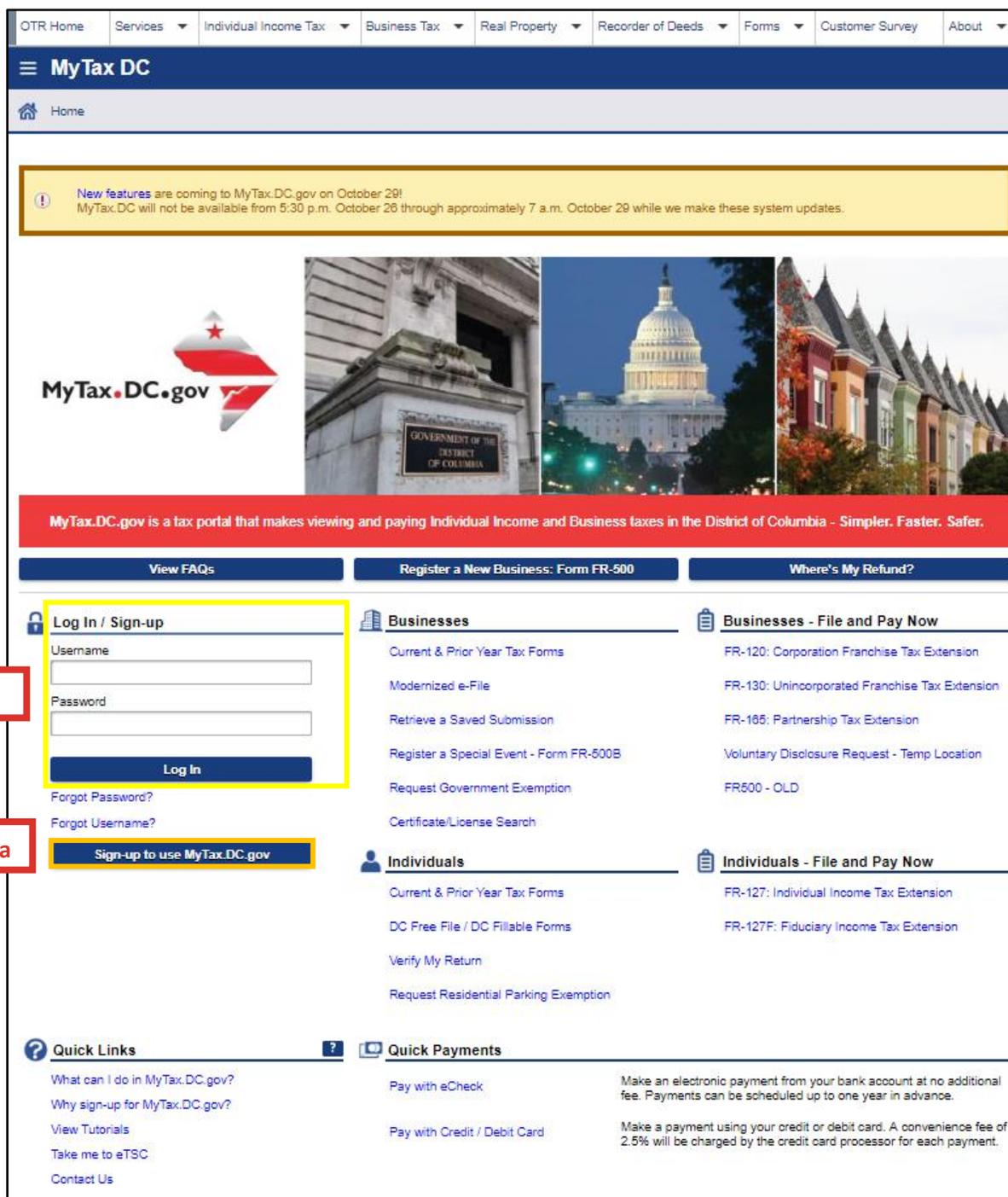
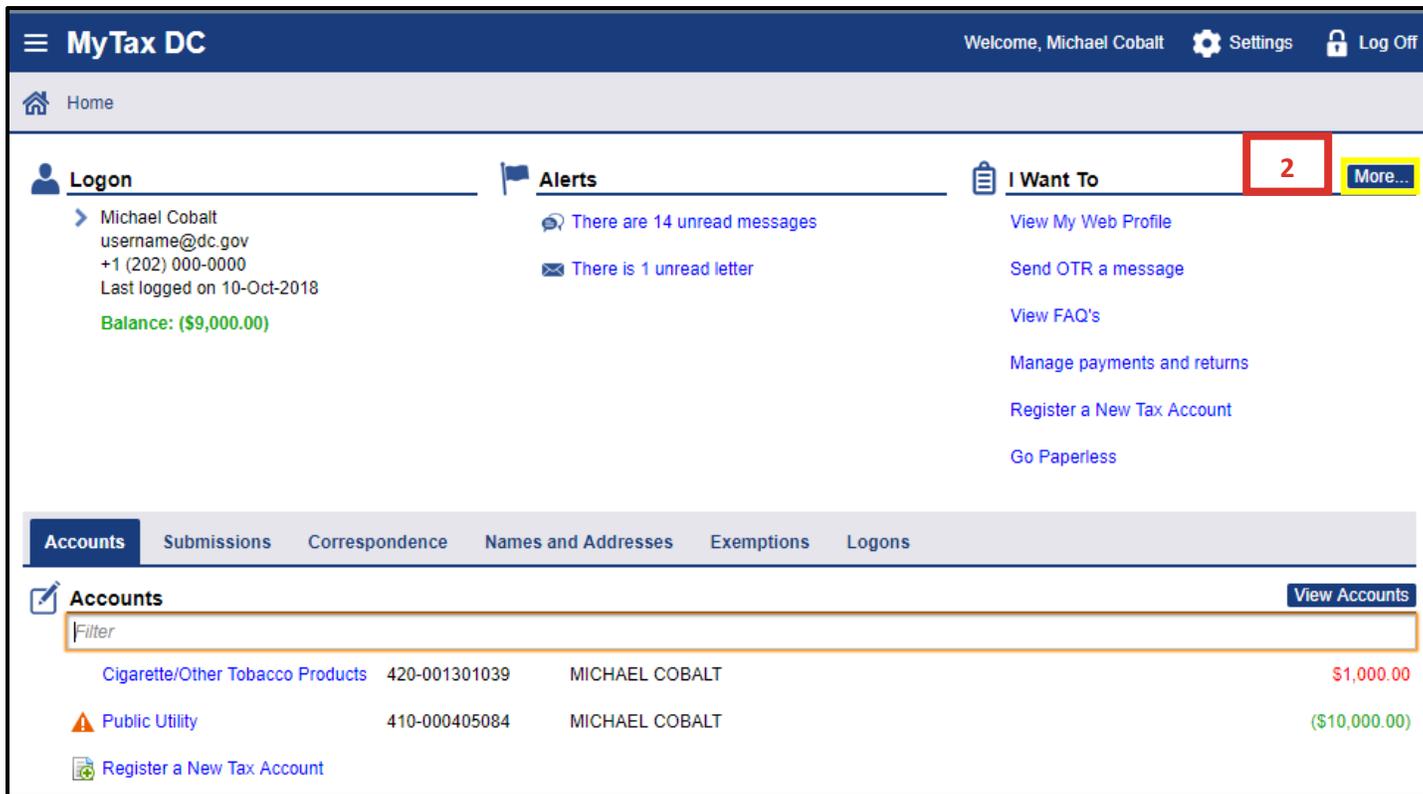


