

MyTax.DC.gov User Guide: How to File an Alcoholic Beverage Tax Return

Follow this step-by-step guide to learn how to submit an Alcoholic Beverage Tax Return (FR-425) via MyTax.DC.gov.

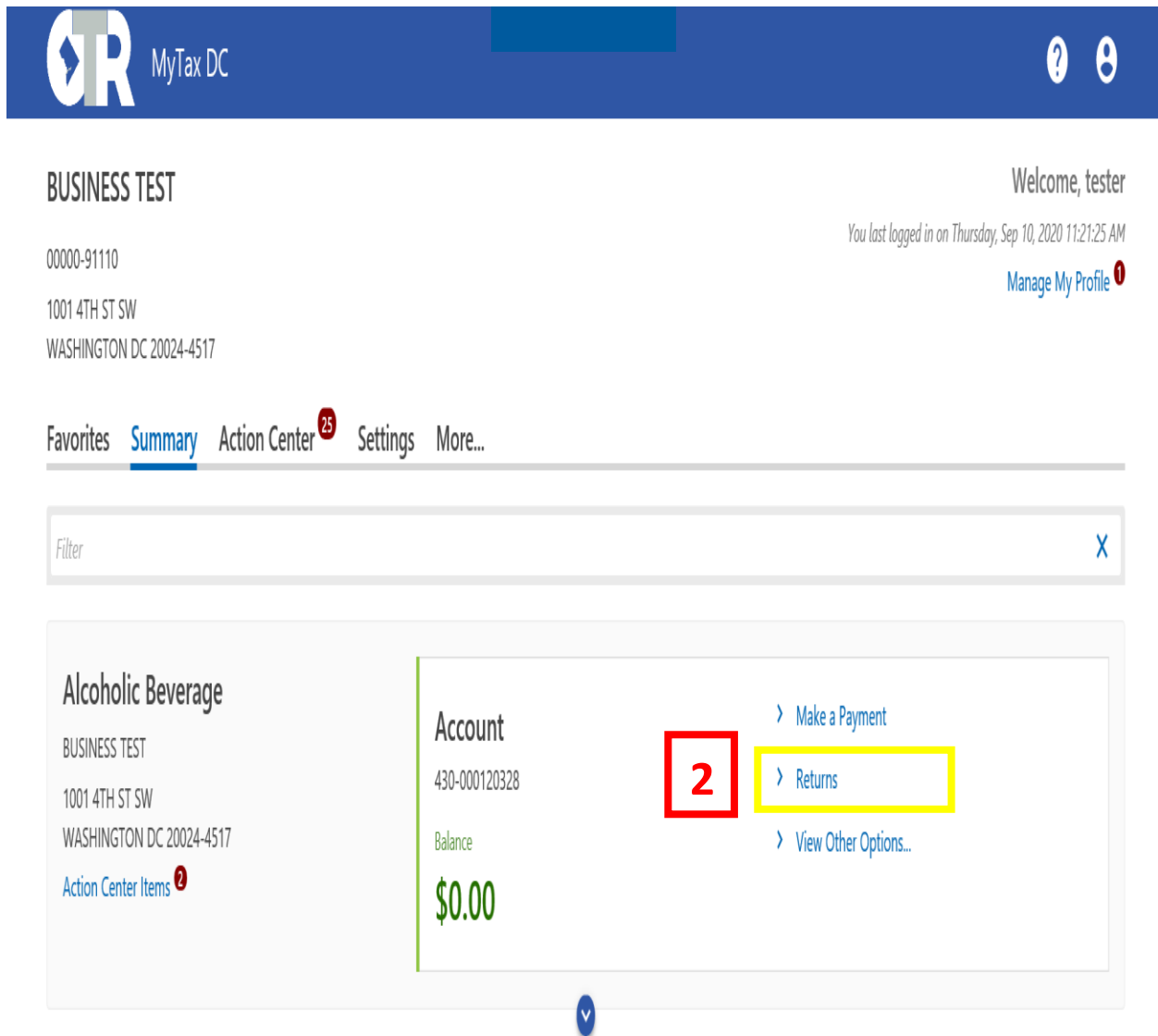


🔍 Can't find what you're looking for? Enter keywords here to filter.

