

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**.

The screenshot displays the MyTax.DC.gov homepage with a grid of service categories. At the top right, there is a login section with a 'Password' field, a 'Log In' button, and links for 'Forgot username or password?', 'New user?', and 'Sign-up for MyTax.DC.gov'. The main content area is divided into several sections:

- Business**: I want to...
 - > Register a New Business - Form FR-500
 - > Register a Special Event - Form FR-500B
 - > Request a Certificate of Clean Hands
- Individual**: I want to...
 - > Check the Status of My Refund
 - > Learn More About DC Freefile/Fillable Forms
 - > Respond to Verification Letter
 - > View Tax Forms
- Real Property**: I want to...
 - > Make a Real Property Payment
 - > Search Real Property by Address or SSL
 - > View More Options
- Clean Hands**: I want to...
 - > Request a Certificate of Clean Hands
 - > Validate a Certificate of Clean Hands
 - > Learn More About Certificate of Clean Hands
- Forms**: I want to...
 - > Submit an Extension
 - > View/Retrieve Current Year Tax Forms
 - > View/Retrieve Prior Year Tax Forms
 - > View MeF Information
- Quick Links**: I want to...
 - > Submit a Customer Service Survey
 - > View FAQs
 - > View Tutorials
 - > Contact OTR
- Quick Payments**: I want to...
 - > Pay with Credit/Debit Card
- Resources**: I want to...
 - > Go to OTR Homepage
- Submissions**: I want to...
 - > Retrieve a Saved Submission or Previously Filed Return
 - > Submit Requested Documentation
 - > **Submit VDA** (highlighted in yellow)
- Tax Law and Guidance**: I want to...
 - > View Private Letter Rulings
 - > View DC Tax Code
 - > View Tax Guidance Issued by OTR
 - > View Notices
- Taxpayer Advocate**: I want to...
 - > View Taxpayer Bill of Rights
 - > Request Assistance
 - > En Español
- More...**: I want to...
 - > File Form FR-329 - Consumer Use Tax Return
 - > Request Government Exemption
 - > Request Residential Parking Exemption
 - > Search for Certificate/License Exemptions

A red box with the number '1' is placed over the 'Submit VDA' option in the Submissions section.

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

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**.

MyTax DC

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2 Voluntary Disclosure Agreement Request

Voluntary Disclosure Agreement Request

Account Information

Account Information

Account Type: Unincorporated Business Franchise Tax

Current Filing Frequency: Unincorporated Fiscal

Current Taxable Year End Date: 30-Jun-2020

Filing Period From: [dropdown]

Filing Period To: [dropdown]

Short Period:

Cancel Previous Next

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Voluntary Disclosure Agreement Request

Voluntary Disclosure Agreement Request

Account Information

2a **Account Information**

Account Type: Sales & Use Tax

Filing Frequency: Sales & Use Quarterly

Reporting DC Sales Tax as a remote seller? [No] [Yes]

Reporting DC Sales Tax as a marketplace facilitator? [No] [Yes]

Is your location part of a TIF? [No] [Yes]

Filing Period From: [dropdown]

Filing Period To: [dropdown]

Cancel Previous **3** 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**.

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Voluntary Disclosure Agreement Request

Voluntary Disclosure Agreement Request

Account Information Taxpayer Information

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Taxpayer Information

I am a representative submitting on behalf of a taxpayer

ID Type ID Number

Business Name *

Required

Email *

Required Confirm Email

Phone Type *

Business Country Code

Area Code *

Phone Number *

Extension

Please describe why you are requesting a Voluntary Disclosure Agreement *

Required

4a

Taxpayer Address

Street *

Required

Street 2 Unit Type Unit Number

City *

Required State Zip Code *

Required DISTRICT OF COLUMBIA Required

Country

USA

Verify Address

Cancel < Previous **Next** >

4b

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**.