MyTax.DC.gov User Guide: How to Request a Garnishment Voucher

This step-by-step guide will assist employers on how to request a garnishment voucher at MyTax.DC.gov.



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).



The screenshot shows the MyTax DC user profile page. At the top, there is a navigation bar with the MyTax DC logo, a welcome message for Michael Cobalt, and links for Settings and Log Off. Below the navigation bar is a Home button. The main content area is divided into three columns: Logon, Alerts, and I Want To. The Logon column displays the user's name, email, phone number, last login date, and a balance of (\$9,000.00). The Alerts column shows 14 unread messages and 1 unread letter. The I Want To column lists various actions like View My Web Profile, Send OTR a message, View FAQ's, Manage payments and returns, Register a New Tax Account, and Go Paperless. A red box highlights the number '2' in the I Want To column, and a yellow box highlights the 'More...' button next to it. Below the main content area is a navigation bar with tabs for Accounts, Submissions, Correspondence, Names and Addresses, Exemptions, and Logons. The Accounts tab is selected, and a table of accounts is displayed. The table has columns for account name, ID, name, and balance. Two accounts are listed: Cigarette/Other Tobacco Products with a balance of \$1,000.00 and Public Utility with a balance of (\$10,000.00). A 'Register a New Tax Account' link is also visible.

