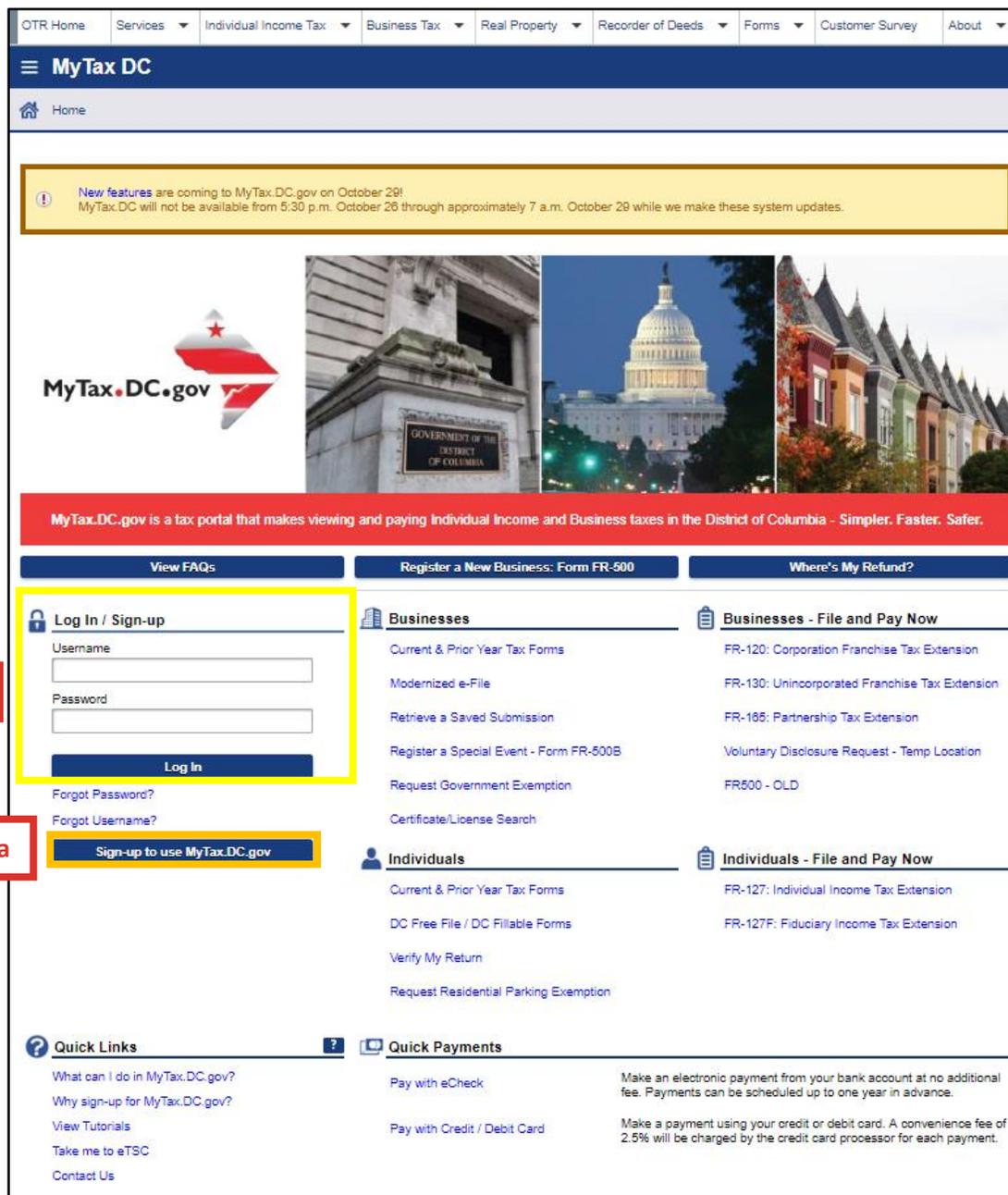


MyTax.DC.gov User Guide:

How to File Cigarette Wholesaler Monthly & Quarterly Reports (FR-467 & FR-467E)

Cigarette wholesalers can learn how to file the District of Columbia Cigarette Wholesaler Monthly & Quarterly reports at [MyTax.DC.gov](https://mytax.dc.gov) by following this step-by-step guide.