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Voluntary Disclosure Agreement Request

Voluntary Disclosure Agreement Request

Account Information Taxpayer Information Representative Information

Representative Information

Business Name *
Required

First Name * Middle Name Last Name *
Required Required Required

Email * Confirm Email
Required

Phone Type Country Code
Business USA 1

Area Code * Phone Number * Extension

Cancel Previous Next

Attachments

| Type | Name | Description | Size |
|---------------------------|------|-------------|------|
| There are no attachments. | | | |

Add Attachment

Cancel Previous Next

5a

6. Provide the **Estimated Tax Due** for the periods being disclosed. Click **Submit**.

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Voluntary Disclosure Agreement Request

Voluntary Disclosure Agreement Request

Account Information Taxpayer Information VDA Periods Due

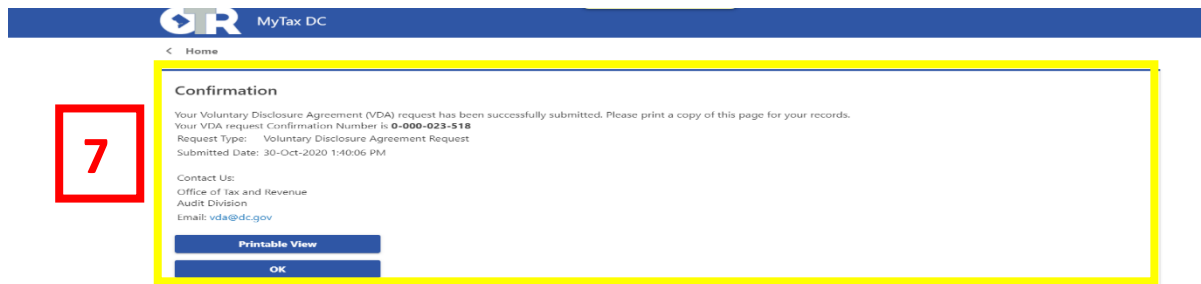
VDA Periods

| Filing Period End | Return Due Date | Estimated Tax Due |
|-------------------|-----------------|-------------------|
| 31-Dec-2019 | 21-Jan-2020 | \$0.00 |
| 31-Mar-2020 | 20-Apr-2020 | \$0.00 |
| 30-Jun-2020 | 20-Jul-2020 | \$0.00 |
| 30-Sep-2020 | 20-Oct-2020 | \$0.00 |

Cancel Previous Submit

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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).



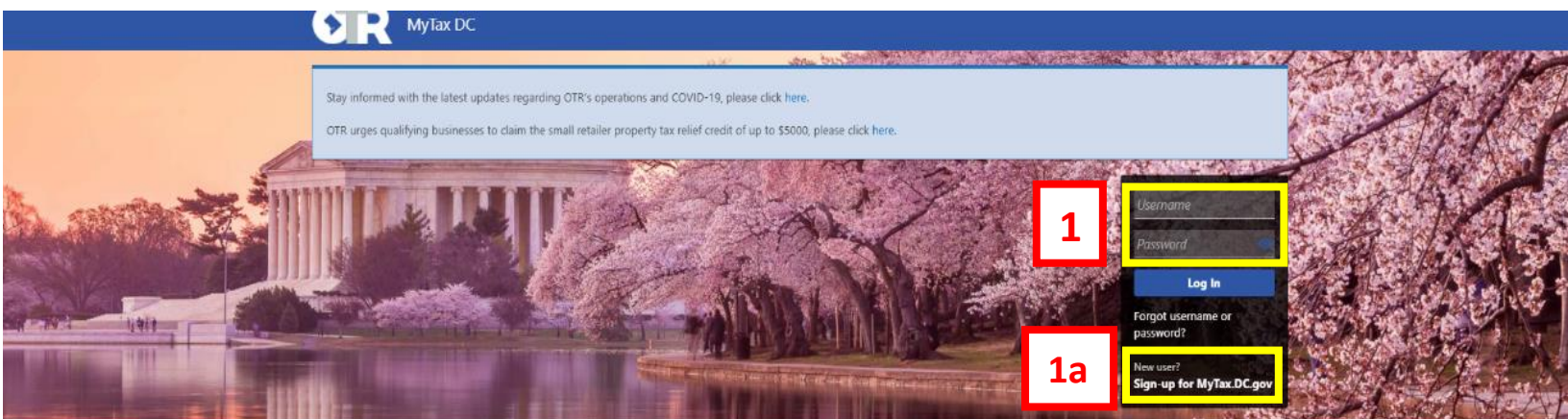
The screenshot shows the MyTax DC interface. At the top, there is a blue header with the MyTax DC logo and the text "MyTax DC". Below the header, there is a navigation bar with a back arrow and the text "Home". The main content area is titled "Confirmation" and contains the following text: "Your Voluntary Disclosure Agreement (VDA) request has been successfully submitted. Please print a copy of this page for your records. Your VDA request Confirmation Number is **0-000-023-518**. Request Type: Voluntary Disclosure Agreement Request Submitted Date: 30-Oct-2020 1:40:06 PM". Below this text, there is contact information: "Contact Us: Office of Tax and Revenue, Audit Division, Email: vda@dc.gov". At the bottom of the confirmation area, there are two buttons: "Printable View" and "OK". A red square with the number "7" is overlaid on the left side of the confirmation area.

