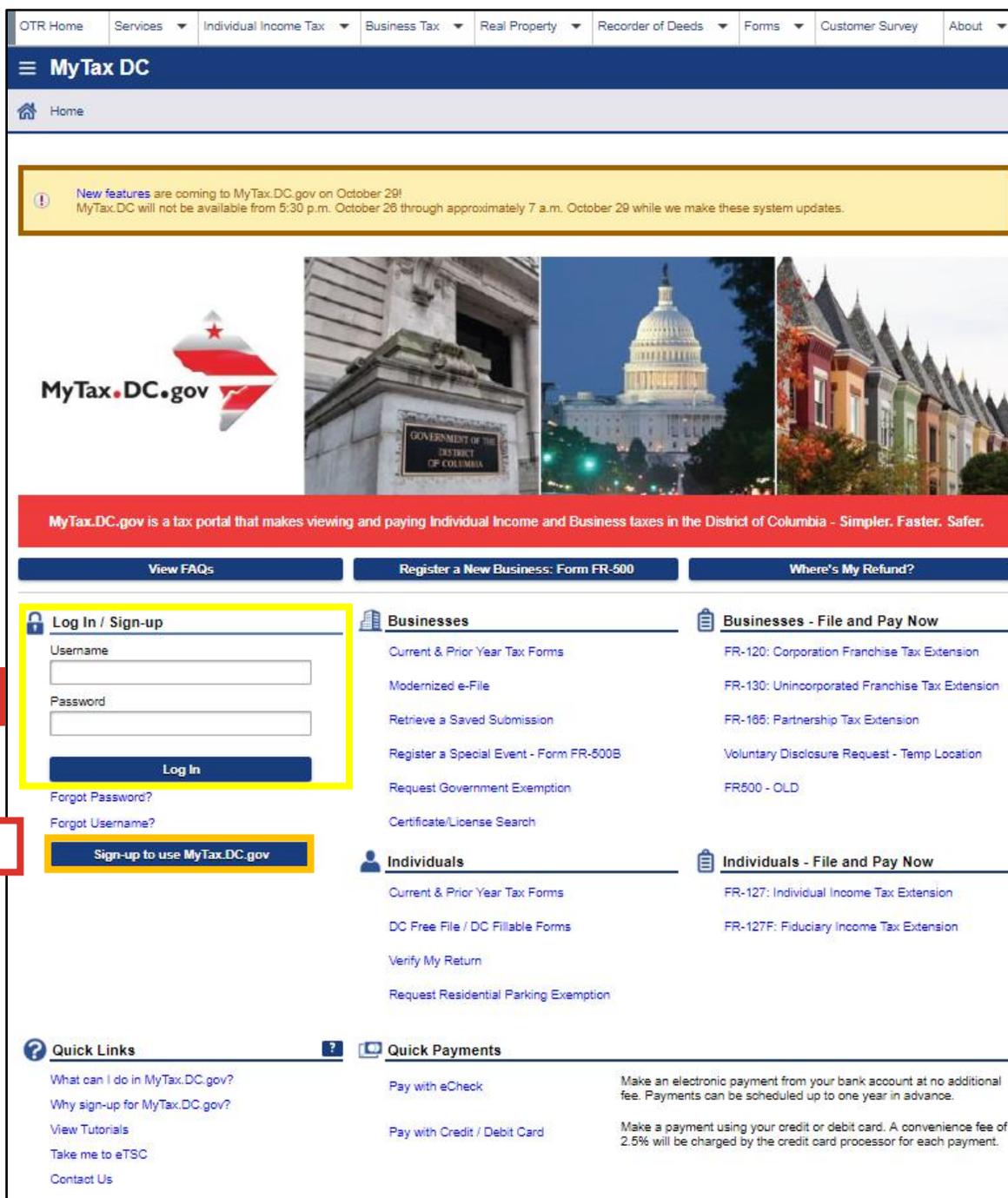


MyTax.DC.gov User Guide:

