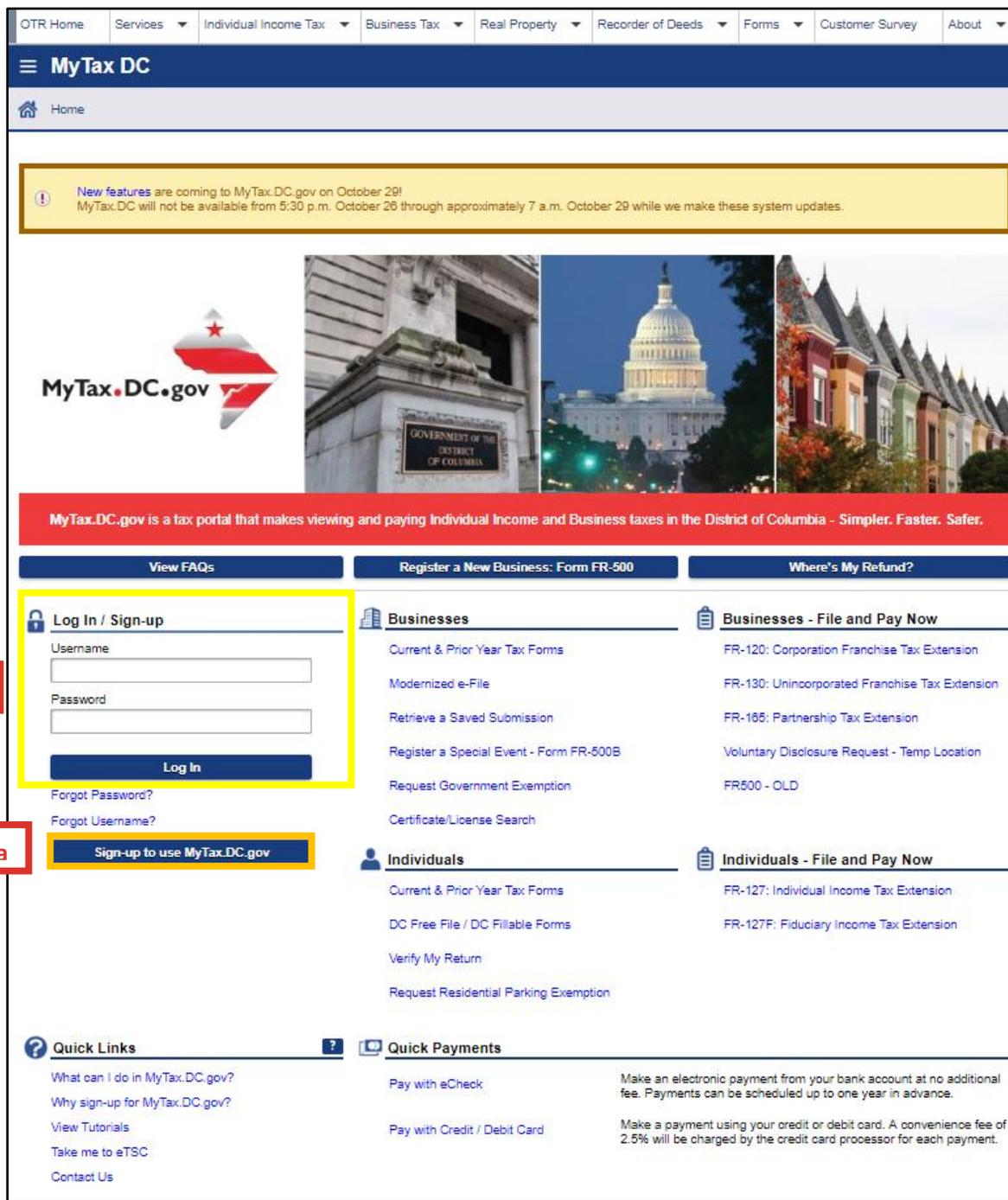


MyTax.DC.gov User Guide: How to Request/Obtain a Motor Fuel Bond

Learn how to request a Motor Fuel bond via [MyTax.DC.gov](https://mytax.dc.gov) by following this step-by-step guide.

Note: A District of Columbia Motor Fuel License application cannot be completed without an executed bond.



