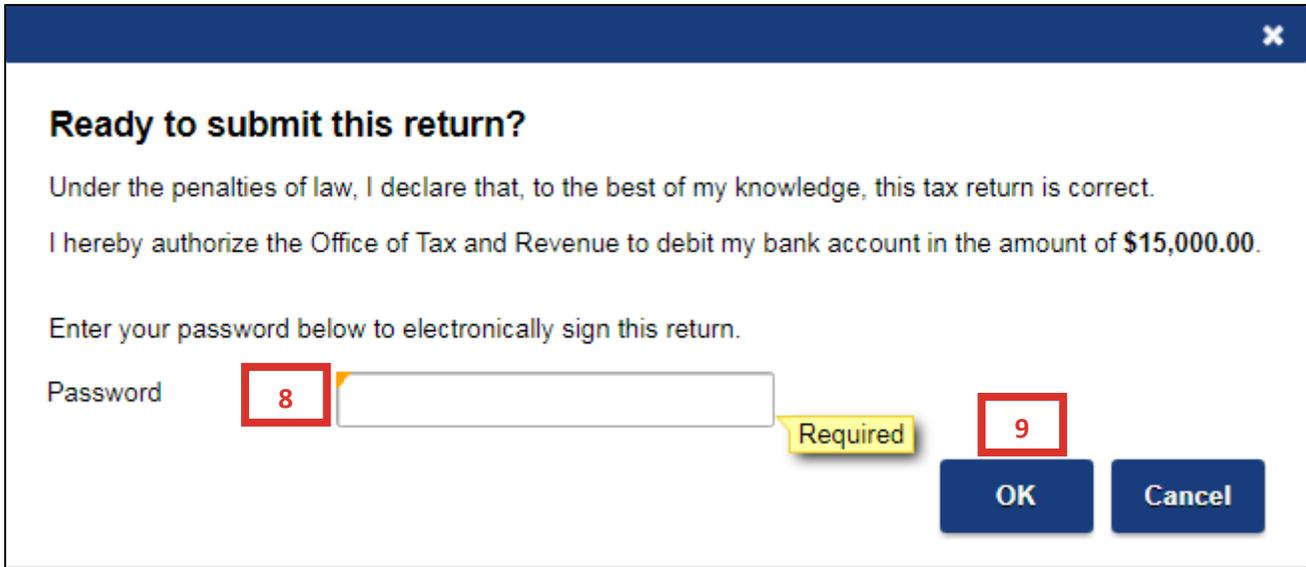
4. The **FR-900Q Quarterly Withholding Tax Return** screen will appear.
 - a. Answer the **Return Information** questions on the right side of the pop-up screen.
 - b. Then, answer the **DC Income Tax Withheld** inquiries.
 - c. Select the appropriate **Payment Information** response from the drop-down menu. You may choose **No Payment is Needed** when you are filing a zero return. The option to **Pay Later** allows you to schedule your payment up to one year in advance. For this example, we will choose to **Pay by eCheck**.
 - d. Click **Submit**.

Payment Information

I would like to: Pay Through eCheck You can schedule a payment on or up to the due date of the return (10/31/2017) by adjusting the payment date below.

Period 30-Sep-2017	5 Payment Method	6 Payment
Withholding Wage Tax 300-100011032 APOLLO FINANCIAL, INC. 1101 4TH ST SW WASHINGTON DC 20024-4457	Type <input type="text" value="Direct Debit - US Bank"/> Bank Account Type <input type="text" value="Required"/> <input type="button" value="v"/> Routing Number <input type="text" value="Required"/> Account Number <input type="text" value="Required"/> Confirm Account Number <input type="text" value="Required"/>	Payment Date <input type="text" value="08-Nov-2017"/> Amount <input type="text" value="Required"/> Confirm Amount <input type="text" value="Required"/>
	Save this payment method for future use <input type="button" value="5a"/> <input checked="" type="button" value="No"/> <input type="button" value="Yes"/>	<input type="button" value="7"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>

5. 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 method for future use**. For this example, we selected **No**.
6. In the **Payment** section, choose a **Payment Date**. When paying with an eCheck, 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.
7. Click **Submit**.



Ready to submit this return?

Under the penalties of law, I declare that, to the best of my knowledge, this tax return is correct.

I hereby authorize the Office of Tax and Revenue to debit my bank account in the amount of **\$15,000.00**.