<p>Business</p> <p>I want to...</p> <ul style="list-style-type: none"> > Register a New Business - Form FR-500 > Register a Special Event - Form FR-500B > Request a Certificate of Clean Hands 	<p>Individual</p> <p>I want to...</p> <ul style="list-style-type: none"> > Check the Status of My Refund > Learn More About DC Freefile/Fillable Forms > Respond to Verification Letter > View Tax Forms 	<p>Real Property</p> <p>I want to...</p> <ul style="list-style-type: none"> > Make a Real Property Payment > Search Real Property by Address or SSL > View More Options
<p>Clean Hands</p> <p>I want to...</p> <ul style="list-style-type: none"> > Request a Certificate of Clean Hands > Validate a Certificate of Clean Hands > Learn More About Certificate of Clean Hands 	<p>Forms</p> <p>I want to...</p> <ul style="list-style-type: none"> > Submit an Extension > View/Retrieve Current Year Tax Forms > View/Retrieve Prior Year Tax Forms > View MeF Information 	<p>Quick Links</p> <p>I want to...</p> <ul style="list-style-type: none"> > Submit a Customer Service Survey > View FAQs > View Tutorials > Contact OTR
<p>Quick Payments</p> <p>I want to...</p> <ul style="list-style-type: none"> > Pay with Credit/Debit Card 	<p>Resources</p> <p>I want to...</p> <ul style="list-style-type: none"> > Go to OTR Homepage 	<p>Submissions</p> <p>I want to...</p> <ul style="list-style-type: none"> > Retrieve a Saved Submission or Previously Filed Return > Submit Requested Documentation > Submit VDA
<p>Tax Law and Guidance</p> <p>I want to...</p> <ul style="list-style-type: none"> > View Private Letter Rulings > View DC Tax Code > View Tax Guidance Issued by OTR > View Notices 	<p>Taxpayer Advocate</p> <p>I want to...</p> <ul style="list-style-type: none"> > View Taxpayer Bill of Rights > Request Assistance > En Español 	<p>More...</p> <p>I want to...</p> <ul style="list-style-type: none"> > File Form FR-325 - Consumer Use Tax Return > Request Government Exemption > Request Residential Parking Exemption > Search for Certificate/License Exemptions


MyTax.DC.gov User Guide: How to File an Alcoholic Beverage Tax Return (FR-425)

1. From the MyTax.DC.gov homepage, log in using your Username and Password.
 - a. If you are a new user, from the MyTax.dc.gov homepage, click on the sign up for MyTax.dc.gov hyperlink to register.
2. From your homepage, locate the **Alcoholic Beverage Account** and click the **Returns Hyperlink**.



The screenshot shows the MyTax.DC.gov user interface. At the top left is the MyTax DC logo. On the right, there are help and user icons. Below the header, the user is identified as 'BUSINESS TEST' with a welcome message 'Welcome, tester' and a login timestamp 'You last logged in on Thursday, Sep 10, 2020 11:21:25 AM'. A 'Manage My Profile' link with a notification badge is also present. A navigation bar includes 'Favorites', 'Summary' (highlighted), 'Action Center' (with a '25' badge), 'Settings', and 'More...'. A search filter box is visible. The main content area displays 'Alcoholic Beverage' account information: 'BUSINESS TEST', '1001 4TH ST SW', 'WASHINGTON DC 20024-4517', and 'Action Center Items' (with a '2' badge). The account number is '430-000120328' and the balance is '\$0.00'. Navigation options include 'Make a Payment', 'Returns' (highlighted with a yellow box), and 'View Other Options...'. A red box with the number '2' highlights the 'Returns' link.

3. Locate the **Period** you want to file in the **Returns** Screen.
 - a. Click on the **File Now** hyperlink.


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< BUSINESS TEST

Returns > File a Back Year Return

Balance

\$0.00

Alcoholic Beverage

430-000120328


BUSINESS TEST

[Returns](#) [Periods](#)

Returns ☰

Period	Return	Status	
31-Mar-2020	FR-425 Alcoholic Beverage Tax	Overdue	File Now
3	31-Dec-2019	FR-425 Alcoholic Beverage Tax	File Now 3a

4. In the **Return Information Box** select the responses for your business and input all requested information.
 - a. Click on the **Next** to continue.



