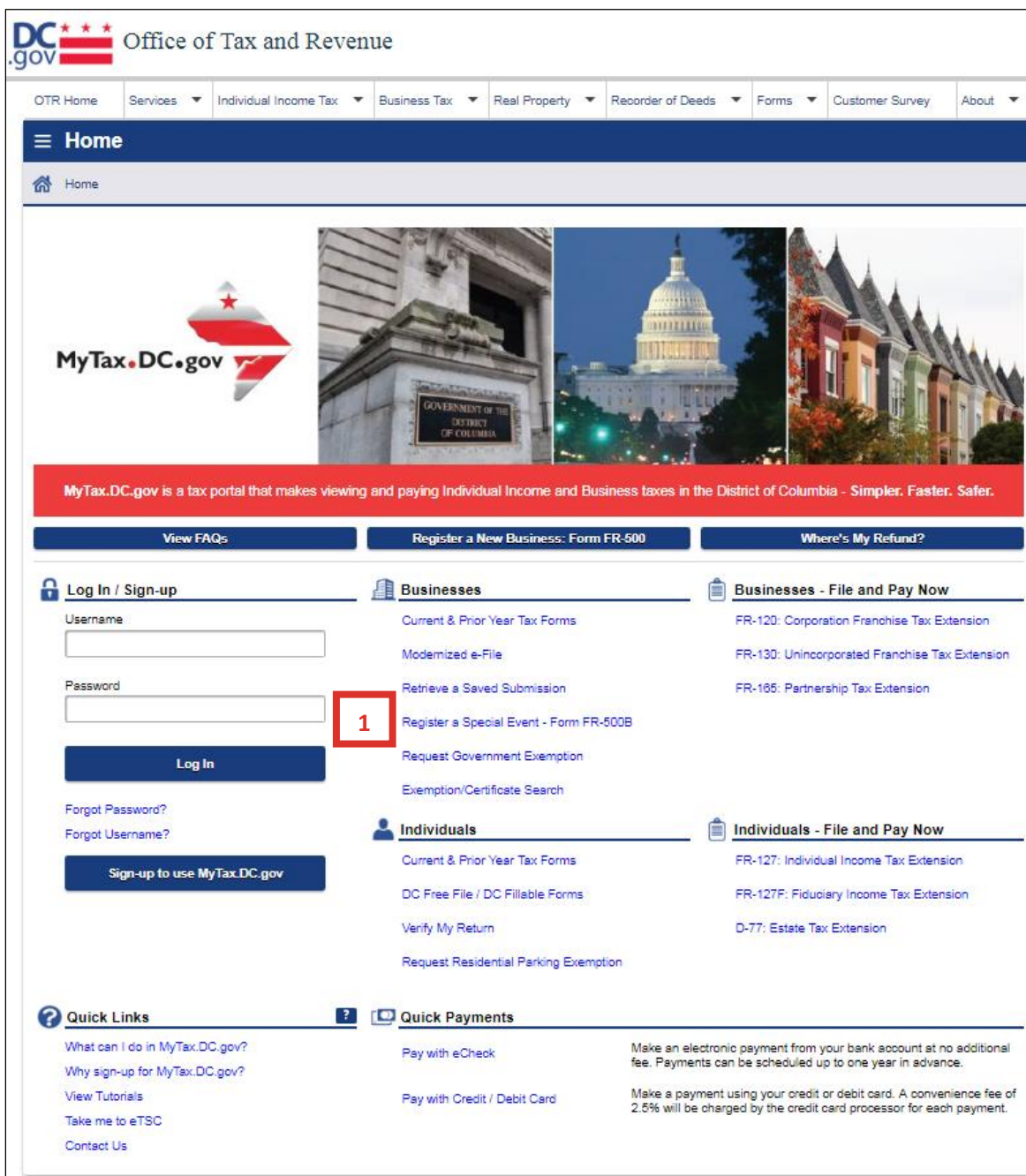


MyTax.DC.gov User Guide: How to Register a Special Event (Form FR- 500B)

Promoters can register a special event in the District of Columbia via [MyTax.DC.gov](https://mytax.dc.gov) by following this step-by-step guide.