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](https://mytax.dc.gov) account to the VDA case. Additionally, the letter will require you to register via [MyTax.DC.gov](https://mytax.dc.gov) before associating the account to the case.

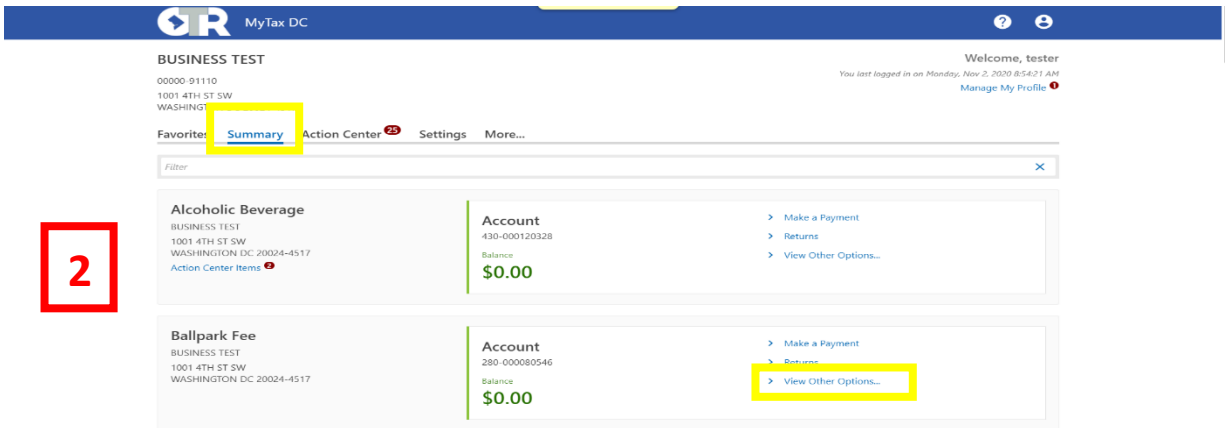
Note: Please contact the VDA Team at vda@dc.gov if you do not have the *Voluntary Disclosure – Registration/Filing Returns* letter or Confirmation Number.

1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, log in using your **Username** and **Password**.
 - a. If you do not have a [MyTax.DC.gov](https://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).

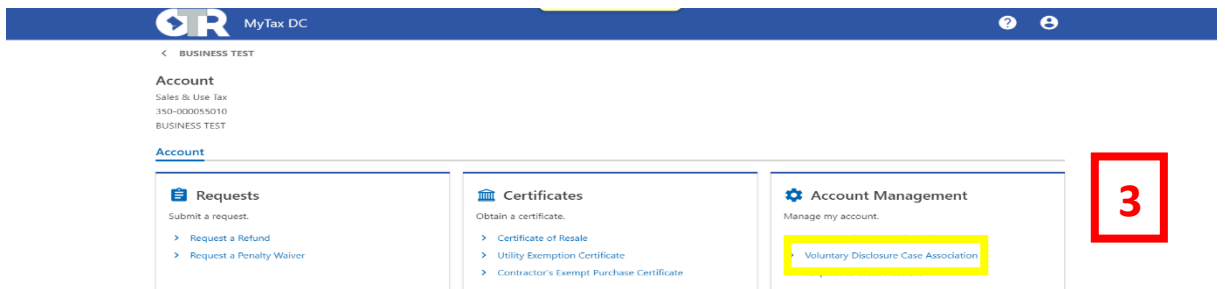


MyTax.DC.gov User Guide: How to Associate a MyTax.DC.gov account to a VDA Request Case

