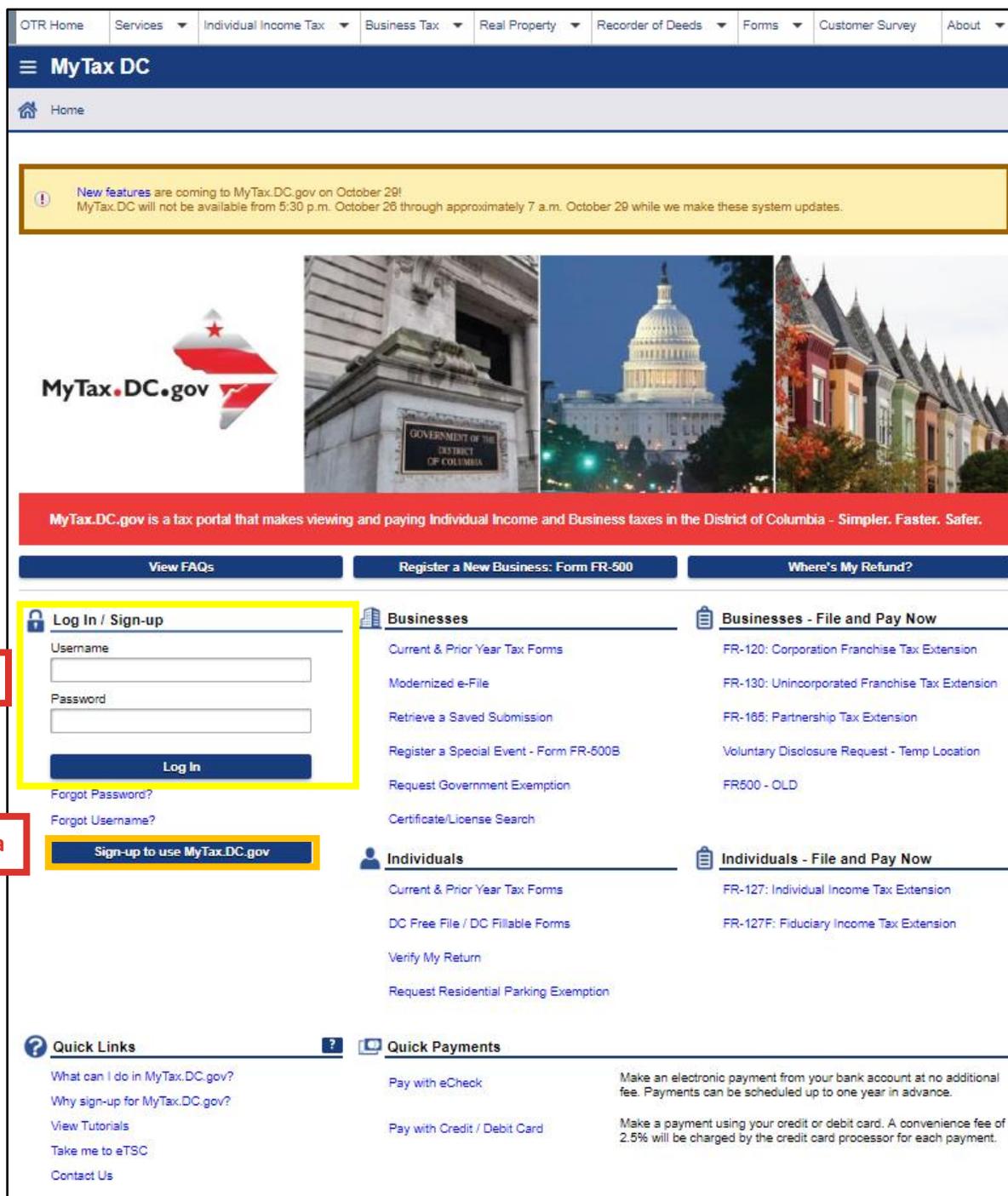


MyTax.DC.gov User Guide:

How to File a Tobacco Products Excise Tax Return (FR-1000Q)

Tobacco wholesalers can file the District of Columbia Tobacco Products Excise tax return electronically at [MyTax.DC.gov](https://mytax.dc.gov) by following this step-by-step guide.



