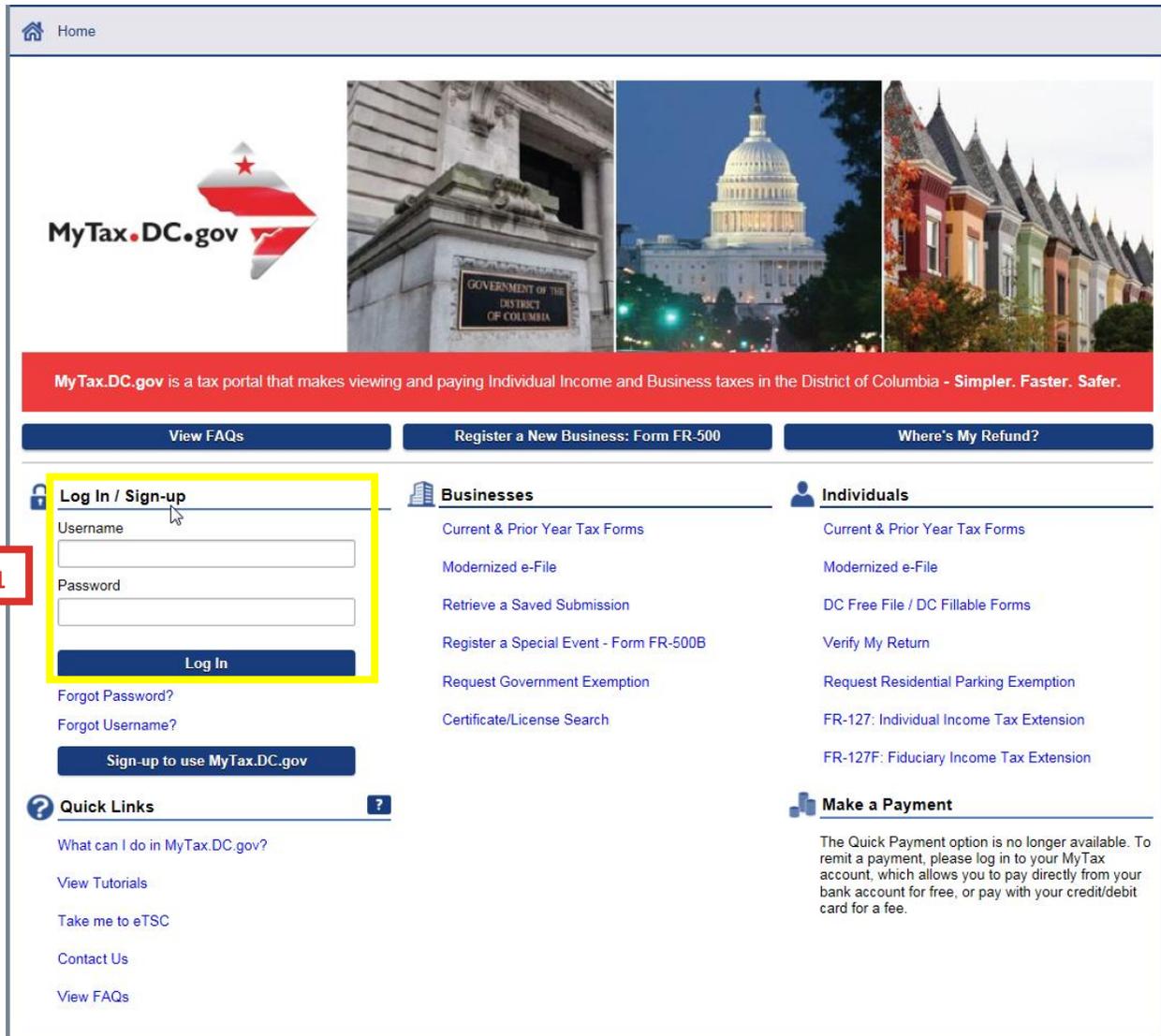


MyTax.DC.gov User Guide: How to Submit a Payment

This step-by-step guide will assist taxpayers on how to submit payments at MyTax.DC.gov.

Note: The steps in this guide are applicable for both individual income and business payments.

Make a Payment by ACH Debt (Automatic Bank Withdrawal)



Home

MyTax.DC.gov

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.**

View FAQs | Register a New Business: Form FR-500 | Where's My Refund?

1 **Log In / Sign-up**

Username

Password

Log In

[Forgot Password?](#)
[Forgot Username?](#)

Sign-up to use MyTax.DC.gov

Quick Links

- [What can I do in MyTax.DC.gov?](#)
- [View Tutorials](#)
- [Take me to eTSC](#)
- [Contact Us](#)
- [View FAQs](#)

Businesses

- [Current & Prior Year Tax Forms](#)
- [Modernized e-File](#)
- [Retrieve a Saved Submission](#)
- [Register a Special Event - Form FR-500B](#)
- [Request Government Exemption](#)
- [Certificate/License Search](#)

Individuals

- [Current & Prior Year Tax Forms](#)
- [Modernized e-File](#)
- [DC Free File / DC Fillable Forms](#)
- [Verify My Return](#)
- [Request Residential Parking Exemption](#)
- [FR-127: Individual Income Tax Extension](#)
- [FR-127F: Fiduciary Income Tax Extension](#)

Make a Payment

The Quick Payment option is no longer available. To remit a payment, please log in to your MyTax account, which allows you to pay directly from your bank account for free, or pay with your credit/debit card for a fee.