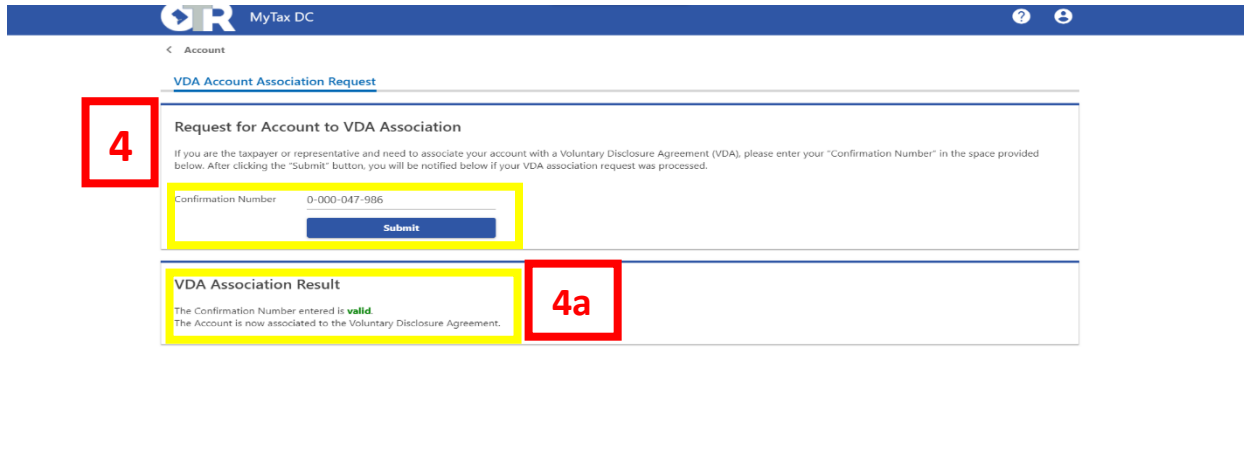
2. In the user profile, under the **Summary Tab**, click **View Other Options** for the tax account type associated with the Voluntary Disclosure case.



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”.



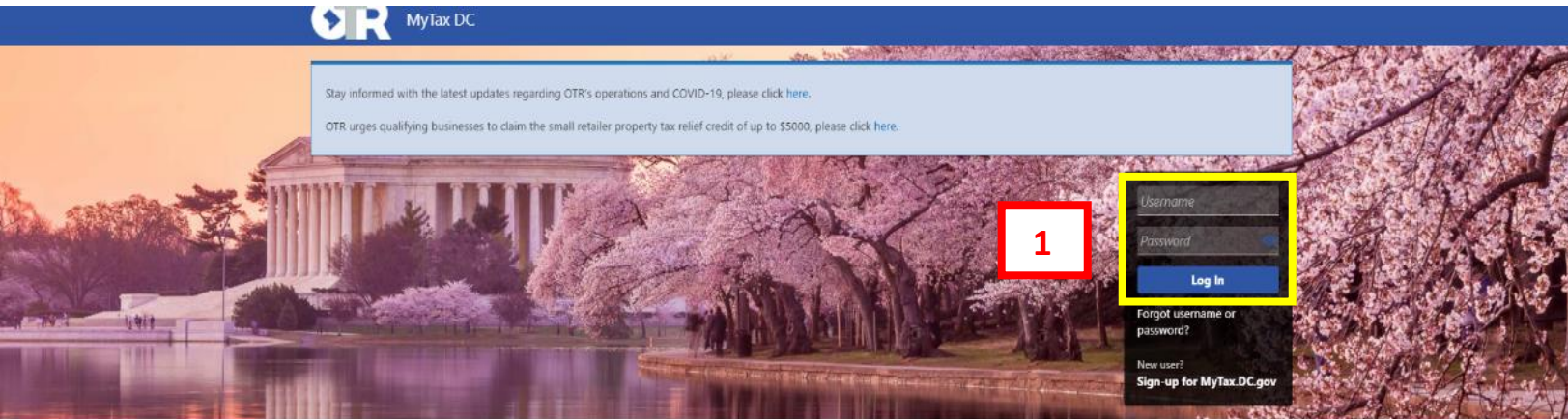
The screenshot shows the MyTax DC interface for a VDA Account Association Request. The page title is "VDA Account Association Request". The main heading is "Request for Account to VDA Association". Below this heading, there is a text box with instructions: "If you are the taxpayer or representative and need to associate your account with a Voluntary Disclosure Agreement (VDA), please enter your 'Confirmation Number' in the space provided below. After clicking the 'Submit' button, you will be notified below if your VDA association request was processed." A text input field contains the value "0-000-047-986" and a blue "Submit" button is positioned below it. Below the input field, there is a section titled "VDA Association Result" which displays the message: "The Confirmation Number entered is **valid**. The Account is now associated to the Voluntary Disclosure Agreement." Red boxes highlight the number "4" next to the heading, the input field and submit button, and the "4a" next to the result message.

