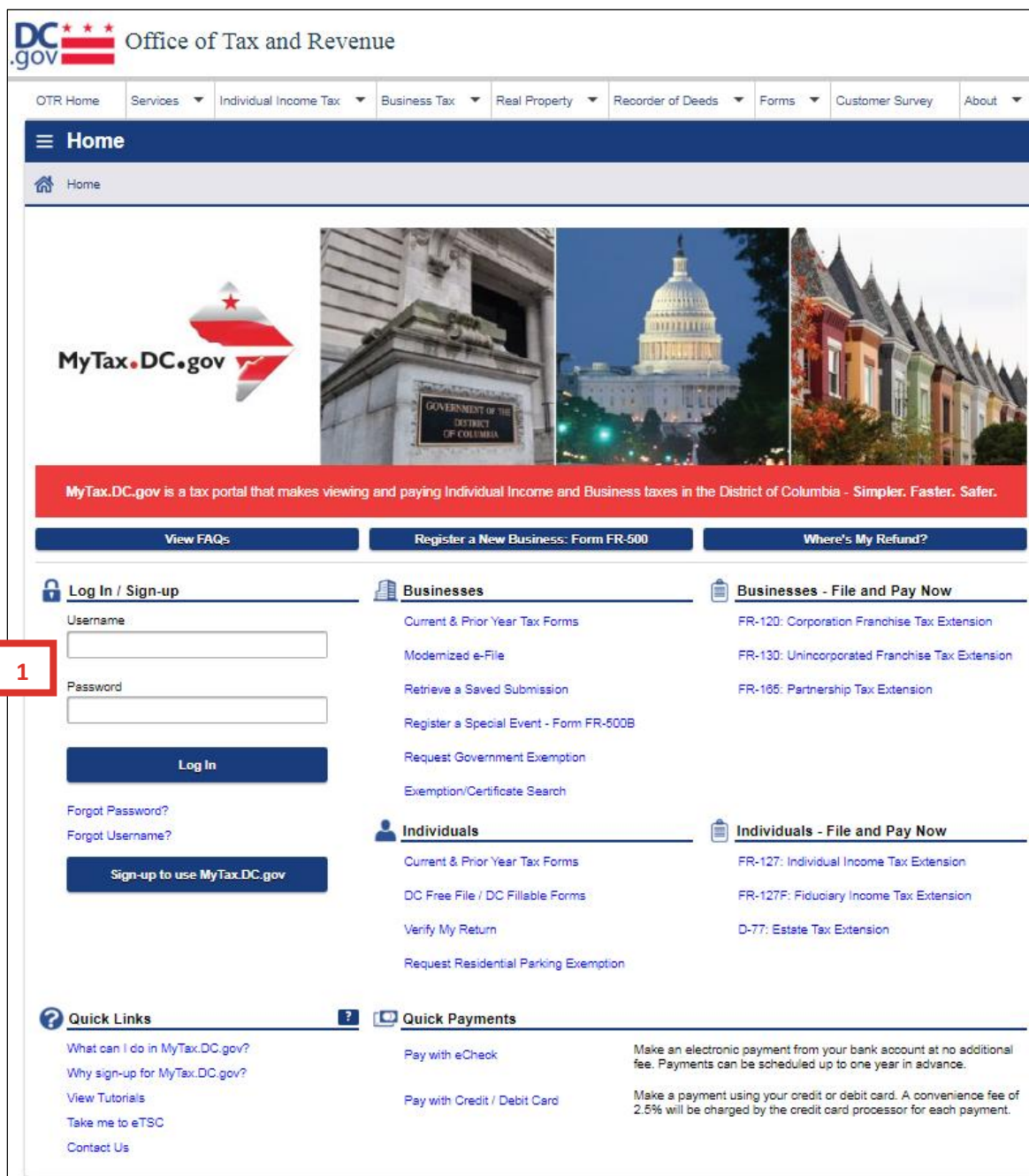


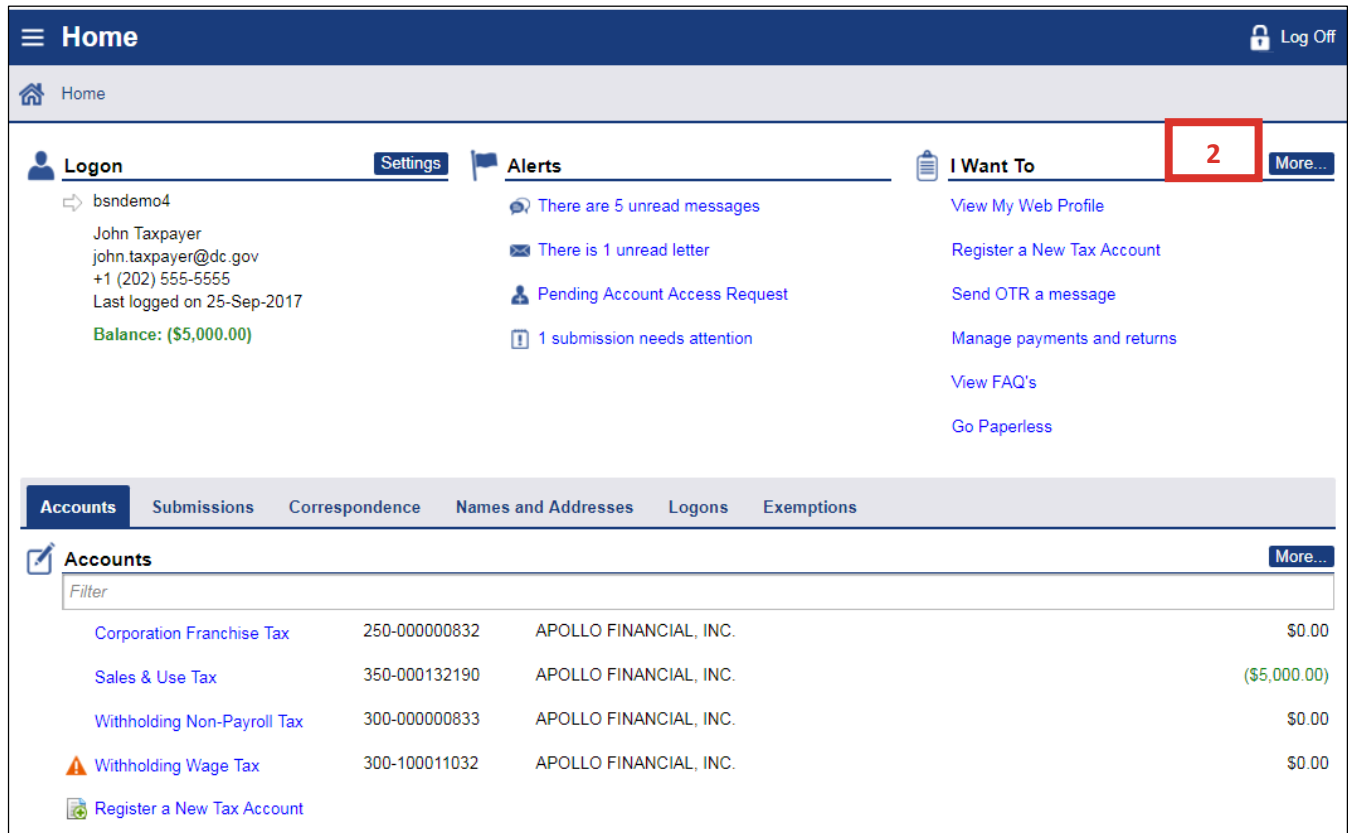
MyTax.DC.gov User Guide: How to Submit a QHTC Certification Request

Follow this step-by-step guide to learn how to submit for a Qualified High Technology Companies (QHTC) Certification via [MyTax.DC.gov](https://mytax.dc.gov).