MyTax DC

Welcome, Michael Cobalt

Settings Log Off

Home

Logon

Michael Cobalt
username@dc.gov
+1 (202) 000-0000
Last logged on 10-Oct-2018
Balance: (\$9,000.00)

Alerts

There are 14 unread messages
There is 1 unread letter

I Want To 2 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

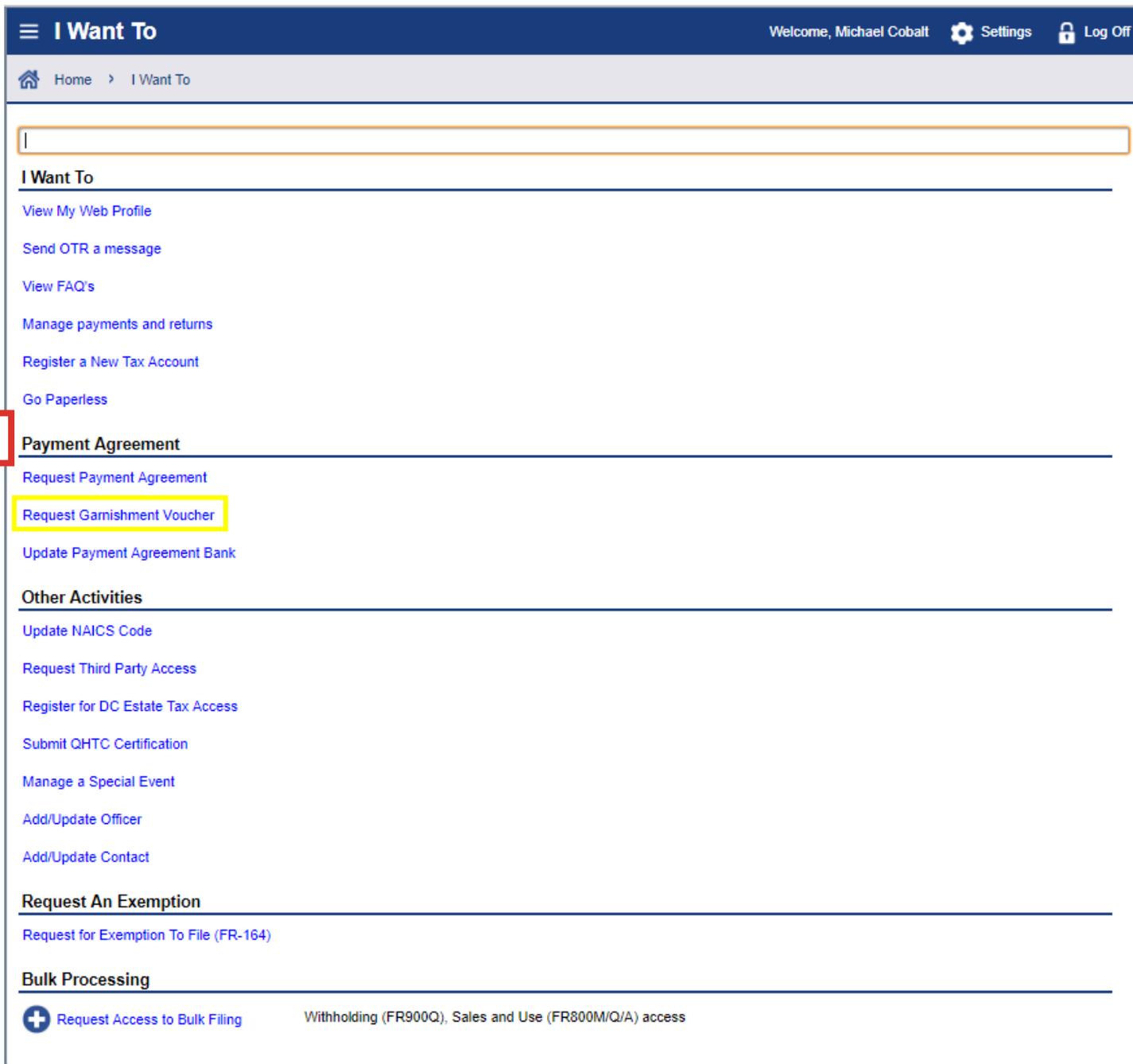
Accounts View Accounts

Filter

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](#)

