

MyTax.DC.gov User Guide: How to Update a Mailing Address - Individuals

This step-by-step guide will walk you through the process on how to update your mailing address in MyTax.DC.gov.



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[Log In](#)

Forgot username or password?

New user?
[Sign-up for MyTax.DC.gov](#)

Can't find what you're looking for? Enter keywords here to filter.



Business

- I want to...
- > Register a New Business - Form FR-500
 - > Register a Special Event - Form FR-500B
 - > Request a Certificate of Clean Hands



Clean Hands

- I want to...
- > Request a Certificate of Clean Hands
 - > Validate a Certificate of Clean Hands
 - > Learn More About Certificate of Clean Hands



Quick Payments

- I want to...
- > Pay with Credit/Debit Card



Individual

- I want to...
- > Check the Status of My Refund
 - > Learn More About DC Freefile/Fillable Forms
 - > Respond to Verification Letter
 - > View Tax Forms



Forms

- I want to...
- > Submit an Extension
 - > View/Retrieve Current Year Tax Forms
 - > View/Retrieve Prior Year Tax Forms
 - > View MeF Information



Real Property

- I want to...
- > Make a Real Property Payment
 - > Search Real Property by Address or SSL
 - > View More Options



Quick Links

- I want to...
- > Submit a Customer Service Survey
 - > View FAQs
 - > View Tutorials
 - > Contact OTR



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



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

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TEST, SPOUSE

00002-36640
1001 4TH ST SW
WASHINGTON DC 20024-4517



Welcome, TEST TEST

You last logged in on Thursday, Oct 1, 2020 9:30:47 AM

[Manage My Profile](#)

[Summary](#)

[Action Center](#) ²

[Settings](#)

[More...](#)

Individual Income Tax

TEST, SPOUSE
1001 4TH ST SW
WASHINGTON DC 20024-4517
[Action Center Items](#) ¹

Account

100-000055011

Balance

\$5,863.00

[> Make a Payment](#)

[> Returns](#)

[> View Other Options...](#)

1. From the [MyTax.DC.gov](#) homepage, log in using your **Username** and **Password**.
2. In the user profile, locate and **click** the “**More**” tab.

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Welcome, TEST TEST

You last logged in on Thursday, Oct 1, 2020 9:30:47 AM

[Manage My Profile](#)

Summary Action Center  Settings [More...](#)

 What are you looking for?

 Submissions Retrieve previously filed returns and requests. Search Submissions	 Messages & Letters View messages and letters I have received. Send a Message View Messages View Letters	 Payments & Returns Manage payments and returns for my accounts. File or Amend Tax Returns Manage Payments Request for Exemption To File (FR-164)
 Payment Agreement Request or manage a payment agreement. Request Payment Agreement Request Garnishment Voucher Update Payment Agreement Bank	 Registration Details Manage registration details. Manage Names & Addresses Update NAICS Code Add/Update Contact	 Account Management Manage my account. Register a New Tax Account Request a Certificate of Clean Hands Submit QHTC Self-Certification Manage a Special Event
 Bulk Processing Submit tax forms in bulk for other taxpayers. Request Access to Bulk Filing	 Access Manage access of accounts I have access to. View Access Manage Access Register for DC Estate Tax Access	 Quick Links I want to... View FAQs View Tutorials

3a

3. You will be navigated to More options. Locate the **Registration Details** section.
 - a. Locate and **click** the **Manage Names & Addresses** hyperlink.



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Names & Addresses

TEST, SPOUSE
00002-36640

Names **Addresses**

4a

Defaults

Primary 1001 4TH ST SW
WASHINGTON DC 20024-4517

4b

Mailing Add

4. You will be navigated to the **Names and Addresses** page for each of your tax accounts.
 - a. Click on the **Addresses** button.
 - b. If your account has both a primary and mailing address, click the **Add** hyperlink for the **mailing address** you would like to revise.

Mailing Address

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Address Review and Submit

5

Address Update Request

5a

Country USA

* Street *Required*

Street

Unit Type Unit # * City *Required*

* State *Required* * Zip *Required* County

Attention

5b

Address needs to be verified
[Verify Address](#)

Cancel

< Previous Next >

5. For this example, the Mailing Address information displays. From the **Address Update Request** page, update your address.
 - a. Enter the new address in the provided fields.
 - b. Click the **Verify Address** hyperlink.

Verified

1101 4TH ST SW
WASHINGTON DC 20024

As Entered

1101 4th st sw
washington DC 20024

5c [Select this address](#)

[Select this address](#)

Cancel Save

- c. An **Address Search** Box will pop-up. Review your address search results. Click the **Select the address** hyperlink for the **Verified** box. Click the **Save** button to store your updated address.

Mailing Address

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Address Update Request

Country USA

Street 1101 4TH ST SW

Street

Unit Type Unit # City WASHINGTON

State DISTRICT OF COLUMBIA Zip 20024-4457 County DISTRICT OF COLUMBIA

Attention

Address has been verified

6a

- 6. You will be navigated back to your **Address Update Request** page.
 - a. Click **Next**.

Mailing Address

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This New Address submission is ready to submit.

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7. **Submit** your New Address submission request.

Confirmation

Your request to change your **Mailing Address** has been submitted and your confirmation numbers is 0-000-040-381. Please retain your confirmation number for future reference. Please note that your request may take several days to process.

If you have any questions or concerns please contact us at e-services.otr@dc.gov

Printable View

OK

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8. A **Confirmation** of your address change submission will appear. Click **Printable View** to access a screen with a printable version of your confirmation. Otherwise click **Ok**.