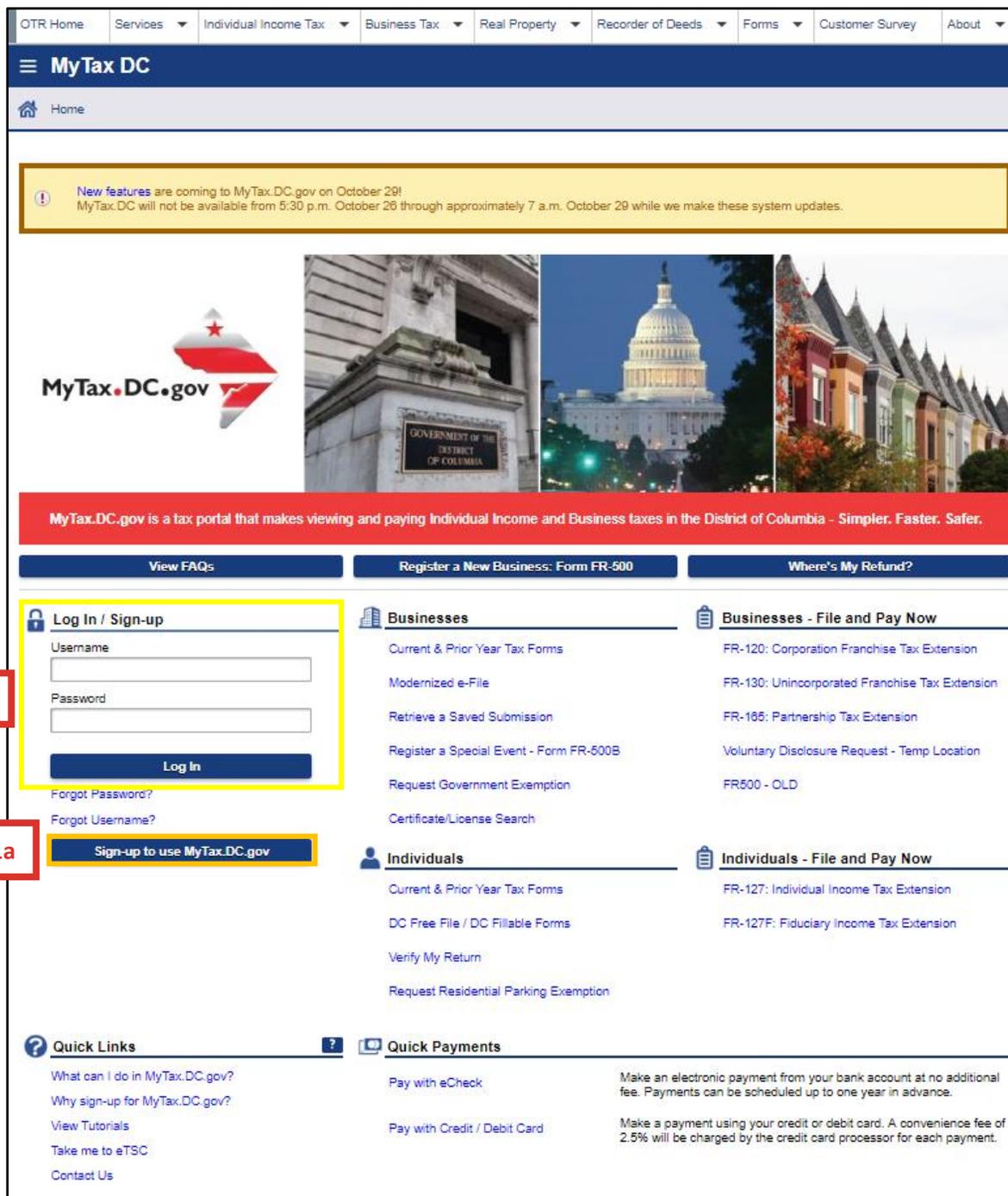


MyTax.DC.gov User Guide:

How to File a Railroad Tangible Personal Property Tax Return (FP-32)

Taxpayers can learn how to file the District of Columbia Railroad Tangible Personal Property tax return electronically at [MyTax.DC.gov](https://mytax.dc.gov) by following this step-by-step guide.