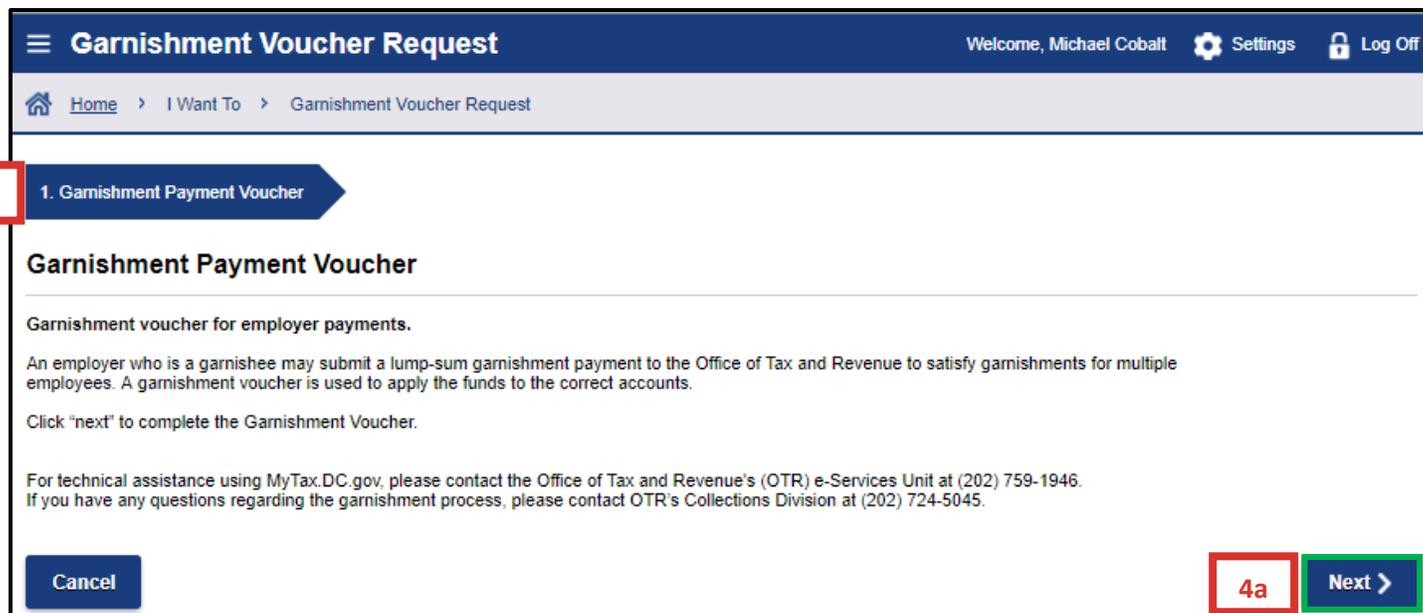
2. In the user profile, to the right of **I Want To**, click the **More** tab.



The screenshot shows the 'I Want To' menu on the MyTax.DC.gov website. The menu is organized into several sections: 'I Want To', 'Payment Agreement', 'Other Activities', 'Request An Exemption', and 'Bulk Processing'. The 'Payment Agreement' section is highlighted with a red box containing the number '3', and the 'Request Garnishment Voucher' link within this section is highlighted with a yellow box. The top navigation bar includes a hamburger menu, the text 'I Want To', the user name 'Welcome, Michael Cobalt', and links for 'Settings' and 'Log Off'. The breadcrumb trail shows 'Home > I Want To'.

- I Want To**
 - [View My Web Profile](#)
 - [Send OTR a message](#)
 - [View FAQ's](#)
 - [Manage payments and returns](#)
 - [Register a New Tax Account](#)
 - [Go Paperless](#)
- 3 Payment Agreement**
 - [Request Payment Agreement](#)
 - [Request Garnishment Voucher](#)
 - [Update Payment Agreement Bank](#)
- Other Activities**
 - [Update NAICS Code](#)
 - [Request Third Party Access](#)
 - [Register for DC Estate Tax Access](#)
 - [Submit QHTC Certification](#)
 - [Manage a Special Event](#)
 - [Add/Update Officer](#)
 - [Add/Update Contact](#)
- Request An Exemption**
 - [Request for Exemption To File \(FR-164\)](#)
- Bulk Processing**
 - [Request Access to Bulk Filing](#) Withholding (FR900Q), Sales and Use (FR800M/Q/A) access

3. Under the **Payment Agreement** header, click the **Request Garnishment Voucher** hyperlink.



Garnishment Voucher Request Welcome, Michael Cobalt Settings Log Off

Home > I Want To > Garnishment Voucher Request

4 1. Garnishment Payment Voucher

Garnishment Payment Voucher

Garnishment voucher for employer payments.

