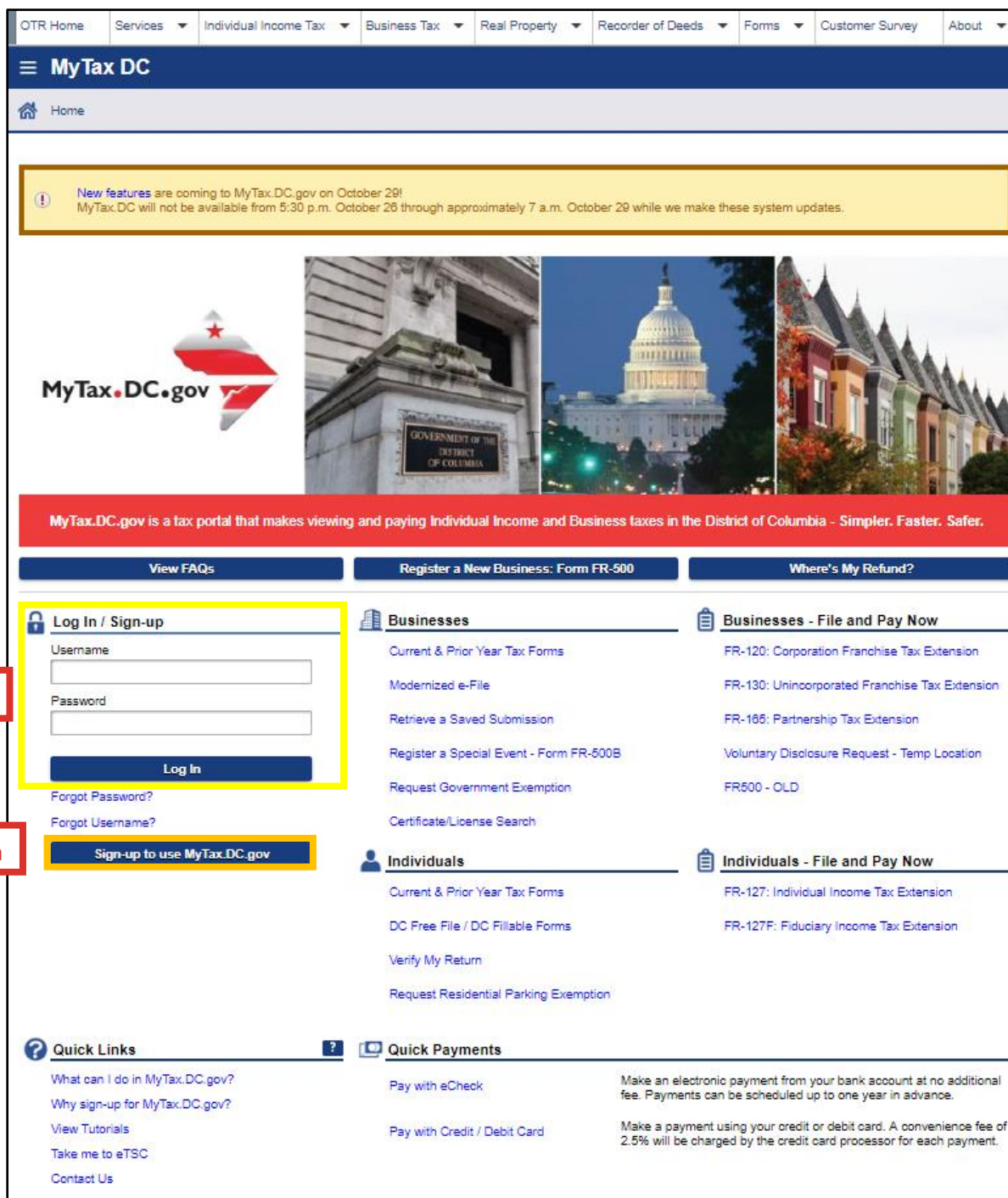


# MyTax.DC.gov User Guide:

## How to Apply for a Cigarette Stamp Redemption

Cigarette wholesalers can learn how to apply for a cigarette stamp redemption in the District of Columbia via [MyTax.DC.gov](https://MyTax.DC.gov) by following the steps outlined in this guide.



