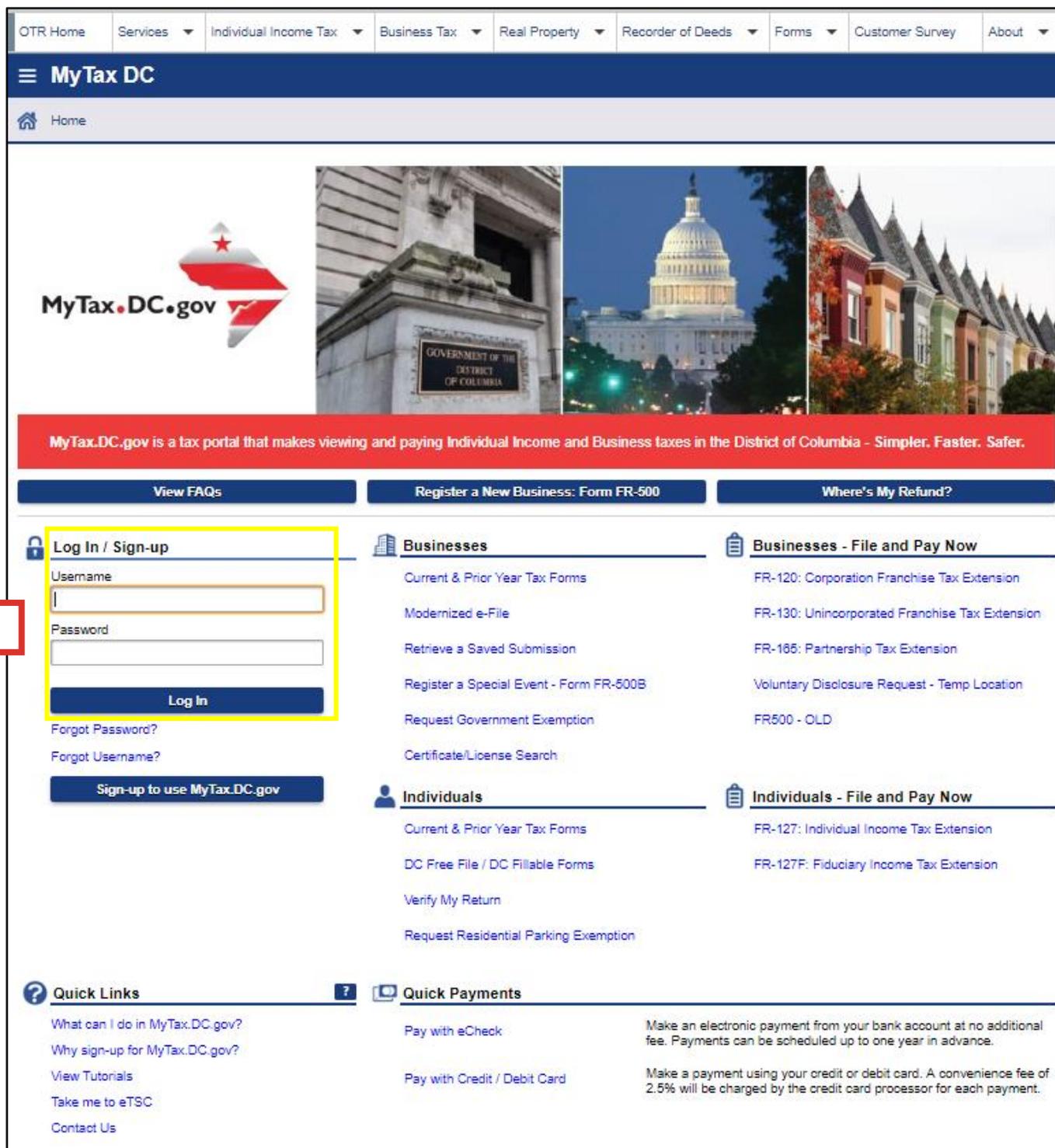


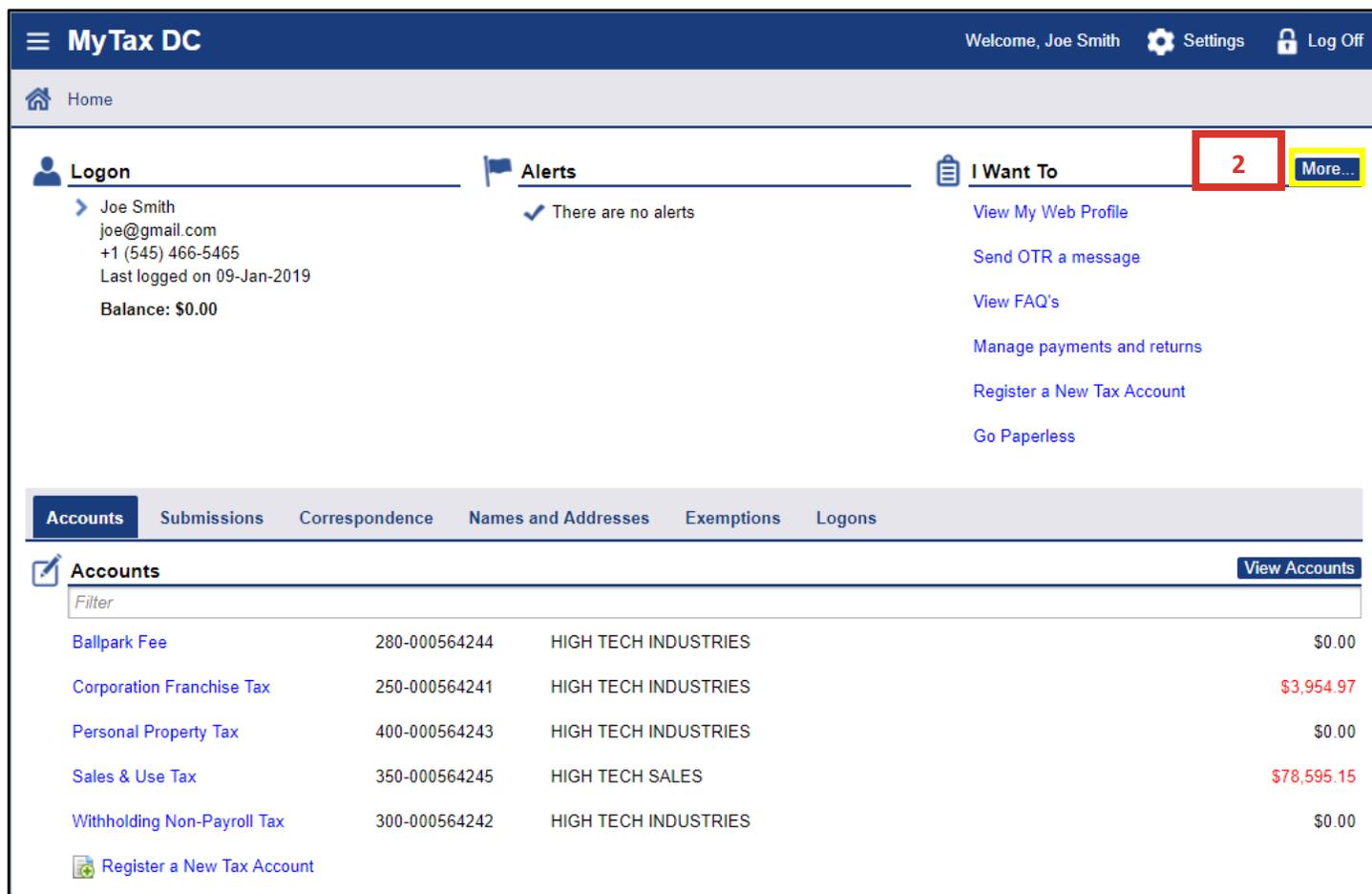
# MyTax.DC.gov User Guide: How to Submit a QHTC Certification Request

Follow this step-by-step guide to learn how to submit for a Qualified High Technology Companies (QHTC) annual self-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 menu is the MyTax DC logo and a Home button. The main content area features a banner with 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 this are three buttons: "View FAQs", "Register a New Business: Form FR-500", and "Where's My Refund?". The main content is divided into sections: "Log In / Sign-up" (highlighted with a yellow box and a red '1' in a box), "Businesses", "Businesses - File and Pay Now", "Individuals", and "Individuals - File and Pay Now". The "Log In / Sign-up" section includes fields for Username and Password, a "Log In" button, and links for "Forgot Password?" and "Forgot Username?". Below the "Log In / Sign-up" section is a "Sign-up to use MyTax.DC.gov" button. The "Businesses" section includes 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 "Certificate/License Search". The "Businesses - File and Pay Now" section includes links for "FR-120: Corporation Franchise Tax Extension", "FR-130: Unincorporated Franchise Tax Extension", "FR-165: Partnership Tax Extension", "Voluntary Disclosure Request - Temp Location", and "FR500 - OLD". The "Individuals" section includes 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 includes links for "FR-127: Individual Income Tax Extension" and "FR-127F: Fiduciary Income 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".

