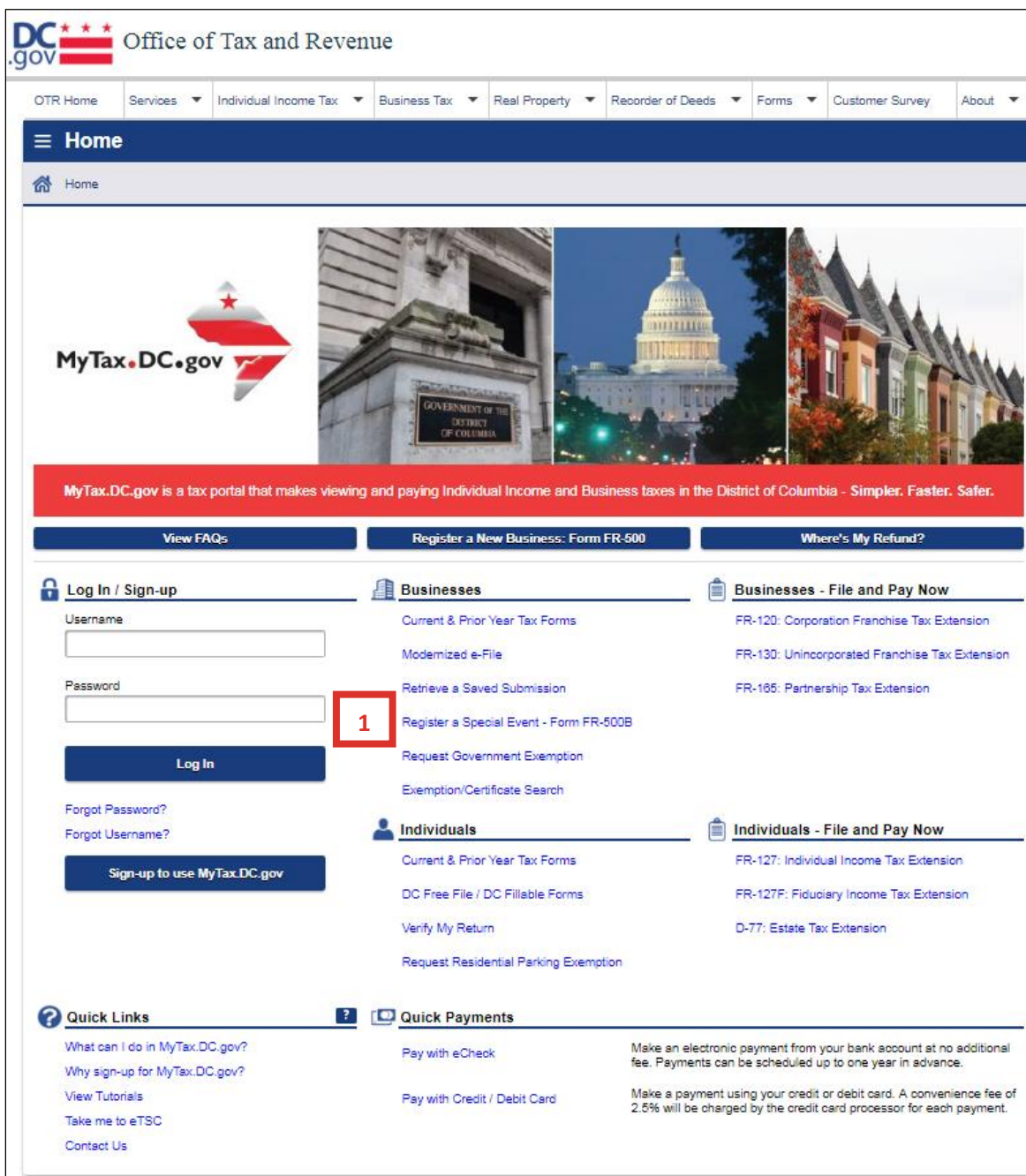# MyTax.DC.gov User Guide:
How to Register a Special Event (Form FR- 500B)

Promoters can register a special event in the District of Columbia via MyTax.DC.gov by following this step-by-step guide.

If you are a Special Event Promoter

1. Click **Register a Special Event – Form FR-500B** on the MyTax.DC.gov homepage.

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

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**.

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**.

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
						☐

Save Draft   **Cancel**   **6b**   **‹ Previous**   **Next ›**

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.
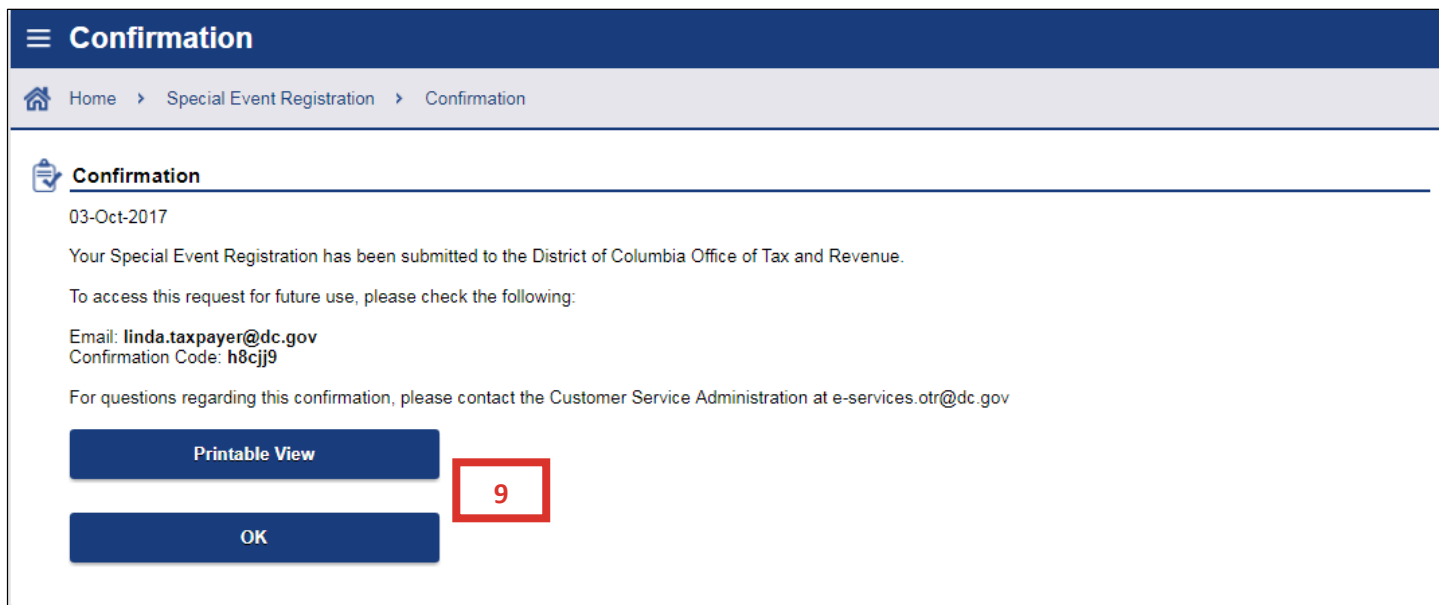   b. Once you're finished adding vendors/exhibitors, click **Next.**

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**.

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**.

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