The screenshot shows the MyTax.DC.gov homepage. At the top, there is a navigation menu with links for OTR Home, Services, Individual Income Tax, Business Tax, Real Property, Recorder of Deeds, Forms, Customer Survey, and About. Below the navigation is the MyTax DC logo and a Home link. A yellow banner contains a notice about system updates on October 29. The main content area features the MyTax.DC.gov logo, a banner with images of the DC Capitol and row houses, 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 this are three buttons: "View FAQs", "Register a New Business: Form FR-500", and "Where's My Refund?". The page is divided into sections for "Log In / Sign-up", "Businesses", "Businesses - File and Pay Now", "Individuals", and "Individuals - File and Pay Now". The "Log In / Sign-up" section includes fields for Username and Password, a "Log In" button, and links for "Forgot Password?" and "Forgot Username?". A button labeled "Sign-up to use MyTax.DC.gov" is highlighted with a red box labeled "1a". 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 "Certificate/License Search". The "Businesses - File and Pay Now" section lists "FR-120: Corporation Franchise Tax Extension", "FR-130: Unincorporated Franchise Tax Extension", "FR-165: Partnership Tax Extension", "Voluntary Disclosure Request - Temp Location", and "FR500 - OLD". The "Individuals" section lists "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 "FR-127: Individual Income Tax Extension" and "FR-127F: Fiduciary Income Tax Extension". At the bottom, there are "Quick Links" and "Quick Payments" sections. The "Quick Links" section includes "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 "Pay with eCheck" (with a note: "Make an electronic payment from your bank account at no additional fee. Payments can be scheduled up to one year in advance.") and "Pay with Credit / Debit Card" (with a note: "Make a payment using your credit or debit card. A convenience fee of 2.5% will be charged by the credit card processor for each payment.")

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, Michael Cobalt Settings Log Off

Home

**Logon** Michael Cobalt  
username@dc.gov  
+1 (202) 000-0000  
Last logged on 31-Dec-2019  
Balance: (\$9,000.00)

**Alerts** There are 10 unread messages

**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

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

**Accounts** View Accounts

Account Name	Account ID	Account Holder	Balance
<b>Cigarette/Other Tobacco Products</b>	420-001301039	MICHAEL COBALT	\$1,000.00
Public Utility	410-000405084	MICHAEL COBALT	(\$10,000.00)

Register a New Tax Account

2. In the user profile, under the **Accounts** tab, click the **Cigarette/Other Tobacco Products** hyperlink.

**Cigarette/Other Tobacco Products** Welcome, Test3 Settings Log Off

Home > Cigarette/Other Tobacco Products

**Account** MICHAEL CORLEONE  
00026-08852  
Cigarette/Other Tobacco Products  
MICHAEL COBALT  
420-001301039  
Balance: \$1,000.00

**Account Alerts** File return for 31-Mar-2018  
There are 9 unread messages

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

**Periods** Submissions Correspondence Names and Addresses Logons

**Periods** View Periods

Period	Balance	Multiple Returns	File Return
31-Mar-2018	\$1,000.00	Multiple Returns	File Return

3. Under **I Want To**, click the **Cigarette Stamp Redemption** hyperlink to begin the redemption filing process.

**Cigarette Stamp Redemption** Welcome, Test3 Settings Log Off

Home > Cigarette/Other Tobacco Products > Cigarette Stamp Redemption

1. Special Conditions 2. Supporting Information 3. Business Information 4. Stamp Information

**4** **Special Conditions**

Claims for refund or credit must be filed by:

- In the case of an individual, the request must be filed by the licensee.
- In the case of a partnership, the request must be filed by each of the partners.
- In the case of a corporation, the request must be filed by the President or Vice President.

No refund or credit will be allowed for misplaced, lost or stolen stamps.

Requests for refund or credit must be made within six months after the stamps have been destroyed, damaged, or rendered unneeded for the purpose intended. The stamps for which the owner no longer has a use (business closed, etc.) must be returned to:

Office of Tax and Revenue  
Audit Division  
PO Box 556  
Washington, DC 20044

In the case of stamps affixed to packages of cigarettes which were returned to the manufacturer in an unsalable condition, a claim for refund or credit must be filed within six months after it has been determined that the packages of cigarettes are unsalable. A Cigarette Manufacturers' Affidavit (FR-604) must be submitted to substantiate the claim.

