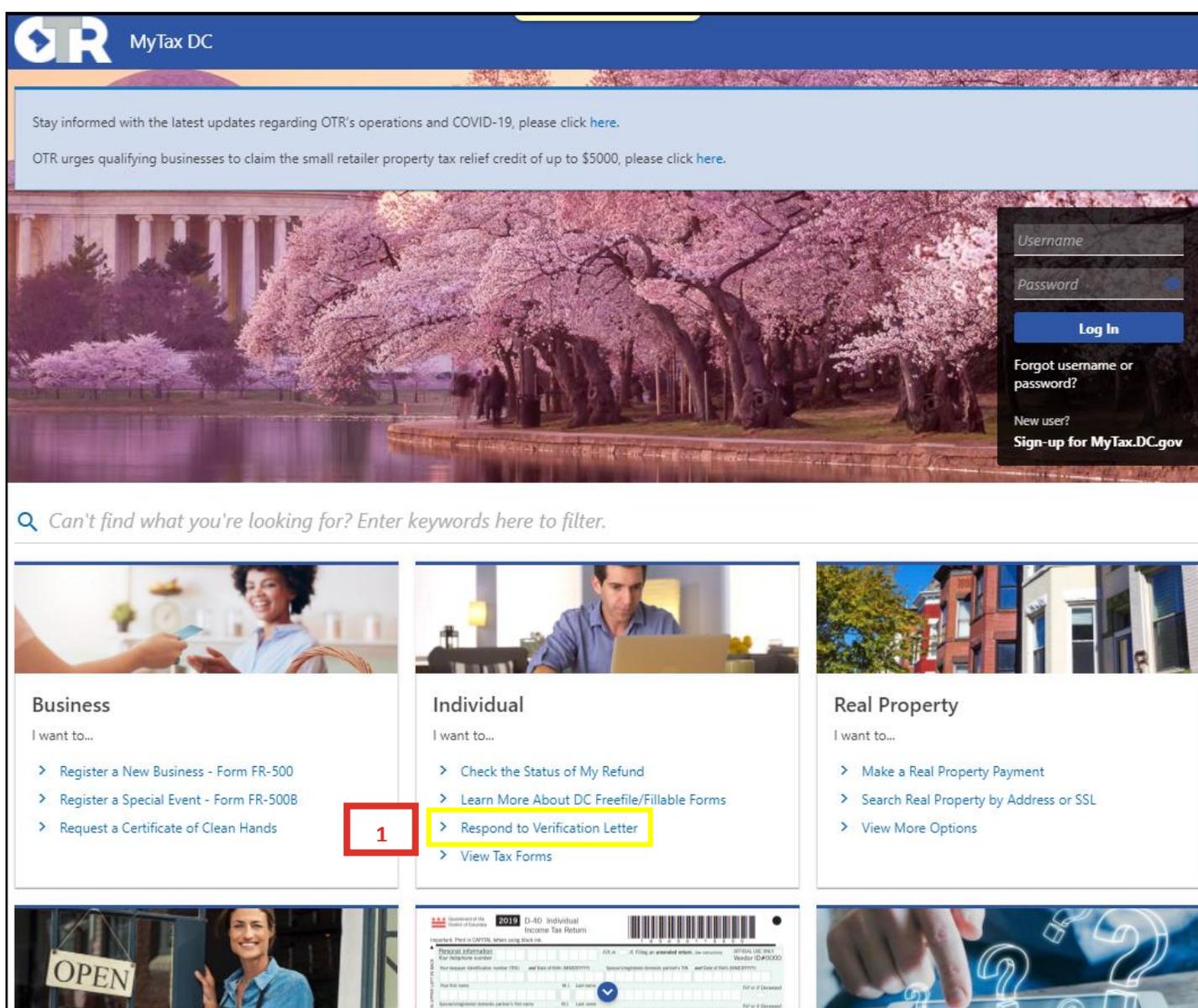# MyTax.DC.gov User Guide:
How to Verify Your PIN

To help combat identity theft and tax fraud, the Office of Tax and Revenue (OTR) requires additional verification for selected tax returns. Learn how to respond to your Notice for Identity Verification PIN via MyTax.DC.gov by following this step-by-step guide.

Note: If You Have Not Filed a Return or a Tax Preparer Has Not Filed a Return on Your Behalf please see **page 5** for further instructions.