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👤

< Manage Payments and Returns

FR-425 Return

31-Mar-2020
Alcoholic Beverage
430-000120328
BUSINESS TEST

[FR-425 Return](#)



Tax Year: 2020

Government of the District of Columbia

Monthly Alcoholic Beverage Tax Return

Form: FR-425 Return

BUSINESS TEST

Account ID: 430-000120328

[View Form Instructions](#)

Due Date: 4/15/2020

Tax Period Ending: 3/31/2020

4

Return Information

Is this your final return? No Yes

Is this return being filed by a paid tax preparer? No Yes

Is the paid tax preparer allowed to discuss this return with OTR? No Yes

Are you authorizing an individual to discuss this return with OTR? No Yes

Enter their name * *Required*

Enter their phone number * *Required*

Cancel
< Previous **Next** >

4a

5. Fill out the required information, including **License Number and the Preliminary Columns Questions**. Your responses on the Preliminary Columns Questions determine which alcoholic beverage Columns you will fill out on your tax return.
 - a. Click the **Next** to continue.

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< Manage Payments and Returns

FR-425 Return

31-Mar-2020
Alcoholic Beverage
430-000120328
BUSINESS TEST

FR-425 Return

Return Information
>

[View Form Instructions](#)

***	Tax Year: 2020	Monthly Alcoholic Beverage Tax Return	BUSINESS TEST
	Due Date: 4/15/2020		
	Government of the District of Columbia	Form: FR-425 Return	Account ID: 430-000120328
			Tax Period Ending: 3/31/2020

5

Enter your License Number *

Required

Please select the columns that you will be completing on your Alcoholic Beverage tax return.

Column A: Beer and Malt Beverages *	No	Yes
Column B: Still Wine Containing 14% or Less Alcohol by Volume *	No	Yes
Column C: Still Wine Containing More Than 14% Alcohol by Volume *	No	Yes
Column D: Champagne, Sparkling and Artificially Carbonated Wines *	No	Yes
Column E: Alcohol and Spirits by Volume *	No	Yes

Cancel

5a

<

Previous

Next

>

User Guide: How to File an Alcoholic Beverage Tax Return (FR-425)

6. Input for figures for each column selected to complete the Alcoholic Beverage Return.
 - a. Click next to go to and complete the next column section.

FR-425 Return



[View Form Instructions](#)

2019
Monthly Alcoholic Beverage Tax Return
BUSINESS TEST
Due Date: 1/15/2020

Government of the District of Columbia
FR-425
Account ID: 430-000120328
Tax Period Ending: 12/31/2019

6

Alcoholic Beverage Acquisitions and Inventories	
1. Actual physical inventory (first of month)	100
2. Additional physical inventory received during month (from Schedule A)	125
3. Total of Line 1 and Line 2	225
4. Actual physical inventory (end of month)	87
5. Quantity sold or otherwise disposed of during month (Line 3 minus Line 4)	138
Still Wine Containing 14% or Less Alcohol Sales and Tax Due	
6. Shipments out of the District of Columbia (from Schedule B)	0
7. Sales to the United States and District of Columbia Governments (from Schedule C)	0
8. Other deductions, sales to retailers within the District of Columbia (from Schedule D)	0
9. Total non-taxable sales (total of Lines 6,7,8)	0
10. Taxable sales (Line 5 minus Line 9)	138
11. Returns accepted from customers (from Schedule A-2)	0
12. Total quantity of still wine containing 14% or less alcohol subject to tax (Line 10 minus Line 11)	138
13. Tax rate	\$0.30
14. Still Wine Containing 14% or Less Alcohol Tax (Line 12 multiplied by Line 13)	\$41.40
Total Sales (in dollars)	\$0.00
Total Alcoholic Beverage Tax (total of Line 14, in Columns A, B, C, D & E)	\$41.40

6a

User Guide: How to File an Alcoholic Beverage Tax Return (FR-425)

7. Review the **FR-425 Summary** for accuracy.
 - a. Click **Next** to continue.

FR-425 Return

7

Information Preliminary Column Selections Column B Column C Column D **FR-425 Summary**

[Vine Farm Instructions](#)