1. Using your **Username** and **Password**, log into your MyTax.DC.gov account.

MyTax DC | Welcome, John Doe | Settings | Log Off

Home

Logon
 John Doe
 thomas.ellison@dc.gov
 +1 123456789
 Last logged on 08-Feb-2019
Balance: \$0.00

Alerts
 There are no alerts

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

Individual Income Tax	100-000614499	DOE, JOHN	\$4,524.44
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Register a New Tax Account

2. In the user profile, under the **Accounts** tab, click the tax account where you would like to make a payment (e.g. **Individual Income Tax**).

Individual Income Tax | Welcome, Testing | Settings | Log Off

Home > Confirm Access > Individual Income Tax

3 **Account** | **Account Alerts** | **3a** **I Want To** More...
 DOE, JOHN
 00005-33976
 Individual Income Tax
 100-000614499
Balance: \$4,524.44
 There are no alerts
Make a payment
 Make an estimated payment
 File an Extension
 Manage payments and returns
 Request a Penalty Waiver

3b Periods | Submissions | Correspondence | Names and Addresses | Logons

Periods View Periods

31-Dec-2019	\$0.00		
31-Dec-2018	\$0.00		
31-Dec-2017	\$4,524.44	Processed	Make Payment

3. From your tax account, click on one of the two **Make a payment** links as follows:

- Under the **I Want To** Header located at the top right-hand corner of the screen or
- Under the **Periods** tab (the **Make Payment** link will be marked with an orange hazard sign)

☰ Period Payment
Welcome, Testing ⚙️ Settings 🔒 Log Off

🏠 Home > Confirm Access > Individual Income Tax > Period Payment

Period

DOE, JOHN
00005-33976
Individual Income Tax
100-000614499

▶ 31-Dec-2017
Balance Due: \$4,524.44

4 **Payment Method**

Type
Direct Debit - US Bank

Bank Account Type
Checking

Routing Number
054001725

Bank Name
TD BANK, NA

Account Number
123456789

Confirm Account Number
123456789

4b **Payment**

Payment Type
Return Payment

Payment Date
08-Feb-2019

Pay Balance of \$4,524.44
 No Yes

Amount
\$4,524.44

Confirm Amount
\$4,524.44

4a Save this payment method for future use
 No Yes

Note: Credit card payments will incur an additional 2.5% service fee, charged by the processor. There is no service fee for Direct Debit payments.

4c

4. 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 for future use**. For this example, we selected No.
 - b. In the **Payment** section, choose a Payment Type from the drop-down menu and **Payment Date**.
Note: When paying with ACH Debit (automatic bank withdrawal), 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 payment?

I hereby authorize the District of Columbia Office of Tax and Revenue to debit my bank account in the amount of **\$4,524.44**

You are required to enter your email address to confirm this request. Your email address will act as your signature.

Email

Confirm Email Required

OK Cancel

5. In the **Ready to submit payment?** pop-up window, enter your **email address**, **confirm your email**, and click **OK**. Your email address will act as your signature.

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

Confirmation Welcome, Testing Settings Log Off

Home > Confirm Access > Individual Income Tax > Period Payment > Confirmation

Confirmation

Please review the payment request information below for your payment to the District of Columbia Office of Tax and Revenue. Please print a copy for your records.

Your payment request confirmation number is 0-000-103-778

Tax Type: Individual Income Tax 100-000614499
DOE, JOHN
12/31/2017

Paid From: TD BANK, NA ****6789

Payment Amount: \$4,524.44

Payment Date: 08-Feb-2019

Submitted Date: 08-Feb-2019

This is only the payment request. Please review your bank statement to confirm that this transaction was successful.

OOPS? If you want to make a change, it is not too late. While a payment is still pending, you can return to your account, cancel the payment, and make a new one.

Payments pending in MyTax.DC.gov can be cancelled before 7pm Eastern Standard Time of the payment date entered. Payments that have a status of *In Process* or *Completed* cannot be cancelled.

