MyTax.DC.gov User Guide:
How to Submit a Voluntary Disclosure Agreement Request

The District of Columbia Office of Tax and Revenue (OTR) encourages businesses and individuals that are not in compliance with the District tax laws to come forward voluntarily to bring their account(s) into compliance. If a taxpayer has failed to pay District taxes by not reporting income or transactions, he/she may contact OTR to make satisfactory arrangements to clear their tax record by submitting a Voluntary Disclosure Agreement (VDA) Request via MyTax.DC.gov.

Learn how to submit a Voluntary Disclosure Agreement (VDA) Request via MyTax.DC.gov by following this step-by-step guide:

1. Under the **Submissions I want to** section, select **Submit VDA**.
2. Under the Voluntary Disclosure Agreement (VDA) Request, select the Account Type (e.g. Unincorporated Business Franchise Tax, Ballpark Fee, etc.) in which you are disclosing the unpaid liability. For Unincorporated Business and Corporate Franchise Tax, enter your Current Taxable Year End Date and the appropriate Filing Frequency will populate.
   a. When selecting Sales & Use Tax, three questions will populate (Reporting DC Sales Tax as a remote seller, Reporting DC Sales Tax as a marketplace facilitator, and Is your location part of a TIF). Your responses will determine the filing frequency that will auto populate. Select the Filing Period From and Filing Period To.

3. Click Next.
4. Under **Taxpayer Information**, check the box if you are a representative submitting the VDA request on behalf of the taxpayer (If you are the taxpayer and you want to remain anonymous, you can do so by checking the representative box. Otherwise, fill out the information on this page in its entirety).

   a. Provide a brief background of the company and why you are requesting a Voluntary Disclosure Agreement.
   
   b. Click **Next**.
5. In the **Representative Information** section, fill out all the required fields.
   a. The representative for the taxpayer must click **Add Attachment** to include a DC Form 2848 (Power of Attorney and Declaration of Representation) and attach it here. Then click **Next**.

6. Provide the **Estimated Tax Due** for the periods being disclosed. Click **Submit**.
7. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK** (you will need to reference this confirmation number to link your case or for any inquiries).
MyTax.DC.gov User Guide:
How to Associate a MyTax.DC.gov account to a VDA Request Case

Upon the Office of Tax and Revenue’s approval of your Voluntary Disclosure Agreement Request, you will receive a Voluntary Disclosure – Registration/Filing Returns letter by U.S. Postal mail or email (which ever you provided in your submission). This letter will contain the Confirmation Number that is required to associate your MyTax.DC.gov account to the VDA case. Additionally, the letter will require you to register via MyTax.DC.gov before associating the account to the case.

Note: Please contact the VDA Team at vda@dc.gov if you do not have the Voluntary Disclosure – Registration/Filing Returns letter or Confirmation Number.

1. From the MyTax.DC.gov homepage, log in using your Username and Password.
   a. If you do not have a MyTax.DC.gov account, click Sign-up for MyTax.DC.gov to register for an account. (click here to access the “How to Sign up for MyTax.DC.gov” user guide).
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2. In the user profile, under the **Summary Tab**, click **View Other Options** for the tax account type associated with the Voluntary Disclosure case.

3. Under the **Account Management** section, click **Voluntary Disclosure Case Association**.
4. Enter the **Confirmation Number** from your Voluntary Disclosure Request and click **Submit**.
   a. You will see the **VDA Association Result** as “valid” and “**The Account** is now associated to the Voluntary Disclosure Agreement”.

![User Guide: How to submit a Voluntary Disclosure Agreement Request](image-url)
MyTax.DC.gov User Guide:
How to Electronically Sign your Voluntary Disclosure Agreement

Once the Voluntary Disclosure Agreement Team has reviewed and processed the Voluntary Disclosure Agreement Request case, the final step will be to electronically sign the Voluntary Disclosure Agreement. You will receive an email notification that states the agreement is ready for signature.

Learn how to electronically sign your Voluntary Disclosure Agreement (VDA) via MyTax.DC.gov by following this step-by-step guide:

1. **Log In** to your MyTax.DC.gov account.

2. In the user profile, under the **Summary Tab**, click **View Other Options** for the account type associated with the Voluntary Disclosure Agreement Request case.
3. Under the **Account Management** section, click **Voluntary Disclosure Case Signature**.

4. The **Voluntary Disclosure Agreement** will appear. Read the agreement in its entirety. At the bottom, **Signing As** (your name) is prefilled and you need to select your **Title**.
   a. Click **Next**.
5. Click Submit.

6. Your Confirmation page will appear.