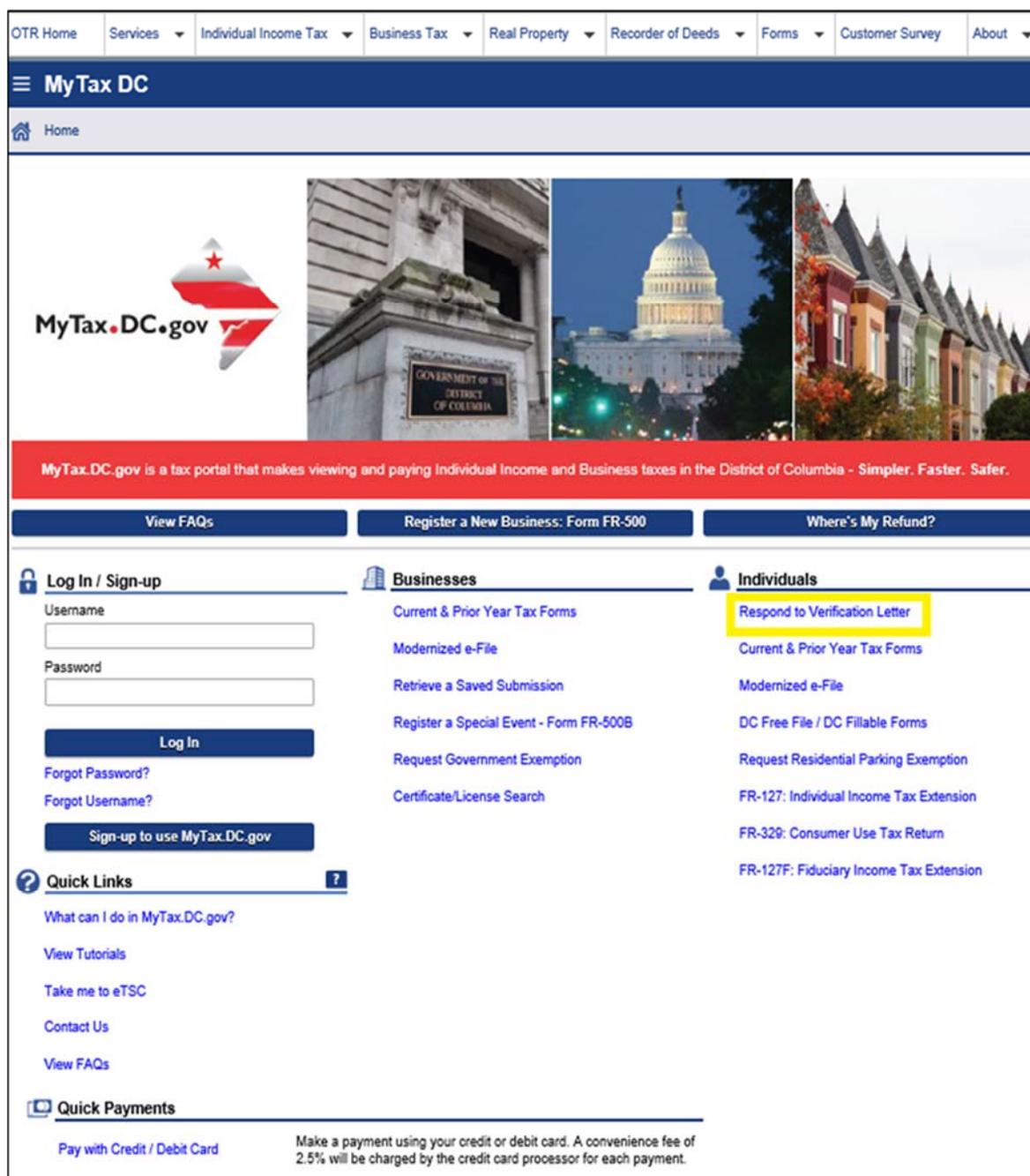


MyTax.DC.gov User Guide: How to Verify Your PIN

To help combat identity theft and tax fraud, the Office of Tax and Revenue (OTR) requires additional verification for selected tax returns. Learn how to respond to your Notice for Identity Verification PIN via [MyTax.DC.gov](https://mytax.dc.gov) by following this step-by-step guide.