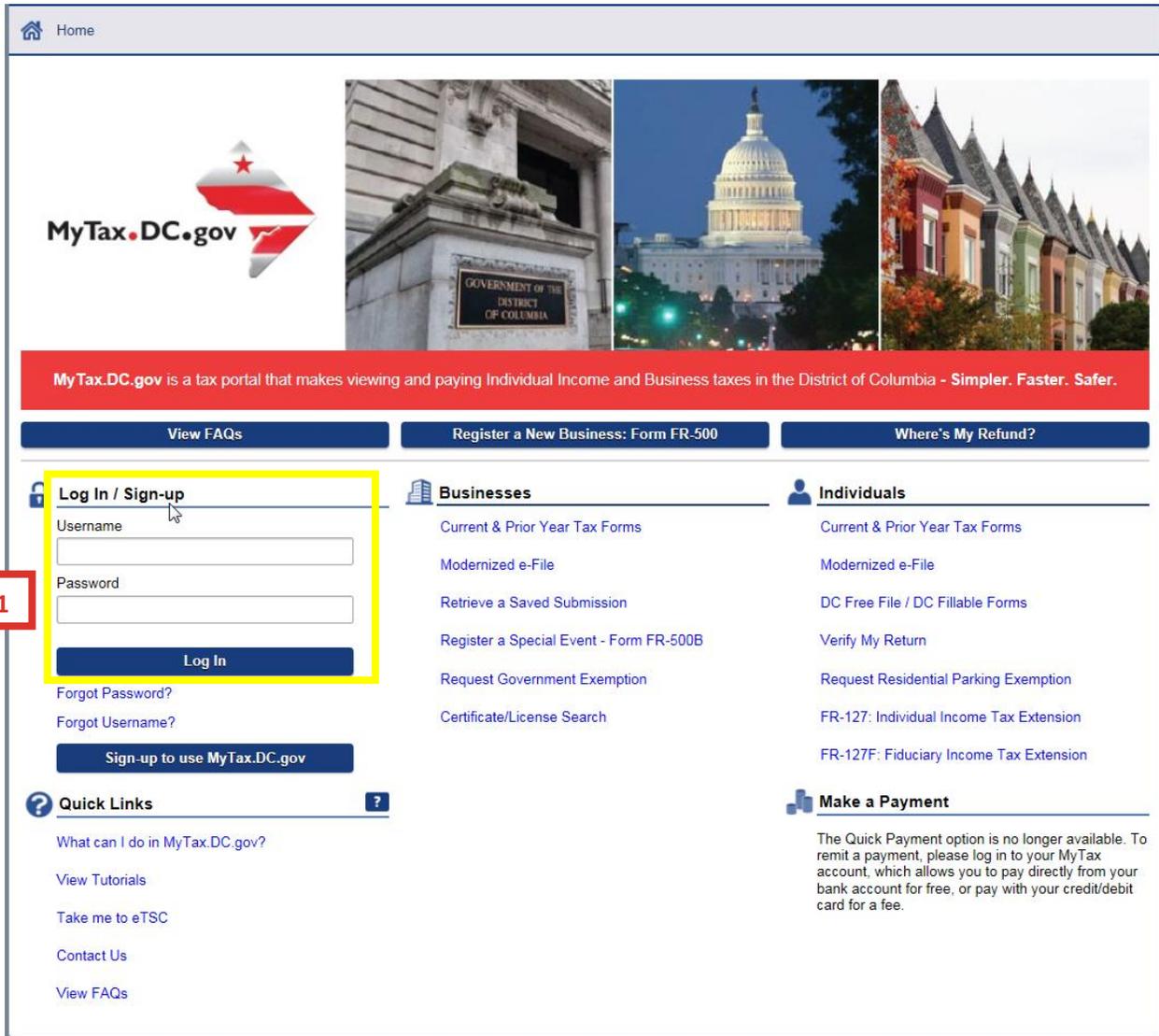
Contact Us:
(202) 759-1946
e-services.otr@dc.gov

Printable View **6**

OK

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

Make a Payment by Credit/Debit Card



The screenshot shows the MyTax.DC.gov website interface. At the top, there is a navigation bar with a 'Home' link. Below this is a banner featuring the MyTax.DC.gov logo and three images: a close-up of a building facade, the US Capitol building at night, and a row of colorful townhouses. A red banner below the images contains the text: "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 blue 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:** This section is highlighted with a yellow border. It contains a "Log In / Sign-up" heading, a "Username" input field, a "Password" input field, and a "Log In" button. A red box with the number "1" is positioned to the left of the input fields. Below the fields are links for "Forgot Password?" and "Forgot Username?", and a "Sign-up to use MyTax.DC.gov" button.
- Businesses:** This section lists various services for businesses, including "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".
- Individuals:** This section lists various services for individuals, including "Current & Prior Year Tax Forms", "Modernized e-File", "DC Free File / DC Fillable Forms", "Verify My Return", "Request Residential Parking Exemption", "FR-127: Individual Income Tax Extension", and "FR-127F: Fiduciary Income Tax Extension".

At the bottom left, there is a "Quick Links" section with a question mark icon and a list of links: "What can I do in MyTax.DC.gov?", "View Tutorials", "Take me to eTSC", "Contact Us", and "View FAQs".

At the bottom right, there is a "Make a Payment" section with a question mark icon and a message: "The Quick Payment option is no longer available. To remit a payment, please log in to your MyTax account, which allows you to pay directly from your bank account for free, or pay with your credit/debit card for a fee."

1. Using your **Username** and **Password**, log into your [MyTax.DC.gov](https://mytax.dc.gov) account.

MyTax DC | Welcome, John Doe | Settings | Log Off

Home

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

John Doe
thomas.ellison@dc.gov
+1 123456789
Last logged on 08-Feb-2019
Balance: \$0.00

There are no alerts

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
Individual Income Tax	100-000614499	DOE, JOHN	\$4,524.44

Register a New Tax Account

2. In the user profile, under the **Accounts** tab, click the tax account where you would like to make a payment (e.g. **Individual Income Tax**).

