

MyTax.DC.gov User Guide: How to File Cigarette Wholesaler Monthly & Quarterly Reports (FR-467 & FR-467E)

Cigarette wholesalers can learn how to file the District of Columbia Cigarette Wholesaler Monthly & Quarterly reports at MyTax.DC.gov by following this step-by-step guide.

[Filing a Cigarette Wholesaler Monthly Report \(FR-467\)](#)



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



Clean Hands

I want to...

- > Request a Certificate of Clean Hands
- > Validate a Certificate of Clean Hands
- > Learn More About Certificate of Clean Hands



Quick Payments

I want to...

- > Pay with Credit/Debit Card



Tax Law and Guidance

I want to...

- > View Private Letter Rulings
- > View DC Tax Code
- > View Tax Guidance Issued by OTR
- > View Notices



Individual

I want to...

- > Check the Status of My Refund
- > Learn More About DC Freefile/Fillable Forms
- > Respond to Verification Letter
- > View Tax Forms



Forms

I want to...

- > Submit an Extension
- > View/Retrieve Current Year Tax Forms
- > View/Retrieve Prior Year Tax Forms
- > View MeF Information



Resources

I want to...

- > Go to OTR Homepage



Taxpayer Advocate

I want to...

- > View Taxpayer Bill of Rights
- > Request Assistance
- > En Español



Real Property

I want to...

- > Make a Real Property Payment
- > Search Real Property by Address or SSL
- > View More Options



Quick Links

I want to...

- > Submit a Customer Service Survey
- > View FAQs
- > View Tutorials
- > Contact OTR



Submissions

I want to...

- > Retrieve a Saved Submission or Previously Filed Return
- > Submit Requested Documentation
- > Submit VDA



More...

I want to...

- > File Form FR-329 - Consumer Use Tax Return
- > Request Government Exemption
- > Request Residential Parking Exemption
- > Search for Certificate/License Exemptions

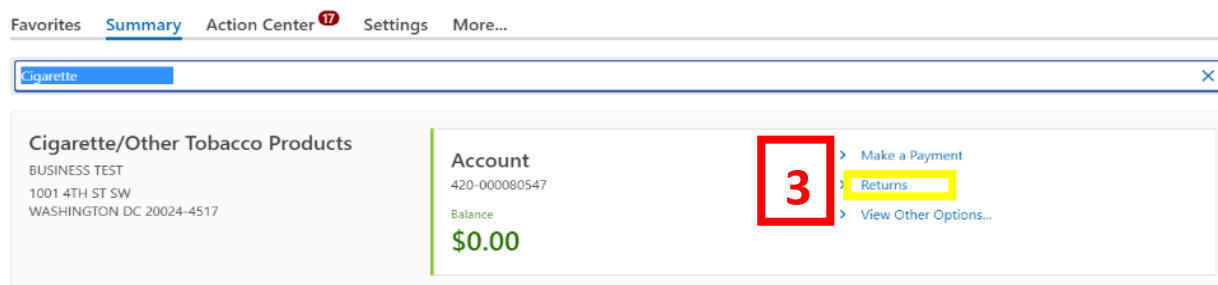
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Filing a Cigarette Wholesaler Monthly Report (FR-467)

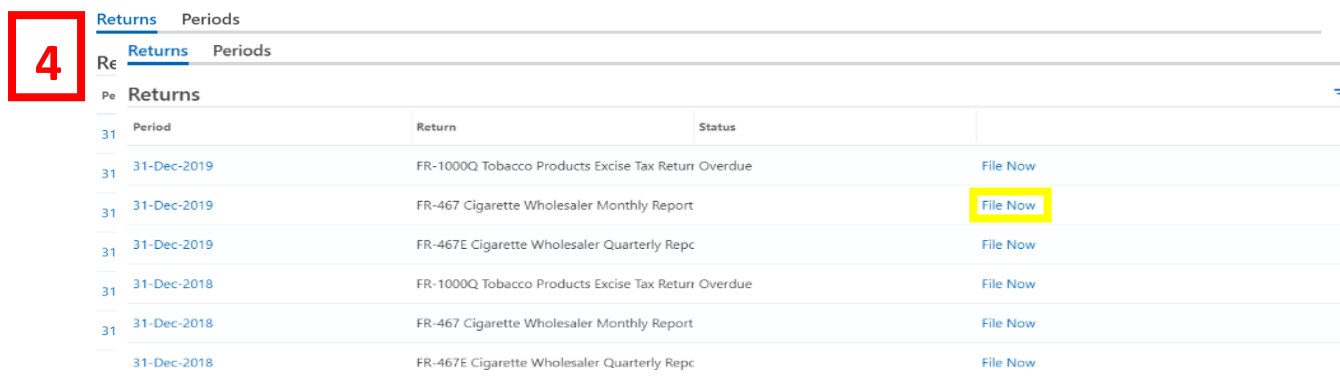
1. From the MyTax.DC.gov homepage, log in using your Username and Password.
 - a. If you do not have a [MyTax.DC.gov](https://mytax.dc.gov) account, click **Sign-up to use MyTax.DC.gov** to register for an account (click [here](#) to access the “How to Sign up for MyTax.DC.gov” user guide).



