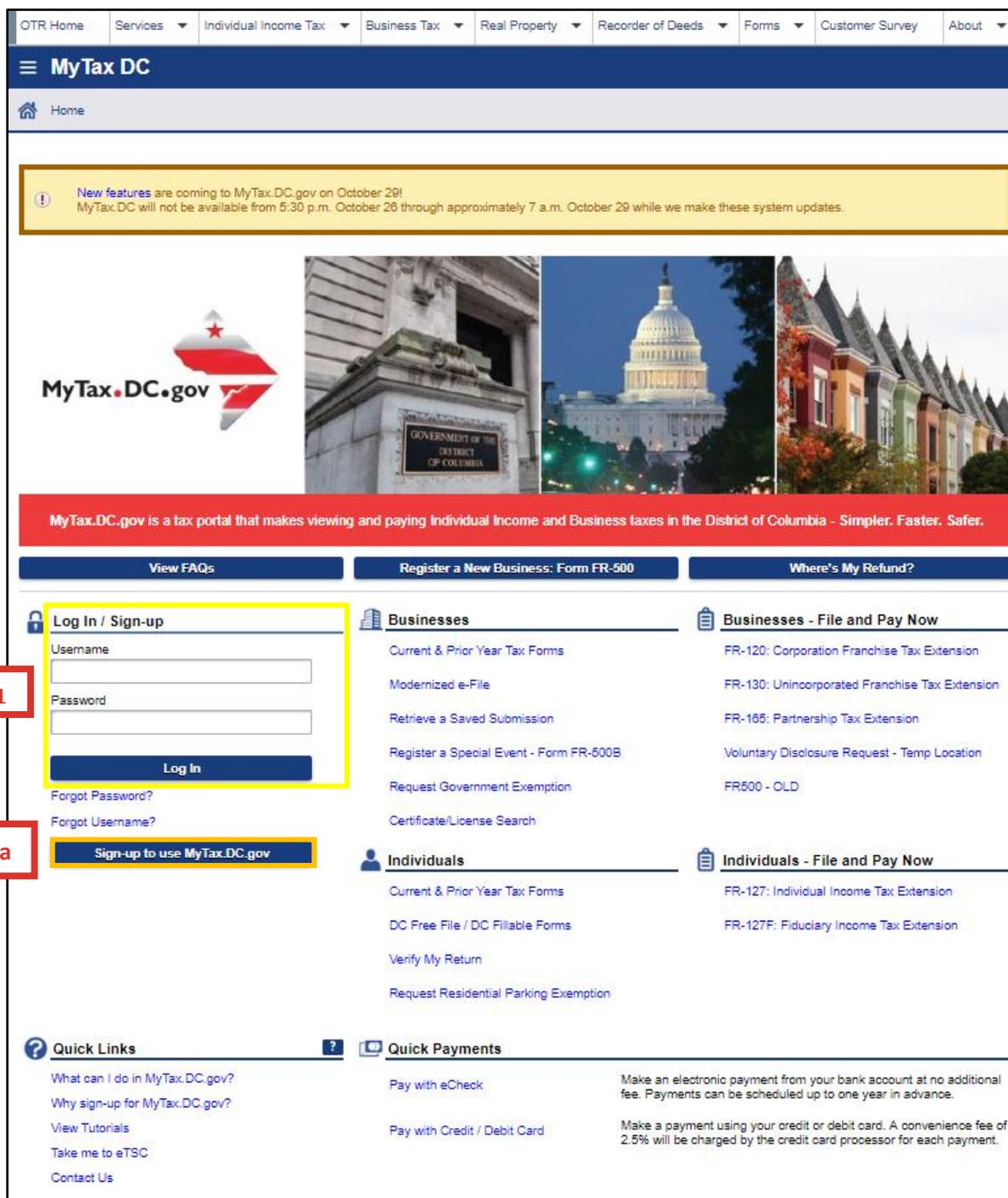


MyTax.DC.gov User Guide:

How to File a Rolling Stock Tax Return (FP-34)

Taxpayers can learn how to file the District of Columbia Railroad Rolling Stock 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 the MyTax DC logo and a Home button. A yellow banner contains a notice about system updates on October 29. The main content area features the MyTax.DC.gov logo, a banner 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.", and three main navigation buttons: View FAQs, Register a New Business: Form FR-500, and Where's My Refund?. The page is divided into several sections: Log In / Sign-up (with a yellow box and a red '1' annotation), Businesses (with sub-sections for File and Pay Now), Individuals (with sub-sections for File and Pay Now), Quick Links, and Quick Payments. A red box labeled '1a' points to the "Sign-up to use MyTax.DC.gov" button in the Log In / Sign-up section.