Individual Income Tax | Welcome, Testing | Settings | Log Off

Home > Confirm Access > Individual Income Tax

3 **Account** | **Account Alerts** | **3a** **I Want To** | More...

DOE, JOHN
00005-33976

Individual Income Tax
100-000614499
Balance: \$4,524.44

There are no alerts

Make a payment
Make an estimated payment
File an Extension
Manage payments and returns
Request a Penalty Waiver

3b Periods | Submissions | Correspondence | Names and Addresses | Logons

Periods | View Periods

Period	Amount	Status	Action
31-Dec-2019	\$0.00		
31-Dec-2018	\$0.00		
31-Dec-2017	\$4,524.44	Processed	Make Payment

3. From your tax account, click on one of the two **Make a payment** links as follows:

- Under the **I Want To** Header located at the top right-hand corner of the screen or
- Under the **Periods** tab (the **Make Payment** link will be marked with an orange hazard sign)

4 **Period Payment** Settings Log Off

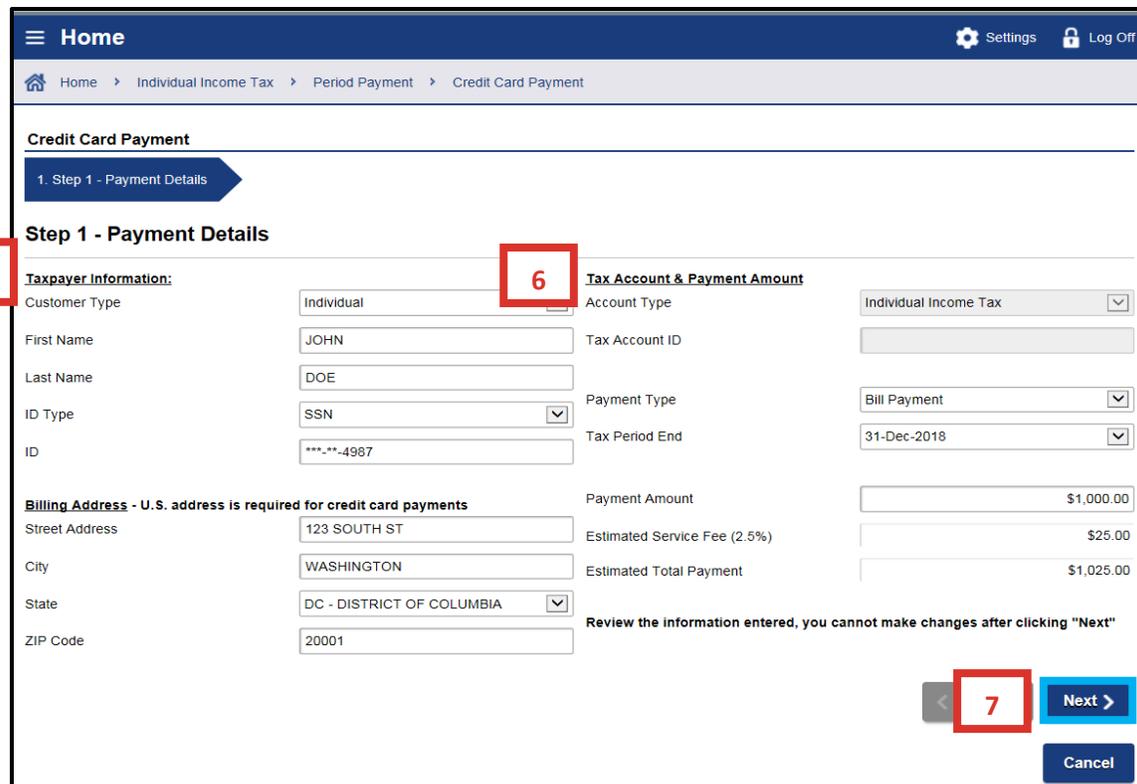
Home > Individual Income Tax > Period Payment

Period	Payment Method	Payment
DOE, JOHN 00035-79952 Individual Income Tax 100-001157074 31-Dec-2018 Balance Due: \$1,000.00	Type Direct Debit - US Bank	Payment Type Required
	Bank Account Type Required	Payment Date 25-Feb-2019
	Routing Number Required	Pay Balance of \$1,000.00 No Yes
	Account Number Required	Amount \$1,000.00
	Confirm Account Number Required	Confirm Amount Required
	Save this payment method for future use No Yes	

Note: Credit card payments will incur an additional 2.5% service fee, charged by the processor. There is no service fee for Direct Debit payments.

4a **Pay by Credit Card** **Submit** **Cancel**

- 4. The **Period Payment** page will appear.
 - a. Click **Pay by Credit Card** to begin processing your payment via credit/debit card.