★ ★ ★ 2019 Monthly Alcoholic Beverage Tax Return **BUSINESS TEST** Due Date: 1/15/2020
 Government of the District of Columbia **FR-425** Account ID: 438-000120328 Tax Period Ending: 12/31/2019

Alcoholic Beverage Acquisitions and Inventories					
	Column A Beer and Malt Beverages (converted to barrels of 31 gallons)	Column B Still Wine Containing 14% or Less Alcohol by Volume (in gallons)	Column C Still Wine Containing More Than 14% Alcohol by Volume (in gallons)	Column D Champagne, Sparkling, and Artificially Carbonated Wines (in gallons)	Column E Alcohol and Spirits by Volume (in gallons)
1. Actual physical inventory (first of month)	0	100	250	0	275
2. Additional physical inventory received during month (from Schedule A)	0	125	300	0	150
3. Total of Line 1 and Line 2	0	225	550	0	425
4. Actual physical inventory (end of month)	0	87	250	0	210
5. Quantity sold or otherwise disposed of during month (Line 3 minus Line 4)	0	138	300	0	215
Alcoholic Beverage Dispositions and Tax Due					
6. Shipments out of the District of Columbia (from Schedule B)	0	0	0	0	0
7. Sales to the United States and District of Columbia Governments (from Schedule C)	0	0	0	0	0
8. Other deductions, sales to retailers within the District of Columbia (from Schedule D)	0	0	0	0	0
9. Total non-taxable sales (total of Lines 6, 7 & 8)	0	0	0	0	0
10. Taxable sales (Line 5 minus Line 9)	0	138	300	0	215
11. Returns accepted from customers (from Schedule A-2)	0	0	0	0	0
12. Total quantity of alcohol subject to tax (Line 10 minus Line 11)	0	138	300	0	215
13. Tax rates	\$2.79	\$0.30	\$0.40	\$0.45	\$1.50
14. Alcoholic Beverage Tax (Line 12 multiplied by Line 13)	\$0.00	\$41.40	\$120.00	\$0.00	\$322.50
Total Sales (in dollars)					\$0.00
Total tax due (total of Item 14, in Columns A, B, C, D & E)					\$483.90

Column values cannot be edited on this page. Please click the "Previous" tab to access the previous pages to change your entries on this tax return.

7a

- 8. Upload Alcoholic Beverage Tax Schedules.
 - a. Click **Next** to continue.
 - b. Enter the **required** Description
 - c. Browse your computer for **File** and click **OK** to upload.

FR-425 Return

31-Mar-2020
Alcoholic Beverage
430-000120328
BUSINESS TEST

FR-425 Return



[View Form Instructions](#)

	Tax Year: 2020	Monthly Alcoholic Beverage Tax Return	BUSINESS TEST	Due Date: 4/15/2020
	Government of the District of Columbia	Form: FR-425 Return	Account ID: 430-000120328	Tax Period Ending: 3/31/2020

Attachments

8 [Add Attachment](#)

Type	Name	Description	Size
There are no attachments.			

Please attach your Alcoholic Beverage Tax Schedules.

You must attach at least one schedule to continue.

[Cancel](#) **8a** [Previous](#) [Next](#)

FR-425 Return

31-Mar-2020
Alcoholic Beverage
430-000120328
BUSINESS TEST

FR-425 Return

Column A Column B Column C FR-425 Summary Attach Schedules

Tax Year: 2020 Description: BUSINESS TEST Due Date: 4/15/2020
Government of the District of Columbia Account ID: 430-000120328 Tax Period Ending: 3/31/2020

8b

Select a file to attach

Type: Return Schedules

Description *

File *

Attachments

Type	Name	Size
There are no attachments.		

Please attach your Alcoholic Beverage Tax Schedules.

You must attach at least one schedule to continue.

