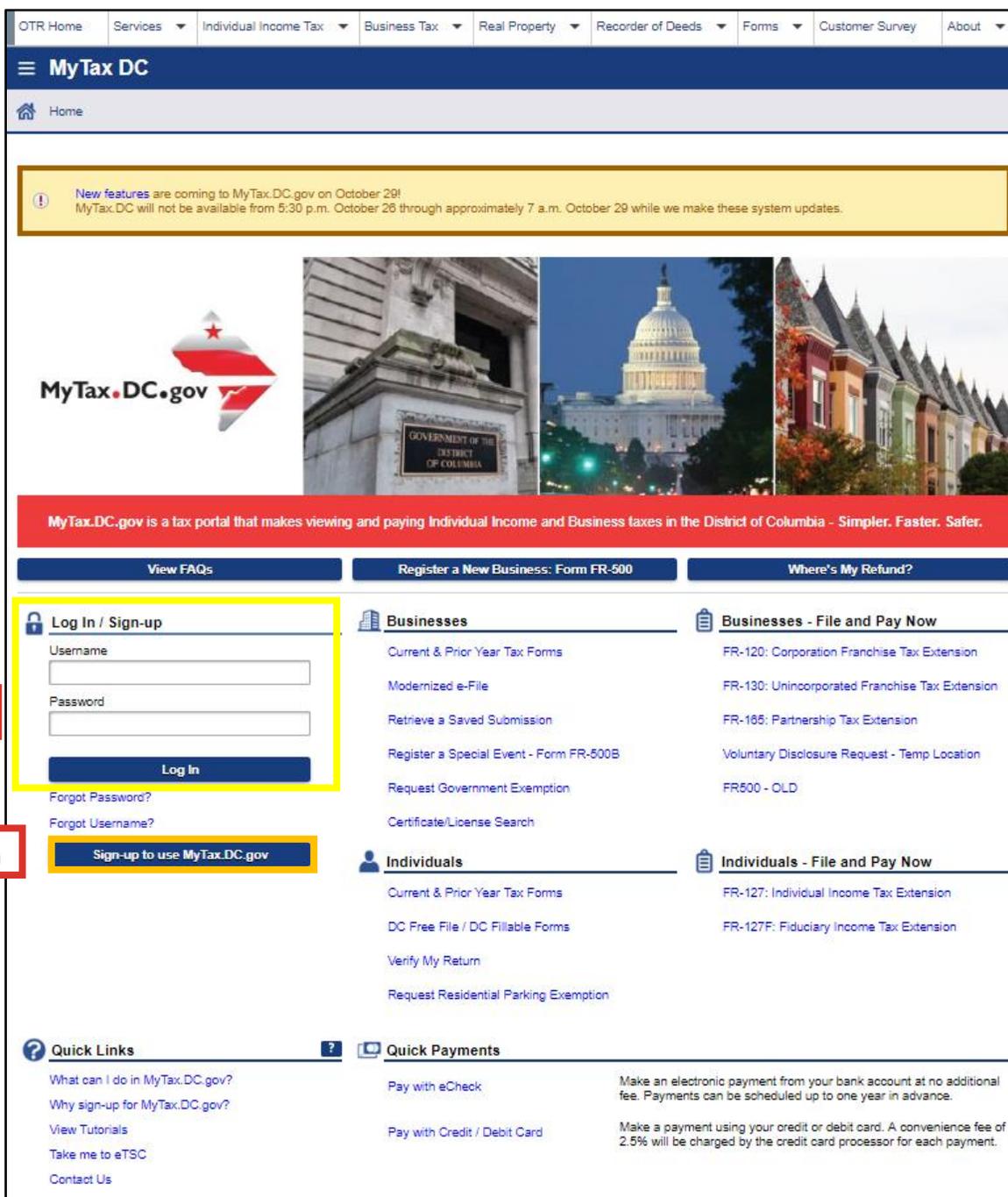


# MyTax.DC.gov User Guide: How to File a Ballpark Fee Tax Return (FR-1500)

Individuals subjected to the Ballpark Fee (“feepayers”) can file a District of Columbia Ballpark Fee tax return via [MyTax.DC.gov](https://mytax.dc.gov) by following this step-by-step guide.



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).

**MyTax DC** Welcome, MCGUINNESS BUS LINES Settings Log Off

Home

**Logon**  
 MCGUINNESS BUS LINES  
 username@dc.gov  
 +1 (202) 000-0000  
 Last logged on 18-Sep-2018  
 Balance: \$0.00

**Alerts**  
 1 draft submission  
 Add your NAICS Code

**I Want To** More...  
 View My Web Profile  
 Send OTR a message  
 View FAQ's  
 Manage payments and returns  
 Register a New Tax Account  
 Go Paperless