Home Settings Log Off

Home > Individual Income Tax > Period Payment > Credit Card Payment

Credit Card Payment

1. Step 1 - Payment Details

Step 1 - Payment Details

5 **Taxpayer Information:**

Customer Type: Individual

First Name: JOHN

Last Name: DOE

ID Type: SSN

ID: ***-**-4987

6 **Tax Account & Payment Amount**

Account Type: Individual Income Tax

Tax Account ID: [Empty]

Payment Type: Bill Payment

Tax Period End: 31-Dec-2018

Payment Amount: \$1,000.00

Estimated Service Fee (2.5%): \$25.00

Estimated Total Payment: \$1,025.00

Billing Address - U.S. address is required for credit card payments

Street Address: 123 SOUTH ST

City: WASHINGTON

State: DC - DISTRICT OF COLUMBIA

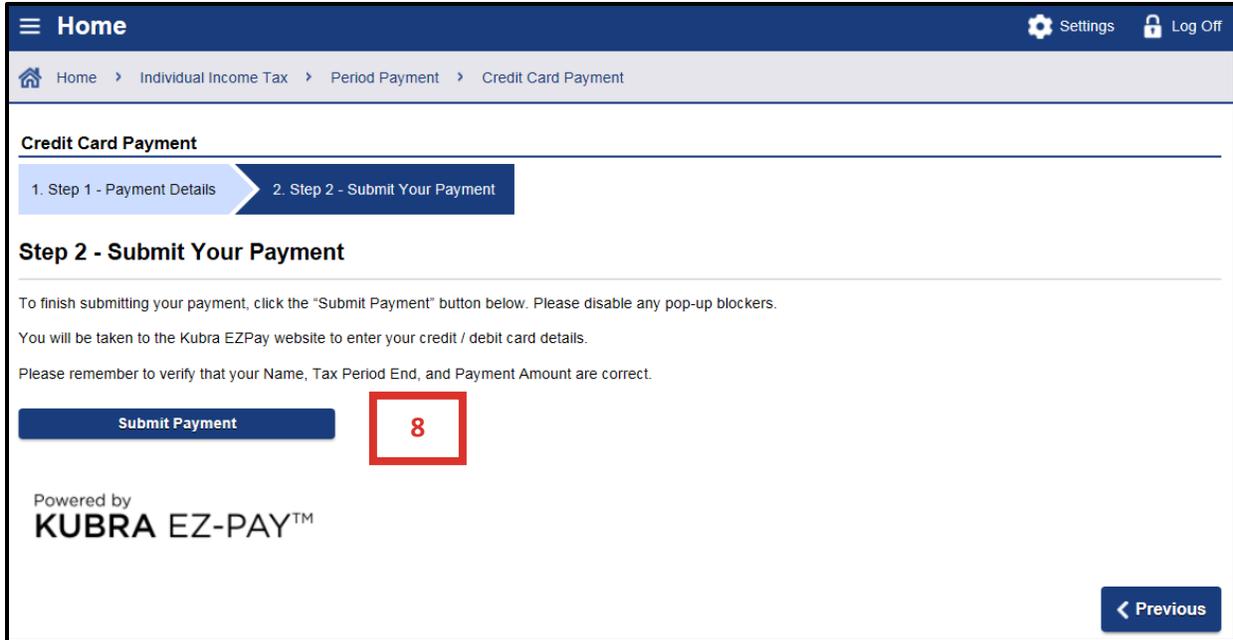
ZIP Code: 20001

Review the information entered, you cannot make changes after clicking "Next"

7 Next >

Cancel

5. Complete the **Taxpayer Information** section of the **Payment Details** page.
 - In the **Customer Type** field, use the drop-down list to select the type of customer (e.g. **Individual**).
 - Enter your **First Name** and **Last Name**.
 - In the **ID Type** field, use the drop-down list to select the ID type, Social Security Number (SSN), Individual Tax Identification Number (ITIN) or Federal Employer Identification Number (FEIN).
 - Enter your ID (e.g. SSN)
 - Enter your complete **Billing Address**.
6. Complete the **Tax Account & Payment Amount** information.
 - In the **Account Type** field, use the drop-down list to select the type of account (e.g. **Individual Income Tax**).
 - If applicable, type the **Tax Account ID** (withholding and sales and use tax only).
 - Use the drop-down menu to select the **Payment Type**.
 - Use the drop-down menu to select the **Tax Period End**.
 - In the **Payment Amount** field, type the payment amount.
 - The **Estimated Service Fee (2.5%)** will automatically calculate the 2.5% service fee charged by the credit card processor.
 - The **Estimated Total Payment** field is the total of the payment amount and the service fee.
7. Click **Next**.



Home Settings Log Off

Home > Individual Income Tax > Period Payment > Credit Card Payment

Credit Card Payment

1. Step 1 - Payment Details 2. Step 2 - Submit Your Payment

Step 2 - Submit Your Payment

To finish submitting your payment, click the "Submit Payment" button below. Please disable any pop-up blockers.

You will be taken to the Kubra EZPay website to enter your credit / debit card details.