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 a blue header with the MyTax DC logo and a Home button. A yellow banner contains a notice about system updates 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 with 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 this are three buttons: "View FAQs", "Register a New Business: Form FR-500", and "Where's My Refund?". The main content is divided into three columns: "Log In / Sign-up" (highlighted with a yellow box and a red box labeled '1'), "Businesses", and "Businesses - 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" button is a button labeled "Sign-up to use MyTax.DC.gov" (highlighted with a red box labeled '1a'). 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 "Certificate/License Search". The "Businesses - File and Pay Now" section lists 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 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" 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", with descriptions of each payment method.

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, HAWTHORNE BOOKS | Settings | Log Off

Home

Logon
HAWTHORNE BOOKS
username@dc.gov
+1 (202) 000-0000
Last logged on 15-Aug-2018
Balance: \$11,000.00

Alerts
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

Heating Oil	411-001336042	HAWTHORNE BOOKS	\$10,000.00
Railroad Tangible Property	401-001336041	HAWTHORNE BOOKS	\$1,000.00

[Register a New Tax Account](#)

2. In the user profile, under the **Accounts** tab, click the **Railroad Tangible Property** hyperlink.

Railroad Tangible Property | Welcome, Test6 | Settings | Log Off

Home > Railroad Tangible Property

Account
HAWTHORNE BOOKS
00027-46580
Railroad Tangible Property
401-001336041
Balance: \$1,000.00

Account Alerts
 File return for 30-Jun-2018

I Want To [More...](#)
[Request to Close Account](#)
[Make a payment](#)
[File an Extension](#)
[Manage payments and returns](#)
[Request a Penalty Waiver](#)

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

Periods [View Periods](#)

30-Jun-2018	\$1,000.00	File Return
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3. Under the **Periods** tab, click the **File Return** hyperlink that has the tax liability. It will be marked with an orange hazard icon.

FP-32 Return Welcome, Test6 Settings Log Off

Home > Railroad Tangible Property > FP-32 Return

1. Return Information

Return Information

4 ★ ★ ★ 2018 **FP-32** HAWTHORNE BOOKS Due Date: 7/31/2017
Government of the District of Columbia Railroad Tangible Personal Property Tax Return Account ID: 401-001336041 Tax Period Ending: 6/30/2018

Is this your final return? **4a**

Is this return being filed by a paid tax preparer?

Are you authorizing an individual to discuss this return with OTR?

4b

- 4. The **FP-32** will appear.
 - a. Answer the **Return Information** questions on the right side of the screen.
 - b. Click **Next**.

FP-32 Return Welcome, Test6 Settings Log Off

Home > Railroad Tangible Property > FP-32 Return

1. Return Information 2. File the FP-32

5 **File the FP-32**

★ ★ ★ 2018 **FP-32** HAWTHORNE BOOKS Due Date: 7/31/2017
Government of the District of Columbia **Railroad Tangible Personal Property Tax Return** Account ID: 401-001336041 Tax Period Ending: 6/30/2018

1. Supplies (Schedule A, See Instructions)	\$0.00
2. Office furniture and fixtures, machinery and equipment, instruments and tools, electric and other signs (Schedule B, See Instructions)	\$0.00
3. Railroad cars, engines, and other eligible items, primarily located in the District of Columbia (Schedule C, See Instructions)	\$0.00
4. Migratory railroad cars, engines, and other eligible items (Schedule D, See Instructions)	\$0.00
5. Other tangible personal property not listed above	\$0.00
6. Total value of above items	\$0.00
7. Minus exclusion	\$225,000.00
8. Taxable Value	\$0.00
9. Tax Rate	0.0340
10. Tax Due	\$0.00

Cancel **5a** < Previous Next >

5. On the **File the FP-32** page, enter value(s) for **Lines 1-5** where applicable. If there is a **Tax Due**, the system will automatically calculate the liability on **Line 10**.
 - a. Click **Next**.

☰ FP-32 Return
Welcome, Test6 ⚙ Settings 🔒 Log Off

🏠 Home > Railroad Tangible Property > FP-32 Return

1. Return Information
2. File the FP-32
3. Attachments

6 **Attachments**

★ ★ ★ 2018 **FP-32**
Government of the District of Columbia **Railroad Tangible Personal Property Tax Return**

HAWTHORNE BOOKS
Account ID: 401-001336041

Due Date: 7/31/2017
Tax Period Ending: 6/30/2018

Please attach your Railroad Tangible Personal Property Tax Schedules below.