If the information provided by the claimant is deemed insufficient according to the policy set forth by the Deputy Chief Financial Officer, Office of Tax and Revenue, the claim will be denied.

No refund shall be allowed in those cases where the owner will be allowed credit on the purchase of new stamps.

Cancel 4a Next >

4. Read the Cigarette Stamp Redemption **Special Conditions** carefully.
  - a. Click **Next**.

**Cigarette Stamp Redemption** Welcome, Test3 Settings Log Off

Home > Cigarette/Other Tobacco Products > Cigarette Stamp Redemption

1. Special Conditions 2. Supporting Information 3. Business Information 4. Stamp Information

**5 Supporting Information**

**Application for Redemption of Cigarette Tax Stamps**

Application is hereby made in accordance with DC Code 47-2407 "To Provide for the redemption of District of Columbia tax stamps" for the credit of the CIGARETTE TAX STAMPS listed below.

**Supporting Information**

Name of Applicant: MICHAEL COBALT License No.: **5a** Required

**5b** Were the stamps willfully or intentionally destroyed or spoiled by applicant or any other person with applicant's consent or knowledge?  
No Yes

The circumstances from which this claim originates are as follows:  
**5c** Required

If the stamps were destroyed, answer the following questions:

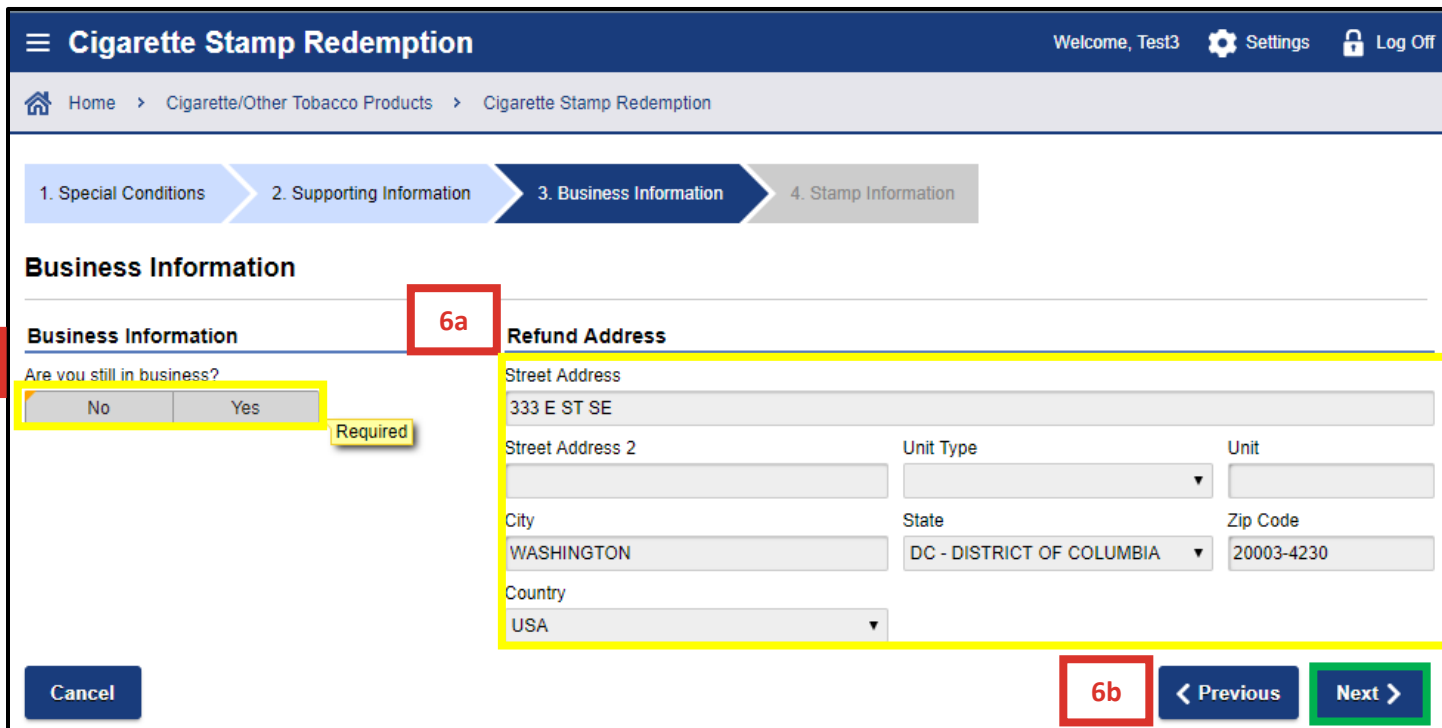
**5d** a. Did applicant have possession of stamps at the time of destruction?  
No Yes

b. Were stamps totally destroyed?  
No Yes

c. Explain circumstances of their destruction.