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 29th. The main content area features the MyTax.DC.gov logo, a banner with images of the DC government building and a row of 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 navigation buttons: "View FAQs", "Register a New Business: Form FR-500", and "Where's My Refund?". The "Log In / Sign-up" section is highlighted with a yellow box and labeled '1'. It includes fields for Username and Password, a "Log In" button, and links for "Forgot Password?" and "Forgot Username?". A red box labeled '1a' points to the "Sign-up to use MyTax.DC.gov" link. Other sections include "Businesses" (with links for tax forms, e-file, saved submissions, special events, exemptions, and searches) and "Individuals" (with links for tax forms, free files, return verification, and parking exemptions). There are also "Quick Links" and "Quick Payments" sections 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, FELTY AUTOS Settings Log Off

Home

Ligon
FELTY AUTOS
username@dc.gov
+1 (202) 000-0000
Last logged on 02-Oct-2018
Balance: \$2,526.12

Alerts
There is 1 unread message
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

Motor Fuel	370-001301038	FELTY AUTOS	\$2,526.12
------------	---------------	-------------	------------

Register a New Tax Account

2. In the user profile, under the **Accounts** tab, click the **Motor Fuel** hyperlink to submit your request.

Motor Fuel Welcome, Test2 Settings Log Off

Home > Motor Fuel

Account
FELTY AUTOS
00025-76084
Motor Fuel
370-001301038
Balance: \$2,526.12

Account Alerts
File return for 31-Dec-2017
There is 1 unread message

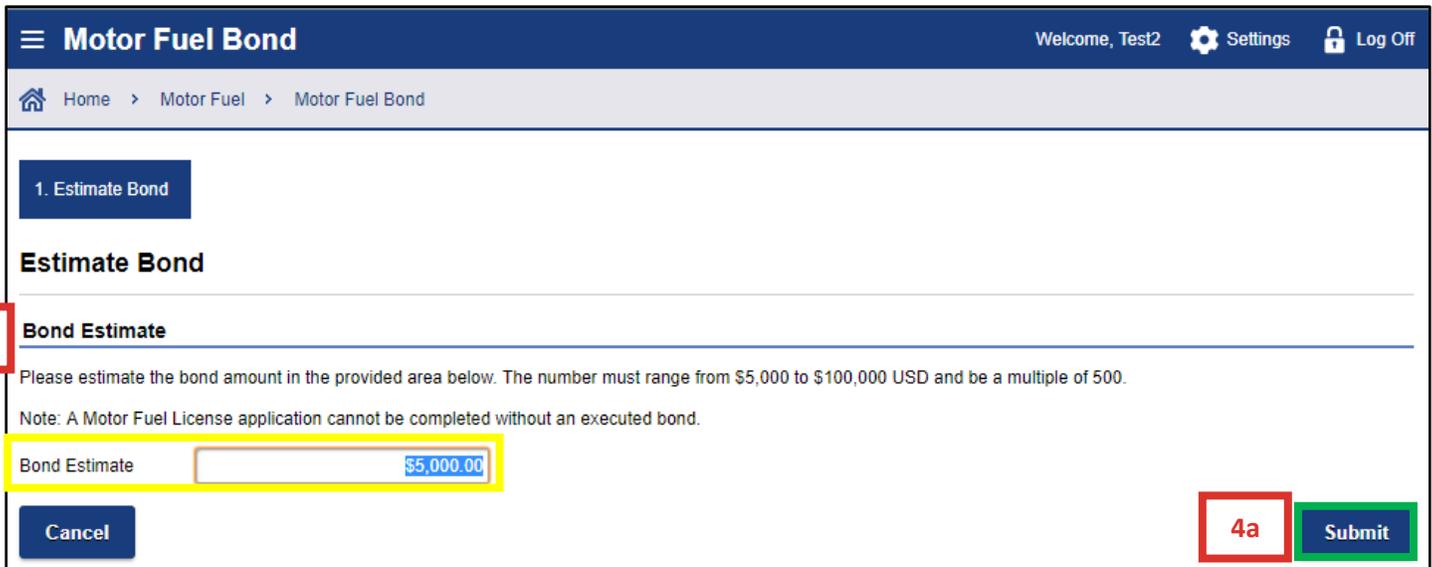
3 **I Want To** More...
Request to Close Account
Make a payment
Manage payments and returns
Request a Motor Fuel Bond
Apply for a Motor Fuel License
Request a Penalty Waiver

Periods Submissions Correspondence Names and Addresses Logons

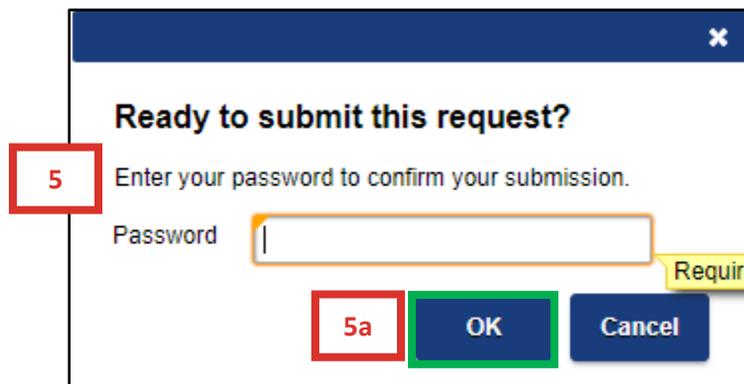
Periods View Periods

28-Feb-2018	\$2,526.12	Processed	Make Payment
31-Jan-2018	\$0.00	Pending	
31-Dec-2017	\$0.00		File Return