You must attach at least one Schedule to continue

📎 Attachments

Type	Name	Description	Size

6a
Add Attachment

Cancel

6b
< Previous
Next >

6. Complete the **Attachments** section.
 - a. Attach all applicable **Railroad Tangible Personal Property** tax schedules by clicking the **Add Attachment** tab to the right of the screen.
 - b. Click **Next**.

☰ FP-32 Return
Welcome, Test6 ⚙ Settings 🔒 Log Off

🏠 Home > Railroad Tangible Property > FP-32 Return

1. Return Information
2. File the FP-32
3. Attachments
4. Payment Options

7 **Payment Options**

Payment Information

I would like to: Required Required

Cancel

7a
< Previous
Submit

7. From the **Payment Options** page, select the appropriate **Payment Information** from the drop-down menu bar. **Note:** You may choose **No Payment is Needed** from the drop-down menu bar when you are filing a zero return. The option **Pay Later** allows you to schedule your payment up to one year in advance. For this example, we will choose to **Pay through eCheck**.
 - a. Click **Submit**.

FP-32 Return Welcome, Test6 Settings Log Off

Home > Railroad Tangible Property > FP-32 Return

1. Return Information 2. File the FP-32 3. Attachments 4. Payment Options

Payment Options

Payment Information

I would like to:

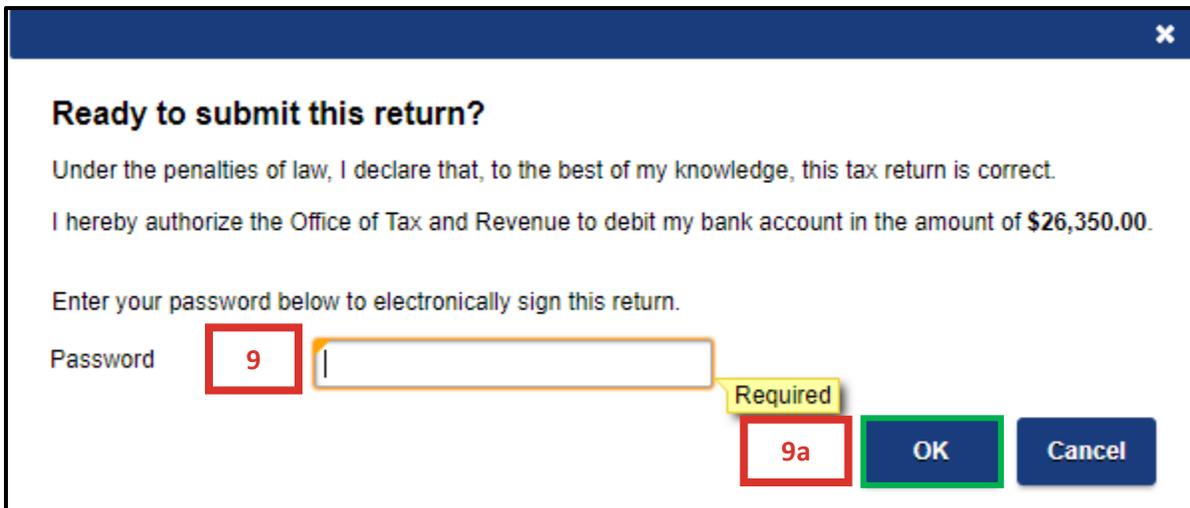
You can schedule a payment on or up to the due date of the return (7/31/2017) by adjusting the payment date below.

Period	8 Payment Method	8b Payment
HAWTHORNE BOOKS 00027-46580 Railroad Tangible Property 401-001336041 30-Jun-2018	Type <input type="text" value="Direct Debit - US Bank"/> Bank Account Type <input type="text" value="Required"/> Routing Number <input type="text" value="Required"/> Account Number <input type="text" value="Required"/> Confirm Account Number <input type="text" value="Required"/>	Payment Date <input type="text" value="10-Oct-2018"/> Amount <input type="text" value="\$26,350.00"/> Confirm Amount <input type="text" value="Required"/>

8a Save this payment method for future use

8c

8. 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 Date**. **Note:** When paying with an eCheck, 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 return?

Under the penalties of law, I declare that, to the best of my knowledge, this tax return is correct.