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

**Accounts** View Accounts

Filter			
Ballpark Fee	280-001107013	MCGUINNESS BUS LINES	\$0.00

Register a New Tax Account

2. In the user profile, under **Accounts**, click the **Ballpark Fee** hyperlink.

**Ballpark Fee** Welcome, Test10 Settings Log Off

Home > Ballpark Fee

**Account**  
 MCGUINNESS BUS LINES  
 56998-19590  
 Ballpark Fee  
 280-001107013  
 Balance: \$1,000.00

**Account Alerts**  
 Draft submission for 31-May-2016

**I Want To** More...  
 Generic Refund Request  
 Request to Close Account  
 Make a payment  
 Manage payments and returns  
 Request a Penalty Waiver

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

**Periods** View Periods

31-May-2019	\$0.00	
31-May-2018	\$1,000.00	Make Payment
31-May-2017	\$0.00	

3. Under the **Periods** tab, select the period that you are filing the tax return.

31-May-2019

Welcome, Test10 Settings Log Off

Home > Ballpark Fee > 31-May-2019

**Period**  
MCGUINNESS BUS LINES  
56998-19590  
Ballpark Fee  
280-001107013  
> 31-May-2019  
Balance: \$0.00

**Period Alerts**  
There are no alerts

**I Want To**  
Make a payment  
File or amend a return

**Summary**  
There has been no financial activity

**Period Activity**  
There has been no activity

4. Under **I Want To**, click the **File or amend a return** hyperlink to begin filing your tax return.

FR-1500 Return

Welcome, Test10 Settings Log Off

Home > Ballpark Fee > 31-May-2019 > FR-1500 Return

1. Return Information

**Return Information**

★ ★ ★ 2019 **FR-1500**  
Government of the District of Columbia Ballpark Fee

MCGUINNESS BUS LINES Due Date: 6/17/2019  
Account ID: 280-001107013 Tax Period Ending: 5/31/2019

Is this return being filed by a paid tax preparer?  
Are you authorizing an individual to discuss this return with OTR?

Cancel

No Yes  
No Yes

Next >

5. The **FR-1500** will appear.

- Answer the **Return Information** questions on the right side of the screen.
- Click **Next**.

- 6. Enter the annual amount of **District Gross Receipts** in the space provided. The **Total Amount Due** will automatically calculate.
  - a. Click **Next**.

- 7. From the **Payment Options** page, select the appropriate **Payment Information** from the drop-down menu bar.

**Note:** You may choose **No Payment is Needed** from the drop-down menu bar when you are filing a zero return. The option **Pay Later** allows you to schedule your payment up to one year in advance. For this example, we will choose to **Pay through eCheck**.

  - a. Click **Submit**.

FR-1500 Return
Welcome, Test10 [Settings](#) [Log Off](#)

Home > Ballpark Fee > 31-May-2019 > FR-1500 Return

1. Return Information
2. File the FR-1500
3. Payment Options

### Payment Options

Payment Information

I would like to: Pay Through eCheck

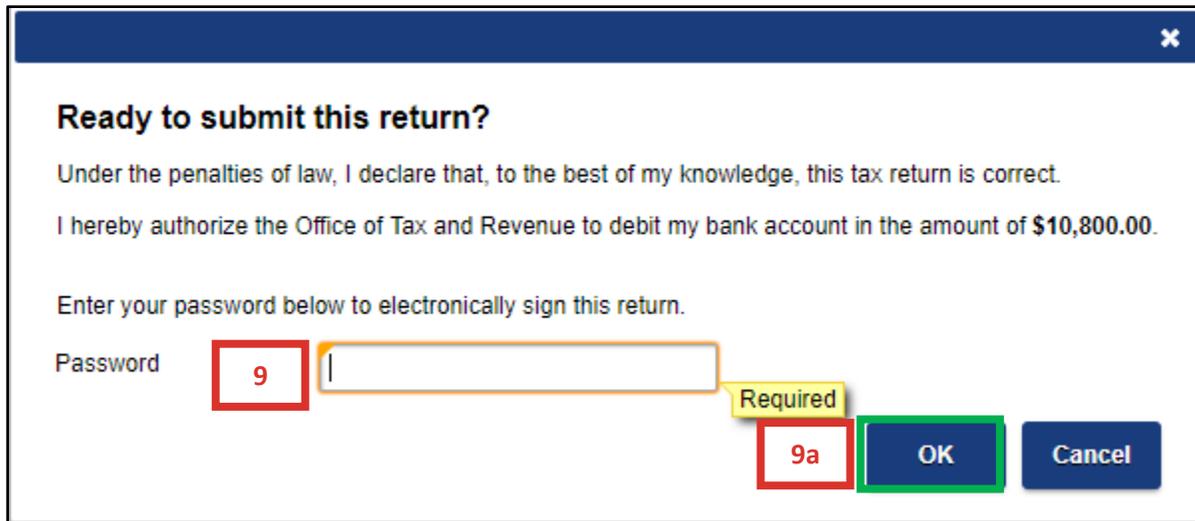
You can schedule a payment on or up to the due date of the return (6/17/2019) by adjusting the payment date below.