How to Apply for a Motor Fuel License

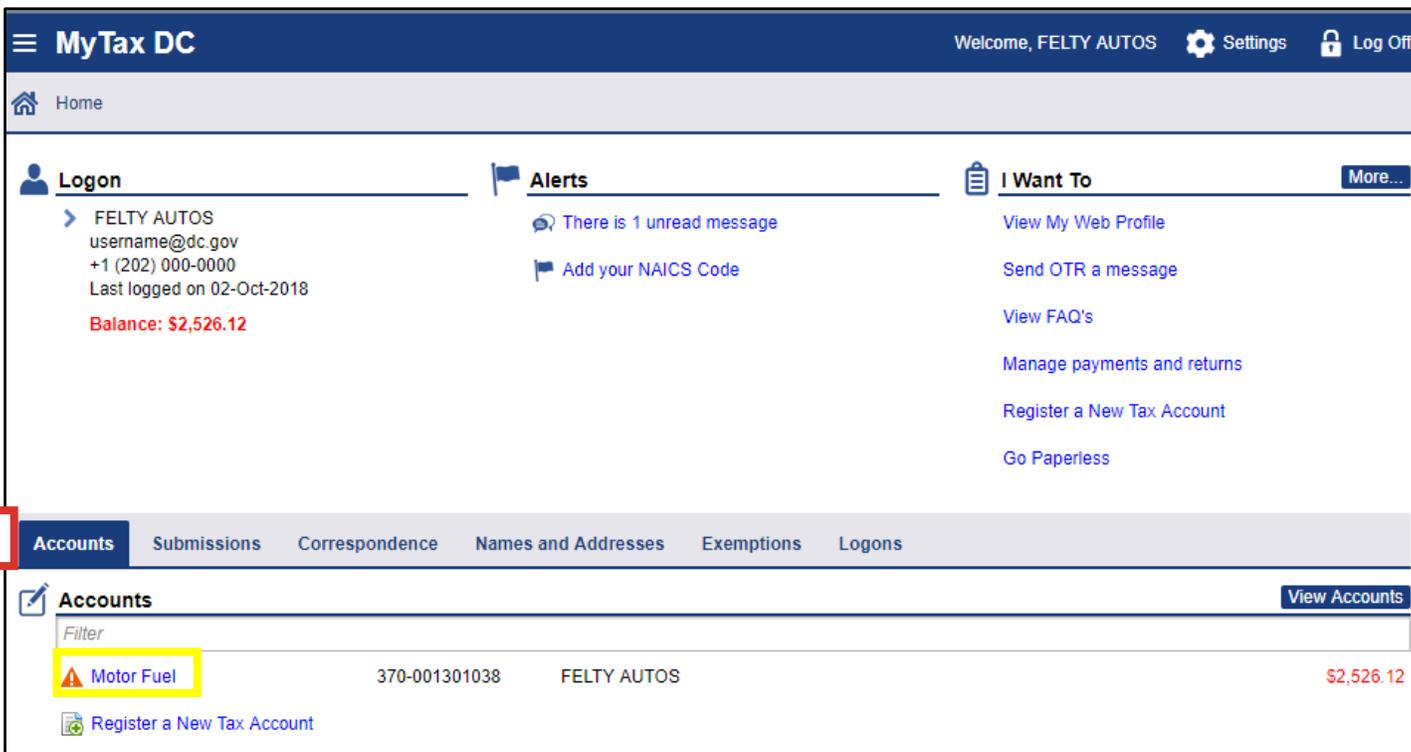
Motor Fuel Importers can learn how to apply for a District of Columbia Motor Fuel License at MyTax.DC.gov by following the steps outlined in this guide.

