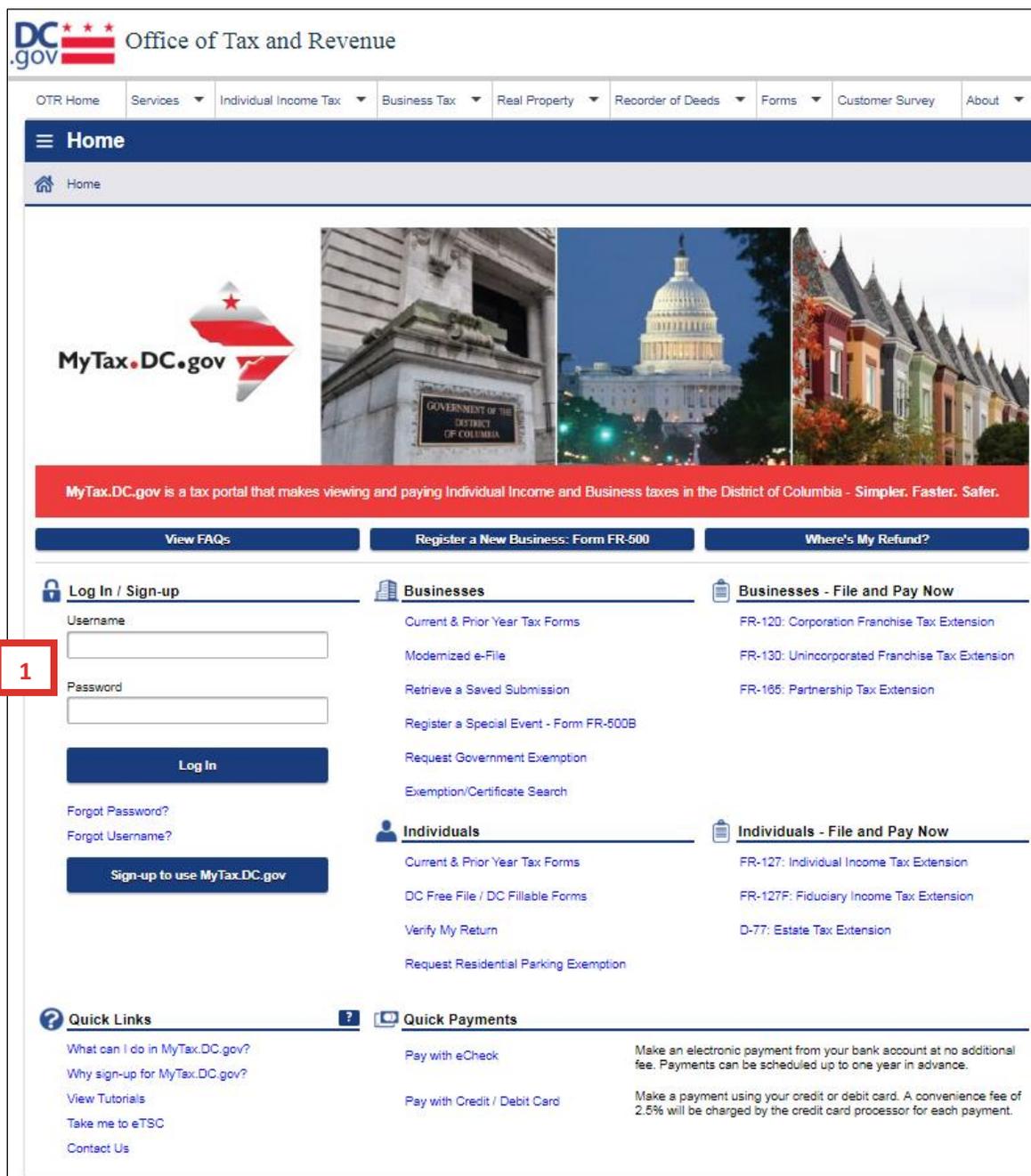


MyTax.DC.gov User Guide: How to File a Sales and Use Tax Return

You can file your Sales and Use (monthly, quarterly or annual) tax return from within your [MyTax.DC.gov](https://mytax.dc.gov) account by following this step-by-step guide.