An employer who is a garnishee may submit a lump-sum garnishment payment to the Office of Tax and Revenue to satisfy garnishments for multiple employees. A garnishment voucher is used to apply the funds to the correct accounts.

Click "next" to complete the Garnishment Voucher.

For technical assistance using MyTax.DC.gov, please contact the Office of Tax and Revenue's (OTR) e-Services Unit at (202) 759-1946. If you have any questions regarding the garnishment process, please contact OTR's Collections Division at (202) 724-5045.

Cancel **4a** Next >

4. Please read the **Garnishment Payment Voucher** instructions page.
 - a. Once you're finished reading the instructions, click **Next**.

Garnishment Voucher Request Welcome, Michael Cobalt Settings Log Off

Home > I Want To > Garnishment Voucher Request

1. Garnishment Payment Voucher 2. Garnishment Voucher

Garnishment Voucher

Total Amount Remitted: **5a**

Verify Total Amount of Payment

Enter the total payment amount for each employee.

Filter					
Name	Account Type	Id	Balance	Payment Amount	
DO, BENTON F	Individual	***-**-5429	\$532.41	\$0.00	5
			\$532.41	\$0.00	

Cancel **5b** < Previous Next >

- On the **Garnishment Voucher** page, enter the total payment amount in the boxes (at the bottom of the page) under **Payment Amount** column for each employee.
 - The **Total Amount Remitted** (box 5a), will automatically display the payment amount entered from below (see box 5).
 - Once complete, click **Next**.

Garnishment Voucher Request Welcome, Michael Cobalt Settings Log Off

Home > I Want To > Garnishment Voucher Request

1. Garnishment Payment Voucher 2. Garnishment Voucher 3. Bank Account

Bank Account

Select or add a bank account:
If you have questions regarding this automatic withdrawal, please contact the Collections Division at (202) 724-5045.

Select	Bank	Account Type
<input type="radio"/>	Add new bank account	

Cancel **6a** < Previous Next >

- On the **Bank Account** page, click **Select the** button to **Add new bank account**.
 - Click **Next**.

☰ **Garnishment Voucher Request**
Welcome, Michael Cobalt ⚙️ Settings 🔒 Log Off

🏠 Home > I Want To > Garnishment Voucher Request

1. Garnishment Payment Voucher
2. Garnishment Voucher
3. Bank Account

Bank Account

Select or add a bank account:

If you have questions regarding this automatic withdrawal, please contact the Collections Division at (202) 724-5045.

Select	Bank	Account Type
<input checked="" type="radio"/>	Add new bank account	

Enter your bank account details:

Bank

Account Type Required

Routing Number

Account Number

Confirm Account Number

Click here to save your bank account information on MyTax.DC.gov for future payments.

Cancel
7a < Previous
Next >

7. On the Bank Account page, select your **Account Type** (e.g. **Checking** or **Savings**) by clicking the drop-down box. Then enter your **Routing Number**, **Account Number** and **Confirm Account Number**. If you would like MyTax.DC.gov to store your information for future use, click the **Click here to save your bank account information on MyTaxDC.gov for future payments** box.
 - a. Click **Next**.

☰ Garnishment Voucher Request
Welcome, Michael Cobalt [Settings](#) [Log Off](#)

Home > I Want To > Garnishment Voucher Request

1. Garnishment Payment Voucher
2. Garnishment Voucher
3. Bank Account
4. Review

8

Review

Tax Liability

Total Amount Remitted: [\[Change\]](#)

Name	Account Type	Id	Balance	Payment Amount
DO, BENTON F	Individual	***-**-5429	\$532.41	\$532.41
			\$532.41	\$532.41

Bank Account

Selected Bank: [\[Change\]](#)

Bank:

Account Type:

Routing Number:

Account Number:

By clicking "Submit" you agree to the terms and conditions of the District of Columbia Office of Tax and Revenue. If you made an error after submission, you may cancel your garnishment voucher before 5:00PM EST on the same day of the submission by following the steps outlined below.

1. Go to your "Home" screen.
2. Click on the "Submissions" tab and select "Garnishment Voucher Request."
3. Click on "Delete Submission" under the "I Want To" header and then click "Yes."

To view a summary of the status, click on "Home", select "Submissions" and "View All Submissions."

If you have any questions regarding the garnishment process, please contact OTR's Collection Division at (202) 724-5045.