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, Michael Cobalt Settings Log Off

Home

Logon Michael Cobalt
username@dc.gov
+1 (202) 000-0000
Last logged on 31-Dec-2019
Balance: (\$9,000.00)

Alerts There are 10 unread messages

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

Account Name	Account ID	Account Holder	Balance
Cigarette/Other Tobacco Products	420-001301039	MICHAEL COBALT	\$1,000.00
Public Utility	410-000405084	MICHAEL COBALT	(\$10,000.00)

Register a New Tax Account

2. In the user profile, under the **Accounts** tab, click the **Cigarette/Other Tobacco Products** hyperlink.

Cigarette/Other Tobacco Products Welcome, Test3 Settings Log Off

Home > Cigarette/Other Tobacco Products

Account MICHAEL CORLEONE
00026-08852
Cigarette/Other Tobacco Products
MICHAEL COBALT
420-001301039
Balance: \$1,000.00

Account Alerts File return for 31-Mar-2018
There are 9 unread messages

I Want To More...
Generic Refund Request
Cigarette Stamp Redemption
Request to Close Account
Make a payment
Manage payments and returns
Request a Penalty Waiver

3 Periods Submissions Correspondence Names and Addresses Logons

Periods View Periods

Period	Balance	Multiple Returns	File Return
31-Mar-2018	\$1,000.00	Multiple Returns	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.

4

≡ Returns Welcome, Test3 Settings Log Off

Home > Cigarette/Other Tobacco Products > Returns

Returns for 31-Mar-2018 Filter

	Received Date	Due Date	Return	Status
File Now		20-Apr-2018	FR-467E Cigarette Wholesaler Quarterly Repo	Overdue
File Now		23-Apr-2018	FR-1000Q Tobacco Products Excise Tax Return	Overdue
File Now		25-Apr-2018	FR-467 Cigarette Wholesaler Monthly Report	Overdue
View Return	17-Jul-2018	20-Apr-2018	FR-467E Cigarette Wholesaler Quarterly Repo	Processing
View Return	17-Jul-2018	25-Apr-2018	FR-467 Cigarette Wholesaler Monthly Report	Processing

5 Rows

4. On the **Returns** page click the **File Now** hyperlink to file the **FR-1000Q Tobacco Products Excise Tax Return**.

5

≡ FR-1000Q Return Welcome, Test3 Settings Log Off

Home > Cigarette/Other Tobacco Products > Returns > FR-1000Q Return

1. Return Information

Return Information

★ ★ ★ 2018 **FR-1000Q** MICHAEL COBALT Due Date: 4/23/2018
Government of the District of Columbia **Tobacco Products Excise Tax Return** Account ID: 420-001301039 Tax Period Ending: 3/31/2018

Is this your final return? 5a 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](#) 5b [Next >](#)

5. The **FR-1000Q** will appear.
- a. Answer the **Return Information** questions on the right side of the screen.
 - b. Click **Next**.

FR-1000Q Return
Welcome, Test3 [Settings](#) [Log Off](#)