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



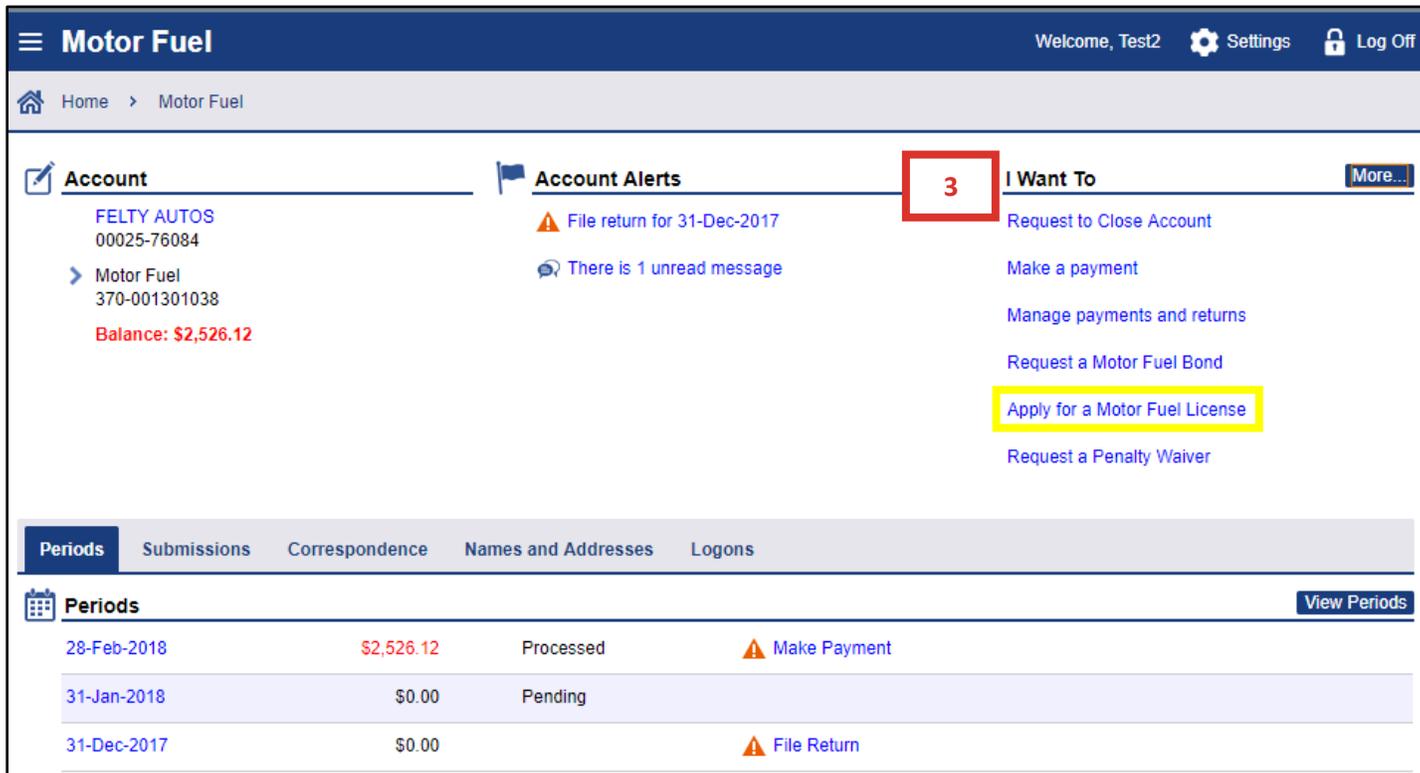
The screenshot shows the MyTax.DC.gov homepage. At the top, there is a navigation menu with links for OTR Home, Services, Individual Income Tax, Business Tax, Real Property, Recorder of Deeds, Forms, Customer Survey, and About. Below the menu is the MyTax DC logo and a Home button. A yellow banner announces new features coming on October 29th. The main content area features the MyTax.DC.gov logo, a banner with images of the District of Columbia, 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 several sections: "Log In / Sign-up" (with a red box labeled '1' around it), "Businesses" (with sub-sections for "Businesses - File and Pay Now" and "Businesses - File and Pay Now"), "Individuals" (with sub-sections for "Individuals - File and Pay Now" and "Individuals - File and Pay Now"), "Quick Links", and "Quick Payments". A red box labeled '1a' highlights the "Sign-up to use MyTax.DC.gov" button in the Log In / Sign-up section.

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 interface. At the top, there is a navigation bar with the MyTax DC logo, a welcome message for 'FELTY AUTOS', and links for Settings and Log Off. Below this is a 'Home' section. The main content area is divided into three columns: 'Logon', 'Alerts', and 'I Want To'. The 'Logon' column shows user details for FELTY AUTOS, including email, phone number, and last login date, along with a balance of \$2,526.12. The 'Alerts' column shows one unread message and a prompt to add a NAICS Code. The 'I Want To' column lists several 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 navigation bar below these sections contains tabs for 'Accounts', 'Submissions', 'Correspondence', 'Names and Addresses', 'Exemptions', and 'Logons'. The 'Accounts' tab is selected and highlighted with a red box containing the number '2'. Below the navigation bar, the 'Accounts' section is displayed, featuring a filter input and a table with one entry: 'Motor Fuel' with ID '370-001301038' and balance '\$2,526.12'. A 'Register a New Tax Account' link is also visible.