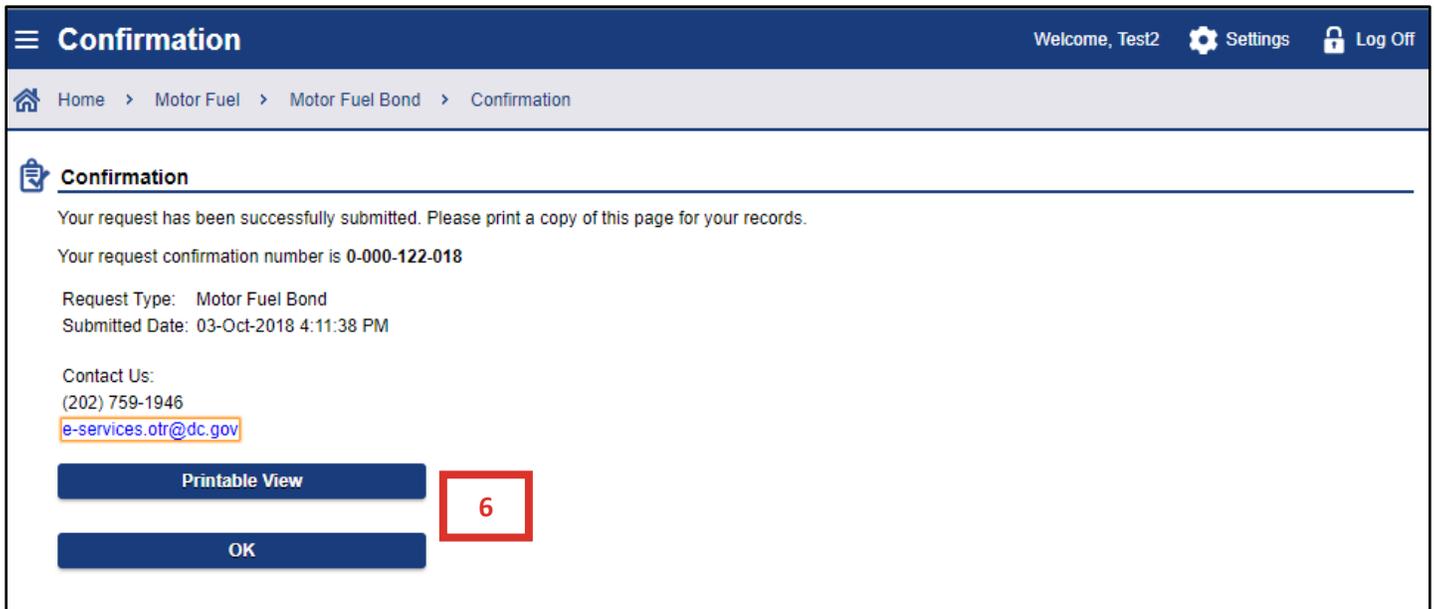
3. Under **I Want To**, click the **Request a Motor Fuel Bond** hyperlink.



4. On the **Estimate Bond** page enter your Bond Estimate in the space provided.
Note: The number must range from \$5,000 to \$100,000 USD and be a multiple of 500.
 - a. Click **Submit**.



5. 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**.



The screenshot shows a web application interface for a confirmation page. At the top, there is a dark blue header with a hamburger menu icon, the word "Confirmation", and user information: "Welcome, Test2", a gear icon for "Settings", and a lock icon for "Log Off". Below the header is a breadcrumb trail: "Home > Motor Fuel > Motor Fuel Bond > Confirmation". The main content area has a sub-header "Confirmation" with a printer icon. The text below reads: "Your request has been successfully submitted. Please print a copy of this page for your records." followed by "Your request confirmation number is 0-000-122-018". It then lists "Request Type: Motor Fuel Bond" and "Submitted Date: 03-Oct-2018 4:11:38 PM". Under "Contact Us:", it shows "(202) 759-1946" and a blue email link "e-services.otr@dc.gov". At the bottom, there are two dark blue buttons: "Printable View" and "OK". A red square with the number "6" is positioned to the right of the "Printable View" button.

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