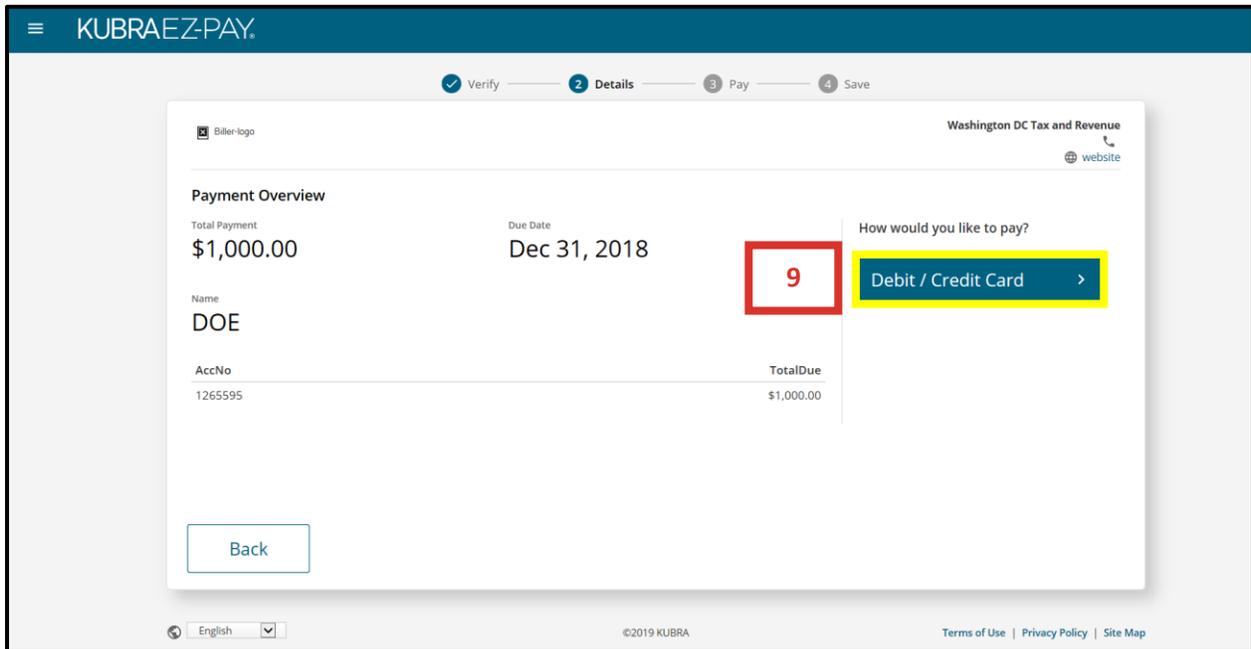
Please remember to verify that your Name, Tax Period End, and Payment Amount are correct.

Submit Payment **8**

Powered by **KUBRA EZ-PAY™**

[← Previous](#)

8. On the **Submit Your Payment** page, click **Submit Payment**. You will be redirected to Kubra EZ-Pay, where you will enter your credit card information.