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, HAIGLER SOFTWARE Settings Log Off

Home

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

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			
Railroad Rolling Stock	402-001027206	HAIGLER SOFTWARE INDUSTRIES	\$1,000.00
Sales & Use Tax	350-001490096	HAIGLER SOFTWARE INDUSTRIES	\$0.00

[Register a New Tax Account](#)

2. In the user profile, under the **Accounts** tab, click the **Railroad Rolling Stock** hyperlink.

Railroad Rolling Stock Welcome, Test7 Settings Log Off

Home > Railroad Rolling Stock

Account HAIGLER SOFTWARE INDUSTRIES
 00028-12215
 Railroad Rolling Stock
 402-001027206
Balance: \$1,000.00

Account Alerts
 There are no alerts

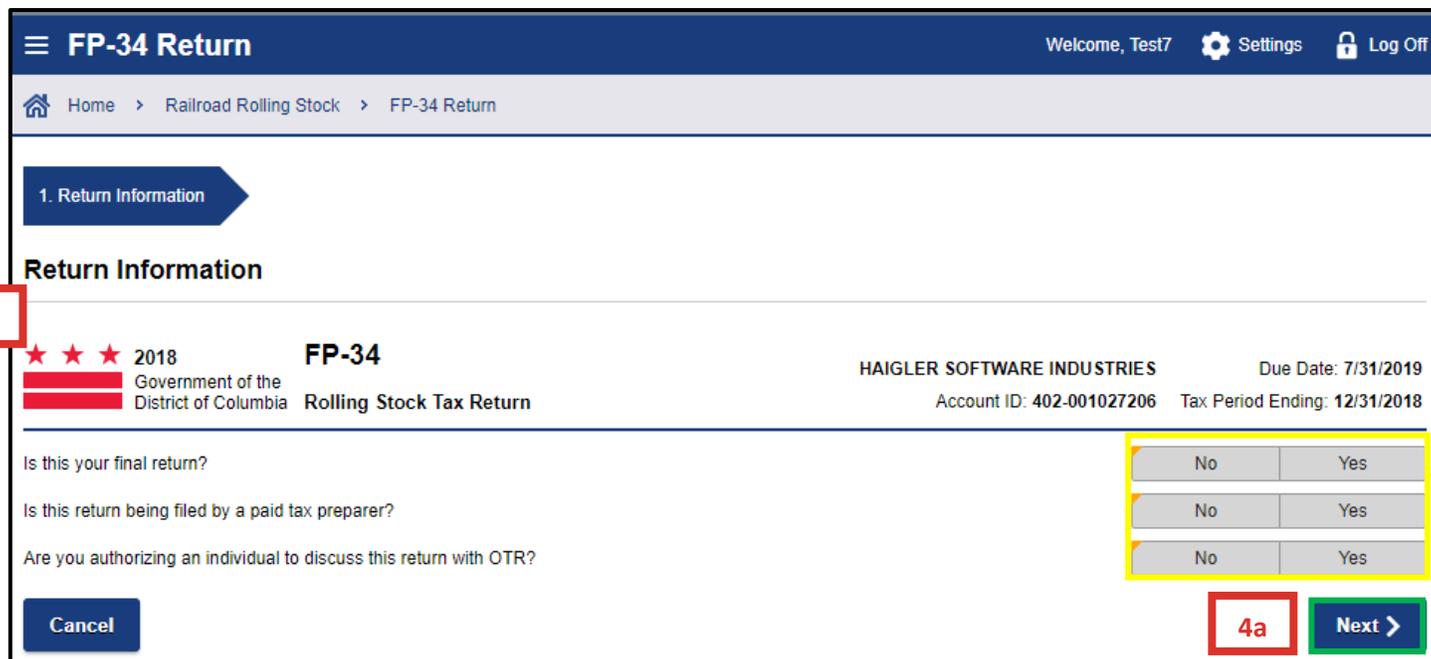
I Want To More...
 Request to Close Account
 Make a payment
 File an Extension
 Manage payments and returns
 Request a Penalty Waiver

3 Periods Submissions Correspondence Names and Addresses Logons

Periods View Periods

31-Dec-2019	\$0.00	
31-Dec-2018	\$1,000.00	File Return

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-34 Return Welcome, Test7 Settings Log Off

Home > Railroad Rolling Stock > FP-34 Return

1. Return Information

Return Information

4

★ ★ ★ 2018 **FP-34** HAIGLER SOFTWARE INDUSTRIES Due Date: 7/31/2019
Government of the District of Columbia Rolling Stock Tax Return Account ID: 402-001027206 Tax Period Ending: 12/31/2018

Is this your final return? No Yes

Is this return being filed by a paid tax preparer? No Yes

Are you authorizing an individual to discuss this return with OTR? No Yes

Cancel **4a** **Next >**

4. The **FP-34** will appear.
 - a. Answer the **Return Information** questions on the right side of the screen.
 - b. Click **Next**.