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

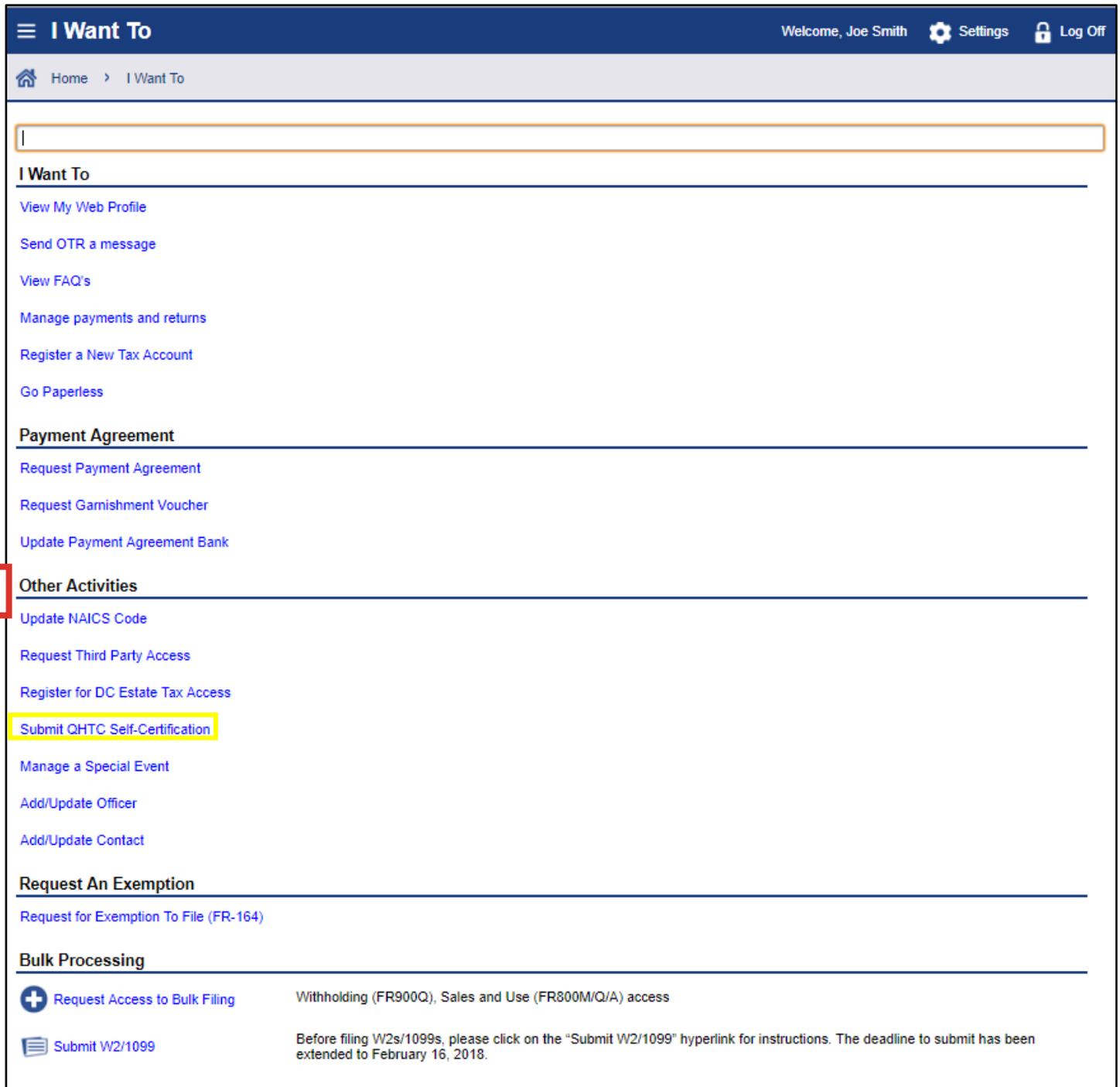


The screenshot shows the MyTax DC user profile page. At the top, there is a navigation bar with the MyTax DC logo, a welcome message for Joe Smith, and links for Settings and Log Off. Below the navigation bar is a Home link. The main content area is divided into three sections: Logon, Alerts, and I Want To. The Logon section displays the user's name (Joe Smith), email (joe@gmail.com), phone number (+1 (545) 466-5465), last login date (09-Jan-2019), and balance (\$0.00). The Alerts section shows a checkmark and the text "There are no alerts". The I Want To section contains a list of links: 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 section, and a yellow box highlights the "More..." link. 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 the Accounts section is displayed. It includes a filter input field and a "View Accounts" button. The Accounts table lists the following items:

Account Name	Account ID	Business Name	Balance
Ballpark Fee	280-000564244	HIGH TECH INDUSTRIES	\$0.00
Corporation Franchise Tax	250-000564241	HIGH TECH INDUSTRIES	\$3,954.97
Personal Property Tax	400-000564243	HIGH TECH INDUSTRIES	\$0.00
Sales & Use Tax	350-000564245	HIGH TECH SALES	\$78,595.15
Withholding Non-Payroll Tax	300-000564242	HIGH TECH INDUSTRIES	\$0.00

Below the table is a link to "Register a New Tax Account".