MyTax.DC.gov User Guide: How to Electronically Sign your Voluntary Disclosure Agreement

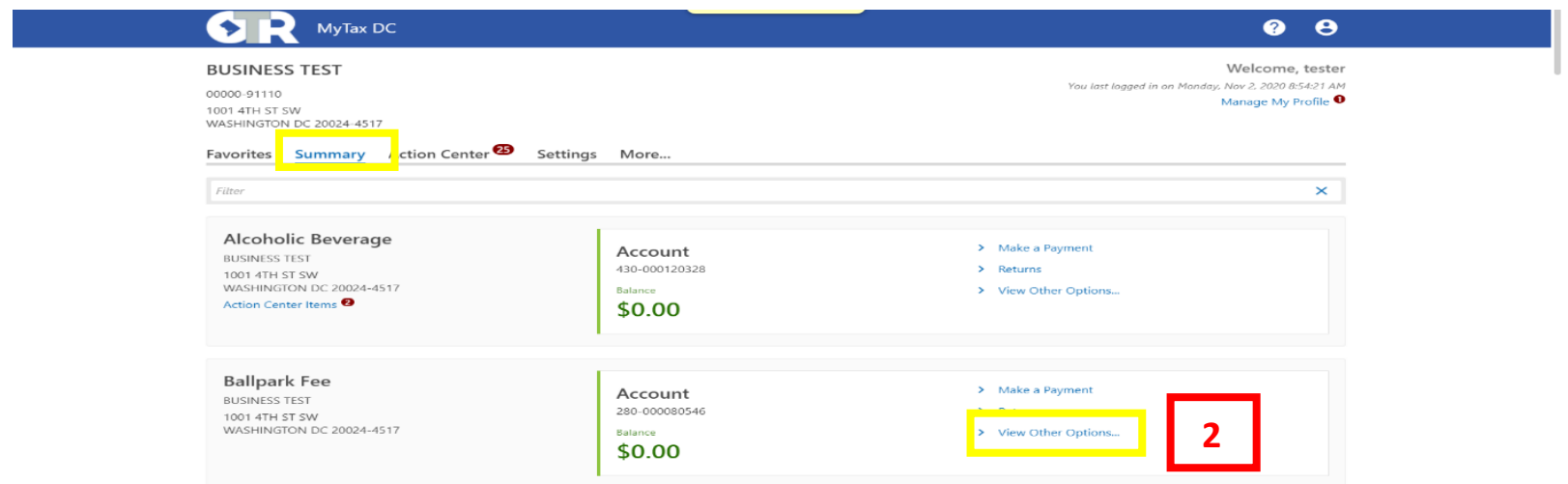
Once the Voluntary Disclosure Agreement Team has reviewed and processed the Voluntary Disclosure Agreement Request case, the final step will be to electronically sign the Voluntary Disclosure Agreement. You will receive an email notification that states the agreement is ready for signature.

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

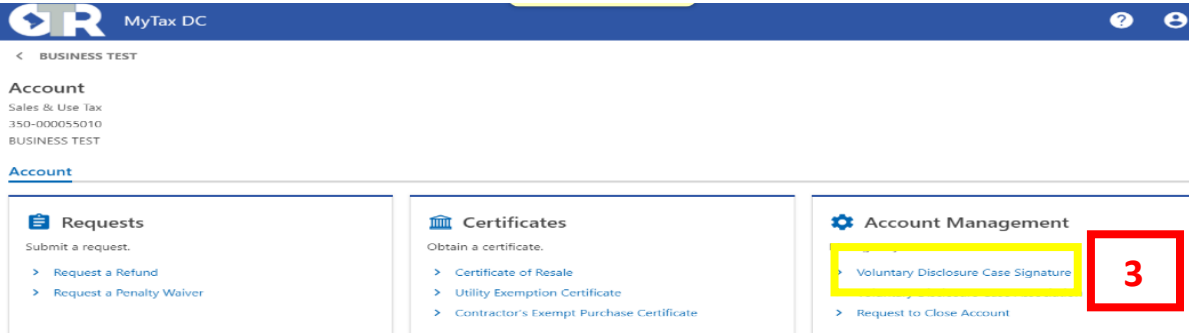
1. **Log In** to you MyTax.DC.gov account.