2. Click Summary.
 - a. Click into the **Filter Box**, type **Cigarette** and **Enter**.



3. Click on **Returns**.



4. On the **Returns** page, click the **File Now** hyperlink to file the **FR-467 Cigarette Wholesaler Monthly Report**.

5 **FR-467 Report**

Return Information FR-467 Attach Schedules

Return Information

Is this return being filed by a paid tax preparer?

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

5a

No	Yes
No	Yes

5b

< Previous **Next** >

5. The **FR-467** will appear.
 - a. Answer the **Return Information** questions on the right side of the screen.
 - b. Click **Next**.

6 **FR-467 Report**

Return Information **FR-467** Attach Schedules

Unstamped Packs Of Cigarettes		Unstamped Cigarettes	
1. Packs on hand at beginning of month			0
2. Received Unstamped during Month or Period			0
3. Less Unstamped and Returned to manufacturers - Credits			0
4. Total (lines 1 and 2, Less Line 3)			0
5. Physical Inventory - Packs on hand at end of month			0
		Unstamped Sales	
6. Packs Sold outside the District			0
7. Packs Sold to U.S., D.C., or their instrumentalities			0

6a

< Previous **Next** >

6. On the **FR-467** page, enter values in the editable spaces where applicable.
 - a. Click **Next**.

FR-467 Report

Return Information FR-467 Attach Schedules

Attachments

Type	Name	Description	Size
There are no attachments.			
You may attach the applicable Cigarette Wholesaler tax schedules.			

Cancel 7a < Previous Submit

7. On the **Attach Schedules** page, attach all applicable Cigarette Wholesaler tax schedules by clicking the **Add Attachment** button to the right of the screen.
 - a. Click **Submit**.

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 *
Required

8

8a Cancel OK

8. In the **Confirmation** pop-up window, enter your [MyTax.DC.gov Password](https://mytax.dc.gov), 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 **0-000-005-411**. Please retain your confirmation number for future reference.

Tax Type: FR-467 - Cigarette Wholesaler Monthly

Filed For: 420-000080547

BUSINESS TEST

Period Ending: 31-Dec-2019

Submitted Date: 02-Nov-2020 3:29:15 PM

Contact Us:

(202) 759-1946

e-services.otr@dc.gov

Printable View

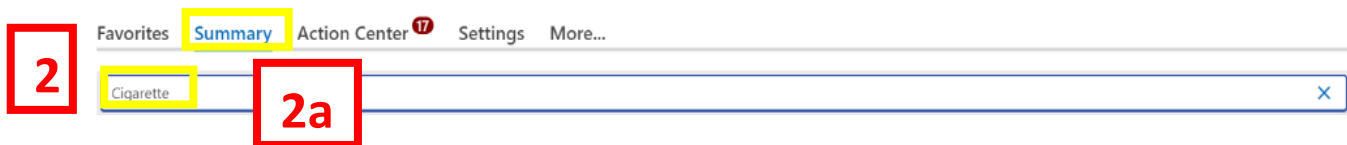
OK

9

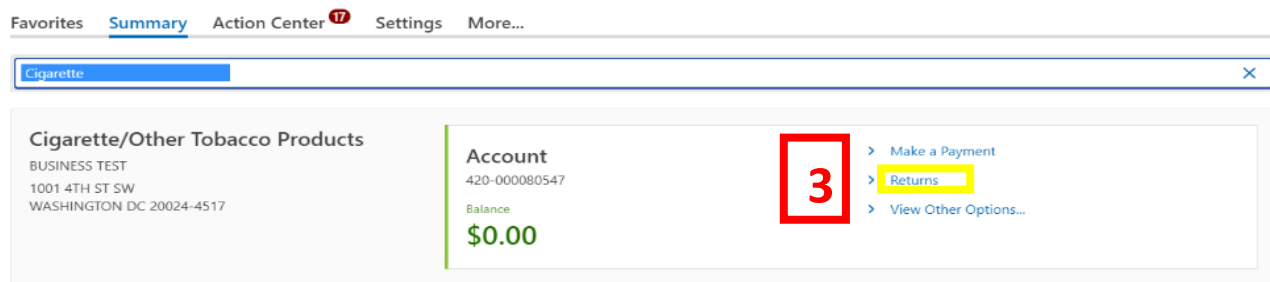
9. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.