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



**3** **Other Activities**

- [Update NAICS Code](#)
- [Request Third Party Access](#)
- [Register for DC Estate Tax Access](#)
- [Submit QHTC Self-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
- [Submit W2/1099](#)      Before filing W2s/1099s, please click on the "Submit W2/1099" hyperlink for instructions. The deadline to submit has been extended to February 16, 2018.

3. Under the **Other Activities** section, click the **Submit QHTC Self-Certification** hyperlink.

**QHTC Self-Certification** Welcome, Joe Smith Settings Log Off

Home > I Want To > QHTC Self-Certification

1. QHTC Certification

**4** **QHTC Certification**

Please Certify That This Company Meets The Following Requirements:

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?

Is not located in the DC Ballpark TIF Area as defined in DC Code §2-1217.12a(a)?

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))II; or is a building or construction company or professional athletic team?

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?
- 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?

Yes	No

Save Draft Cancel **4b** Next >

- 4. The **QHTC Certification** page displays.
  - a. Answer the Yes or No questions to certify if your company meets the **QHTC Certification** requirements.
  - b. Click **Next**.

☰ QHTC Self-Certification
Welcome, Joe Smith ⚙️ Settings 🔒 Log Off

Home > I Want To > QHTC Self-Certification

1. QHTC Certification
2. Company Overview

5 **Company Overview**

5a

**General Information**

Name	ID (FEIN or SSN)	
HIGH TECH INDUSTRIES	852232111	
Trade Name	NAICS Code	NAICS Description
HIGH TECH SALES	927110	Space Research and Technology
Street	Explanation Of Principal Business Activity	
1101 4TH ST SW	Required	
Street 2	Unit Type	Unit
City	State	Zip Code
WASHINGTON	DC	20024-4457

5b

**Answer The Following**

Is this the first year as a QHTC?

Initial year of certification as a QHTC (YYYY)

Company has QHTC taxable income?

Initial year of taxable income as a QHTC (YYYY)

Number of employees in DC

Number of QHTC jobs created in DC (to date)

Number of DC employees performing QHTC activity (to date)

Number of DC residents performing QHTC activity (to date)

Number of new QHTC related jobs created in the past year

5c

**Accounts Eligible For QHTC Related Benefits** Filter

Account ID	Account Type	Name	Address	Certified Tax Year
250-000564241	Corporation Franchise Tax	HIGH TECH INDUSTRIES	1101 4TH ST SW WASHINGTON DC 20024-4457	2019
350-000564245	Sales & Use Tax	HIGH TECH SALES	425 MASSACHUSETTS AVE NW WASHINGTON DC	2019
400-000564243	Personal Property Tax	HIGH TECH INDUSTRIES	1101 4TH ST SW WASHINGTON DC 20024-4457	2020

3 Rows

Save Draft
Cancel

5d

< Previous
Next >

5. On the **Company Overview** page, please complete the following information:
  - a. Carefully review the pre-populated section to ensure your information is correct and type an **Explanation of Principal Business Activity** in the space provided. If you notice errors, please contact OTR's e-Services Unit at [e-services.otr@dc.gov](mailto:e-services.otr@dc.gov).
  - b. Answer the questions under the **Answer the Following** section.
  - c. The **Accounts Eligible for QHTC Related Benefits** list all your tax accounts that are eligible for QHTC certification.
  - d. Click **Next**.

5 | Page

**QHTC Self-Certification** Welcome, Joe Smith Settings Log Off

Home > I Want To > QHTC Self-Certification

1. QHTC Certification 2. Company Overview 3. QHTC Consent

**6** **QHTC Consent**

A QHTC Exempt Purchase Certificate valid for up to one year will be 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 acknowledge that the information provided is subject to audit by the Office of Tax and Revenue.