If you are a Special Event Promoter



The screenshot shows the MyTax.DC.gov homepage. At the top, there is a navigation bar with links for OTR Home, Services, Individual Income Tax, Business Tax, Real Property, Recorder of Deeds, Forms, Customer Survey, and About. Below this is a 'Home' section with a banner for MyTax.DC.gov 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 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' column has fields for Username and Password, a 'Log In' button, and links for 'Forgot Password?' and 'Forgot Username?'. The 'Businesses' column has a list of links, with 'Register a Special Event - Form FR-500B' highlighted by a red box with the number 1. The 'Businesses - File and Pay Now' column has links for 'FR-120: Corporation Franchise Tax Extension', 'FR-130: Unincorporated Franchise Tax Extension', and 'FR-185: Partnership Tax Extension'. Below these are 'Quick Links' and 'Quick Payments' sections.

1. Click **Register a Special Event – Form FR-500B** on the [MyTax.DC.gov](https://mytax.dc.gov) homepage.

Special Event Registration

Home > Special Event Registration

1. Preliminary Questions

Preliminary Questions

Are you a Special Event Promoter? No Yes **2**

Promoters of special events must, before the event, inform vendors and exhibitors who are participating in the special event of their responsibilities to collect sales tax and pay it to the Office of Tax and Revenue (OTR). A special event promoter must submit a preliminary list of all the participating vendors and exhibitors, their addresses, representatives and telephone numbers via MyTax.DC.gov. This list is due at least 30 calendar days before the special event occurs. A final list is due no later than 10 calendar days after the last day of the special event unless previously submitted. Promoters who fail to adhere to the District's tax code § 47-2002.04 will be subject to penalties. For additional information please refer to OTR's [Special Events](#) page.

Save Draft **Cancel** **2a** **Next >**

Import

2. On the Preliminary Questions Page, click **Yes** to the question **Are you a Special Event Promoter?**
 - a. Click **Next**.

☰ **Special Event Registration**

🏠 Home > Special Event Registration

1. Preliminary Questions
2. Promoter Information

Promoter Information 3

Special Event Registration Application - Form FR-500B

Federal Employer Identification Number 3a Required

Business Activity Code (NAICS): Add/Lookup NAICS 3b Required Format: 99-9999999

Business Type

Business Name 3c

Trade Name

Business Address

3d

Address Validation Required

Validate

Send mail to another address

Phone 3e

Save Draft
Cancel

< Previous
Next >

3f
Import

3. Complete the **Promoter Information** section.

- a. From the drop-down menu, select either the Federal Employer ID, ITIN, or Social Security Number and enter the number in the space provided.
- b. Click the **Add/Lookup NAICS** button to find the NAICS code associated with your special event.
- c. Complete the requested information – **Business Name**, **Trade Name** (if applicable), and **Business Address**.
- d. Click **Validate** to validate your address.
- e. From the drop-down menu, select the appropriate **Phone Type**. You will be prompted to enter your phone number.
- f. Click **Next**.

☰ **Special Event Registration**

🏠 Home > Special Event Registration

1. Preliminary Questions

2. Promoter Information

3. Officers

Officers 4

Name, Title, Home Address, Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) of Proprietor, Partners, or Principal Officers

The authorized responsible officer needs to complete the fields in the table below. The District shall regard this person as the point of contact for future communication regarding this form. Please also enter any other Proprietors, Partners, or Principal Officers.

ID number provided for officers must be their valid SSN/ITIN

Officers
4a New/Edit Officer
Officer Required

Title	Id	First Name	Last Name

Save Draft
Cancel

< Previous
Next >

4b

Import

4. The **Officers** section is where you would add all authorized officers (e.g. CEO, Partner) of your business. This section is required and must be completed before proceeding to the next page.
 - a. To add an officer click **New/Edit Officer**.
 - b. Click **Next**.

☰ Special Event Registration

Home > Special Event Registration

1. Preliminary Questions
2. Promoter Information
3. Officers
4. Event Information

Event Information 5

Please indicate the type of activity and/or equipment your special event requires by answering the following questions:

Will the event be located on public or private space? 5a

Will any fireworks be sold? 5b

Will you be making sales at this event? (example: ticket sales, booth costs, etc.) 5b

Name of event: 5c

Event Start Date: 5c Event End Date: 5c

Event Address 5c

5c

 5d
Address Validation Required 5d

Number of Food/Beverages Vendors: 5e

Number of Merchandise Vendors: 5e

Total number of Vendors: 5f

5. Complete the **Event Information** section.

- a. From the drop-down menu, select if the event will be located on a **public** of **private** space.
- b. Answer **Yes** or **No** to the questions.
- c. Complete the requested information – **Name of event, Event Start Date, Event End Date, and Event Address.**
- d. Click **Validate** to validate the event address.
- e. Enter the **Number of Food/Beverage Vendors** and **Number of Merchandise Vendors** in the spaces provided.
- f. Click **Next**.