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 navigation is a 'Home' section with a 'Home' link and a large banner featuring the MyTax.DC.gov logo and three images: a building, the US Capitol, and a row of colorful houses. A red banner below the images reads: '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 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', 'Businesses', and 'Businesses - File and Pay Now'. The 'Log In / Sign-up' section has a red box with the number '1' around the 'Log In' button. Below the 'Log In' button are links for 'Forgot Password?' and 'Forgot Username?'. A 'Sign-up to use MyTax.DC.gov' button is also present. The 'Businesses' section lists links for 'Current & Prior Year Tax Forms', 'Modernized e-File', 'Retrieve a Saved Submission', 'Register a Special Event - Form FR-500B', 'Request Government Exemption', and 'Exemption/Certificate Search'. The 'Businesses - File and Pay Now' section lists links for 'FR-120: Corporation Franchise Tax Extension', 'FR-130: Unincorporated Franchise Tax Extension', and 'FR-165: Partnership Tax Extension'. The 'Individuals' section lists links for 'Current & Prior Year Tax Forms', 'DC Free File / DC Fillable Forms', 'Verify My Return', and 'Request Residential Parking Exemption'. The 'Individuals - File and Pay Now' section lists links for 'FR-127: Individual Income Tax Extension', 'FR-127F: Fiduciary Income Tax Extension', and 'D-77: Estate Tax Extension'. At the bottom, there are 'Quick Links' and 'Quick Payments' sections. The 'Quick Links' section includes links for 'What can I do in MyTax.DC.gov?', 'Why sign-up for MyTax.DC.gov?', 'View Tutorials', 'Take me to eTSC', and 'Contact Us'. The 'Quick Payments' section includes links for 'Pay with eCheck' and 'Pay with Credit / Debit Card', with descriptions of each payment method.

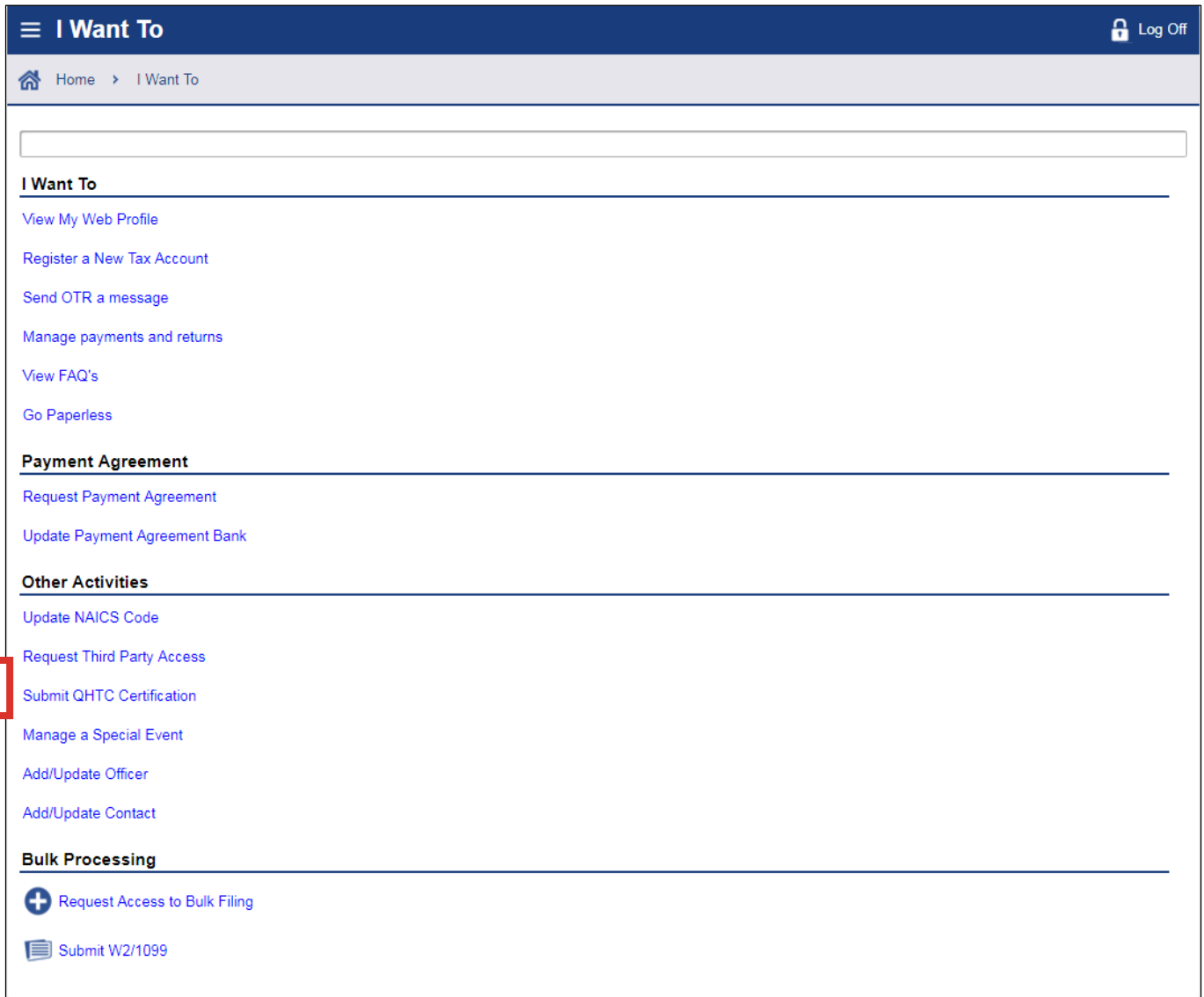
1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, log in using your **Username** and **Password**.