Period	8 Payment Method	8b Payment
MCGUINNESS BUS LINES 56998-19590 Ballpark Fee 280-001107013 > 31-May-2019	Type <span style="border: 1px solid #ccc; padding: 2px;">Direct Debit - US Bank</span>  Bank Account Type <span style="border: 1px solid #ccc; padding: 2px;">Required</span>  Routing Number <span style="border: 1px solid #ccc; padding: 2px;">Required</span>  Account Number <span style="border: 1px solid #ccc; padding: 2px;">Required</span>  Confirm Account Number <span style="border: 1px solid #ccc; padding: 2px;">Required</span>	Payment Date <span style="border: 1px solid #ccc; padding: 2px;">24-Sep-2018</span>  Amount <span style="border: 1px solid #ccc; padding: 2px;">\$10,800.00</span>  Confirm Amount <span style="border: 1px solid #ccc; padding: 2px;">Required</span>
	8a Save this payment method for future use <div style="display: flex; justify-content: center; gap: 10px;"> <span style="background-color: #003366; color: white; padding: 5px 15px;">No</span> <span style="background-color: #ccc; padding: 5px 15px;">Yes</span> </div>	

Cancel

8c
< Previous
Submit

8. 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](https://mytax.dc.gov) to store your bank account information, click **Yes** beneath **Save this payment for future use**. For this example, we selected **No**.
  - b. 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.
  - c. 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 **\$10,800.00**.

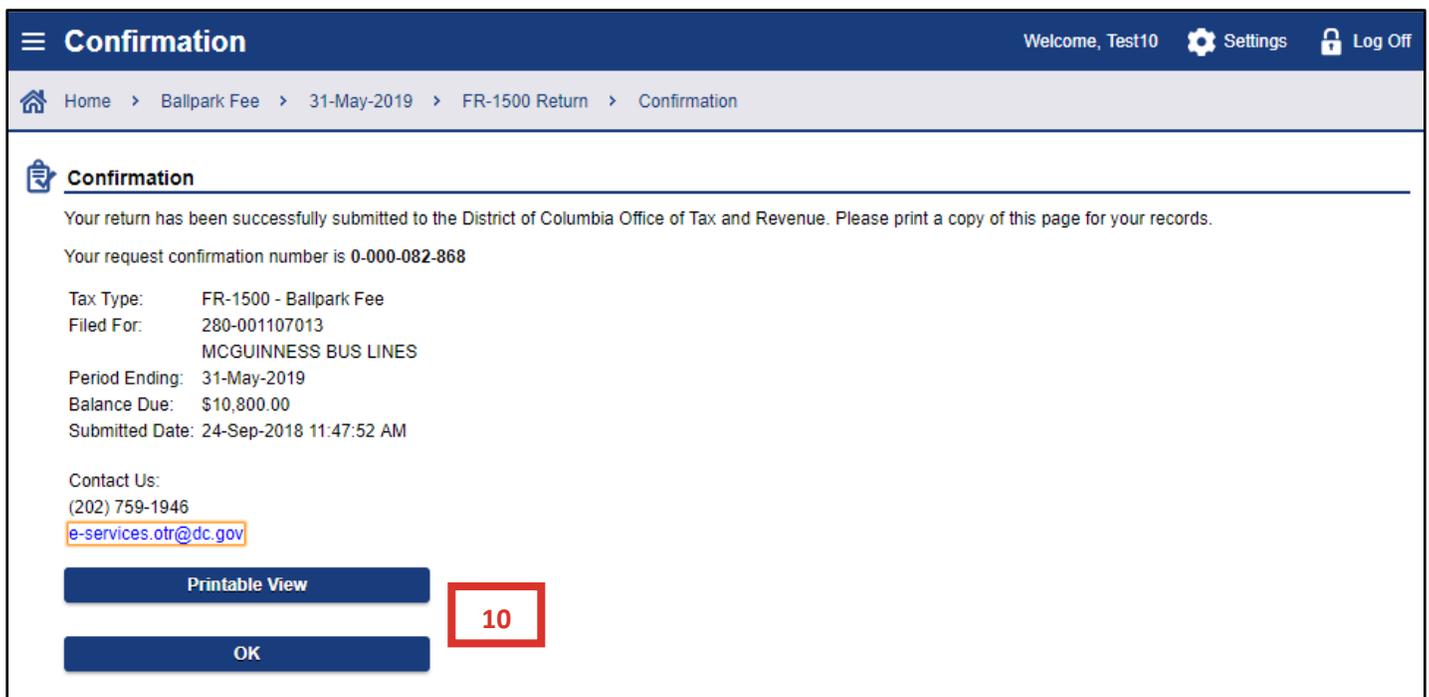
Enter your password below to electronically sign this return.

Password 9

Required

9a OK Cancel

9. 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.
  - a. Click **OK**.



**Confirmation** Welcome, Test10  Settings  Log Off

Home > Ballpark Fee > 31-May-2019 > FR-1500 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 **0-000-082-868**

Tax Type: FR-1500 - Ballpark Fee  
Filed For: 280-001107013  
MCGUINNESS BUS LINES  
Period Ending: 31-May-2019  
Balance Due: \$10,800.00  
Submitted Date: 24-Sep-2018 11:47:52 AM

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

Printable View 10

OK

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