Filing a Cigarette Wholesaler Monthly Report (FR-467)



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 menu is the MyTax DC logo and a Home link. A yellow banner contains a message about new features coming on October 29. The main content area features the MyTax.DC.gov logo, a banner image of the DC Capitol and 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 main sections: "View FAQs", "Register a New Business: Form FR-500", and "Where's My Refund?". The "Log In / Sign-up" section is highlighted with a red box labeled "1". It contains fields for Username and Password, a Log In button, and links for "Forgot Password?" and "Forgot Username?". Below the Log In button is a button labeled "Sign-up to use MyTax.DC.gov", which is highlighted with a red box labeled "1a". Other sections include "Businesses" and "Individuals" with various links for tax forms and payments, and "Quick Links" and "Quick Payments" at the bottom.

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

2 Accounts Submissions Correspondence Names and Addresses Exemptions Logons

Accounts View Accounts

Account Name	Account ID	Account Holder	Balance
Cigarette/Other Tobacco Products	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

3 Periods Submissions Correspondence Names and Addresses Logons

Periods View Periods

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

3. Under the **Periods** tab, click the **File Return** hyperlink that has the tax liability. It will be marked with an orange hazard icon.

☰
Returns
Welcome, Test3 ⚙ Settings 🔒 Log Off

Home > Cigarette/Other Tobacco Products > Returns

📄 Returns for 31-Mar-2018 Filter

	Received Date	Due Date	Return	Status
File Now		20-Apr-2018	FR-467E Cigarette Wholesaler Quarterly Repo Overdue	
File Now		23-Apr-2018	FR-1000Q Tobacco Products Excise Tax Retur Overdue	
File Now		25-Apr-2018	FR-467 Cigarette Wholesaler Monthly Report	Overdue
View Return	17-Jul-2018	20-Apr-2018	FR-467E Cigarette Wholesaler Quarterly Repo Processing	
View Return	17-Jul-2018	25-Apr-2018	FR-467 Cigarette Wholesaler Monthly Report	Processing

5 Rows

4. On the **Returns** page, click the **File Now** hyperlink to file the **FR-467 Cigarette Wholesaler Monthly Report**.

☰
FR-467 Report
Welcome, Test3 ⚙ Settings 🔒 Log Off

Home > Cigarette/Other Tobacco Products > Returns > FR-467 Report

1. Return Information

Return Information

★ ★ ★ 2018
 Government of the District of Columbia

FR-467
 Cigarette Wholesaler Monthly Report

MICHAEL COBALT
 Account ID: 420-001301039

Due Date: 4/25/2018
 Tax Period Ending: 3/31/2018

Is this return being filed by a paid tax preparer? 5a

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

5b
Next >

Cancel

5. The **FR-467** will appear.
 - a. Answer the **Return Information** questions on the right side of the screen.
 - b. Click **Next**.

