



Government of the District of Columbia  
Office of the Chief Financial Officer  
Office of Tax and Revenue

# 2007 FR-800M Sales and Use Tax Monthly Return Booklet

## What's New?

- We have added lines to capture other tobacco products taxed at the 12% rate, effective 4/1/2006.

DCS001M

**Secure - Accurate - Convenient ...**

DISTRICT OF COLUMBIA



ELECTRONIC TAXPAYER SERVICE CENTER

**File Electronically Today!**

**[www.taxpayerservicecenter.com](http://www.taxpayerservicecenter.com)**

# Need assistance?

**File or pay online:** [www.taxpayerservicecenter.com](http://www.taxpayerservicecenter.com)

## Get tax forms

Download forms at [www.taxpayerservicecenter.com](http://www.taxpayerservicecenter.com)

Request forms by fax: 202-727-4TAX(4829) (option 4)

Request forms by mail: 202-442-6546

Pick up forms:

**Office of Tax and Revenue**

941 North Capitol St NE Lobby  
8:15 am–4:30 pm

**Reeves Center**

2000 14<sup>th</sup> St NW Lobby  
7 am–7 pm

**Municipal Center**

300 Indiana Av NW Lobby  
6:30 am–8 pm

**Recorder of Deeds Building**

515 D St NW Lobby  
8:30 am–4:30 pm

**Wilson Building**

1350 Pennsylvania Av NW  
7 am–7 pm

**MLK Jr Memorial Library**

901 G St NW  
Sunday, 1-5 pm  
Monday–Thursday 10 am–9 pm  
Friday, Saturday 10 am–5:30 pm

**Penn Branch**

**3220 Pennsylvania Av SE**  
8:15 am–4:30 pm  
Tuesdays & Thursdays

**One Judiciary Square**

441 4<sup>th</sup> St NW Lobby  
7 am–7 pm

## Ask tax questions

Contact our Customer Service Call Center: 202-727-4TAX(4829)

**Regular hours**

8:15 am–4:30 pm  
Monday–Friday

**Extended hours**

April 2–17 - 8:15 am–8 pm  
Monday–Friday

## Ask tax questions; get free tax preparation help

Visit our Walk-In Center, 941 North Capitol St NE 1<sup>st</sup> floor

**Regular hours**

8:15 am–4:30 pm  
Monday–Friday

**Extended hours**

April 2–17 - 8:15 am–8 pm  
Monday–Friday

Visit our Penn Branch Satellite Center, 3220 Pennsylvania Av SE

**Regular hours**

8:15 am–4:30 pm Tuesdays & Thursdays

**Do you need help with this form?** Come to our Walk-In Center, at 941 North Capitol St NE.

**Are you unable to hear or speak?** Call the DC Relay Service, 202-855-1234.

[Chinese/中文] 您需要協助閱讀或了解英文嗎? 請致電 202-727-4829 或請到 941 North Capitol St NE, 要求免費語言熱線(Language Line)口譯員協助您。

[Korean/한국어] 영어를 읽거나 이해하기 위해 다른 사람의 도움이 필요하십니까? 202-727-4829 번으로 전화하시거나 941 North Capitol St NE 를 방문하십시오. 귀하를 도와드릴 무료 랭귀지 라인(Language Line) 통역사를 요청하십시오.

[Spanish/Español] ¿Necesita ayuda para leer o entender inglés? Llame al 202-727-4829 o venga a 941 North Capitol St NE. Pida que le asignen un intérprete de la Línea de los Idiomas (Language Line) para que le ayude, sin costo alguno.

[Vietnamese/Tiếng Việt] Quý vị có cần giúp đỡ để đọc và hiểu Anh ngữ không? Xin gọi 202-727-4829 hoặc đến 941 North Capitol St NE. Yêu cầu có được thông dịch viên Đường Dây Ngôn Ngữ (Language Line) để giúp đỡ miễn phí cho quý vị.

# Monthly Sales and Use Tax Return

## Filing Period and Due Date

Your monthly returns are due by the 20th of the month after the month being reported. If the due date falls on a Saturday, Sunday, or legal holiday, the return is due the next business day. You must file a return, even if you did not make any sales or no sales or use tax is due. Otherwise, you will receive a delinquency notice.

**NOTE:** If your liability exceeds \$25,000 in a month, you must file electronically, see [www.taxpayerservicecenter.com](http://www.taxpayerservicecenter.com). If your monthly sales and use tax liability is consistently less than \$100, call the Office of Tax and Revenue (OTR) at (202) 727-4TAX (4829) to change your filing frequency to annual.

