MyTax.DC.gov User Guide: How to Take an Identity Quiz

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 of Identity Confirmation via 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 8 for further instructions.

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

1. From the MyTax.DC.gov homepage, under INDIVIDUAL, click the Respond to Verification Letter hyperlink.
2. On the Respond to Verification Letter landing page, click the **Take an Identity Quiz** hyperlink to submit your response.

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 eServices Team at (202) 759-1046 to receive assistance with navigating this website.
Fill out the requested information on the Verification Quiz Logon page. To complete the questions, please have on-hand the **Notice of Identity Confirmation** mailed to you along with a copy of your tax return.

3. Enter your **Notice Number**.
4. Enter and re-enter the **last 4 digits of the Primary Filers SSN/ITIN**.
5. Select **Yes** if you filed the return yourself or select **Yes** if you authorized someone else to file your tax return on your behalf.
6. Enter the **refund amount** on the return for the tax year on the notice. If you are not requesting a refund, enter zero.
7. Click **Submit**.
8. An instructional page will appear advising you of the information you will need to have on hand before beginning your Identity Verification Quiz.

9. Once you have the required documents and are prepared to take your Identity Quiz, click **Begin Quiz**.

10. A confirmation page will appear if you were able to successfully verify your identity.

11. If you were not able to successfully pass your Identity Verification Quiz, and there is enough information available to administer a second quiz, you will have the option to take your Identity quiz a second time. If you wish to retake your quiz, click **Retake Quiz**.
12. If you were unable to successfully pass your Identity Verification Quiz, you can verify your identity using an alternative method. Please click, **Submit Identification Documents** to submit documentation directly to the Office of Tax and Revenue’s Return Integrity Unit to continue the Identity Verification process.

13. Enter and re-enter your **Notice Number**.

14. Select **Yes** if you filed the return yourself or select **Yes** if you authorized someone else to file your tax return on your behalf.

15. Please enter your **Phone Number** and **E-mail Address** in the required fields.

16. Click **Next**.
17. You will then be directed to an Attachments page. When you are ready to add your attachments, click the Add Attachment button.

**Please note:** You must provide a document from each column. Providing partial documentation could further delay the processing of your tax return.
18. A Confirmation page will appear confirming that the Office of Tax and Revenue has received your document submission. 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

Fill out the requested information on the Verification page. To complete the questions, please have on-hand the Notice of Identity Confirmation that was mailed to you.

1. Enter your Notice Number.
2. Enter and re-enter the last 4 digits of the Primary Filers SSN/ITIN.
3. Select No if you did not file the return and need to report identity theft.
4. Enter your Phone Number and E-Mail Address in the required fields.
5. Click Submit.
6. 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.