**6a**

Name of Owner or Officer Preparing Application	Title
<input type="text" value="Required"/>	<input type="text" value="Required"/>
Phone	Email
<input type="text" value="Required"/>	<input type="text" value="Required"/>

**Attachment Requirements**

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

- Proof of DC Office Location (Proof of Ownership/Current Lease Agreement)
- QHTC Certification of Gross Revenue Worksheet (if it is not the first year as a QHTC)

If applicable, the following worksheets can be found in the FR-399 Booklet and must also be attached:

- QHTC Employee Credit Worksheets FP-332, FP-333, FP-334

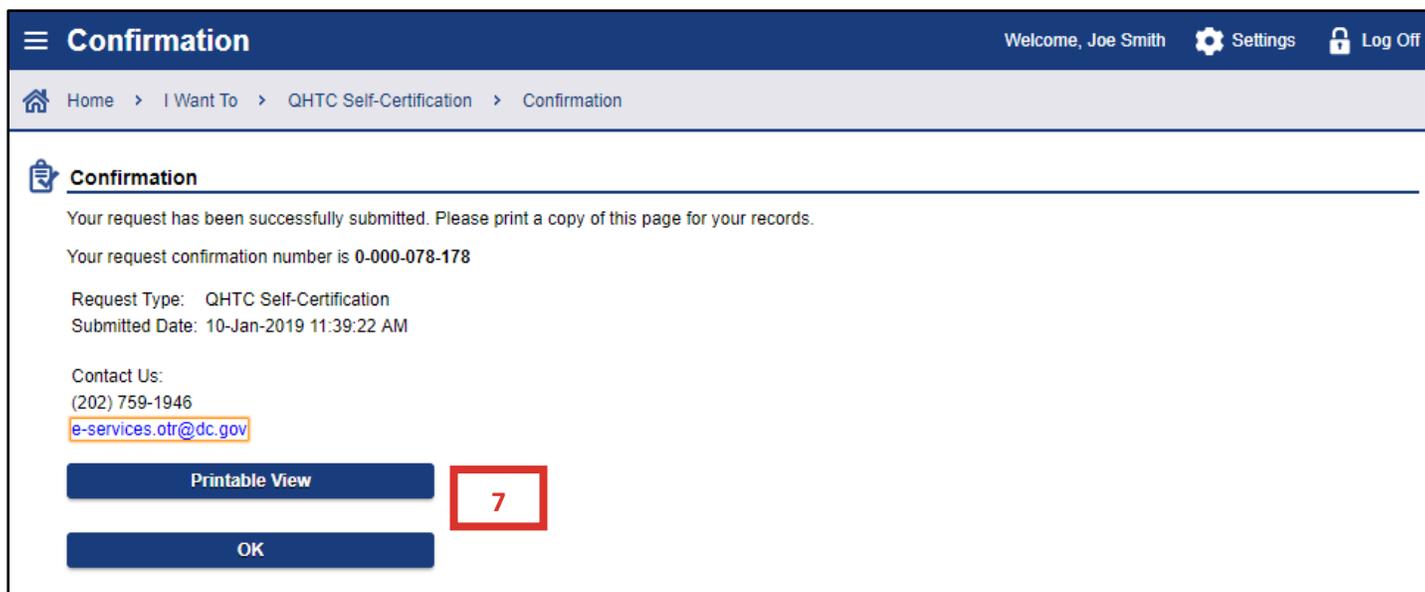
Please attach all required documents before submitting your request.

**6b** Add Attachment

Type	Name	Description	Size
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Save Draft Cancel **6c** < Previous Submit

6. Please carefully read the **QHTC Consent**.
  - a. Type the Name of Owner or Officer Preparing Application in the required field. Additionally, from the drop-down menu select the **Title**, and type your **Phone** and **Email** in the required fields.
  - b. Attach the required documentation by clicking the Add Attachment tab. Note: In order to complete this application, you must attach the following:
    - Proof of DC office location (proof of ownership/current lease agreement)
    - QHTC Certification of Gross Revenue Worksheet (if it is not the first year as a QHTC)
  - c. Click **Submit**.



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, Joe Smith", a gear icon for "Settings", and a lock icon for "Log Off". Below the header is a breadcrumb trail: "Home > I Want To > QHTC Self-Certification > Confirmation". The main content area has a blue icon of a document with a checkmark and the title "Confirmation". The text on the page reads: "Your request has been successfully submitted. Please print a copy of this page for your records." followed by "Your request confirmation number is 0-000-078-178". Below this, it lists "Request Type: QHTC Self-Certification" and "Submitted Date: 10-Jan-2019 11:39:22 AM". A "Contact Us:" section provides the phone number "(202) 759-1946" and the email address "e-services.otr@dc.gov", which is highlighted with an orange box. At the bottom, there are two dark blue buttons: "Printable View" and "OK". A red square with the number "7" is positioned to the right of the "Printable View" button.

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