## Final Return

If you are no longer required to file sales and use returns due to the ending of your business operations, fill in the "final return" oval on the return. We will cancel your filing requirement.

## Forms

This booklet has all the forms and instructions you need. It is mailed to each registered taxpayer except those that file electronically or on a substitute form. You are responsible for filing and paying taxes on time whether or not you receive the forms. You may want to file your return and pay your tax electronically.

## NAICS Business Activity Code

Please refer to FR-500 the Combined Business Tax Registration Application booklet for a list of NAICS codes. They are also available on our website - [www.taxpayerservicecenter.com](http://www.taxpayerservicecenter.com).

## Payments

Write your Federal Employer Identification Number (FEIN) or Social Security Number (SSN), FR-800M and the period being reported on your check or money order. Make it payable to the DC Treasurer and mail it with your return to: Office of Tax and Revenue, PO Box 96384, Washington, DC 20090-6384. You may pay at any branch of the Wachovia Bank in DC. You may also pay electronically—see our website [www.taxpayerservicecenter.com](http://www.taxpayerservicecenter.com).

## Dishonored Checks

You will be charged \$65 for any check you send to us that is dishonored.

## Exempt and/or Nontaxable Sales

- Sales to the United States or the DC Government or any of their instrumentalities;
- Sales to a semipublic institution with a DC Certificate of Exemption (FR-551);
- Sales to a purchaser who provides you with a DC Certificate of Resale (OTR-368);

- Sales delivered to a purchaser outside DC; and
- Certain sales in DC by a Qualified High Technology Company (QHTC) and certain sales to a QHTC. *Fill in the QHTC oval, attach a copy of the QHTC-CERT form to each monthly return and enter the amount in Column B, Line 14, QHTC exempt sales. See DC publication FR-399, Qualified High Technology Companies, for details.*
- For additional exempt sales please see DC Code §§47-2005 and 47-2001(2). Also see publication FR-379, General Information—Sales and Use Taxes.

**NOTE:** Charitable organizations must pay sales tax on taxable items that are not for purposes of maintaining, operating or conducting the activities of the organization. Charitable organizations must also collect sales tax if regularly engaged in making sales at retail.

## Tax Rates

- The **5.75% rate** applies to:
  - Sales of tangible property delivered in DC;
  - Rentals or leases of tangible personal property, except rentals of textiles to residential users;
  - Sales of newspapers and publications;
  - Sales of food or drinks sold through vending machines;
  - Sales of certain services: real property maintenance, landscaping, employment, personnel placement, data processing, information, production, fabrication or printing, repairs or alterations of tangible personal property, copying, photocopying, duplicating, or mailing, delivery and laundering, dry cleaning, or pressing, unless the service is performed by coin-operated equipment;
  - Sales of stationary two-way radio services, telegraph services, teletypewriter services, teleconferencing services, "900," "976," "915," and other "900" type telecommunication services, telephone answering services, and coin-operated telephone services. These services are exempt from sales tax if charges to the end-user are subject to the DC gross receipts or the toll telecommunication tax;
  - Admissions to certain public events;
  - Sales of local telephone service, gas, oil and electricity for commercial use; and
  - Sales of solid fuel or steam.

For more details, see publication FR-379, *General Information: Sales and Use Taxes* (see [www.taxpayerservicecenter.com](http://www.taxpayerservicecenter.com));

- The **9% rate** applies to sales of alcoholic beverages sold for consumption off the premises.
- The **10% rate** applies to:
  - All sales of food and drink served or prepared for immediate consumption or sold in or by restaurants, lunch counters, cafeterias, hotels, caterers, boarding houses, carry-out shops and similar places of business. This includes food or drink in a heated state, cold drinks dispensed on a self-service basis into a

- container; and frozen yogurt, ice cream, ice milk or sherbet sold in quantities of less than one pint;
- Rentals of motor vehicles and utility trailers, except those registered for commercial purposes;
- Sales of alcoholic beverages sold for consumption on the premises; and
- Sales of prepaid telephone calling cards.
- The **12% rate** applies to:
  - Parking, storing or keeping motor vehicles or trailers;
  - **Effective 04/01/2006, tobacco products, other than cigarettes or premium cigars or pipe tobacco. This includes any product made primarily from tobacco that is intended for consumption by smoking, by chewing or as snuff. NOTE: A premium cigar means an individual cigar with a retail cost of \$2 or more or a packaged unit of cigars with an average cost of \$2 or more per cigar.**
- The **14.5% rate** applies to charges for rooms, lodgings, or accommodations furnished to transients.