2. In the user profile, under the **Accounts** tab, click the **Motor Fuel** hyperlink.



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

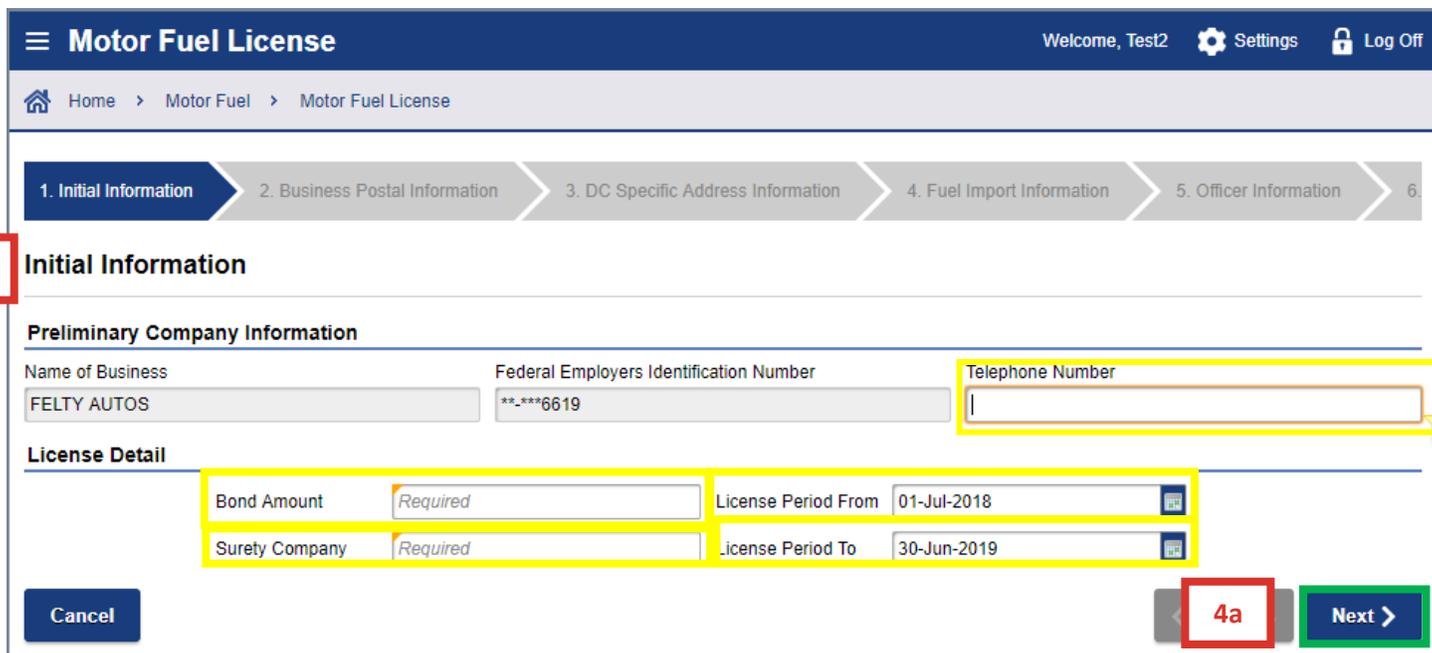
I Want To More...
Request to Close Account
Make a payment
Manage payments and returns
Request a Motor Fuel Bond
Apply for a Motor Fuel License
Request a Penalty Waiver

Periods Submissions Correspondence Names and Addresses Logons

Periods View Periods

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

- Under **I Want To**, click the **Apply for a Motor Fuel License** hyperlink to begin the process to apply for the license.



Motor Fuel License Welcome, Test2 Settings Log Off

Home > Motor Fuel > Motor Fuel License

1. Initial Information 2. Business Postal Information 3. DC Specific Address Information 4. Fuel Import Information 5. Officer Information 6.