☰ FP-34 Return
Welcome, Test7 ⚙ Settings 🔒 Log Off

Home > Railroad Rolling Stock > FP-34 Return

1. Return Information
2. File the FP-34

File the FP-34

★ ★ ★ 2018
Government of the
District of Columbia

FP-34

Rolling Stock Tax Return

HAIGLER SOFTWARE INDUSTRIES
Account ID: 402-001027206

Due Date: 7/31/2019
Tax Period Ending: 12/31/2018

	Fruit, Meat, Refrigerator	Hopper, Oil, Tank, Dump, Coal	Furniture, Other	Box, Stock
1. Miles traveled within the District of Columbia	0	0	0	0
2. Rate per mile	\$0.065909	\$0.061364	\$0.054545	\$0.045455
3. Assessed value per class of cars	\$0.00	\$0.00	\$0.00	\$0.00
Totals				
4. Total Assessed Value				\$0.00
5. Minus Exclusion				\$225,000.00
6. Taxable Value				\$0.00
7. Tax Rate				0.0340
8. Tax Due				\$0.00

Cancel

5a
← Previous
Next →

5. On the **File the FP-34** page, enter the value(s) for **Miles traveled with the District of Columbia** in the applicable column. If there is a **Tax Due**, the system will automatically calculate the liability on **Line 8**.
 - a. Click **Next**.

FP-34 Return Welcome, Test7 Settings Log Off

Home > Railroad Rolling Stock > FP-34 Return

1. Return Information 2. File the FP-34 3. Attachments

6 Attachments

★ ★ ★ 2018 **FP-34** HAIGLER SOFTWARE INDUSTRIES Due Date: 7/31/2019
Government of the District of Columbia Rolling Stock Tax Return Account ID: 402-001027206 Tax Period Ending: 12/31/2018

Please attach your supporting Tax Computation Schedule below.

You must attach at least one schedule to continue

6a Add Attachment

Type	Name	Description	Size

6b Cancel Previous Next

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

FP-34 Return Welcome, Test7 Settings Log Off

Home > Railroad Rolling Stock > FP-34 Return

1. Return Information 2. File the FP-34 3. Attachments 4. Payment Options

7 Payment Options

Payment Information

I would like to: Required Required

7a Cancel 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-34 Return
Welcome, Test7 ⚙ Settings 🔒 Log Off

Home > Railroad Rolling Stock > FP-34 Return

1. Return Information
2. File the FP-34
3. Attachments
4. Payment Options

Payment Options

Payment Information

I would like to: Pay Through eCheck

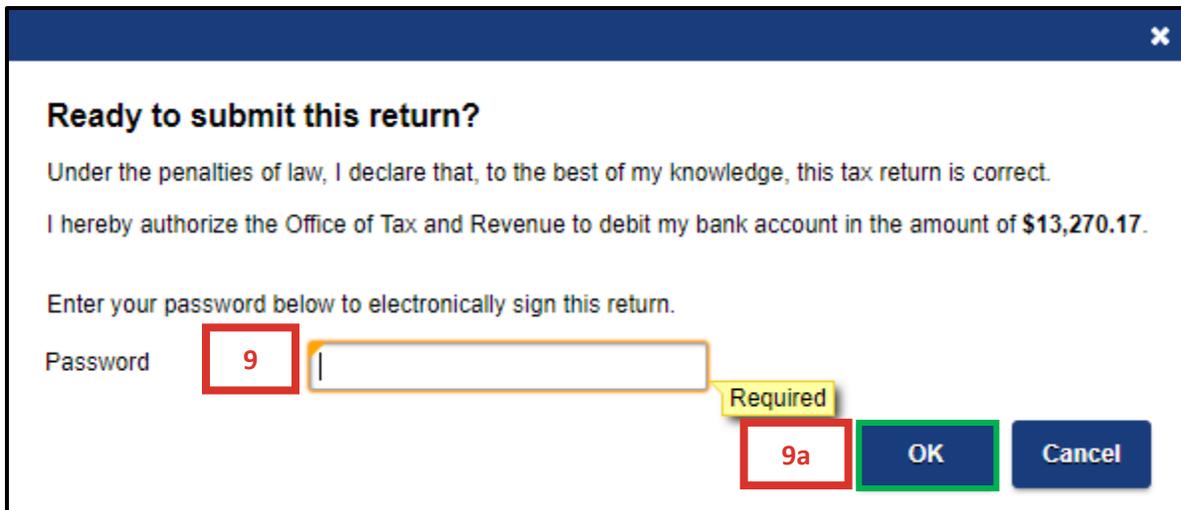
You can schedule a payment on or up to the due date of the return (7/31/2019) by adjusting the payment date below.