Note: If you have not filed a return or a tax preparer has not filed a return on your behalf, please see [page 5](#) for further instructions.

If You Have Filed a Return or a Tax Preparer Has Filed a Return on Your Behalf



The screenshot shows the MyTax.DC.gov website interface. 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 navigation is a blue header with the MyTax DC logo and a Home button. The main content area features a banner with the MyTax.DC.gov logo and three images: a building, the US Capitol, and a row of colorful houses. Below the banner is 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 this are three buttons: "View FAQs", "Register a New Business: Form FR-500", and "Where's My Refund?". The main content is divided into three sections: "Log In / Sign-up", "Businesses", and "Individuals". The "Individuals" section has a yellow highlight around the "Respond to Verification Letter" link. Below the "Log In / Sign-up" section is a "Quick Links" section with links for "What can I do in MyTax.DC.gov?", "View Tutorials", "Take me to eTSC", "Contact Us", and "View FAQs". At the bottom is a "Quick Payments" section with a link for "Pay with Credit / Debit Card" and 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, under **INDIVIDUALS**, click the **Respond to Verification Letter** hyperlink.
2. On the Respond to Verification Letter landing page, click the **Verify Your PIN** hyperlink to submit your response.

Home

Home > Request

If you received a letter from the DC Office of Tax and Revenue requesting you to complete verification online, please click on the letter you received below. You may contact the Services Team at (202) 759-1946 to receive assistance with navigating this website.

Verify Your PIN

Take an Identity Quiz

Submit Verification Documents

2

Your Verification PIN:

Pass an Identity Verification Quiz

Upload the documents listed above on OTR's secure Taxpayer Access Portal.

☰ **Verify Tax Return**

🏠 Home > Request > Verify Tax Return

✔
Verify My Return

3

Verification

The District of Columbia Office of Tax and Revenue (OTR) has received your DC Individual Income Tax Return. In an effort to safeguard your identity and protect you against potential tax fraud, your return requires additional verification. Before OTR can continue to process your tax return, you must provide answers to the questions below.

To complete the questions, you must have on hand the *Notice of Verification of Return* mailed to you along with a copy of your tax return.

Enter the last name of the taxpayer first listed on the notice.

4

Last Name

Required

Required

5

Verification PIN

Required

5

Re-enter Verification PIN

Required

6

Did you file this state tax return?

Yes, I filed the tax return myself.

Yes, I authorized someone else to file a return on my behalf.

No, I did not file this return and need to report identity theft.

7

Please enter the net refund amount listed on your original District of Columbia D40/D40EZ tax return for the tax year on the notice. If you are not requesting a refund, enter 0.

Refund Amount

8

Submit

Cancel

3. Fill out the requested information on the Verification page. To complete the questions, please have on-hand the **Notice of Verification of Return** mailed to you along with a copy of your tax return.
4. Enter your **Last Name**.
5. Enter and re-enter the **Verification PIN** provided in the notice.

Note: The **Verification PIN** is case sensitive and will need to be entered as it appears on your notice.

6. Select **Yes** if you prepared **or** select **Yes** if you authorized someone else to file your tax return on your behalf.
7. Enter the refund amount on the return for the tax year on the notice. If you are not requesting a refund, enter zero.
8. Click **Submit**.

Confirmation

Home > Request > Verify Tax Return > Confirmation

Confirmation

You have completed the PIN verification process. Please print a copy of this page for your records.