KUBRAEZ-PAY

Verify Details Pay Save

Washington DC Tax and Revenue website

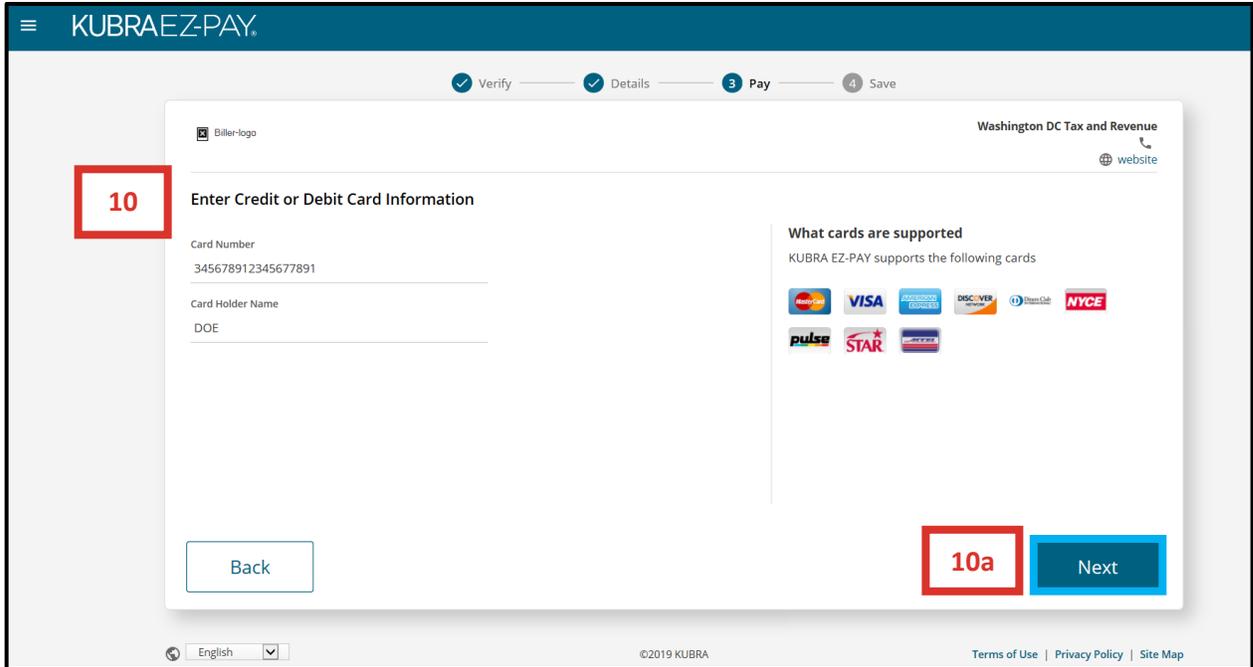
Payment Overview

Total Payment	Due Date	How would you like to pay?
\$1,000.00	Dec 31, 2018	9 Debit / Credit Card >
Name		
DOE		
AccNo	TotalDue	
1265595	\$1,000.00	

[Back](#)

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9. On the **Payment Overview** page, click **Debit/Credit Card** located at the right of the screen.



10. On the **Enter Debit/Credit Card Information** page, type your **Card Number** in the space provided. In the **Card Holder Name** field, type your name exactly as it appears on the credit/debit card.
 - a. Click **Next**.

KUBRAEZ-PAY

Verify Details **3 Pay** 4 Save

Washington DC Tax and Revenue
website

11 Enter Credit Card Information

Security code
215

Expiry
02 / 2021

ZIP Code
20001

Back

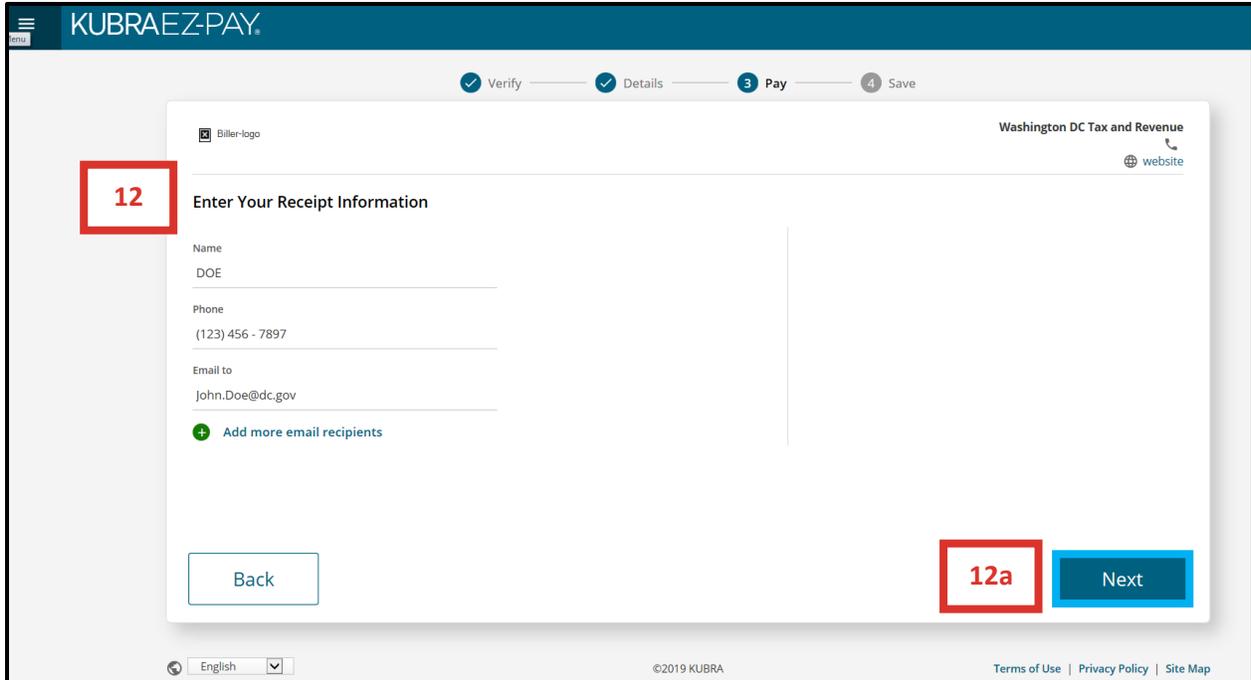
11a Next

Where do you find the Security Code
The credit card security code is usually found on the back of the card beside the signature box

