GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF THE CHIEF FINANCIAL OFFICER

OFFICE OF TAX AND REVENUE

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OTR Notice 2009-06

Electronic Funds Transfer Payment Threshold Reduced

September 15, 2009

The District of Columbia requirement for business electronic tax payments has been reduced from $25,000 to $10,000. Business tax payments are now required to be filed electronically if the amount of the payment due for a period is equal to or exceeds $10,000. This includes payments made by businesses for Sales and Use Tax, Employer Withholding Tax, Estimated and Final payments.

Effective Date of the Threshold Decrease

The lowered threshold requiring electronic payments for business tax payments became effective August 26, 2009, when the Fiscal Year 2010 Budget Support Emergency Act was signed. The Office of Tax and Revenue (OTR) will permit a reasonable period of time for business taxpayers to adjust their tax payment process to be in compliance with the new threshold.

How to File Electronically

In order to file and pay electronically, a taxpayer must have:

1) A valid federal tax identification number;
2) Filed a completely executed FR-500 Combined Business Tax Registration Form, which is available in PDF format on OTR's Web site at www.taxpayerservicecenter.com under "Tax Forms/Publications." (Note: If you have previously executed the FR-500, you do not need to file this form a second time.); and
3) Completed Electronic Taxpayer Service Center (eTSC) registration at https://www.taxpayerservicecenter.com/GetStarted.jsp.

Taxpayers are required to file and pay by either ACH credit, ACH debit, Credit Card, or E-Check.

eTSC Login and Payment Instructions

The eTSC provides taxpayers 24-hour online access to view their accounts, file their returns, and make online ACH debit, Credit Card, and E-Check payments.

1. After OTR completes your eTSC registration, OTR will send a user ID and password via e-mail to each of your authorized users. Use your user ID and password to log in to the eTSC site at https://www.taxpayerservicecenter.com/Logon.jsp. From the account summary page, click on the tax type for which you are paying electronically in the eTSC services window on the left-hand side of the page to file your return. To view your account summary, click on the gray tab for the tax type in the Account Summary window.
2. Follow the online filing process. Simply enter your data on the appropriate line, and the eTSC will perform the calculations.
3. Once you have completed your return, you will receive a confirmation number. Please keep this number for your records.
4. You will see ACH debit, E-Check, Credit Card and ACH Credit payment options at the bottom of the confirmation screen.
5. If you choose to pay by ACH debit, E-Check, or Credit Card, follow the steps to authorize the payment. You will receive a separate confirmation number for your payment.
6. To pay by ACH credit, transmit your payment in accordance with specifications contained in the "ACH Credit Guide" available at https://www.taxpayerservicecenter.com/GetStarted.jsp.

For technical support, please contact OTR's E Commerce Unit at (202) 442-6313 or via email at ETSCAccount@dc.gov.