4 Initial Information

Preliminary Company Information

Name of Business: FELTY AUTOS Federal Employers Identification Number: **.***6619 Telephone Number: []

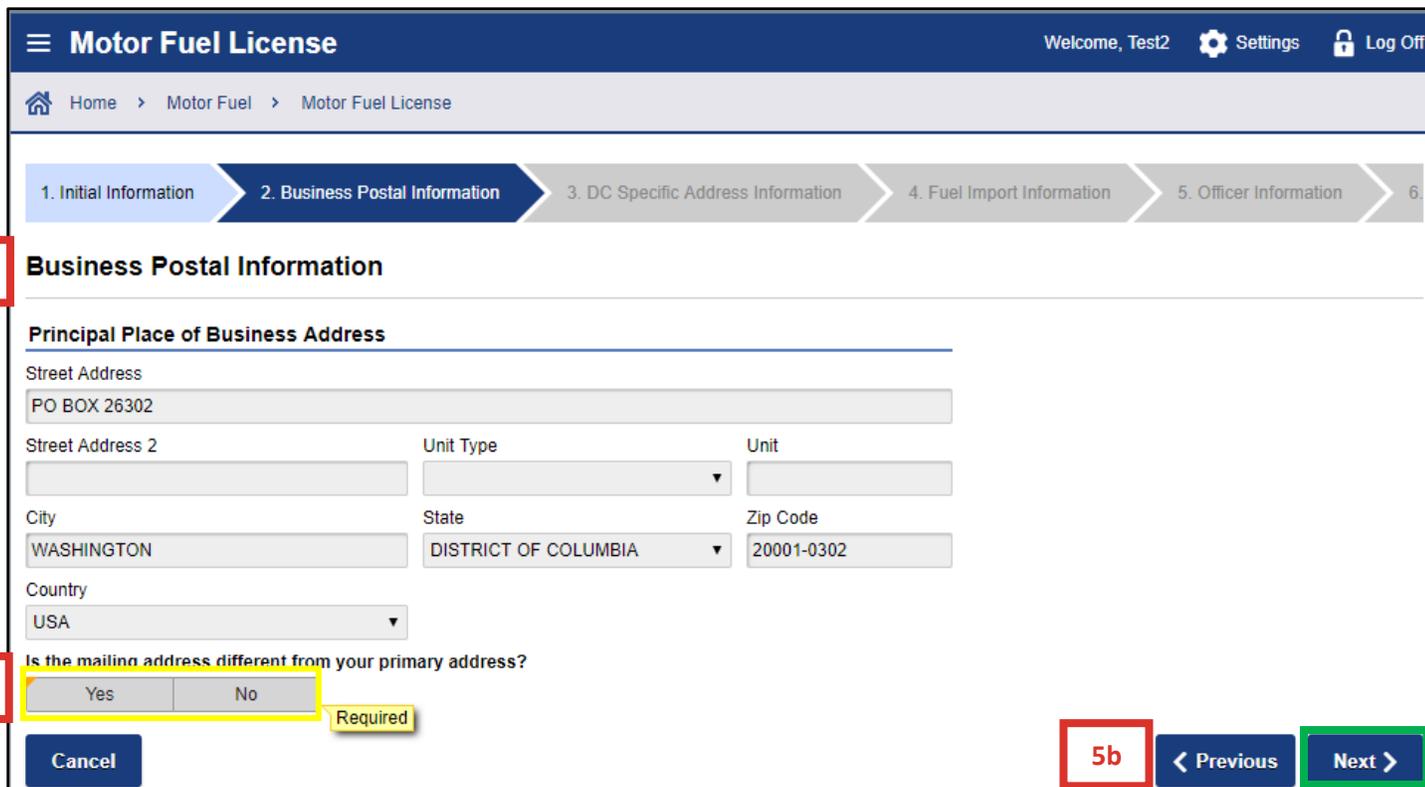
License Detail

Bond Amount: Required License Period From: 01-Jul-2018
Surety Company: Required License Period To: 30-Jun-2019

Cancel [4a] Next >

4. On the **Initial Information** page, complete the requested information as follows (highlighted):

- Telephone Number
 - Bond Amount
 - Surety Company
 - License Period From/To
- a. Click **Next**.