### Rules for Reporting Sales and Use Taxes

You must charge and collect tax on the actual selling price. Report cash, credit and charge sales, including conditional sales, for the period each sale took place, even if you have not collected part of the sales price.

Do not deduct:

- Refunds you issued for previously reported sales, see Claim for Refund of Sales and Use Tax (FP-331) for detailed instructions on how to claim overpayments.
- Amounts for any sale of property that was later repossessed.

You may deduct bad debts. Subsequent collections of bad debts must be reported in full in the period you collected them. Expenses incurred in collecting bad debts are not deductible. (See: Title 9 of the DC Municipal Regulations available for purchase from: Office of Documents and Administrative Issuances, 441 4th St NW #520S, Washington DC 20001-2714.)

### Criminal Penalties

You will be penalized if you are required to file a return or report, or perform any act under the provisions of the Sales and Use Tax Act, and —

- You fail to file the return or report. If convicted, you will be fined not more than \$3,000 or imprisoned for not more than 180 days, or both, for each failure.
- You willfully fail to timely file the return or report. If convicted, you will be fined not more than \$5,000 or imprisoned for not more than 180 days, or both.
- You willfully attempt to evade or defeat a tax; or willfully fail to collect, account for, or pay over a tax. You may be subject to other penalties (see DC Code §47-4101 and 4102).

These penalties are in addition to penalties for false

statements under DC Code §22-2405. Corporate officers may be held personally liable for the payment of taxes owed if not paid to DC.

### Penalty and Interest Charges

OTR will charge —

- A penalty of 5% per month if you fail to file a return or pay any tax due on time. It is computed on the unpaid tax for each month, or fraction of a month, that the return is not filed or the tax is not paid. It may not exceed an amount equal to 25% of the tax due.
- A 20% penalty on that portion of an underpayment of taxes attributable to negligence. Negligence is a failure to make a reasonable attempt to comply with the law or to exercise ordinary and reasonable care in preparing tax returns without the intent to defraud. One indication of negligence is a failure to keep adequate books and records.
- Interest of 10% per year, compounded daily, on a late payment.
- A civil fraud penalty of 75%.

### Use Tax Reporting

You must report the cost of all personal property and taxable services used or consumed by you in DC on which sales tax has not been paid to any state. This includes the cost of items purchased under a Certificate of Resale and withdrawn from stock for personal use or for use in the conduct of your business. QHTC filers do not need to report use tax on certain purchases. See publication FR-399, Qualified High Technology Companies for more details.

### Overpayment of Sales or Use Tax

You cannot claim credit on your FR-800M for an overpayment of sales or use tax from a prior year. To claim an overpayment credit you must file a Claim for Refund of Sales and Use Tax (FP-331). If you need more information, please call (202) 727-4829. For tax forms, call (202) 442-6546 or visit [www.taxpayerservicecenter.com](http://www.taxpayerservicecenter.com).

### Amended Returns

You can correct a previously filed return by filing an amended return. Fill in the Amended return oval on the FR-800M and show the corrected figures. You must complete and attach a Form FP-331 to any amended return requesting a refund.

### Use Tax

**Line 1, Taxable at 5.75%:** In Column B enter the Taxable amount of all items or services you used in DC for the month being reported and on which you have not paid a sales tax to any state. Multiply the amount by .0575 and enter the result on Line 1C.

**Line 2, Taxable at 9%:** In Column B enter the Taxable

amount of alcoholic beverages used by you in DC for the month being reported and on which you have not paid a sales tax to any state. Multiply the amount by .09 and enter the result on Line 2C.

**Line 3, Taxable at 10%:** In Column B enter the Taxable amount of all food and drink used or consumed in DC, or rentals of motor vehicles or utility trailers (except those registered for commercial purposes) for the month being reported and on which you have not paid a sales tax to any state. Multiply the amount by .10 and enter the result on Line 3C.

**Line 4, Taxable at 12%:** In Column B enter the Taxable amount of Other Tobacco Products purchased on which you have not paid a sales tax for the month being reported. Multiply the amount by .12 and enter the result on Line 4C.

**Line 5,** enter the amount exempt from use tax if you are a certified QHTC. Fill in the QHTC oval and attach a copy of your QHTC-CERT form.

**Line 6,** Total use tax: Add Lines 1C, 2C, 3C and 4C and enter the result on Line 6C.

### **Sales Tax**

**Line 7, Taxable at 5.75%:** In Column B enter the amount of all sales taxed at 5.75% for the month being reported. Multiply the amount by .0575 and enter the result on Line 7C.