8c

9. **Select** a required payment option from the dropdown box (For this demonstration we will select **Note**: The option Pay Later allows you to schedule your payment up to one year in advance.
 - a. Click **Submit**
 - b. In the **Confirmation** pop-up Window, **Enter your MyTax.dc.gov Password** to complete the submission of your Alcoholic Beverage Tax Return

MyTax DC

< Returns

FR-425 Return
31-Dec-2019
Alcoholic Beverage
430-000120328
BUSINESS TEST

FR-425 Return

Column B Column C Column E FR-425 Summary Attach Schedules Payment Options

9 Payment Information

I would like to: Pay with a Credit Card

Cancel **9a** < Previous Submit

MyTax DC

< Manage Payments and Returns

FR-425 Return
31-Mar-2020
Alcoholic Beverage
430-000120328
BUSINESS TEST

FR-425 Return

Column B Column D Column E Column F Payment Options

9b Confirmation

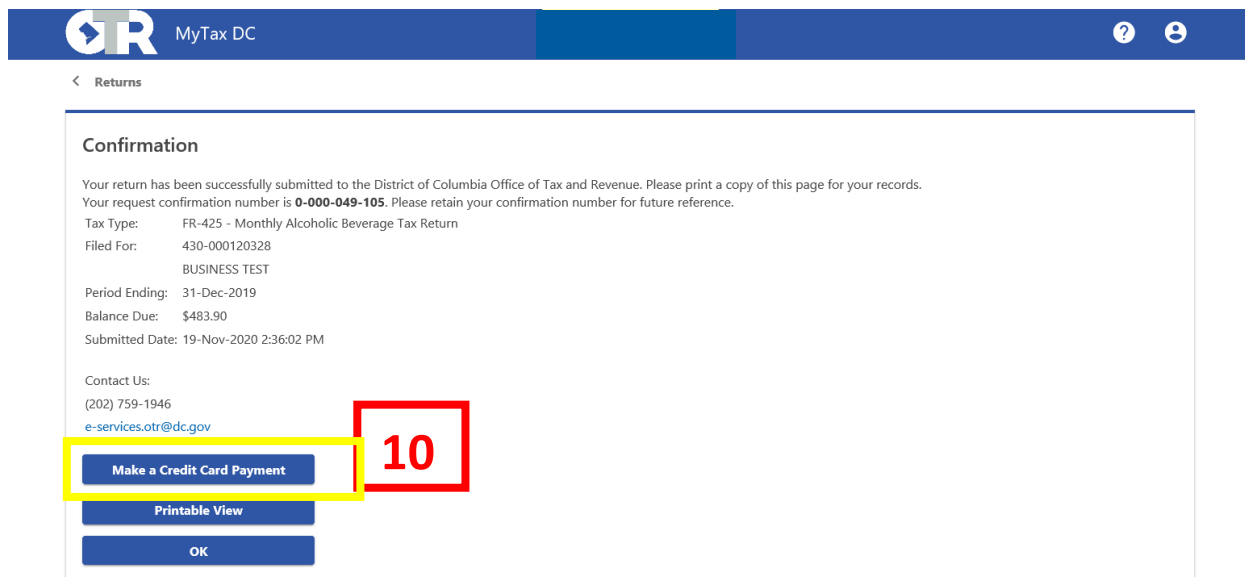
Under the penalties of law, I declare that, to the best of my knowledge, this tax return is correct.

Enter your password below to electronically sign this return.

Password
.....

Cancel OK < Previous Submit

10. A **Confirmation** page displays. Click on the **Make a Credit Card Payment** box.



The screenshot shows the MyTax DC interface. At the top, there is a blue header with the MyTax DC logo and navigation icons. Below the header, a breadcrumb trail shows '< Returns'. The main content area is titled 'Confirmation' and contains the following text: '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 **0-000-049-105**. Please retain your confirmation number for future reference.' Below this, there are details: Tax Type: FR-425 - Monthly Alcoholic Beverage Tax Return; Filed For: 430-000120328; Period Ending: 31-Dec-2019; Balance Due: \$483.90; Submitted Date: 19-Nov-2020 2:36:02 PM. Contact information is provided: (202) 759-1946 and e-services.otr@dc.gov. At the bottom, there are three buttons: 'Make a Credit Card Payment' (highlighted with a yellow box), 'Printable View', and 'OK'. A red box with the number '10' is overlaid on the 'Make a Credit Card Payment' button.

11. Look over the Credit Card Payment Details

- a. Click the **Next** box.