The screenshot shows the user profile page on MyTax.DC.gov. At the top, there is a navigation bar with a 'Home' button and a 'Log Off' button. Below this, the user's profile information is displayed, including the username 'bsndemo4', email 'john.taxpayer@dc.gov', phone number '+1 (202) 555-5555', and last login date '25-Sep-2017'. A balance of '\$5,000.00' is also shown. To the right of the profile information, there are three tabs: 'Settings', 'Alerts', and 'I Want To'. The 'I Want To' tab is highlighted with a red box and the number '2'. Below the profile information, there is a navigation bar with tabs for 'Accounts', 'Submissions', 'Correspondence', 'Names and Addresses', 'Logons', and 'Exemptions'. The 'Accounts' tab is selected, and a table of accounts is displayed. The table has columns for account name, ID, company name, and balance. The accounts listed are Corporation Franchise Tax, Sales & Use Tax, Withholding Non-Payroll Tax, and Withholding Wage Tax. The Sales & Use Tax account has a balance of '\$5,000.00'. Below the table, there is a 'Register a New Tax Account' button.

Account Name	ID	Company Name	Balance
Corporation Franchise Tax	250-000000832	APOLLO FINANCIAL, INC.	\$0.00
Sales & Use Tax	350-000132190	APOLLO FINANCIAL, INC.	(\$5,000.00)
Withholding Non-Payroll Tax	300-000000833	APOLLO FINANCIAL, INC.	\$0.00
Withholding Wage Tax	300-100011032	APOLLO FINANCIAL, INC.	\$0.00

2. In the user profile, click the **More** tab at the top right-hand corner.



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', and 'Bulk Processing'. The 'Submit QHTC Certification' option is highlighted with a red box and the number 3. The 'Log Off' button is visible in the top right corner.

- I Want To**
 - View My Web Profile
 - Register a New Tax Account
 - Send OTR a message
 - Manage payments and returns
 - View FAQ's
 - Go Paperless
- Payment Agreement**
 - Request Payment Agreement
 - Update Payment Agreement Bank
- Other Activities**
 - Update NAICS Code
 - Request Third Party Access
 - 3** Submit QHTC Certification
 - Manage a Special Event
 - Add/Update Officer
 - Add/Update Contact
- Bulk Processing**
 - + Request Access to Bulk Filing
 - Submit W2/1099

3. Under the **I Want To** section, click **Submit QHTC Certification**.

QHTC Certification Log Off

Home > I Want To > QHTC Certification

1. QHTC Certification **4**

QHTC Certification

Answer the following:

- Is an individual or entity organized for profit **4a**
- Leases or owns an office in the District of Columbia
- Has two or more qualified employees in the District of Columbia
- Derives at least 51% of its gross revenues earned in the District from one or more of the following (check all that apply, at least one must be checked):
 - Internet-related services and sales
 - Information and communication technologies, equipment and systems that involve advanced computer software and hardware, data processing, visualization technologies, or human interface technologies, whether deployed on the Internet or other electronic or digital media
 - Advanced materials and processing technologies that involve the development, modification, or improvement of one or more materials or methods to produce devices and structures with improved performance characteristics or special functional attributes, or to activate, speed up, or otherwise alter chemical, biochemical, or medical processes **4b**
 - Engineering, production, biotechnology and defense technologies that involve knowledge-based control systems and architectures; advanced fabrication and design processes, equipment and tools; or propulsion, navigation, guidance, nautical, aeronautical and astronautical ground and airborne systems, instruments and equipment
 - Electronic and photonic devices and components for use in producing electronic, optoelectronic, mechanical equipment and products of electronic distribution with interactive media content
- Does not derive 51% or more of its gross revenue from the operation in DC of an on-line or brick and mortar retail store or an electronic equipment facility as defined in DC Code §47-1817.01 (5(B)(i))I; or is a building or construction company or professional athletic team. **4c**
- Is not located in the DC Ballpark TIF Area as defined in DC Code §2-1217.12a(a) **4d**
Required

Save Draft **Cancel** < Previous **Next >**

4. The QHTC Certification page displays.
 - a. Check all four required boxes.
 - b. Check all boxes that apply. Note: At least one must be checked.
 - c. Check both required boxes.
 - d. Click **Next**.