**Line 8, Taxable at 9%:** In Column B enter the amount of all sales taxed at 9% for the month being reported. Multiply the amount by .09 and enter the result on Line 8C.

**Line 9, Taxable at 10%:** In Column B enter the amount of all sales taxed at 10% for the month being reported.

Multiply the amount by .10 and enter the result on Line 9C.

**Line 10a, Taxable at 12%:** In Column B enter the amount of all sales of parking, storing or keeping motor vehicles taxed at 12% for the month being reported. Multiply the amount by .12 and enter the result on Line 10aC.

**Line 10b, Taxable at 12%:** In Column B enter the amount of all sales of Other Tobacco Products taxed at 12% for the month being reported. Multiply the amount by .12 and enter the result on Line 10bC.

**Line 11: Taxable at 14.5%,** In Column B enter the amount of all sales taxed at 14.5% for the month being reported. Multiply the amount by .145 and enter the result on Line 11C.

**Line 12, Column B:** Add all entries on Lines 7B–11B and enter the result as the Total taxable sales.

**Line 12, Column C:** Add the entries on Lines 7C–11C and enter the total as Total sales tax.

**Line 13, Column B:** Enter your Total exempt sales for the sales month being reported. Include the QHTC exempt sales amount from Line 14B. If you have QHTC exempt sales, fill in the QHTC oval at the top of the form and attach a copy of your QHTC-CERT form.

**Line 15, Column B:** Add Lines 12B and 13B and enter the total.

**Line 16, Column C:** Add Lines 6C (Total use tax) and 12C (Total sales tax), enter the Tax amount due.

### **Preparer Tax Identification Number (PTIN)**

A PTIN is issued by the IRS to a paid preparer who applies for one. A PTIN may be used instead of the preparer's SSN.

# 2007 FR-800M Sales and Use Tax Monthly Return



Taxpayer Identification Number  Fill in:  if FEIN  if SSN

Period Ending (MMDDYYYY)

Business name

Mailing address line 1  Fill in  if this is your first return or your address changed from your last return

Mailing address line 2

City  State  Zip Code + 4

Due Date

Account Number (provided by OTR)

NAICS code

OFFICIAL USE ONLY

Fill in  if Amended return  
Fill in  if final return  
Fill in  if certified QHTC

**File a return even if no sales were made or no sales or use tax is due.**

Column A Description	Column B — Taxable amount	Tax Rate	Column C — Tax due – multiply column B by tax rate, enter here
1. Use Taxable at 5.75% 1B	\$	X .0575	1C \$
2. Use Taxable at 9% 2B	\$	X .09	2C \$
3. Use Taxable at 10% 3B	\$	X .10	3C \$
4. Use - other tobacco Taxable at 12% 4B	\$	X .12	4C \$
5. QHTC exempt purchases excluded from Line 1B 5B	\$		
<b>6. Total use tax</b> (Add Lines 1C, 2C, 3C and 4C) ..... <b>6C</b>			\$
7. Sales Taxable at 5.75% 7B	\$	X .0575	7C \$
8. Sales Taxable at 9% 8B	\$	X .09	8C \$
9. Sales Taxable at 10% 9B	\$	X .10	9C \$
10a. Sales - parking Taxable at 12% 10aB	\$	X .12	10aC \$
10b. Sales - other tobacco Taxable at 12% 10bB	\$	X .12	10bC \$
11. Sales Taxable at 14.5% 11B	\$	X .145	11C \$
<b>12. Total taxable sales</b> (Add Lines 7B–11B) <b>12B</b>	\$	<b>12. Total sales tax</b> (Add Lines 7C–11C) <b>12C</b>	\$
13. Total exempt sales (include Line 14B) 13B	\$		
14. QHTC exempt sales 14B	\$		
15. Total sales (Add Lines 12B and 13B) 15B	\$	<b>16. Tax amount due</b> (Add Lines 6C and 12C) <b>16C</b>	\$

DCS005M

Under penalties of law, I declare that this return is correct, to the best of my knowledge. Declaration of paid preparer is based on the information available to the preparer.

Telephone Number of Person to Contact

**PLEASE SIGN HERE**

Taxpayer's signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**PAID PREPARER ONLY**

Preparer's signature (if other than taxpayer) \_\_\_\_\_ Date \_\_\_\_\_ Paid Preparer's FEIN, SSN or PTIN

Firm name and address

**Make check or money order payable to the DC Treasurer. Include your FEIN or SSN, "FR-800M" and tax period on your payment. Mail return and payment to: Office of Tax and Revenue, PO Box 96384, Washington DC 20090-6384.**

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