5 **Business Postal Information**

Principal Place of Business Address

Street Address
PO BOX 26302

Street Address 2 Unit Type Unit

City State Zip Code
WASHINGTON DISTRICT OF COLUMBIA 20001-0302

Country
USA

Is the mailing address different from your primary address?
 Yes No Required

Cancel **5b** < Previous Next >

5. On the **Business Postal Information** page, review the **Principal Place of Business Address** to ensure accuracy.
 - a. Answer **Yes** or **No** to the primary mailing address question.
 - b. Click **Next**.

Note: If the information is incorrect, contact OTR’s e-Services Unit via secured web message by going to your home page and clicking **Send OTR a message** under **I Want To**.

Motor Fuel License Welcome, Test2 Settings Log Off

Home > Motor Fuel > Motor Fuel License

1. Initial Information 2. Business Postal Information 3. DC Specific Address Information 4. Fuel Import Information 5. Officer Information 6.

6 DC Specific Address Information

Business Information	DC Business Address		
Activity conducted at this address <input type="text" value="Required"/>	Street Address <input type="text" value="Required"/>		
Date Business Began in DC <input type="text" value="01-Dec-2017"/>	Street Address 2 <input type="text"/>	Unit Type <input type="text"/>	Unit <input type="text"/>
	City <input type="text" value="WASHINGTON"/>	State <input type="text" value="DISTRICT OF COLUMBIA"/>	Zip Code <input type="text" value="Required"/>
	Country <input type="text" value="USA"/>	Verify	
Personal Information	Representation Information		
First Name <input type="text" value="Required"/>	Street Address <input type="text" value="Required"/>		
Last Name <input type="text" value="Required"/>	Street Address 2 <input type="text"/>	Unit Type <input type="text"/>	Unit <input type="text"/>
Type of Representation <input type="text" value="Required"/>	City <input type="text" value="WASHINGTON"/>	State <input type="text" value="DISTRICT OF COLUMBIA"/>	Zip Code <input type="text" value="Required"/>
	Country <input type="text" value="USA"/>	Verify	

- 6. On the **DC Specific Address Information** page, complete the form by filling out the required fields for the following: **Business Information**, **DC Business Address**, **Personal Information**, and **Representation Information**.
 - a. Once completed, click **Next**.

Motor Fuel License
Welcome, Test2 [Settings](#) [Log Off](#)

[Home](#) > [Motor Fuel](#) > [Motor Fuel License](#)

1. Initial Information
2. Business Postal Information
3. DC Specific Address Information
4. Fuel Import Information
5. Officer Information
6.

7

Fuel Import Information

Fuel Information

Will you (applicant) be distributing trade marked motor fuel or motor fuel from any other company or distributor?
If Yes, list each company by name when the box appears. Enter one company or distributor per line and hit enter or tab on your keyboard to go the next line.

Required

No

Yes

In number of gallons, please estimate the monthly distribution of taxable motor fuel in DC.

Number of Gallons

Shipping Information

List all shipping points of motor fuel to be imported into DC. Hit enter or tab on your keyboard to go to the next line.