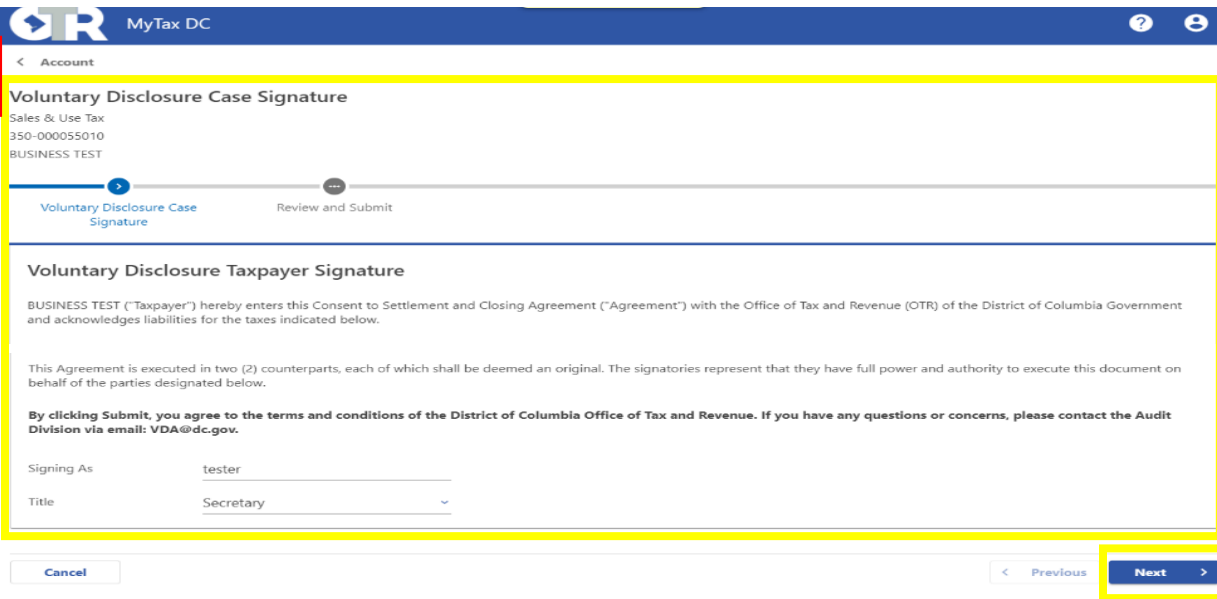
2. In the user profile, under the **Summary Tab**, click **View Other Options** for the account type associated with the Voluntary Disclosure Agreement Request case.



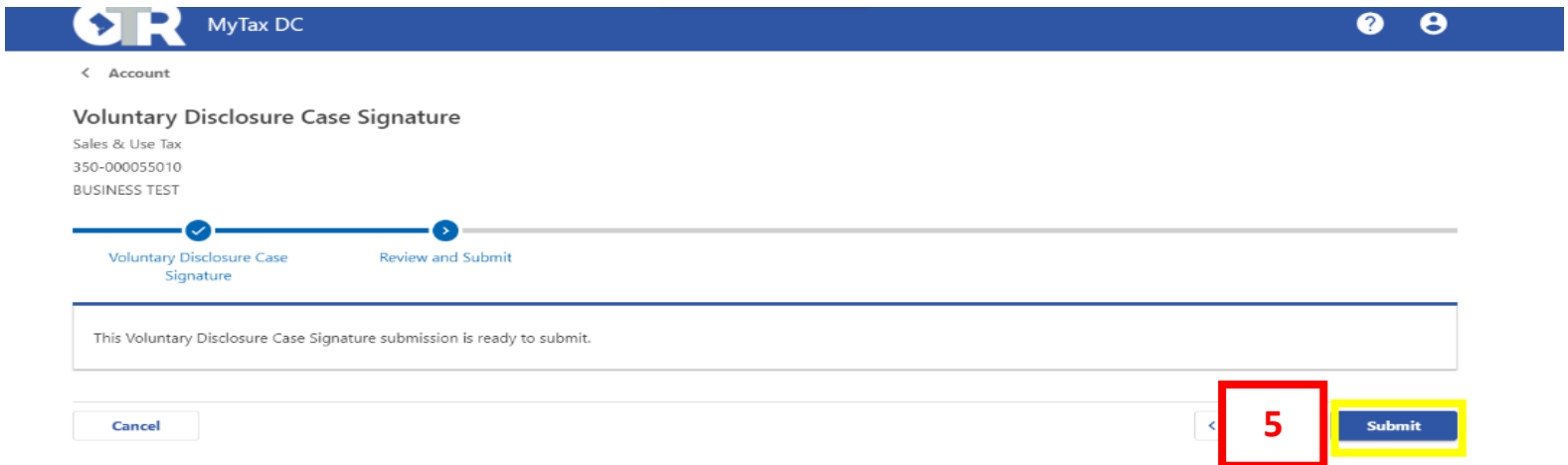
3. Under the **Account Management** section, click **Voluntary Disclosure Case Signature**.



