How to Request a Payment Agreement

Follow this step-by-step guide to learn how to submit an online payment agreement via MyTax.DC.gov.
1. From the MyTax.DC.gov homepage, log in using your Username and Password.
2. From your homepage, locate the More button and click.
3. Locate **Payment Agreement** Section.
   a. Click on **Request Payment Agreement** hyperlink.
4. The **Online Payment Agreement** page provides eligibility criteria to apply for an online payment agreement, as well as the **Payment Method** required to participate.
   
a. After you’ve carefully read over this information, click **Next**.
5. Please read the Terms and Conditions of the payment agreement.
   a. Check the box to Agree to Terms and Conditions.
   b. Click Next.
6. The **Liability Due** page will display a list of your tax liabilities that will be included in your payment agreement.

a. Click **Next**.
7. Calculate a Plan to determine which payment agreement would be best for you.
   a. Step 1: You have the option to start your payment agreement on the 1st or the 15th of the month.
   b. Step 2: You can calculate your payments by the number of months or by the amount per month you would like to pay. **NOTE:** If you choose to pay by the number of months, your payment agreement cannot exceed 24 months. Additionally, if you choose to pay by the amount per month, the minimum payment required will be displayed to the right inside the blue rectangle.
   c. Step 3: Click Calculate the payment agreement.
   d. Step 4: Select a payment agreement. You can calculate additional plans to see the savings you might have with either fewer months or a higher amount paid per month.
   e. Click Next.
8. The Schedule page shows your payment agreement details. 
a. Click Next.
9. The **Bank Account** page is where you will save your bank account information for automatic withdrawal of your funds for your payment agreement.

a. Add your **bank account** information, select checking or savings under **Account Type**, enter your bank’s **Routing** and **Account Numbers**, and **Confirm Account Number**. **Note:** If you already have a bank account associated with your MyTax.DC.gov registration you may use that account.

b. Click **Next**.

10. The Review page displays your **Tax Liability**, **Plan Detail**, and **Bank Account** information. Please review this section to make sure everything is correct. **Note:** If you submit your agreement, you cannot change or cancel online. If you need to change or cancel your agreement, you must contact the Collections Division at (202) 724-5045.

a. Click **Submit**.
11. The “Confirmation” window will populate.
   a. Enter your MyTax.DC.gov password, which will act as your electronic signature. Click OK.
   b. Click “Submit”

Note: If your pop-up window doesn’t window doesn’t display, please check your settings.
12. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.
1. From the MyTax.DC.gov homepage, log in using your **Username** and **Password**.
2. From your homepage, locate the **More** button and click.
3. Under the **Payment Agreement** header, click **Request Payment Agreement**.
4. The **Online Payment Agreement** page provides eligibility criteria to apply for an online payment agreement, as well as the **Payment Method** required to participate.

a. After you’ve carefully read over this information, click **Next**
5. If the Office of Tax and Revenue is unable to complete your online payment agreement request, you will receive an **Explanation**. For assistance please contact the Collections Division at (202) 724-5045.