Shipping Method

	Origin City	Origin State

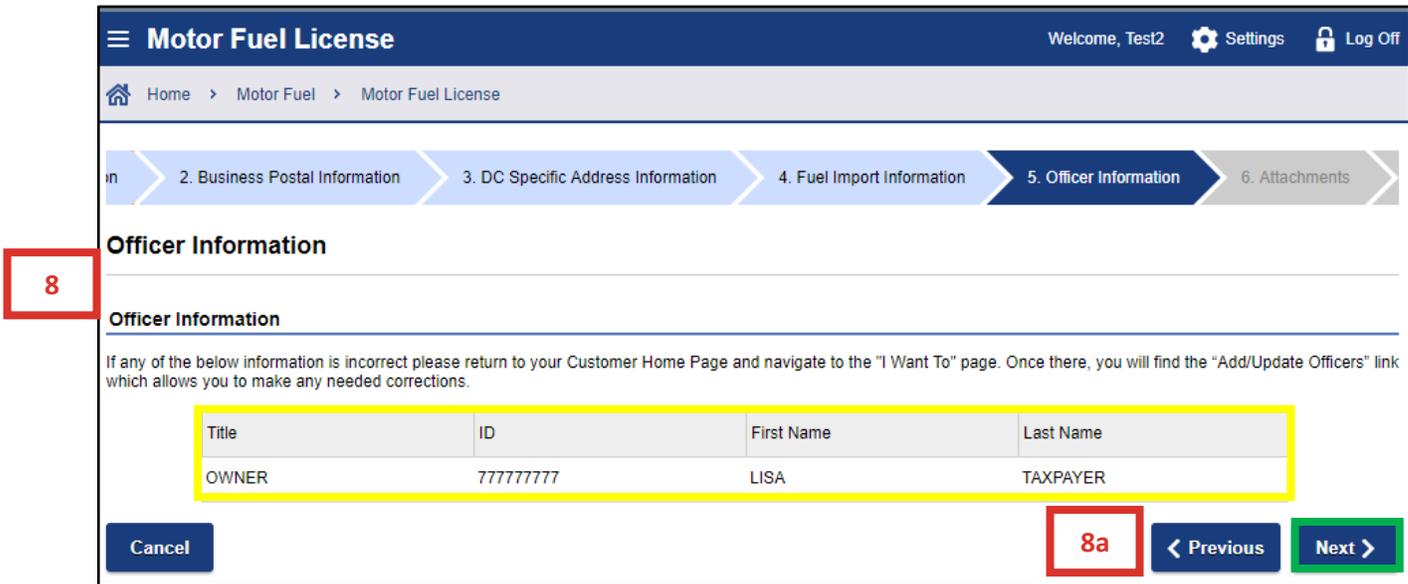
Cancel

7a

< Previous

Next >

7. On the **Fuel Import Information** page, answer the **Fuel** and **Shipping Information** questions (highlighted above).
 - a. Click **Next**.



Motor Fuel License Welcome, Test2 Settings Log Off

Home > Motor Fuel > Motor Fuel License

2. Business Postal Information 3. DC Specific Address Information 4. Fuel Import Information 5. Officer Information 6. Attachments

Officer Information

8

Officer Information

If any of the below information is incorrect please return to your Customer Home Page and navigate to the "I Want To" page. Once there, you will find the "Add/Update Officers" link which allows you to make any needed corrections.

Title	ID	First Name	Last Name
OWNER	77777777	LISA	TAXPAYER

Cancel 8a < Previous Next >

- 8. On the **Officer Information** page, enter the **Title**, **ID** (e.g. SSN), **First Name** and **Last Name** of the officer associated with your business on file at MyTax.DC.gov.
 - a. Click **Next**.

Motor Fuel License Welcome, Test2 Settings Log Off

Home > Motor Fuel > Motor Fuel License

1. Postal Information 2. DC Specific Address Information 3. DC Specific Address Information 4. Fuel Import Information 5. Officer Information 6. Attachments 7. Acknowledgment

Attachments

9 Bulk Motor Vehicle Fuel Plants and Terminal Information

Do you have a list of Bulk Fuel Terminals in DC? **Required** No Yes

Service Station Information

Do you have a list of Service Stations within the DC? No Yes

Customer List

Do you have a list of customers within DC? No Yes

Attachments **9a**

Type	Name	Description	Size
------	------	-------------	------

9b

9. On the **Attachments** page, answer **No** or **Yes** to the questions under **Bulk Motor Vehicle Plants and Terminal Information**, **Service Station Information**, and **Customer List**.
 - a. Click the **Add Attachment** tab to attach all applicable motor fuel documentation.
 - b. Click **Next**.

Motor Fuel License Welcome, Test2 Settings Log Off

Home > Motor Fuel > Motor Fuel License

1. Postal Information 2. DC Specific Address Information 3. DC Specific Address Information 4. Fuel Import Information 5. Officer Information 6. Attachments 7. Acknowledgment

10 Acknowledgment

Acknowledgment

I as a motor fuel dealer, hereby make application for a motor fuel importer license to expire June 30, 2019 for the place(s) of business shown herein. (All licenses expire on June 30, of each year. A new application must be filed no later than May 30, to insure issuance of license effective July 1.)