Cancel

← Previous

Submit

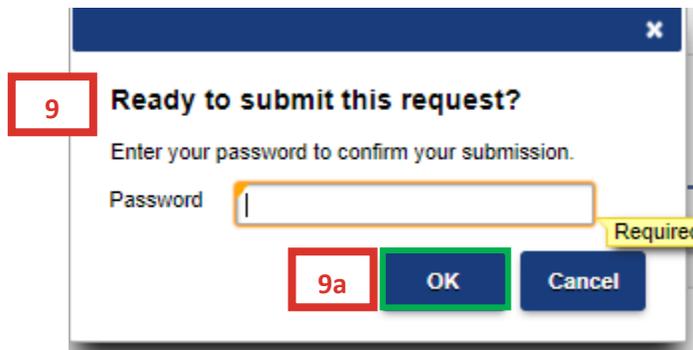
8. On the **Review** page, review the information you entered for accuracy and click **Submit**.
Note: By clicking **Submit**, you agree to the terms and conditions of the District of Columbia Office and Tax and Revenue.

Note: If you make an error after submission, you may cancel your garnishment voucher **before 5PM EST on the same day of the submission** by following the steps outlined below:

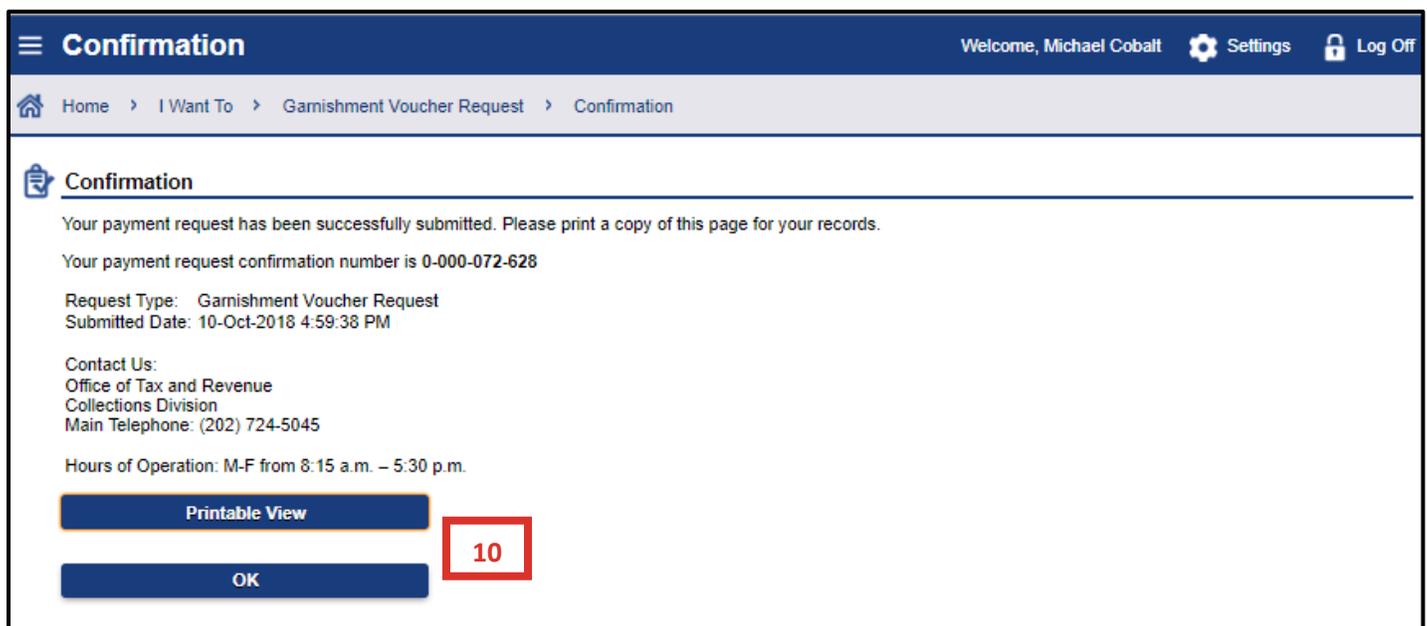
1. Go to your **Home** screen.
2. Click on the **Submissions** tab and select **Garnishment Voucher Request**.
3. Click **Delete Submission** under the **I Want To** header and then click **Yes**.

To view a summary of the status, click on **Home**, select **Submissions** and **View All Submissions**.

If you have any questions regarding the garnishment process, please contact OTR's Collections Division at (202) 724-5045.



9. 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**.



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