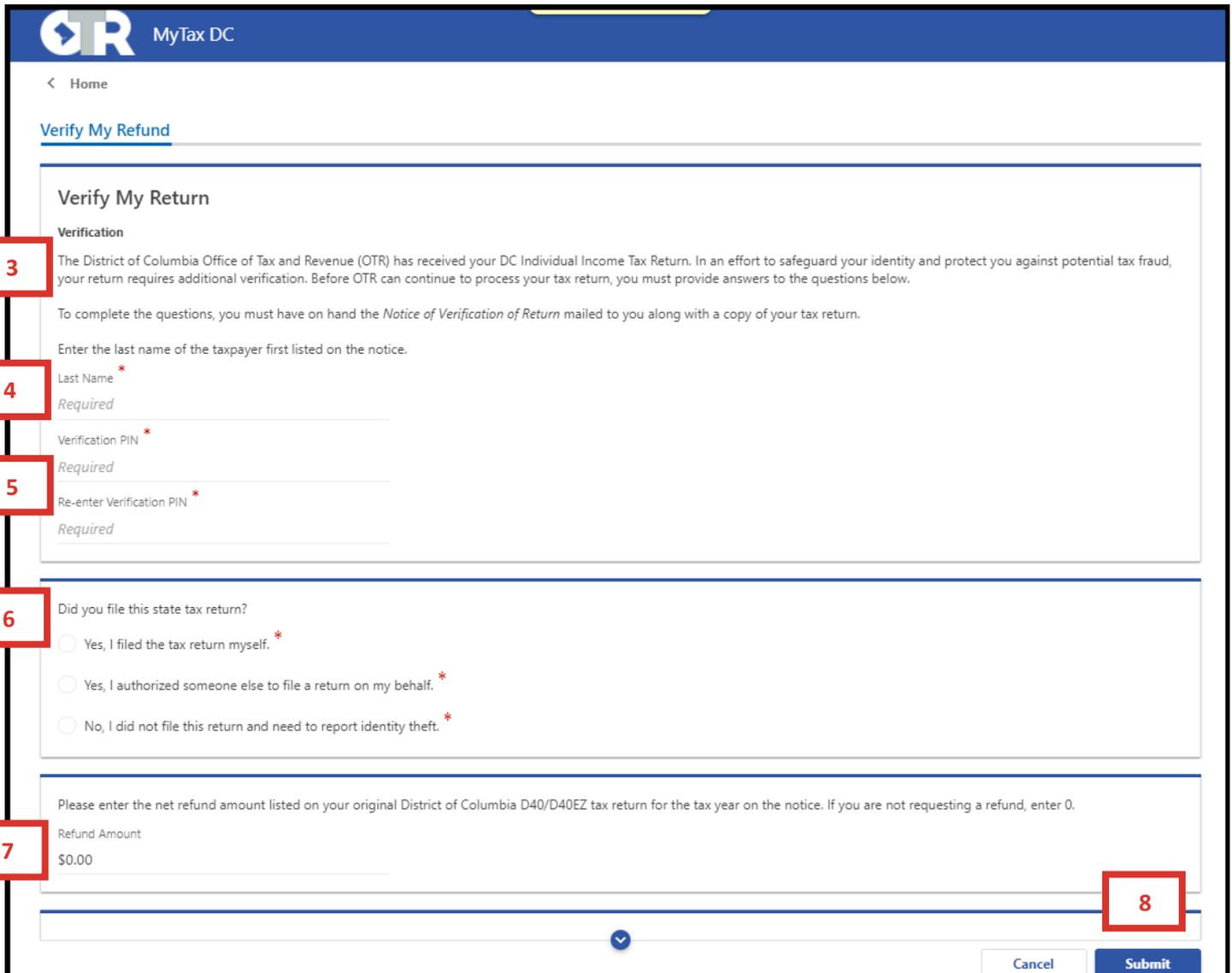### If You Have Filed a Return or a Tax Preparer Has Filed a Return on Your Behalf

1. From the MyTax.DC.gov homepage, under **INDIVIDUAL,** click the **Respond to Verification Letter** hyperlink.

2. On the Respond to Verification Letter landing page, click the **Verify Your PIN** hyperlink to submit your response.

3. Fill out the requested information on the Verification page. To complete the questions, please have on-hand the Notice of Verification of Return mailed to you along with a copy of your tax return. Enter the last name of the taxpayer listed on the notice.
4. Enter your **Last Name**.
5. Enter and re-enter the **Verification PIN** that was provided in the notice.

    Note: The **Verification PIN** is case sensitive and will need to be entered as it appears on your notice.