Home > Cigarette/Other Tobacco Products > Returns > FR-467 Report

1. Return Information 2. FR-467

6

FR-467

2018 **FR-467**

Government of the District of Columbia **Cigarette Wholesaler Monthly Report**

MICHAEL COBALT Due Date: 4/25/2018

Account ID: 420-001301039 Tax Period Ending: 3/31/2018

Cancel

6a

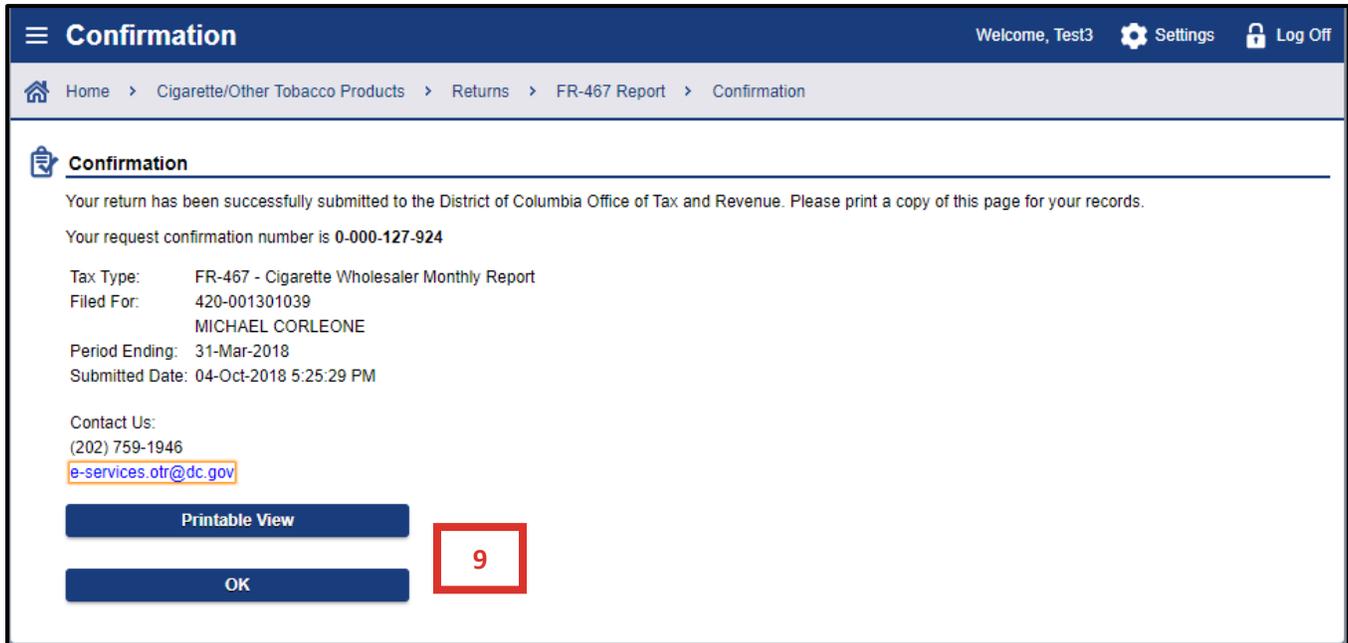
← Previous

Next →

6. On the **FR-467** page, enter values in the editable spaces where applicable (values cannot be entered in the gray spaces. Your responses will automatically calculate in the gray spaces).
 - a. Click **Next**.

- 7. On the **Attach Schedules** page, attach all applicable Cigarette Wholesaler tax schedules by clicking the **Add Attachment** button to the right of the screen.
 - a. Click **Submit**.

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



The screenshot shows a web application interface for tax reporting. At the top, there is a blue navigation bar with a hamburger menu icon, the word "Confirmation", and user information "Welcome, Test3" along with "Settings" and "Log Off" links. Below the navigation bar is a breadcrumb trail: Home > Cigarette/Other Tobacco Products > Returns > FR-467 Report > Confirmation. The main content area is titled "Confirmation" with a document icon. It contains the following text: "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." followed by "Your request confirmation number is 0-000-127-924". Below this, there are details: "Tax Type: FR-467 - Cigarette Wholesaler Monthly Report", "Filed For: 420-001301039", "MICHAEL CORLEONE", "Period Ending: 31-Mar-2018", and "Submitted Date: 04-Oct-2018 5:25:29 PM". A "Contact Us:" section lists the phone number "(202) 759-1946" and the email address "e-services.otr@dc.gov". At the bottom of the content area, there are two blue buttons: "Printable View" and "OK". To the right of the "Printable View" button, the number "9" is displayed inside a red square box.

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

Filing a Cigarette Wholesaler Quarterly Report (FR-467E)

1. From the MyTax.DC.gov homepage, log in using your **Username** and **Password**.
 - a. If you do not have a 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

2 Accounts Submissions Correspondence Names and Addresses Exemptions Logons

Accounts View Accounts

Account Name	Account ID	Account Holder	Balance
Cigarette/Other Tobacco Products	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

3 Periods Submissions Correspondence Names and Addresses Logons

Periods View Periods

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

3. Under the **Periods** tab, click the **File Return** hyperlink that has the tax liability. It will be marked with an orange hazard icon.

4
Returns
Welcome, Test3 Settings Log Off

Home > Cigarette/Other Tobacco Products > Returns

Returns for 31-Mar-2018 Filter

	Received Date	Due Date	Return	Status
File Now		20-Apr-2018	FR-467E Cigarette Wholesaler Quarterly Rep	Overdue
File Now		23-Apr-2018	FR-1000Q Tobacco Products Excise Tax Retur	Overdue
File Now		25-Apr-2018	FR-467 Cigarette Wholesaler Monthly Report	Overdue
View Return	17-Jul-2018	20-Apr-2018	FR-467E Cigarette Wholesaler Quarterly Repo	Processing
View Return	17-Jul-2018	25-Apr-2018	FR-467 Cigarette Wholesaler Monthly Report	Processing