☰ **Special Event Registration**

🏠 Home > Special Event Registration

1. Preliminary Questions

2. Promoter Information

3. Officers

4. Event Information

5. Vendor/Exhibitor List

Vendor/Exhibitor List 6

Please enter all vendors and exhibitors below.

6a

New/Edit Vendor or Exhibitor

You must enter as many vendors as reported in "Total Vendors" on the previous step.

Business Name	First Name	Last Name	Id Type	Id	Vendor or Exhibitor?	Valid Address
					<input type="checkbox"/>	

Save Draft

Cancel

< Previous

Next >

6b

Import

6. The **Vendor/Exhibitor List page** is where you would enter total number of vendors/exhibitors that will be attending your special event.
 - a. To add a vendor/exhibitor, click the **New/Edit Vendor or Exhibitor** button.
 - b. Once you're finished adding vendors/exhibitors, click **Next**.

☰ **Special Event Registration**

🏠 Home > Special Event Registration

1. Preliminary Questions
2. Promoter Information
3. Officers
4. Event Information
5. Vendor/Exhibitor List
6. Verify and Submit

Verify and Submit 7

Once you submit your Special Event Registration Application, you will not be able to revise your information online.

Please use the tabs to verify the information you have entered on all steps. Additionally, please verify the information below. Then click "Submit" to send your Special Event Registration Application to the DC Office of Tax and Revenue.

By clicking the "Submit" button, you declare under penalty of law, this registration is true, correct, and complete to the best of your knowledge.

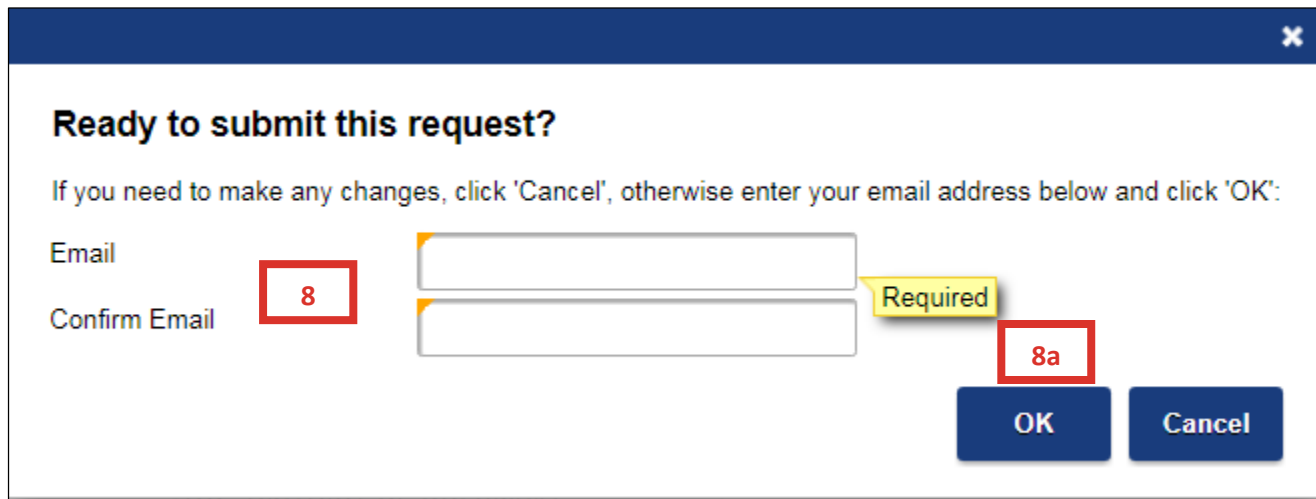
Social Security Number	<input type="text" value="Social Security"/>	<input type="text" value="***-**-6789"/>
Title, First Name, & Middle Initial	<input type="text" value="LINDA"/>	<input type="text"/>
Last Name	<input type="text" value="TAXPAYER"/>	
Business Address	<input type="text" value="1101 4TH ST SW"/>	
	<input type="text" value="Street 2"/>	<input type="text" value="Unit Type"/> <input type="text" value="Unit"/>
	<input type="text" value="WASHINGTON"/>	
	<input type="text" value="DC - DISTRICT OF COLUMBIA"/>	
	<input type="text" value="20024-4457"/>	<input type="text" value="USA"/>
Business Phone	<input type="text" value="Business"/> <input type="text" value="USA"/>	<input type="text" value="1"/>
	<input type="text" value="(202)"/> <input type="text" value="555-5555"/>	<input type="text" value="Extens."/>

