MyTax.DC.gov User Guide:
How to File a Withholding Wage Tax Return

You can file your Withholding Wage tax return for either a past due period or a new period from within your MyTax.DC.gov account by following this step-by-step guide.

1

Username

Password

Log In

Forgot username or password?

1a

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

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

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

MyTax.DC.gov User Guide:
How to File a Withholding Tax Return

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 to use MyTax.DC.gov** to register for an account (click here to access the "How to Sign up for MyTax.DC.gov" user guide).
2. In the user profile, under **Summary**, locate your **Withholding Wage** tax account.
    a. Click the **Returns** hyperlink.

Returns

Withholding Wage Tax

300-100012204

BUSINESS TEST

3

Balance

$0.00

Returns   Periods

Returns

Period	Return	Status	
30-Sep-2020	FR-900Q Quarterly Return		File Now
30-Jun-2020	FR-900Q Quarterly Return		File Now

3.   Under the **Returns** section, click the "**File now**" hyperlink for the return you are filing.

FR-900Q Quarterly Return
30-Sep-2020
Withholding Wage Tax
300-100012204
BUSINESS TEST

FR-900Q Quarterly Return

Return Information

4

View Form Instructions

Tax Year: **2020**   Quarterly Withholding Tax Return   **BUSINESS TEST**   Due Date: **11/2/2020**

Government of the District of Columbia   Form: **FR-900Q Quarterly Return**   Account ID: **300-100012204**   Tax Period Ending: **9/30/2020**

Return Information

Is this your final return? *

Is this return being filed by a paid tax preparer? *

Are you authorizing an individual to discuss this return with OTR? *

4a

	No	Yes
	No	Yes
	No	Yes

4b

Cancel   < Previous   **Next** >

4. The **FR-900 Withholding Wage return** will appear.
    a. Answer the **Return Information** questions on the right side of the screen.
    b. Click **Next.**

FR-900Q Quarterly Return
30-Sep-2020
Withholding Wage Tax
300-100012204
BUSINESS TEST

FR-900Q Quarterly Return

Return Information   File the FR-900

View Form Instructions

Tax Year: 2020	Quarterly Withholding Tax Return	BUSINESS TEST	Due Date: 11/2/2020
Government of the District of Columbia	Form: **FR-900Q Quarterly Return**	Account ID: 300-100012204	Tax Period Ending: 9/30/2020

5

DC Income Tax Withheld

1. DC income tax withheld this quarter on wages, tips, and other compensation $1,000.00 ⓘ

2. Total payments already made this quarter $0.00

You have an amount due of $1,000.00.
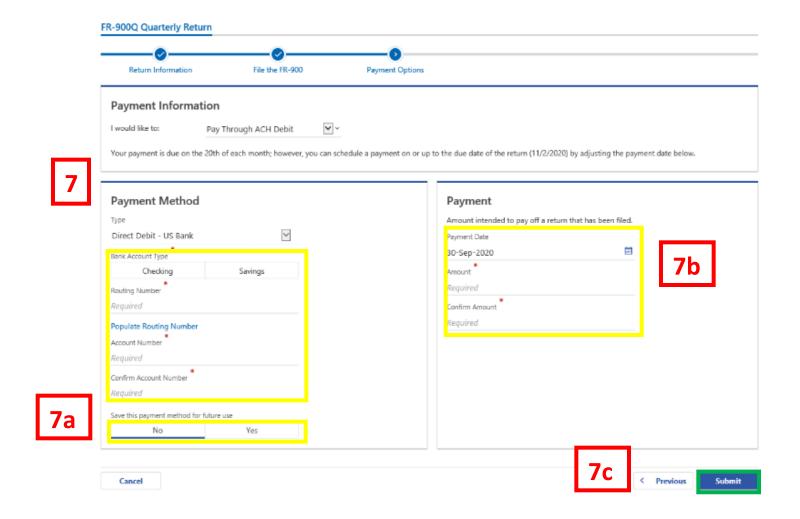
5a

Cancel   ‹ Previous   Next ›

5. On the **File the FR-900** page, enter the **DC Income Tax Withheld** on **Line 1**. If applicable, enter the **total payments made** on **Line 2**. If there is a **Tax Due**, the system will automatically calculate the liability.
   a. Click **Next.**

FR-900Q Quarterly Return
30-Sep-2020
Withholding Wage Tax
300-100012204
BUSINESS TEST