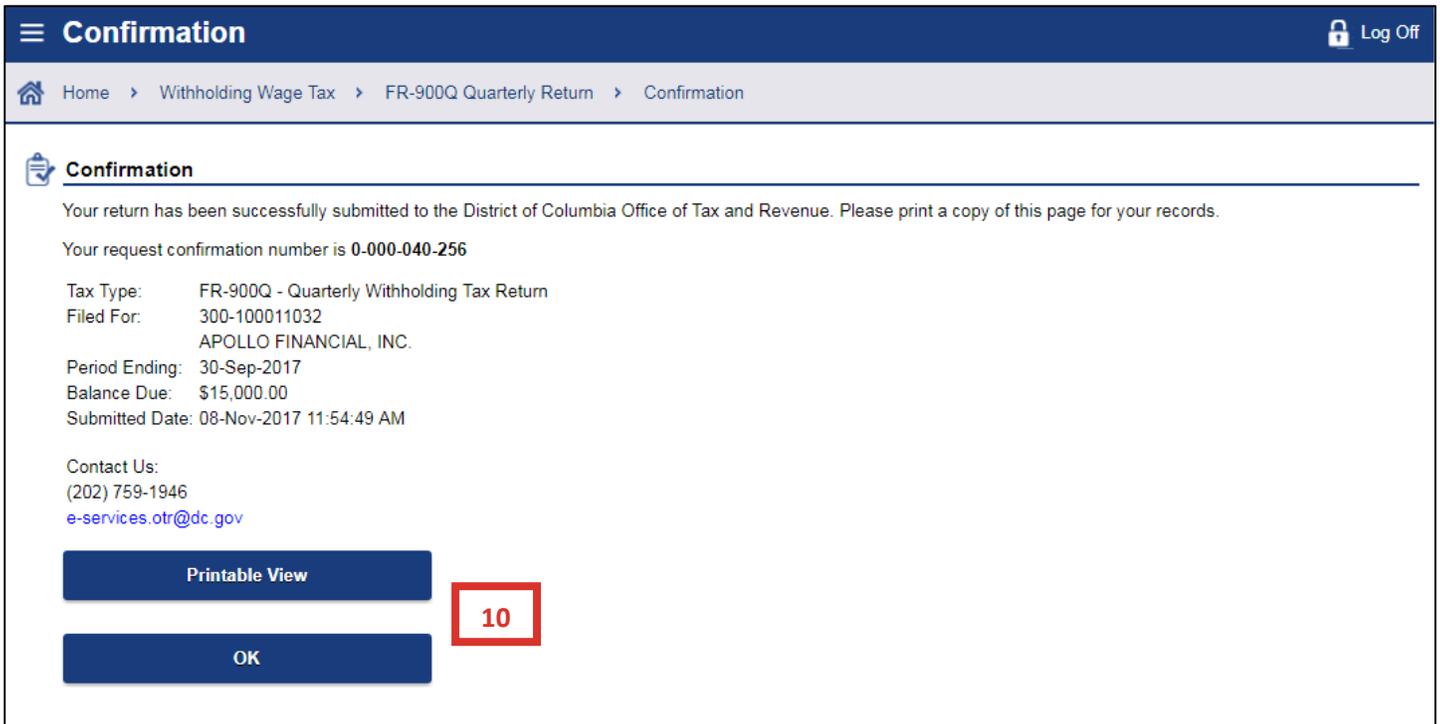
Enter your password below to electronically sign this return.

Password Required

8. In the **Ready to submit this return?** pop-up window, enter your [MyTax.DC.gov](https://mytax.dc.gov) Password, which will act as your electronic signature.

Note: If your pop-up window doesn't display, please check your settings.

9. Click **OK**.



Confirmation Log Off

Home > Withholding Wage Tax > FR-900Q Quarterly Return > Confirmation

Confirmation

Your return has been successfully submitted to the District of Columbia Office of Tax and Revenue. Please print a copy of this page for your records.

Your request confirmation number is **0-000-040-256**

Tax Type: FR-900Q - Quarterly Withholding Tax Return
Filed For: 300-100011032
APOLLO FINANCIAL, INC.
Period Ending: 30-Sep-2017
Balance Due: \$15,000.00
Submitted Date: 08-Nov-2017 11:54:49 AM

Contact Us:
(202) 759-1946
e-services.otr@dc.gov

10. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.