Save Draft
Cancel

< Previous
Submit

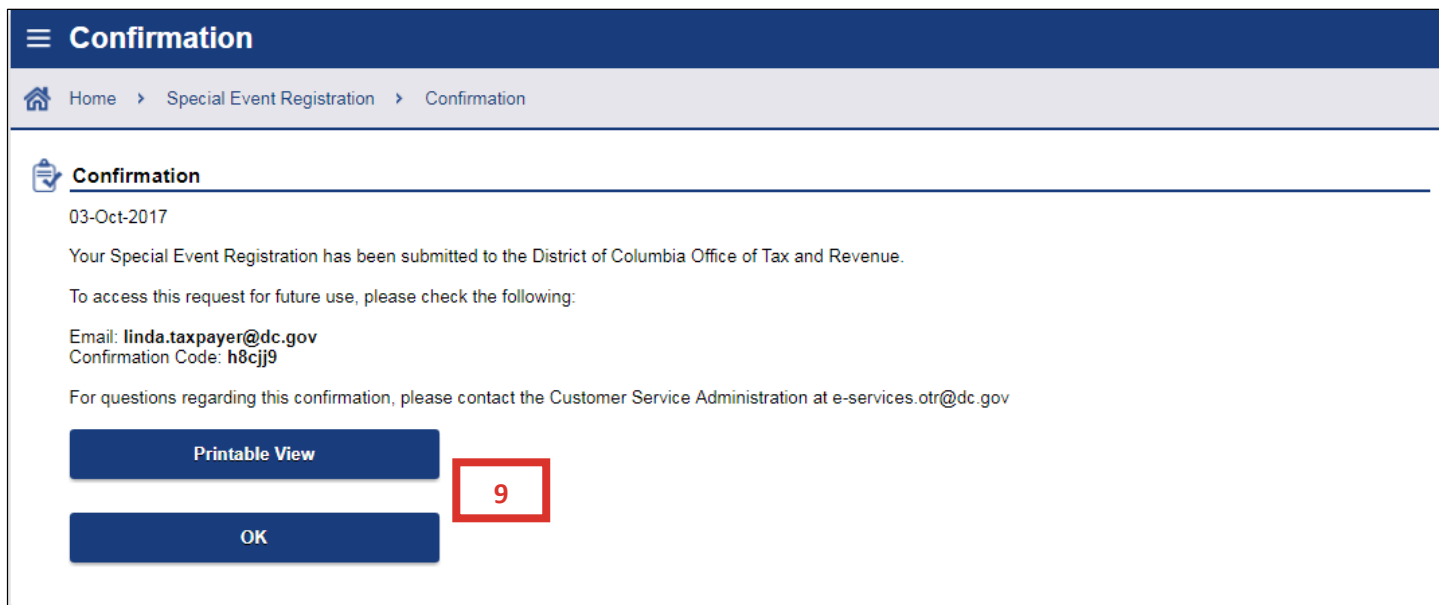
7a
Import

7. On the **Verify and Submit** page, please verify that your information is correct. **Note:** Once you submit your Special Event Registration application, you will not be able to revise your information online.
 - a. Once your application is complete and accurate, click **Submit**.



The screenshot shows a pop-up dialog box titled "Ready to submit this request?". Below the title, it says "If you need to make any changes, click 'Cancel', otherwise enter your email address below and click 'OK':". There are two input fields: "Email" and "Confirm Email". A red box labeled "8" is around the "Confirm Email" label. A yellow callout box labeled "Required" points to the "Email" field. A red box labeled "8a" is around the "OK" button. There is also a "Cancel" button.

8. In the **Ready to submit this request?** pop-up, enter your **Email** address and re-enter it into the **Confirm Email** field.
 - a. Click **Ok**.



The screenshot shows a "Confirmation" page. The header is "Confirmation" with a home icon and breadcrumb "Home > Special Event Registration > Confirmation". Below the header, there is a "Confirmation" section with a date "03-Oct-2017". The main text says "Your Special Event Registration has been submitted to the District of Columbia Office of Tax and Revenue." and "To access this request for future use, please check the following:". It lists "Email: linda.taxpayer@dc.gov" and "Confirmation Code: h8cjj9". At the bottom, there are two buttons: "Printable View" and "OK". A red box labeled "9" is around the "Printable View" button.

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