5 Rows

4. On the **Returns** page click the **File Now** hyperlink for the **FR-467E Cigarette Wholesaler Quarterly Report**.

5
FR-467E Report
Welcome, Test3 Settings Log Off

Home > Cigarette/Other Tobacco Products > Returns > FR-467E Report

1. Return Information

Return Information

★ ★ ★ 2018
 Government of the
 District of Columbia

FR-467E
 Cigarette Wholesaler Quarterly Report

MICHAEL COBALT
 Account ID: 420-001301039

Due Date: 4/20/2018
 Tax Period Ending: 3/31/2018

Is this return being filed by a paid tax preparer? **5a**

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

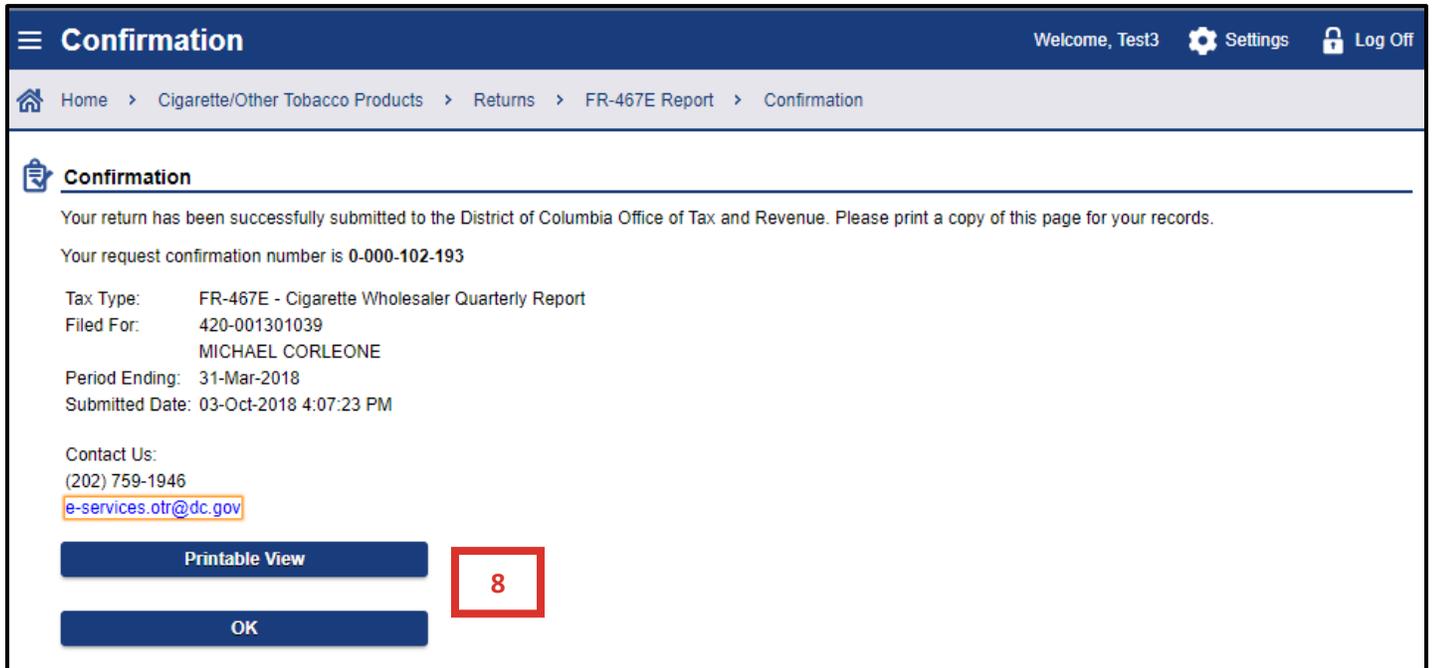
Cancel

5b
Next >

5. The **FR-467E** will appear.
 - a. Answer the **Return Information** questions on the right side of the screen.
 - b. Click **Next**.

- 6. On the **WHOLESALEERS QUARTERLY REPORT**, under the gray columns, fill out boxes where applicable.
 - a. Use the **Import** button to upload all applicable documentation.
 - b. Click **Submit**.

- 7. 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, Test3 Settings Log Off

Home > Cigarette/Other Tobacco Products > Returns > FR-467E Report > 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 **0-000-102-193**

Tax Type: FR-467E - Cigarette Wholesaler Quarterly Report
Filed For: 420-001301039
MICHAEL CORLEONE
Period Ending: 31-Mar-2018
Submitted Date: 03-Oct-2018 4:07:23 PM

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

Printable View

OK

8

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