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 image featuring the MyTax.DC.gov logo and a red banner that 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 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:** This section contains a login form with fields for "Username" and "Password", a "Log In" button, and links for "Forgot Password?" and "Forgot Username?". A red box with the number "1" is placed over the "Log In" button. Below the login form is a "Sign-up to use MyTax.DC.gov" button.
- Businesses:** This 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 "Exemption/Certificate Search".
- Businesses - File and Pay Now:** This section includes links for "FR-120: Corporation Franchise Tax Extension", "FR-130: Unincorporated Franchise Tax Extension", and "FR-165: Partnership Tax Extension".
- Individuals:** This section includes links for "Current & Prior Year Tax Forms", "DC Free File / DC Fillable Forms", "Verify My Return", and "Request Residential Parking Exemption".
- Individuals - File and Pay Now:** This section includes links for "FR-127: Individual Income Tax Extension", "FR-127F: Fiduciary Income Tax Extension", and "D-77: Estate Tax Extension".

At the bottom, there are two sections:

- Quick Links:** 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".
- Quick Payments:** Includes links for "Pay with eCheck" (with a note: "Make an electronic payment from your bank account at no additional fee. Payments can be scheduled up to one year in advance.") and "Pay with Credit / Debit Card" (with a note: "Make a payment using your credit or debit card. A convenience fee of 2.5% will be charged by the credit card processor for each payment.").

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

Home Log Off

Home

Logon Settings **Alerts** **I Want To** More...

bsndemo4
John Taxpayer
john.taxpayer@dc.gov
+1 (202) 555-5555
Last logged on 25-Sep-2017
Balance: (\$5,000.00)

There are 5 unread messages
There is 1 unread letter
Pending Account Access Request
1 submission needs attention

View My Web Profile
Register a New Tax Account
Send OTR a message
Manage payments and returns
View FAQ's
Go Paperless

Accounts Submissions Correspondence Names and Addresses Logons Exemptions

Accounts More...

Filter

Corporation Franchise Tax	250-000000832	APOLLO FINANCIAL, INC.	\$0.00
2 Sales & Use Tax	350-000132190	APOLLO FINANCIAL, INC.	(\$5,000.00)
Withholding Non-Payroll Tax	300-000000833	APOLLO FINANCIAL, INC.	\$0.00
Withholding Wage Tax	300-100011032	APOLLO FINANCIAL, INC.	\$0.00

Register a New Tax Account

2. In the user profile, under **Accounts**, click the **Sales & Use Tax** hyperlink.

Sales & Use Tax Log Off

Home > Sales & Use Tax

Account Settings **Account Alerts** **I Want To** More...

bsndemo4
APOLLO FINANCIAL, INC.
00000-56128
Sales & Use Tax
350-000132190
Balance: (\$5,000.00)

There is 1 unread message

Request a Sales Refund
Request to Close Account
Make a payment
Manage payments and returns
Request a Penalty Waiver

Periods Submissions Correspondence Names and Addresses Logons

Periods More...

30-Sep-2017	(\$5,000.00)	File Return	3
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3. Under **Periods**, click the **File Return** hyperlink.

FR-800 Return
Log Off

2017
Government of the
District of Columbia

FR-800Q 4

Quarterly Sales & Use Tax Return

APOLLO FINANCIAL, INC.
Account ID: 350-000132190

Due Date: 10/20/2017
Tax Period Ending: 9/30/2017

Who should file the FR-800Q?

Every vendor who has made any sale at retail, taxable under the provisions of District of Columbia (DC) Official Code §47-2001 et seq., during the preceding calendar quarter, shall file a return with the Office of Tax and Revenue (OTR).

Return Information

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?