Cancel **5e** < Previous Next >

5. On the **Supporting Information** page, answer the following:
  - a. **License Number**
  - b. Click **No** or **Yes** if **the stamps were willfully or intentionally destroyed or spoiled by applicant or any other person with applicant's consent or knowledge.**
  - c. Provide an answer in the space provided regarding the **circumstances from which the claim originated.**
  - d. Answer **No** or **Yes** to the remaining questions: **Did the applicant have possession of stamps at the time of destruction? Were stamps totally destroyed? Explain the circumstances of the destruction of the stamps** in the space provide.
  - e. Click **Next**.



**Cigarette Stamp Redemption** Welcome, Test3 Settings Log Off

Home > Cigarette/Other Tobacco Products > Cigarette Stamp Redemption

1. Special Conditions 2. Supporting Information 3. Business Information 4. Stamp Information

### Business Information

**Business Information** **6a** **Refund Address**

Are you still in business?

No  Yes **Required**

Street Address  
333 E ST SE

Street Address 2 Unit Type Unit

City State Zip Code  
WASHINGTON DC - DISTRICT OF COLUMBIA 20003-4230

Country  
USA

Cancel **6b** < Previous Next >

6. On the **Business Information** page, answer **No** or **Yes** if you are still in business.
  - a. Review the **Refund Address** and make sure it's accurate.

**Note:** To update your address, send a secure web message to the e-Service's Unit by going to your homepage and selecting **Send OTR a message** under the **I Want To** header.
  - b. Click **Next**.

☰ Cigarette Stamp Redemption
Welcome, Test3 ⚙️ Settings 🔒 Log Off

🏠 Home > Cigarette/Other Tobacco Products > Cigarette Stamp Redemption

1. Special Conditions
2. Supporting Information
3. Business Information
4. Stamp Information

7 **Stamp Information**

**Stamp Information**

	Claim Type	Manufacturer	Date Destroyed/Spoiled	Date Purchased	Stamp Count	Denomination	Requested	Explanation

**Attachments**

📎
**Attachments**

7a
Add Attachment

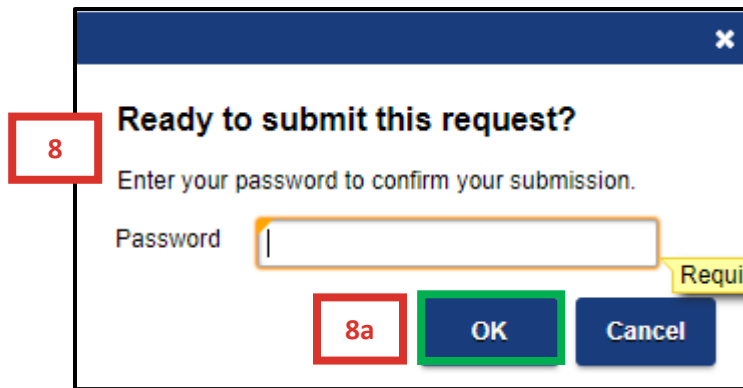
Type	Name	Description	Size

Cancel

7b
← Previous
Submit

7. On the **Stamp Information** page, fill out the rows under **Claim Type** (e.g. **Damaged, Destroyed, or Unneeded**), **Manufacturer**, **Date Destroyed/Spoiled**, **Stamp Count**, **Denomination** (e.g. **Pack of 20 or 25**), **Requested** and **Explanation**.
  - a. If you have affidavits or letters of closure, you can include them as attachments by clicking the **Add Attachment** button. The destroyed or useless stamps should be mailed to:
 

Attn: Florence Sam  
 Office of Tax and Revenue  
 Compliance Administration  
 1100 4<sup>th</sup> Street, SW  
 Washington, DC 20024
  - b. Click **Submit**.



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



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