This application shall be signed and sworn to by the owner of such business, if owned by an individual; by the partners if owned by a partnership; or by the president and secretary of the corporation, or by its manager or resident general agent, if owned by a corporation.

Under penalty of law, I declare that I have reviewed this Motor Fuel License Application and agree to use the Motor Fuel License as stated above.

Name of Owner or Officer Preparing Application: Title: **10a**

Phone: **Required**

Email:

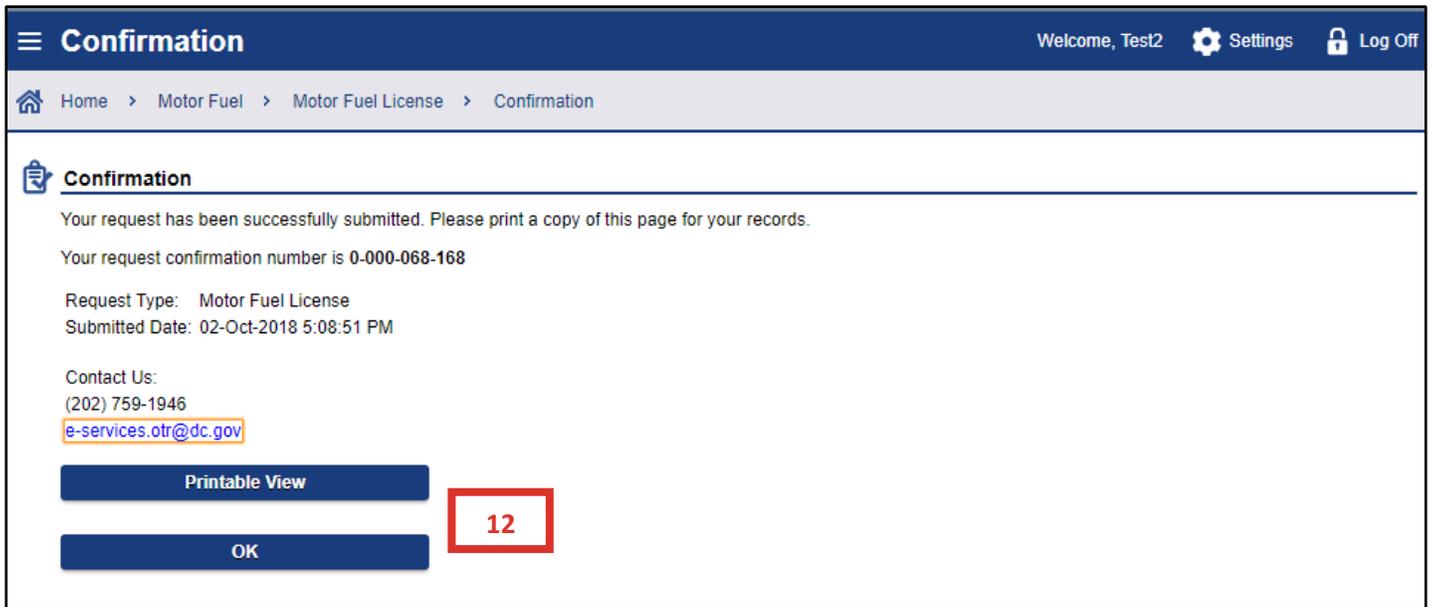
- 10. On the **Acknowledgment** page, please read the terms of the Motor Fuel License.
 - a. Select your **Title** (e.g. **CEO, Owner, Partner**) from the drop-down menu.
 - b. Click **Submit**.

11 **Ready to submit this request?**

Enter your password to confirm your submission.

Password: **Required**

- 11. 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'. To the right of the user name are icons for 'Settings' and 'Log Off'. Below the header is a breadcrumb trail: 'Home > Motor Fuel > Motor Fuel License > Confirmation'. The main content area has a sub-header 'Confirmation' with a document 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 0-000-068-168'. Below this, it lists 'Request Type: Motor Fuel License' and 'Submitted Date: 02-Oct-2018 5:08:51 PM'. A 'Contact Us:' section provides the phone number '(202) 759-1946' and the email address 'e-services.otr@dc.gov'. At the bottom, there are two dark blue buttons: 'Printable View' and 'OK'. A red square with the number '12' is overlaid on the 'Printable View' button.

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