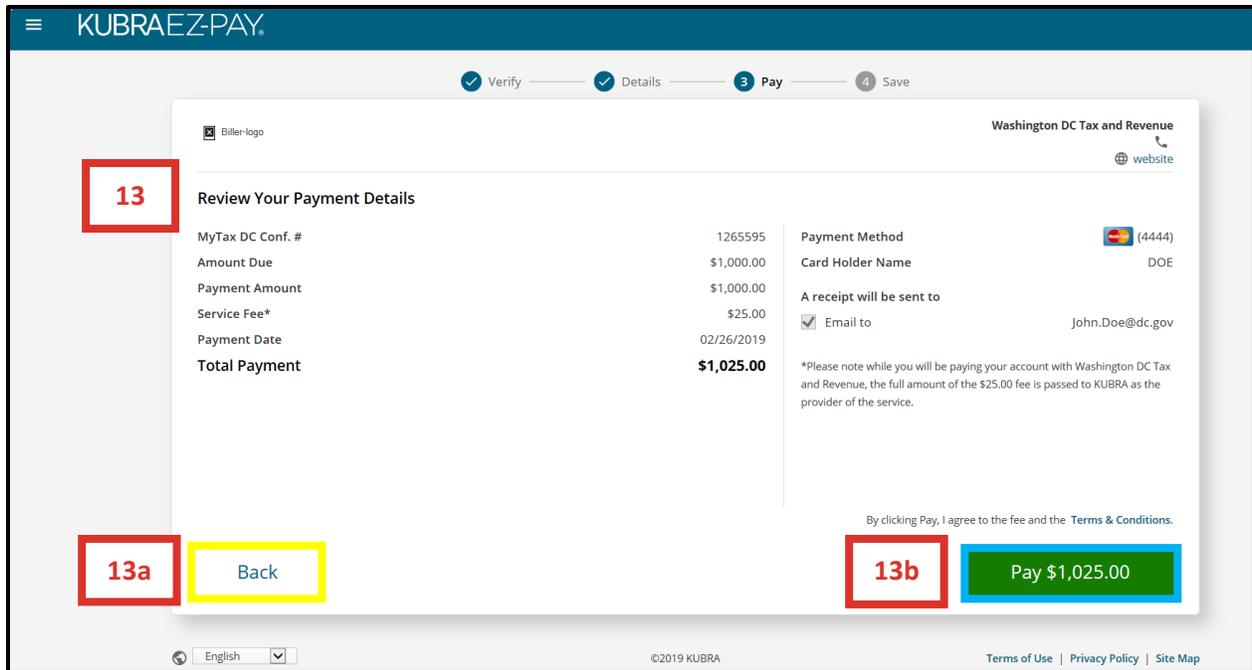
English

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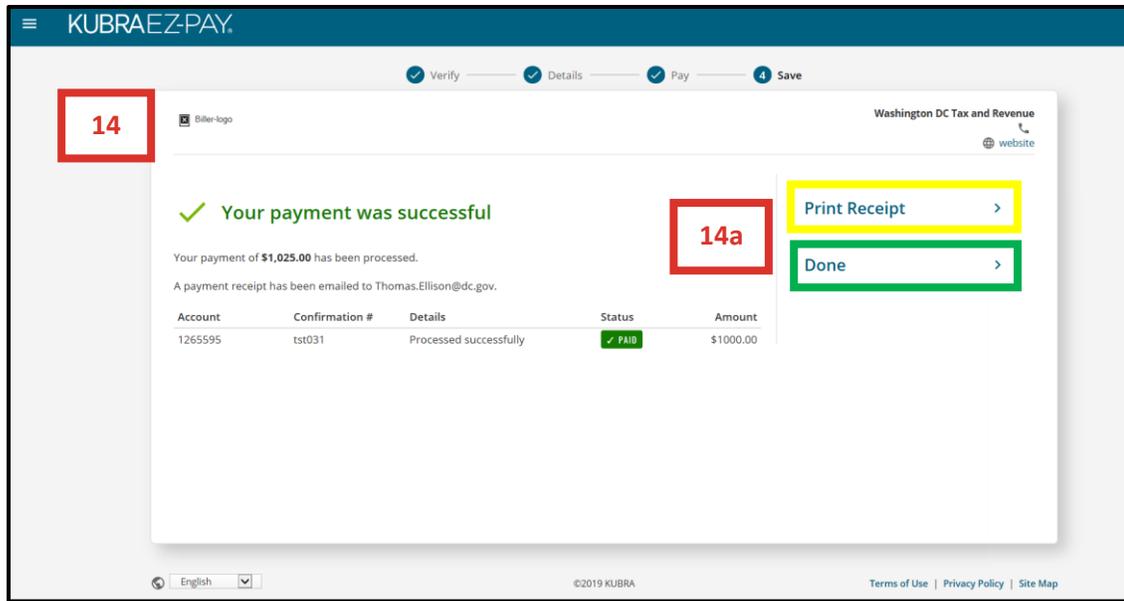
11. Enter the **Security Code** from the back of the card. Use the drop-down menu to select the month and year of the **Expiration Date**. Type the **ZIP Code** associated with your credit/debit card.
 - a. Click **Next**.



12. On the **Enter Your Receipt Information** page, type your Name, **Phone** number and **email** address. You may **Add More Recipients** by clicking the green “+” sign to add additional recipient’s email addresses (e.g. your bookkeeper or accountant).
 - a. Click **Next**.



13. **Review Your Payment Details** to ensure your payment is correct.
 - a. If you need to revise your payment, click the **Back** button.
 - b. If you don't need to make changes to your payment, click the **Pay** button.



- 14. The payment confirmation page will display.
 - a. If you wish to obtain a printed copy of your receipt, click **Print Receipt** located at the top-right hand corner of the page. Otherwise, click **Done** to return to your user profile.



- 15. Check your email to review the confirmation of payment. Please save this email for your records.