Home > Cigarette/Other Tobacco Products > Returns > FR-1000Q Return

1. Return Information
2. File the FR-1000Q

6 **File the FR-1000Q**

★ ★ ★ **2018**
Government of the District of Columbia

FR-1000Q

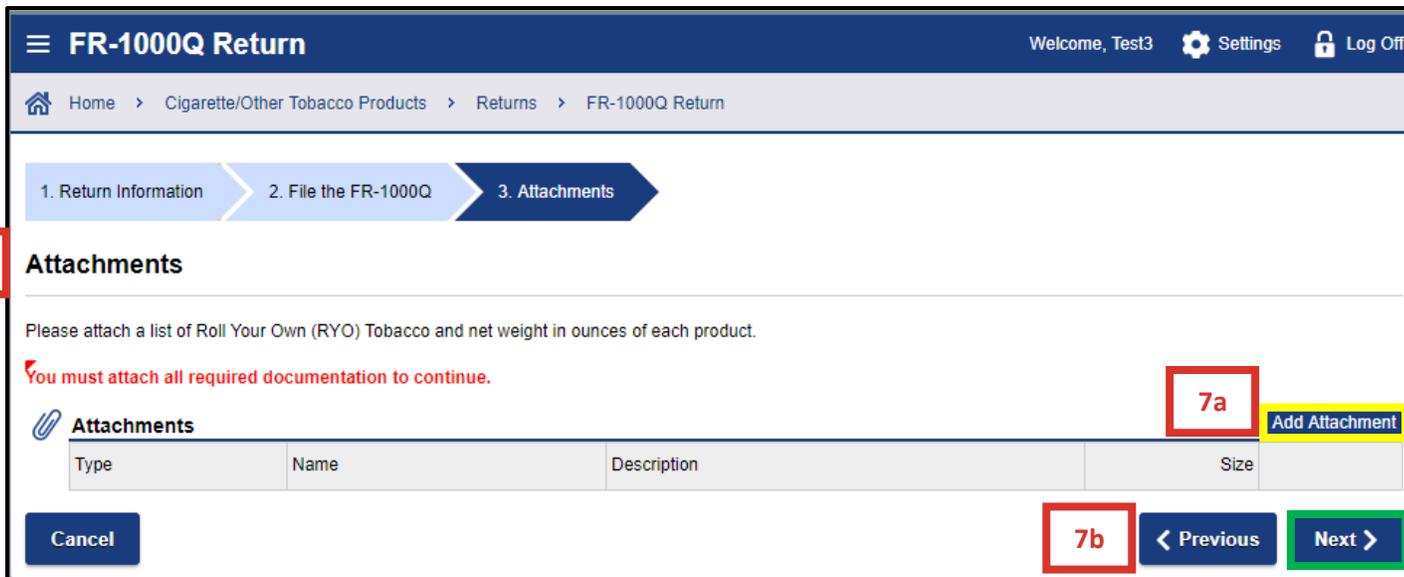
Tobacco Products Excise Tax Return

MICHAEL COBALT
 Account ID: **420-001301039**
 Due Date: 4/23/2018
 Tax Period Ending: 3/31/2018

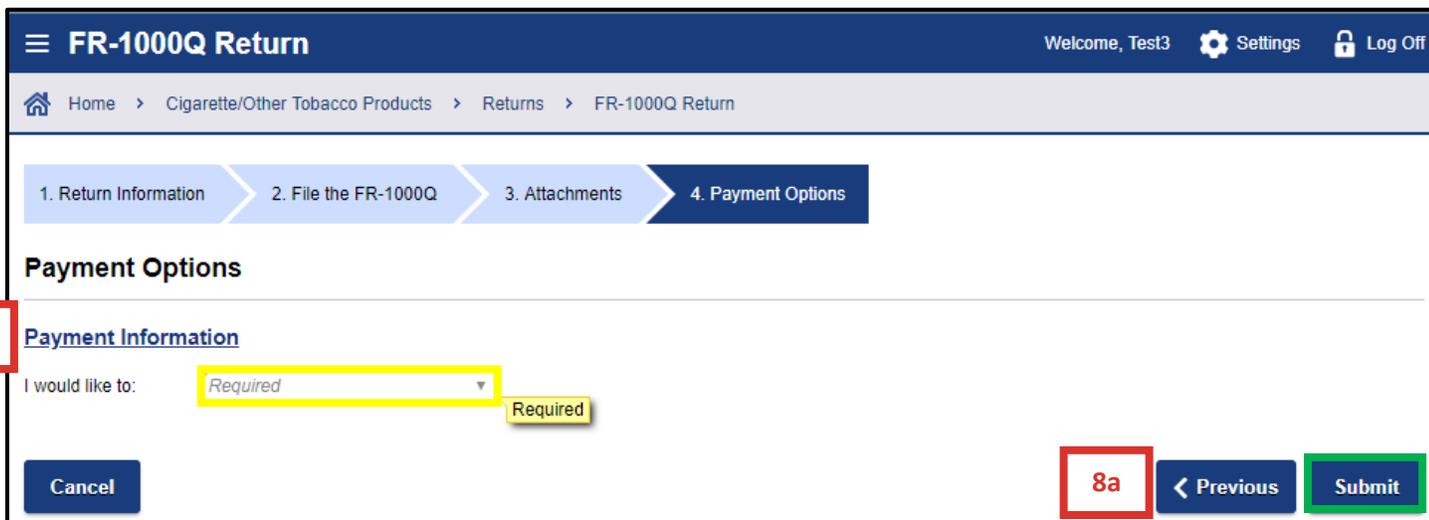
	Tax Rate	Tax Due
1. Little Cigars	0.1450	\$0.00
2. Roll your own (RYO) Tobacco	0.6000	\$0.00
3. Vapor Products	0.6000	\$0.00
4. All other Tobacco Products	0.6000	\$0.00
5. Total Amount Due		\$0.00