	Taxable Amount		Tax Rate	Tax Due
Use Tax on Purchases Taxable at 5.75%	\$1,000.00	X	0.0575	\$57.50
Gross Sales	\$500.00			
Sales Taxable at 5.75%	\$100.00	X	0.0575	\$5.75
Sales and Purchases of Off-Premises Alcohol Taxable at 10%	\$0.00	X	0.1000	\$0.00
Other Sales and Purchases Taxable at 10%	\$0.00	X	0.1000	\$0.00
Sales for Parking Taxable at 18%	\$0.00	X	0.1800	\$0.00
Sales and Purchases Taxable at 14.5%	\$0.00	X	0.1450	\$0.00
Enter 2% of 911 sales receipts less 3% discount				\$0.00
Disposable Carryout Bag Fee (Net of discount)				\$0.00
Penalty – 5% per month with a maximum of 25%				\$0.00
Interest – 10% per year				\$0.00
Total Amount Due				\$63.25

4c **Payment Information**

I would like to: Required Required

4d

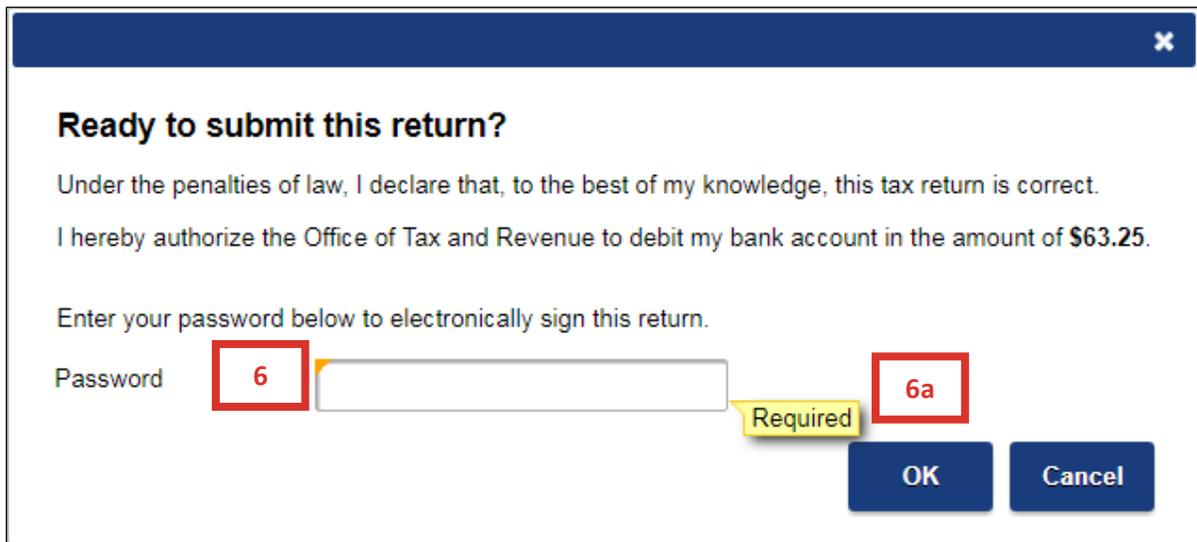
4. The **FR-800 Return** will appear. **Note:** Depending on how your Sales and Use account is set up with the Office of Tax and Revenue will determine if you will file a monthly, quarterly or annual return. The filing process remains the same for each return.
 - a. Answer the **Return Information** questions on the right side of the screen.
 - b. Then, answer the **Taxable Amount** inquiries.
 - c. Select the appropriate **Payment Information** from the drop-down bar. You may choose **No Payment is Needed** 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 by eCheck**.
 - d. Click **Submit**.

Payment Information

I would like to: Pay Through eCheck ▼ You can schedule a payment on or up to the due date of the return (10/20/2017) by adjusting the payment date below.

5	5b	Payment
Period 30-Sep-2017 Sales & Use Tax 350-000132190 APOLLO FINANCIAL, INC. 820 MARYLAND AVE NE WASHINGTON DC 20002-5306	Payment Method Type Direct Debit - US Bank Bank Account Type Required Routing Number Required Account Number Required Confirm Account Number Required	Payment Date 28-Sep-2017 Amount Required Confirm Amount Required
5a Save this payment method for future use <input type="button" value="No"/> <input type="button" value="Yes"/>	5c <input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

5. 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 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**. 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.