Your request confirmation number is **0-000-048-682**

Request Type: TAP PIN Refund Verification
Submitted Date: 28-Oct-2019 3:29:55 PM

Please allow up to six weeks for your tax return to be fully processed.
For further assistance you may contact the Refund Integrity Unit at (202) 741-8629

[Printable View](#) 9

[OK](#)

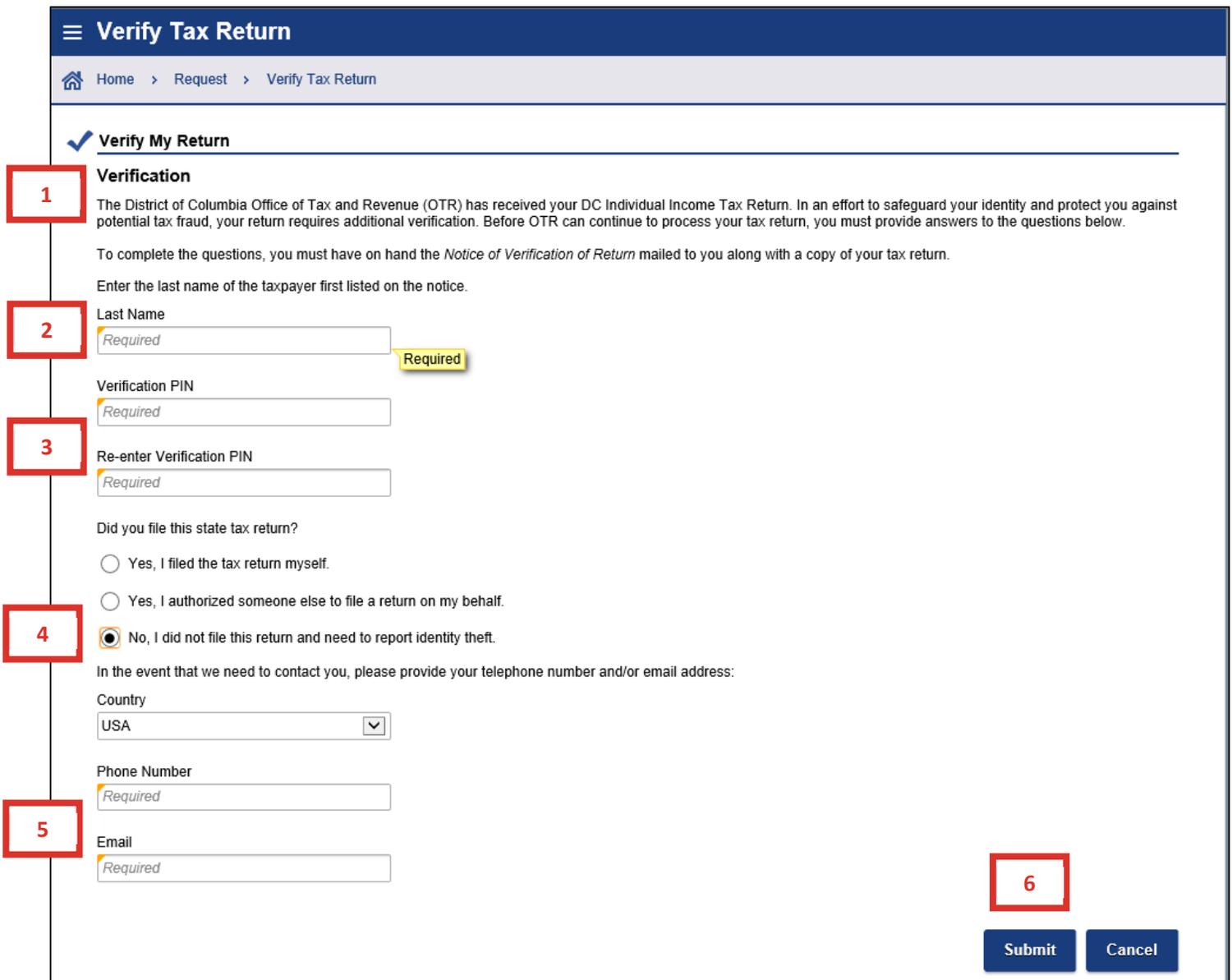
9. A **Confirmation** will appear confirming that you have successfully completed the PIN verification process. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.

If You Have Not Filed a Return or a Tax Preparer Has Not Filed a Return on Your Behalf

1. Fill out the requested information on the Verification page. To complete the questions, please have on-hand the **Notice of Verification of Return** mailed to you.
2. Enter your **Last Name**.
3. Enter and re-enter the **Verification PIN** provided in the notice.