< Confirmation

Credit Card Payment

Step 1 - Payment Details

11

Taxpayer Information

Customer Type

Business

Business Name

BUSINESS TEST

ID Type

FEIN

ID

_*6789

Billing Address

U.S. address is required for credit card payments

Street Address

1001 4TH ST SW

City

WASHINGTON

State

DC - DISTRICT OF COLUMBIA

ZIP Code

20024

Tax Account & Payment Amount

Account Type

Alcoholic Beverage

Tax Account ID

Payment Type

Return Payment

Tax Period End

31-Dec-2019

Payment Amount

\$483.90

Estimated Service Fee (2.5%)

\$12.10

Estimated Total Payment

\$496.00

Review the information entered, you cannot make changes after clicking "Next"

11a

Previous

Next

Cancel

12. Click the **Submit Payment Box** on the credit card payment screen.

< Confirmation

Credit Card Payment

Step 1 - Payment Details Step 2 - Submit Your Payment

Submit Your Payment

To finish submitting your payment, click the "Submit Payment" button below. Please disable any pop-up blockers.

You will be taken to the Kubra EZPay website to enter your credit / debit card details.

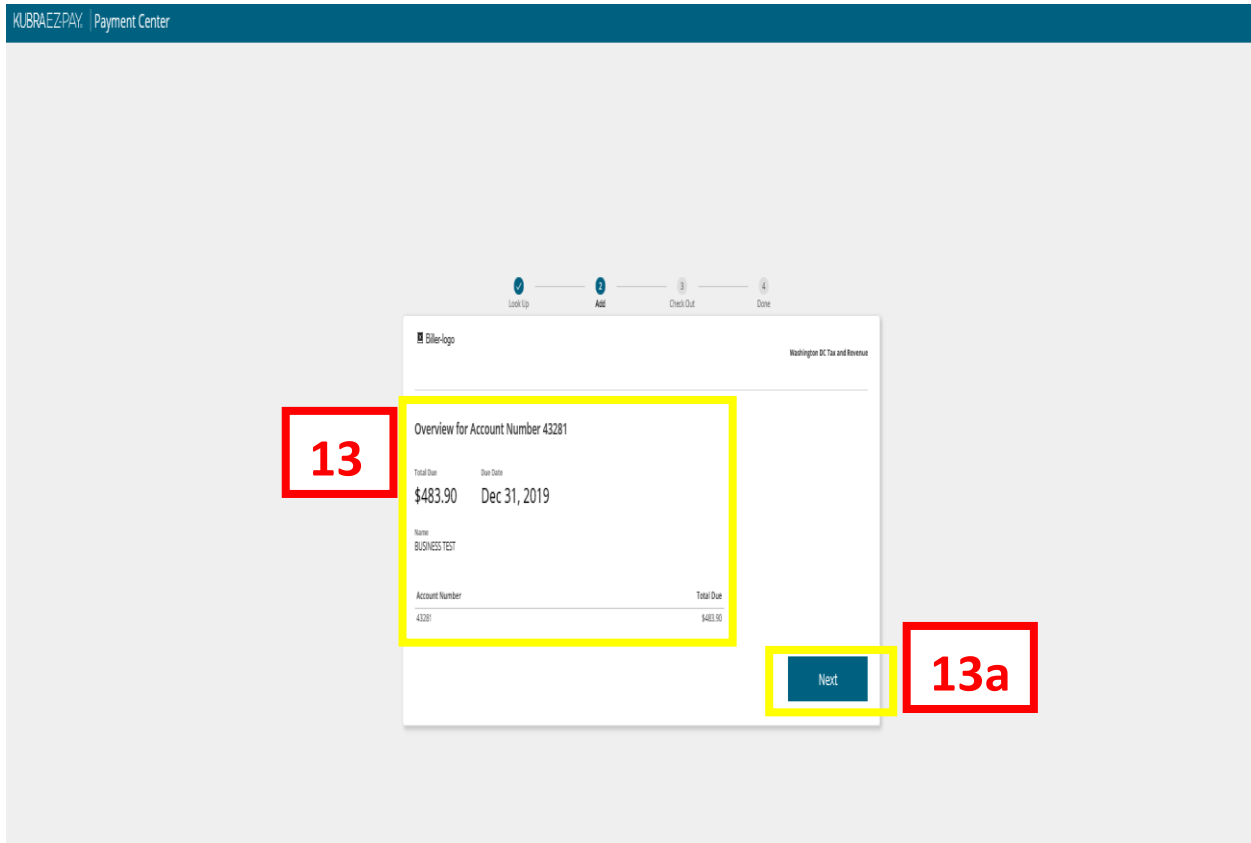
Please remember to verify that your Name, Tax Period End, and Payment Amount are correct.