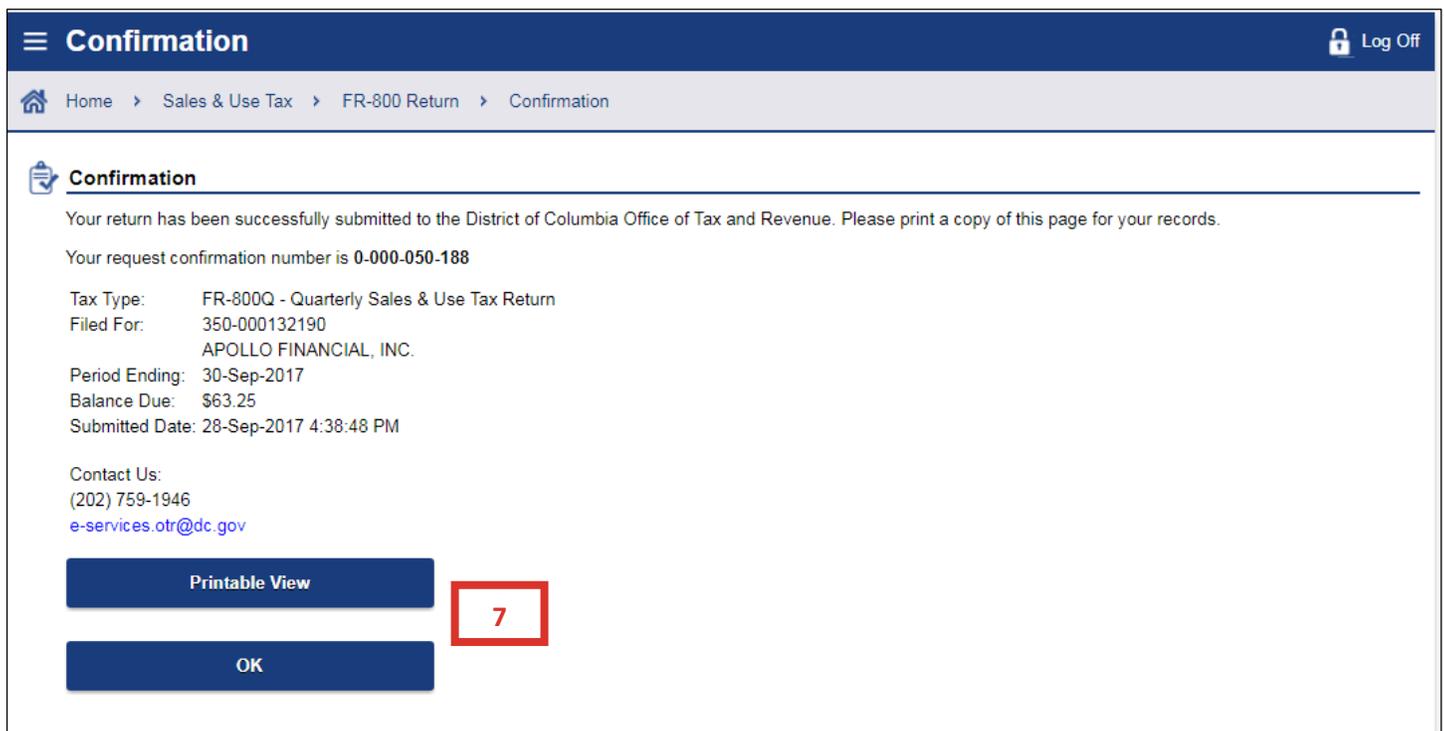
I hereby authorize the Office of Tax and Revenue to debit my bank account in the amount of **\$63.25**.

Enter your password below to electronically sign this return.

Password **6** **Required** **6a**

OK **Cancel**

6. 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 Log Off

Home > Sales & Use Tax > FR-800 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 **0-000-050-188**

Tax Type: FR-800Q - Quarterly Sales & Use Tax Return
Filed For: 350-000132190
APOLLO FINANCIAL, INC.
Period Ending: 30-Sep-2017
Balance Due: \$63.25
Submitted Date: 28-Sep-2017 4:38:48 PM

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

Printable View **7**

OK

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