6. Select **Yes** if you prepared **or** select **Yes** if you authorized someone else to file your tax return on your behalf.
7. Enter the refund amount on the return for the tax year on the notice. If you are not requesting a refund, enter zero.
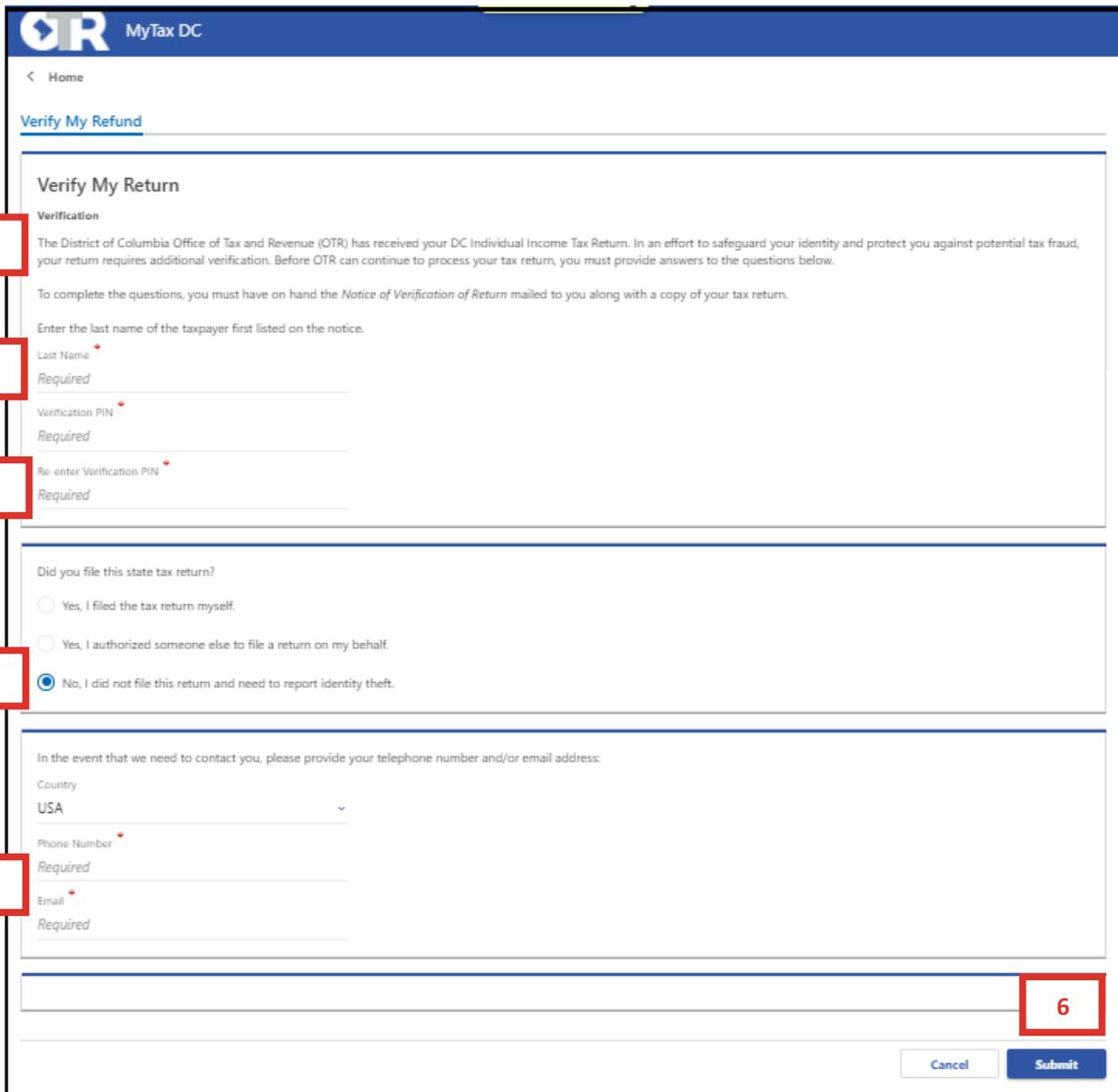8. Click **Submit**.
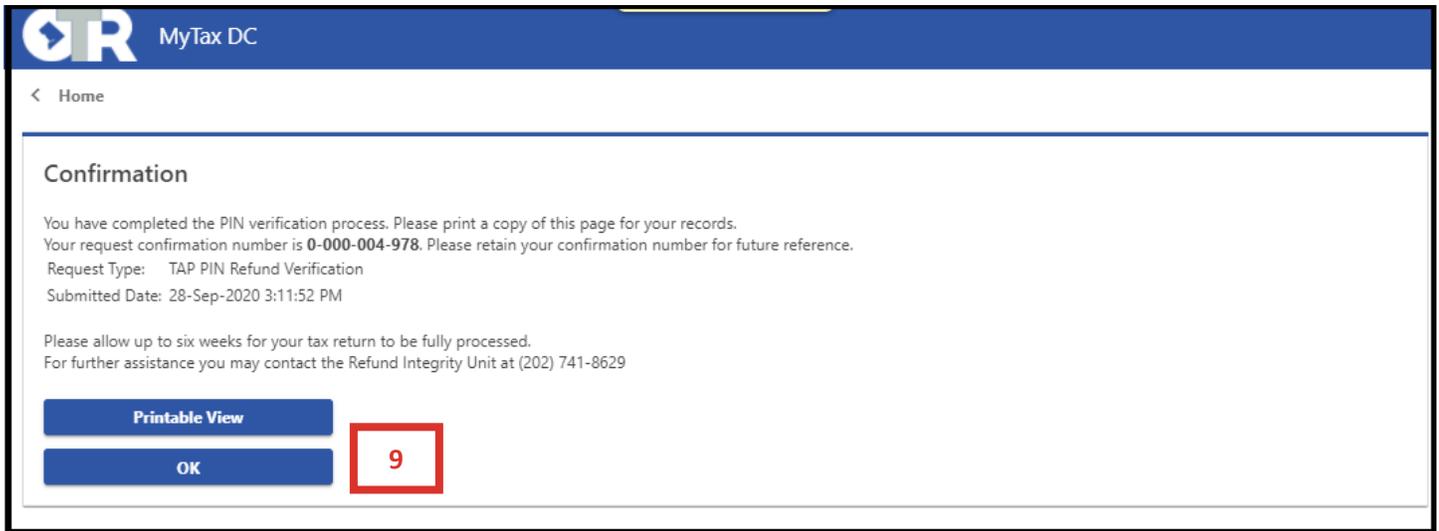
9. A **Confirmation** will appear confirming that you have successfully completed the PIN verification process. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.

