MyTax.DC.gov User Guide: How to Submit Verification Documents

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 requesting additional documentation 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 7 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 Submit Verification Documents hyperlink to submit your response.
3. Enter and re-enter your **Notice Number**.
4. Select **Yes** if you filed the return yourself or select **Yes** if you authorized someone else to file your tax return on your behalf.
5. Please enter your **Phone Number** and **E-mail Address** in the required fields.
6. Click **Next**.
7. On the **Attachments** page, you will be provided with a list of documents that you are required to provide in order to substantiate the information reported on your individual income tax return.

8. Once you have gathered all the required documents and are ready to proceed, click **Add Attachment**.
9. When you have successfully attached all your required documentation, click **Submit**.
10. 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. 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 Submit Verification Documents hyperlink to submit your response.
3. Enter and re-enter your **Notice Number**.
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 **Next**.
7. A **Confirmation** page will appear confirming that you were not aware that this return was filed in your name and you would like to report identity theft. To submit this information to the Office of Tax and Revenue, click **Submit**.

8. A second **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.