FR-900Q Quarterly Return

Return Information —— File the FR-900 —— Payment Options

6 | Payment Information

I would like to: * Required

6a | Cancel   < Previous   Submit

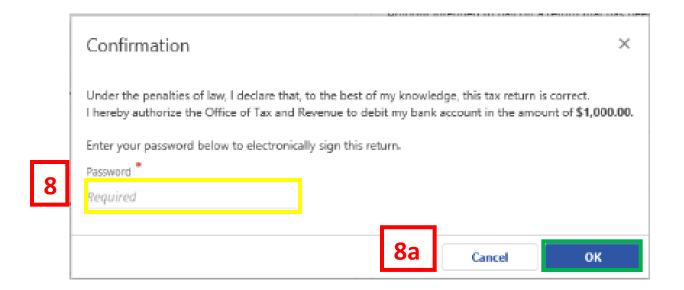6. From the **Payment Options** page, select the appropriate **Payment Information** from the drop-down menu bar. **Note:** You may choose **No Payment is Needed** from the drop-down menu bar when you are filing a zero return. The option **Pay Later** allows you to submit the return without making a payment. For this example, we will choose to **Pay through ACH Debit.**
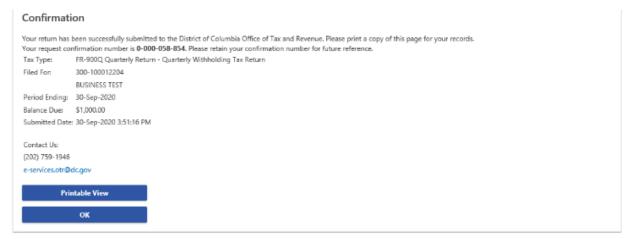   a. Click **Submit.**

FR-900Q Quarterly Return

Return Information — File the FR-900 — Payment Options

Payment Information

I would like to: Pay Through ACH Debit ▼

Your payment is due on the 20th of each month; however, you can schedule a payment on or up to the due date of the return (11/2/2020) by adjusting the payment date below.

7

Payment Method

Type
Direct Debit - US Bank ▼

7a

Bank Account Type

| Checking | Savings |

Routing Number
Required

Populate Routing Number
Account Number
Required

Confirm Account Number
Required

Save this payment method for future use

| No | Yes |

Payment

Amount intended to pay off a return that has been filed.

7b

Payment Date
30-Sep-2020 📅

Amount
Required

Confirm Amount
Required

Cancel

7c

‹ Previous   Submit

7. Enter your bank account information into the **Payment Method** section including **Bank Account Type**, **Routing Number**, and **Account Number. Confirm** your **Account Number.**
    a. If you would like to MyTax.DC.gov to store your bank account information, click **Yes** beneath **Save this payment method for future use.** For this example, we selected **No.**
    b. In the **Payment** section, your payment date will automatically populate**.** Enter the **Amount** of your payment and **Confirm** that amount.
    Note: If you would like to schedule a payment in the future, you can do so from the account summary page by clicking the "Make a Payment" hyperlink. Payments can be scheduled up to one year in advance.
    c. Click **Submit.**

Confirmation

Under the penalties of law, I declare that, to the best of my knowledge, this tax return is correct.
I hereby authorize the Office of Tax and Revenue to debit my bank account in the amount of **$1,000.00.**

Enter your password below to electronically sign this return.
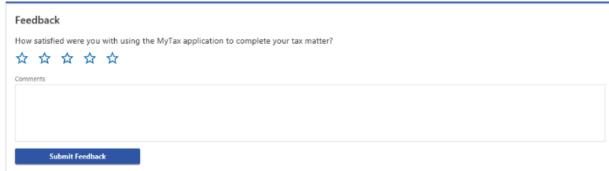
Password

Required

8

8a   Cancel   OK

8. In the **Confirmation** pop-up window, enter your MyTax.DC.gov **Password,** which will act as your electronic signature.
   a. Click **OK.**

Confirmation

Your return has been successfully submitted to the District of Columbia Office of Tax and Revenue. Please print a copy of this page for your records.

Your request confirmation number is **0-000-058-854**. Please retain your confirmation number for future reference.

Tax Type: FR-900Q Quarterly Return - Quarterly Withholding Tax Return
Filed For: 300-100012204
                  BUSINESS TEST
Period Ending: 30-Sep-2020
Balance Due: $1,000.00
Submitted Date: 30-Sep-2020 3:51:16 PM

Contact Us:
(202) 759-1946
e-services.otr@dc.gov

9

[Printable View]

[OK]

Feedback

How satisfied were you with using the MyTax application to complete your tax matter?

☆ ☆ ☆ ☆ ☆

10

Comments

[   ]

[Submit Feedback]

9. A **Confirmation** page displays. To obtain a printed copy of this page, click Printable View. Otherwise, click **OK.**

10. A section to provide **Feedback** will also appear. Please take a moment to let us know how satisfied you were using the MyTax application. You will also be able to share any comments or concerns in the space provided. Once finished, click **"Submit Feedback"**.