Cancel
6a
< Previous
Next >

6. On the **File the FR-1000Q** page, enter values in the editable spaces where applicable. Your entries will determine the automatic calculations in the gray spaces. If there is a **Total Amount Due**, it will be noted on **Line 5**.
 - a. Click **Next**.



7. Complete the **Attachments** section.
 - a. Attach a **list of Roll Your Own Tobacco (RYO) and net weight in ounces of each product** by clicking the **Add Attachment** tab to the right of the page.
 - b. Click **Next**.



8. 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**.

FR-1000Q Return
Welcome, Test3 [Settings](#) [Log Off](#)

Home > Cigarette/Other Tobacco Products > Returns > FR-1000Q Return

1. Return Information
2. File the FR-1000Q
3. Attachments
4. Payment Options

Payment Options

Payment Information

I would like to: Pay Through eCheck

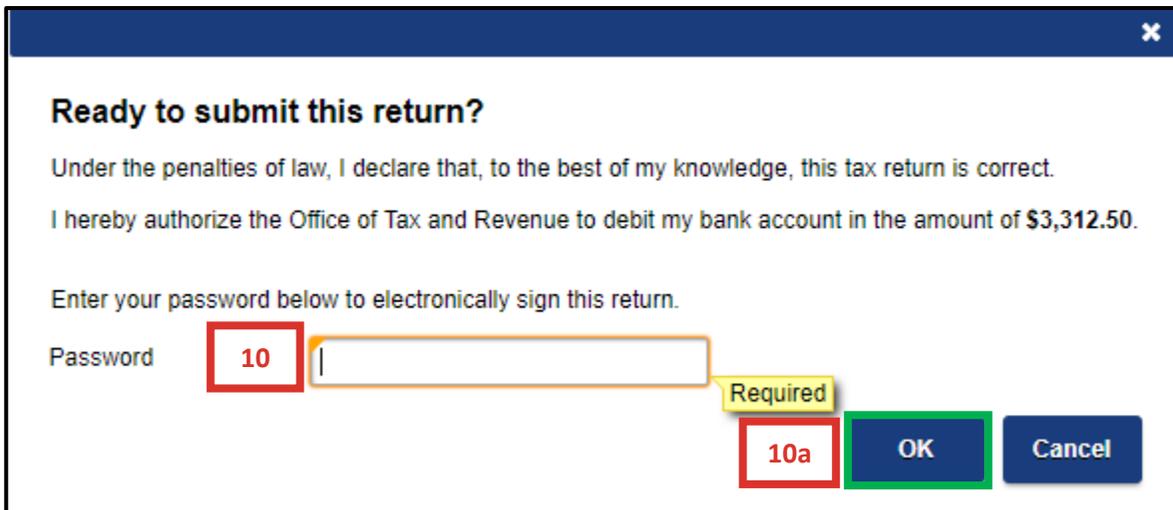
You can schedule a payment on or up to the due date of the return (4/23/2018) by adjusting the payment date below.

Period	9 Payment Method	9b Payment
MICHAEL CORLEONE 00026-08852 Cigarette/Other Tobacco Products MICHAEL COBALT 420-001301039 > 31-Mar-2018	Type Direct Debit - US Bank Bank Account Type Required Routing Number Required Account Number Required Confirm Account Number Required	Payment Date 03-Oct-2018 Amount \$3,312.50 Confirm Amount Required
	Save this payment method for future use <div style="display: flex; justify-content: space-around;"> 9a No Yes </div>	

Cancel

9c
< Previous
Submit

9. 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.