Filing a Cigarette Wholesaler Quarterly Report (FR-467E)

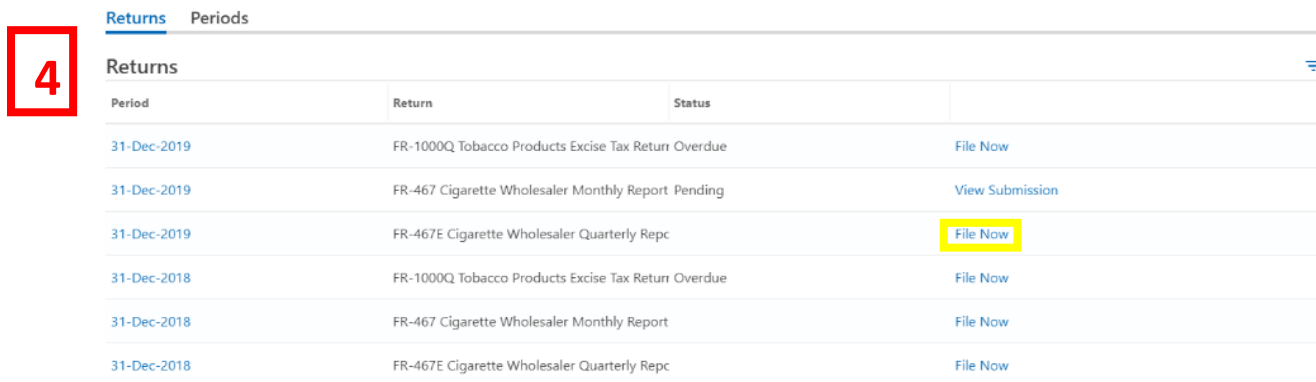
1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, log in using your **Username** and **Password**.
 - a. If you do not have a [MyTax.DC.gov](https://mytax.dc.gov) account, click **Sign-up to use MyTax.DC.gov** to register for an account (click [here](#) to access the “How to Sign up for MyTax.DC.gov” user guide).



2. Click **Summary**.
 - a. Click into the **Filter Box**, type **Cigarette** and **Enter**.



3. Click on **Returns**.



The screenshot shows the 'Returns' page with a table of tax returns. A red box with the number '4' is placed over the 'Returns' link in the navigation bar. The table has columns for 'Period', 'Return', and 'Status'. The 'File Now' link for the 'FR-467E Cigarette Wholesaler Quarterly Repc' return is highlighted in yellow.

Period	Return	Status
31-Dec-2019	FR-1000Q Tobacco Products Excise Tax Return Overdue	File Now
31-Dec-2019	FR-467 Cigarette Wholesaler Monthly Report Pending	View Submission
31-Dec-2019	FR-467E Cigarette Wholesaler Quarterly Repc	File Now
31-Dec-2018	FR-1000Q Tobacco Products Excise Tax Return Overdue	File Now
31-Dec-2018	FR-467 Cigarette Wholesaler Monthly Report	File Now
31-Dec-2018	FR-467E Cigarette Wholesaler Quarterly Repc	File Now

4. On the **Returns** page click the **File Now** hyperlink for the **FR-467E Cigarette Wholesaler Quarterly Report**.

5

Return Information

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

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

5a

No	Yes
No	Yes

Download Excel worksheet (xlsx) if using file import

Cancel

5b

< Previous
Next >

5. The **FR-467E** will appear.
 - a. Answer the **Return Information** questions on the right side of the screen.
 - b. Click **Next**.

6

Wholesalers Quarterly Report

Brand Family	Number of Cigarettes Stamped (Sticks)	RYO Equivalent Stick Count (At .09 oz. Each)	Manufacturer (Name and Address)	Entity from which Wholesaler Purchased (Name and Address)	First Importer if Foreign Manufacture Product (Name and Address)

6a

Import

Cancel

6b

< Previous
Submit >

6. On the **WHOLESALEERS QUARTERLY REPORT**, under the columns, fill out boxes where applicable.
 - a. Use the **Import** button to upload all applicable documentation.
 - b. Click **Submit**.

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.

✕

7

Password *

Required

Required

7a

Cancel
OK

7. 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 **0-000-045-678**. Please retain your confirmation number for future reference.

Tax Type: FR-467E - Cigarette Wholesaler Quarterly

Filed For: 420-000080547

BUSINESS TEST

Period Ending: 31-Dec-2019

Submitted Date: 03-Nov-2020 9:14:46 AM

Contact Us:

(202) 759-1946

e-services.otr@dc.gov

Printable View

8

OK

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