If You Have Not Filed a Return or a Tax Preparer Has Not Filed a Return on Your Behalf
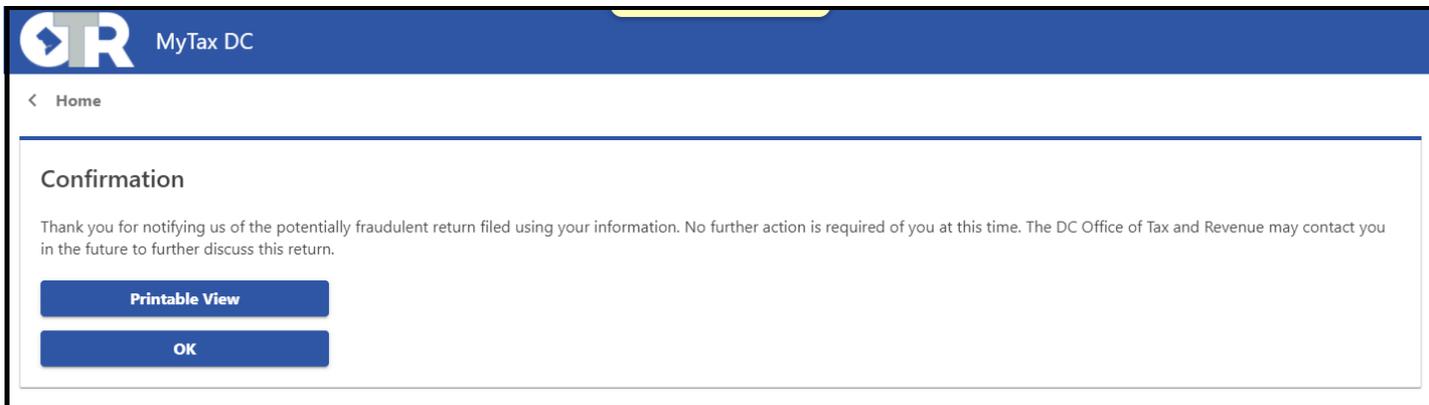
1. Fill out the requested information on the Verification page. To complete the questions, please have on-hand the Notice of Verification of Return mailed to you. Enter the last name of the taxpayer listed on the notice.
2. Enter your **Last Name**.
3. Enter and re-enter the **Verification PIN** that was provided in the notice.

   Note: The **Verification PIN** is case sensitive and will need to be entered as it appears on your notice.

4. Select **No** if you did not file the return and need to report identity theft.
5. Enter your **Phone Number** and **E-Mail address** in the required fields.
6. Click **Submit.**

7. A **Confirmation** page will appear confirming that the Office of Tax and Revenue will be notified of this fraudulent activity. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.

Please note: If you did not file the return, the return will be rejected, and it will not be processed. This will not affect you from filing your correct tax return.