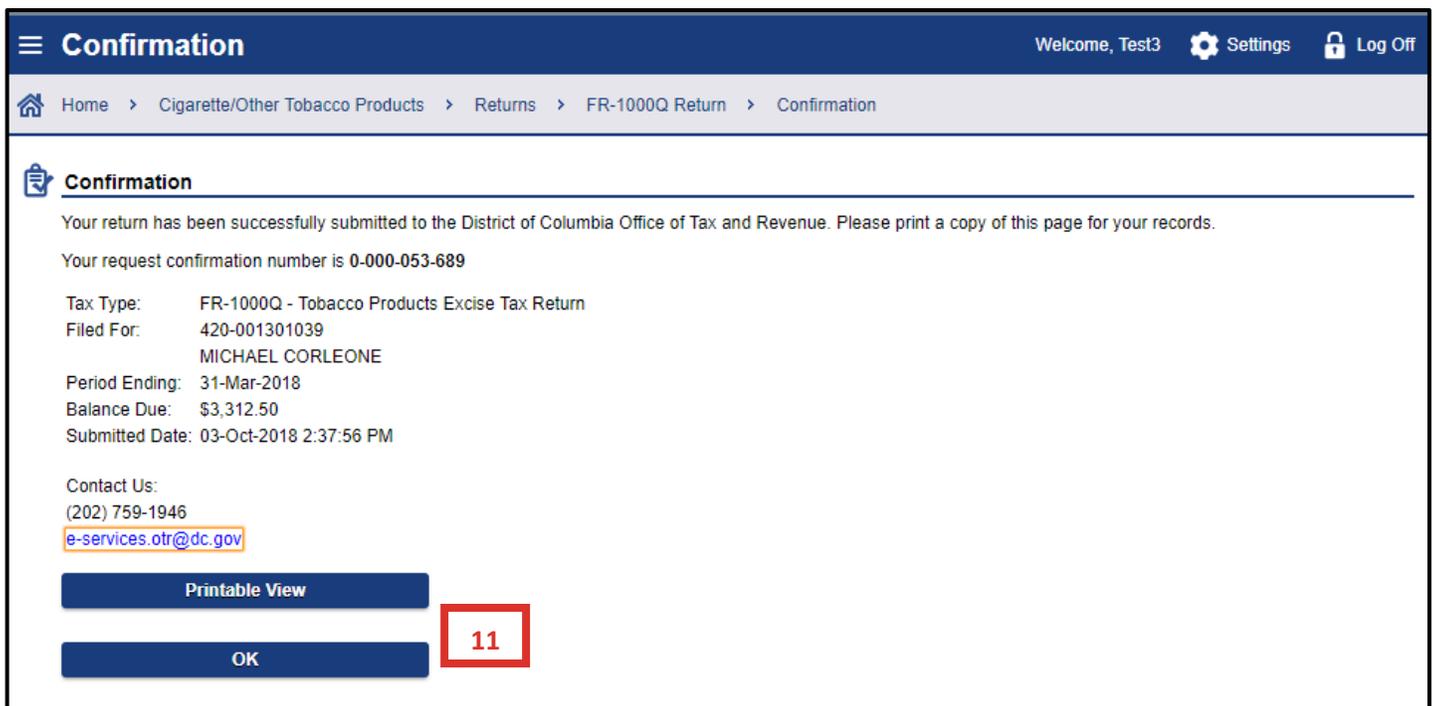
I hereby authorize the Office of Tax and Revenue to debit my bank account in the amount of **\$3,312.50**.

Enter your password below to electronically sign this return.

Password **10** **Required**

10a **OK** **Cancel**

10. 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, Test3 Settings Log Off

Home > Cigarette/Other Tobacco Products > Returns > FR-1000Q 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 0-000-053-689

Tax Type: FR-1000Q - Tobacco Products Excise Tax Return
Filed For: 420-001301039
MICHAEL CORLEONE
Period Ending: 31-Mar-2018
Balance Due: \$3,312.50
Submitted Date: 03-Oct-2018 2:37:56 PM

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

Printable View **11**
OK

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