Submit Payment **12**

Powered by
KUBRA EZ-PAY™

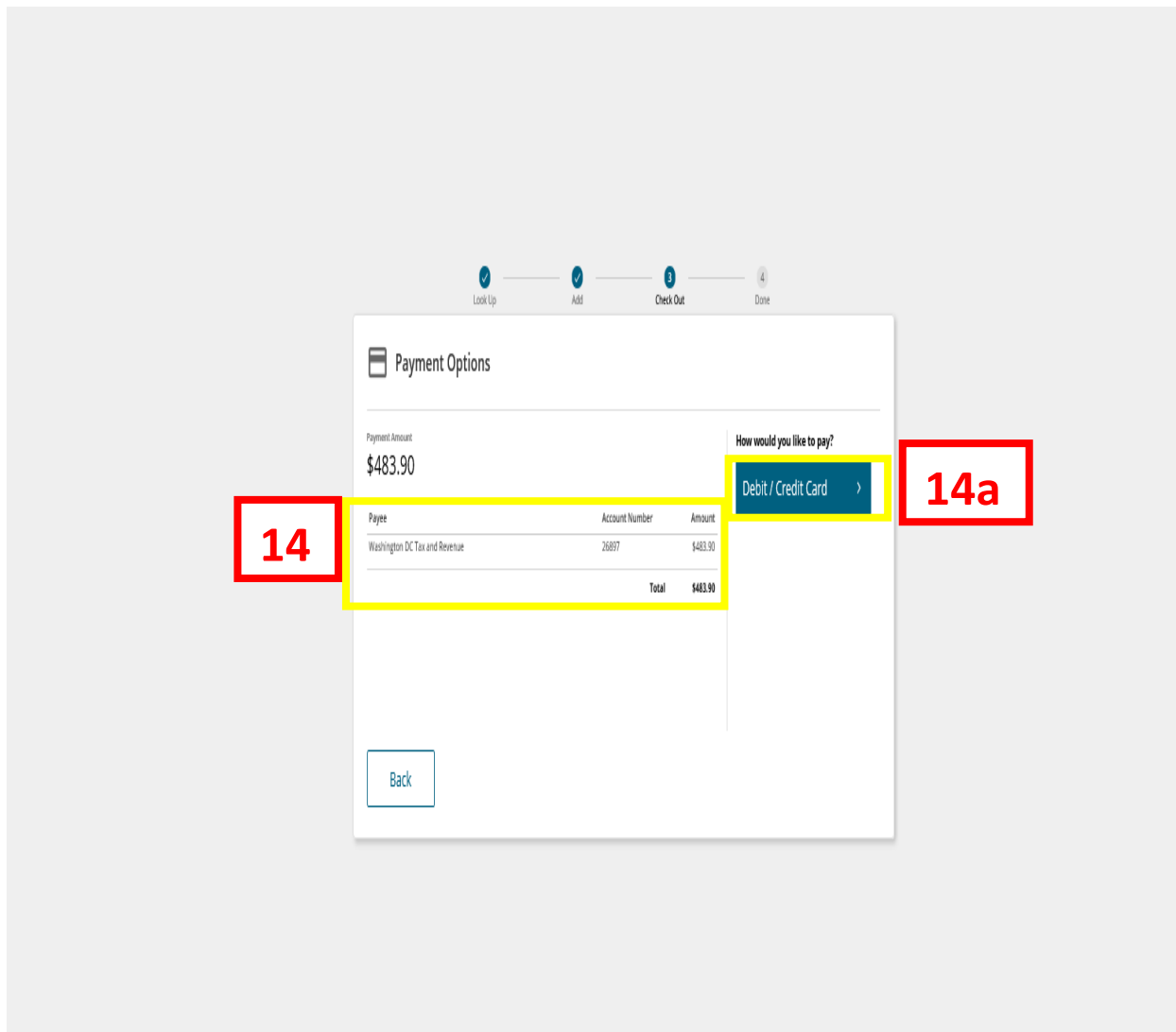
Previous

- 13. Review the information on the Account Overview Screen
 - a. Click Next



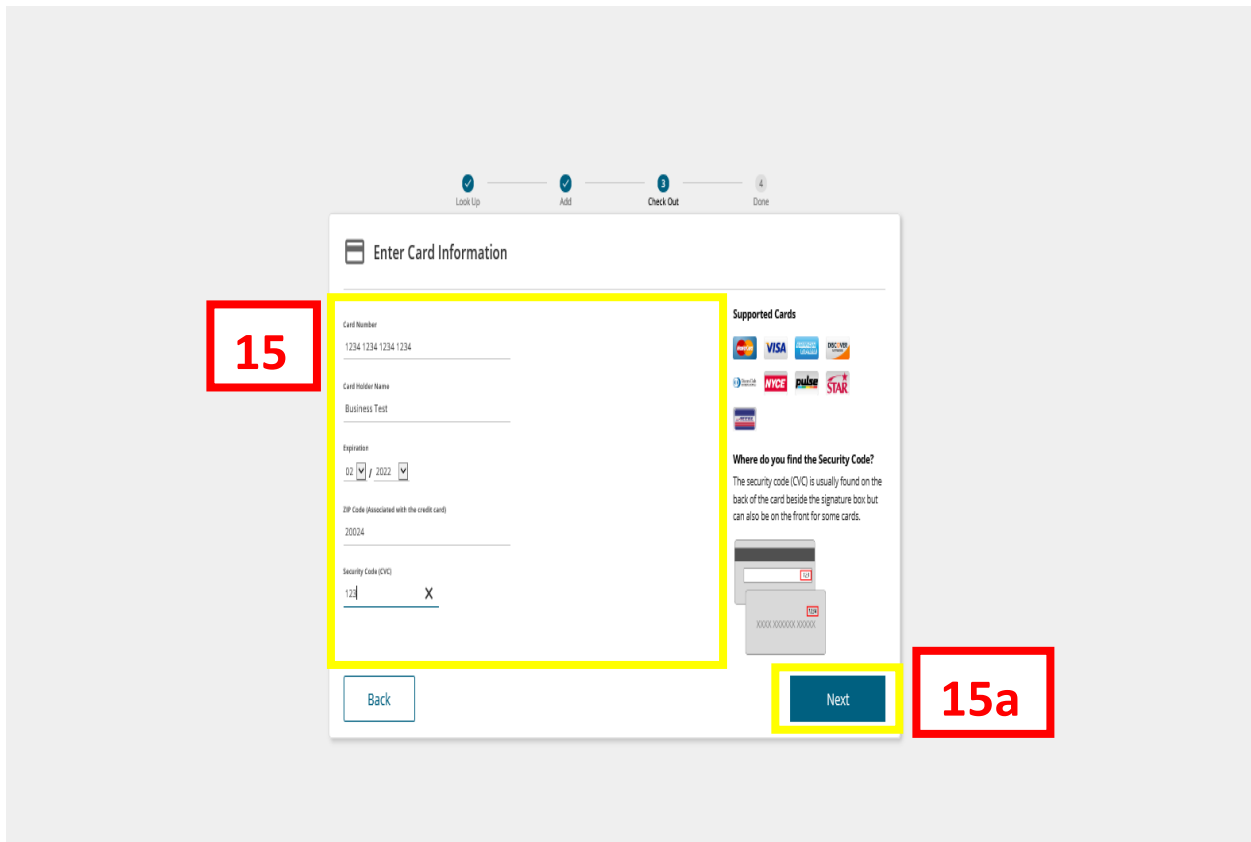
14. Review your bill amount and account information

- a. Click the Debit/Credit Card Box



15. Enter your credit card information

- a. Click **Next** to complete your transaction and view confirmation screen



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

< FR-425 Return

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 **0-000-049-105**. Please retain your confirmation number for future reference.

Tax Type: FR-425 - Monthly Alcoholic Beverage Tax Return
Filed For: 430-000120328
BUSINESS TEST
Period Ending: 31-Dec-2019
Balance Due: \$483.90
Submitted Date: 19-Nov-2020 4:13:49 PM

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

[Printable View](#)

[OK](#)

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