Period	8 Payment Method	8b Payment
<p>HAIGLER SOFTWARE INDUSTRIES 00028-12215</p> <p>Railroad Rolling Stock 402-001027206</p> <p>➤ 31-Dec-2018</p>	<p>Type Direct Debit - US Bank</p> <p>Bank Account Type Required</p> <p>Routing Number Required</p> <p>Account Number Required</p> <p>Confirm Account Number Required</p>	<p>Payment Date 10-Oct-2018</p> <p>Amount \$13,270.17</p> <p>Confirm Amount Required</p>
	<p>8a Save this payment method for future use</p> <div style="display: flex; justify-content: center; gap: 10px;"> No Yes </div>	

Cancel

8c
← Previous
Submit

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 **\$13,270.17**.

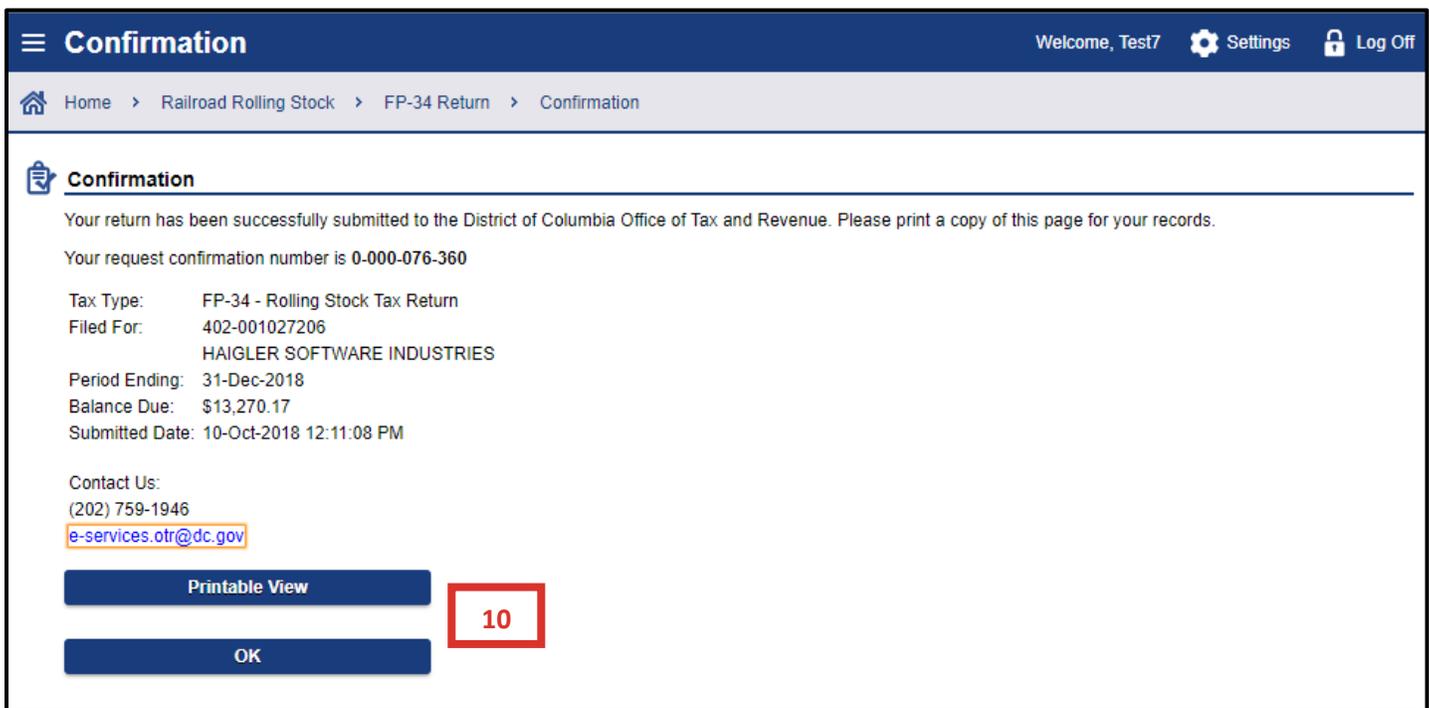
Enter your password below to electronically sign this return.

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, Test7 Settings Log Off

Home > Railroad Rolling Stock > FP-34 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 0-000-076-360

Tax Type: FP-34 - Rolling Stock Tax Return
Filed For: 402-001027206
HAIGLER SOFTWARE INDUSTRIES
Period Ending: 31-Dec-2018
Balance Due: \$13,270.17
Submitted Date: 10-Oct-2018 12:11:08 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**.