☰ QHTC Certification
🔒 Log Off

Home > I Want To > QHTC Certification

1. QHTC Certification

2. QHTC Exemption

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QHTC Exemption

Instructions

Information provided in the QHTC-Cert only pertains to Sales and Use accounts, and you must select all accounts that perform QHTC related activity.

In order to complete this form you must attach the following:

- Proof of DC Office Location (Proof of Ownership/Current Lease Agreement)
- Proof of Two or More Employees (Recent Quarter Unemployment Return/Wage Report)

Note: All information provided on this QHTC-Cert form is subject to audit by the Office of Tax and Revenue.

Qualified High Technology Company Information

ID (FEIN or SSN)

NAICS Code

Financial Transactions Processing, Reserve, and Clearinghouse Activities

Name

5a

Trade Name

Address

City, State, Zip

[Show Errors](#)

Account ID	Account Type	Name	Address	QHTC
350000132190	Sales & Use Tax	APOLLO FINANCIAL, INC.	820 MARYLAND AVE NE WASHINGTON DC 20002-5308	<input type="checkbox"/>

5b

Answer the following:

Is this the first year as a QHTC?

Initial Year of Certification as a QHTC (YYYY)

5c

Total number of QHTC jobs created in DC (to date)

Total number of DC residents performing QHTC activity (to date)

Total number of new QHTC related jobs created in the past year

Explanation of Principal Business Activity

Number of Attachments

5d

Attachments [Add Attachment](#)

Type	Name	Description	Size

5e

5. On the **QHTC Exemption** page, please complete the following information:
 - a. Carefully review the pre-populated section to ensure your information is correct. If you notice errors please contact OTR’s e-Services Unit at 202-759-1946 or e-services.otr@dc.gov.
 - b. Check the account(s) that qualify for QHTC exemption.
 - c. Answer the required questions.
 - d. Attach the required documents: **Proof of DC Office location (Proof of Ownership/Current Lease Agreement) and Proof of Two or More Employees (Recent Quarter Unemployment Return/Wage Report)**.
 - e. Click **Next**.

QHTC Certification Log Off

Home > I Want To > QHTC Certification

1. QHTC Certification 2. QHTC Exemption 3. QHTC Purchase Certificate Agreement **6**

QHTC Purchase Certificate Agreement

QHTC Exempt Purchase Certificates are issued when this application is submitted

Sales to a Qualified High Technology Company of computer software or hardware, and visualization and human interface technology equipment, including operating and applications software, computers, terminals, display devices, printers, cable, fiber, storage media, networking hardware, peripherals and modems are exempt from sales and use tax when purchased for use in connection with the operation of the Qualified High Technology Company.

I certify that all items of the above mentioned property purchased from you are for use in connection with the operation of a Qualified High Technology Company as defined in DC Code §47-1817.01(5)(A).

This certificate shall be considered a part of each order we shall give, provided the order contains our District of Columbia Sales and Use Tax Account ID Number. It will continue in force until expired or revoked by our written notice to you.

Under penalty of law, I declare that I have reviewed this QHTC Application and agree to use the QHTC Exempt Purchase Certificate as stated above.

6a Name of Owner or Officer Preparing Application Title **6b**

Email **6c**

- 6. Please carefully read the **QHTC Purchase Certificate Agreement**.
 - a. Type the Name of Owner or Officer Preparing Application in the required field.
 - b. From the drop down menu select the **Title**, and type your **Phone** and **Email** in the required fields.
 - c. Click **Submit**.

Confirmation Log Off

Home > I Want To > QHTC Certification > Confirmation

Confirmation

Your request has been successfully submitted. Please print a copy of this page for your records.

Your request confirmation number is 0-000-055-596

Request Type: QHTC Certification
Submitted Date: 25-Sep-2017 2:59:58 PM

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

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