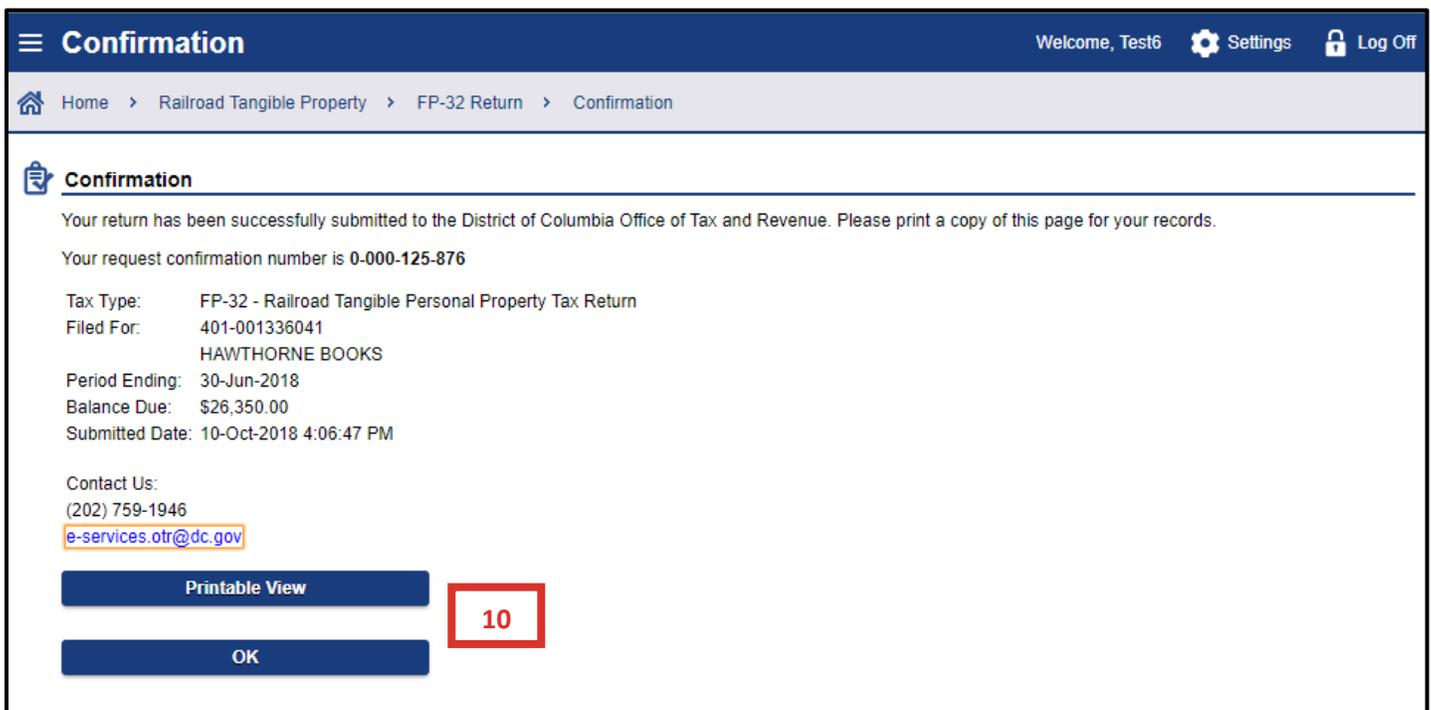
I hereby authorize the Office of Tax and Revenue to debit my bank account in the amount of \$26,350.00.

Enter your password below to electronically sign this return.

Password **9** **Required**

9a **OK** **Cancel**

9. In the **Ready to submit this return?** pop-up window, enter your [MyTax.DC.gov](https://mytax.dc.gov) Password, which will act as your electronic signature.
 - a. Click **OK**.



Confirmation Welcome, Test6 Settings Log Off

Home > Railroad Tangible Property > FP-32 Return > Confirmation

Confirmation

Your return has been successfully submitted to the District of Columbia Office of Tax and Revenue. Please print a copy of this page for your records.

Your request confirmation number is 0-000-125-876

Tax Type: FP-32 - Railroad Tangible Personal Property Tax Return
Filed For: 401-001336041
HAWTHORNE BOOKS
Period Ending: 30-Jun-2018
Balance Due: \$26,350.00
Submitted Date: 10-Oct-2018 4:06:47 PM

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

Printable View **10**
OK

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