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**.



MyTax DC

< Account

Voluntary Disclosure Case Signature

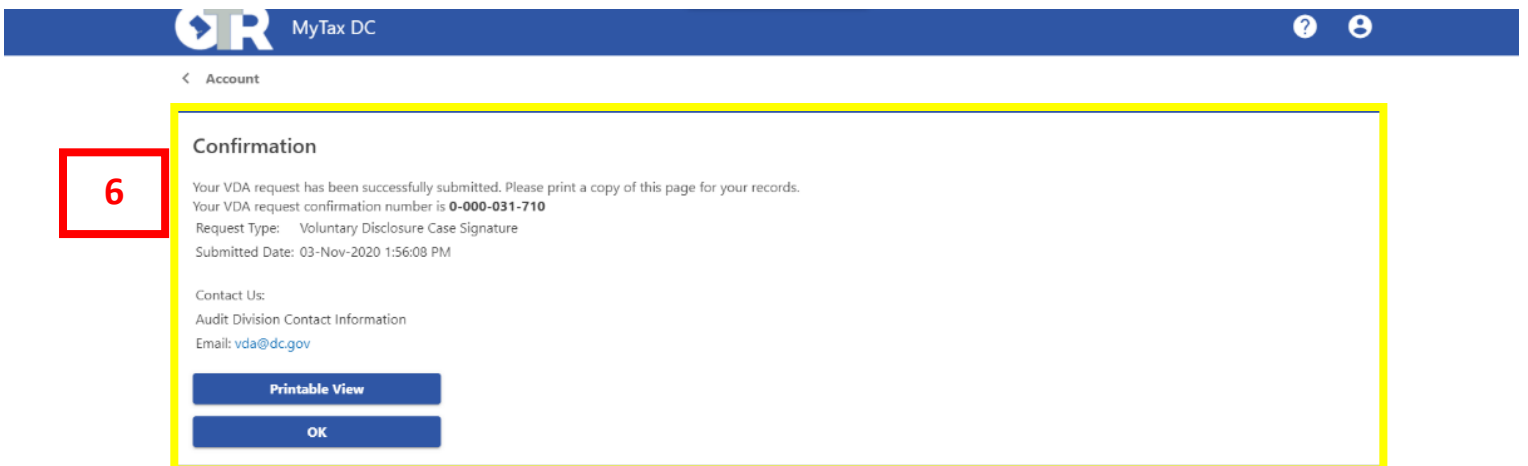
Sales & Use Tax
350-00055010
BUSINESS TEST

Voluntary Disclosure Case Signature Review and Submit

This Voluntary Disclosure Case Signature submission is ready to submit.

Cancel 5 Submit

6. Your **Confirmation** page will appear.



MyTax DC

< Account

Confirmation

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Your VDA request has been successfully submitted. Please print a copy of this page for your records.
Your VDA request confirmation number is **0-000-031-710**
Request Type: Voluntary Disclosure Case Signature
Submitted Date: 03-Nov-2020 1:56:08 PM

Contact Us:
Audit Division Contact Information
Email: vda@dc.gov

Printable View OK