Note: The **Verification PIN** is case sensitive and will need to be entered as it appears on your notice.

4. Select **No** if you did not file the return and need to report identity theft.
5. Enter your **Phone Number** and **Email** in the required fields.
6. Click **Submit**.

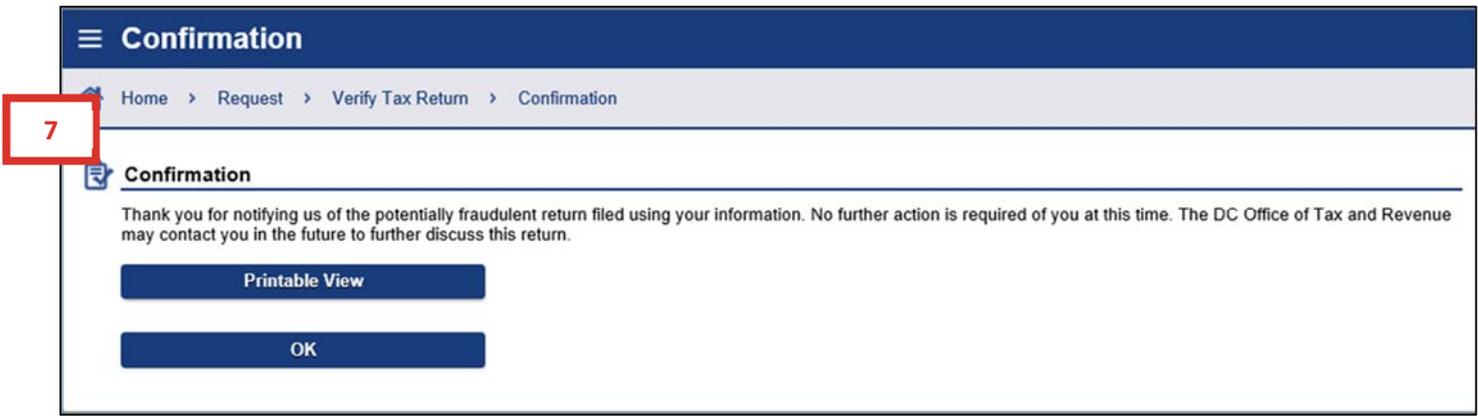


The screenshot shows the 'Verify Tax Return' page. At the top, there is a navigation bar with a home icon and the path 'Home > Request > Verify Tax Return'. Below this is a section titled 'Verify My Return' with a checkmark icon. The main content area is titled 'Verification' and contains the following text: 'The District of Columbia Office of Tax and Revenue (OTR) has received your DC Individual Income Tax Return. In an effort to safeguard your identity and protect you against potential tax fraud, your return requires additional verification. Before OTR can continue to process your tax return, you must provide answers to the questions below. To complete the questions, you must have on hand the Notice of Verification of Return mailed to you along with a copy of your tax return. Enter the last name of the taxpayer first listed on the notice.'

Numbered callouts on the form:

- 1**: Points to the 'Verification' section header.
- 2**: Points to the 'Last Name' input field, which is marked as 'Required'.
- 3**: Points to the 'Verification PIN' input field, which is marked as 'Required'.
- 4**: Points to the radio button for 'No, I did not file this return and need to report identity theft.'.
- 5**: Points to the 'Email' input field, which is marked as 'Required'.
- 6**: Points to the 'Submit' button.

Other form elements include: 'Re-enter Verification PIN' (Required), a question 'Did you file this state tax return?' with three radio button options ('Yes, I filed the tax return myself.', 'Yes, I authorized someone else to file a return on my behalf.', and 'No, I did not file this return and need to report identity theft.'), a 'Country' dropdown menu (set to USA), and 'Phone Number' (Required) input field. At the bottom right, there are 'Submit' and 'Cancel' buttons.



7. A **Confirmation** page will appear confirming that the Office of Tax and Revenue will be notified of this fraudulent activity. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.

Please note: If you did not file the return, the return will be rejected, and it will not be processed. This will not affect you from filing your correct tax return.