MyTax.DC.gov User Guide:
How to Request a Utility Exemption Certificate (OTR-308)

If you are Eligible to Request a Utility **Exemption Certificate,** follow this step-by-step guide to learn how to request a **Utility Exemption Certificate** via MyTax.DC.gov.

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.

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2. From your homepage **Summary**, locate the applicable account that you would like to request a contractor's exempt purchase certificate (e.g. **Sales & Use Tax**), and click **View other Options**.

3. Under the **Certificates** section, click **Utility Exemption Certificate**.

4. Please carefully read the Utility Exemption **Instructions**.
   a. Click **Next**.

5. On the **Utility Exemption Certificate** page, please complete the following information:

   a. Carefully review the pre-populated **Purchaser Information** section to ensure your information is correct. If you notice errors, you can change the **Name**, **Address**, and **NAICS code** on MyTax.dc.gov -> **More** tab -> **Manage Names and Addresses**.

   b. Answer **Yes** or **No** if your billing address is different from the Service Address listed.

   c. In the **Utility Detail** section, from the drop down bar, select the **Type of Utility** and **Name of Utility Distributor**. Enter your **Meter/Sub-Meter Number** and **Utility Account Number** and select the **Utility Purpose** from the drop down bar.

   d. **Attach** the required documents.

   e. Click **Submit**.
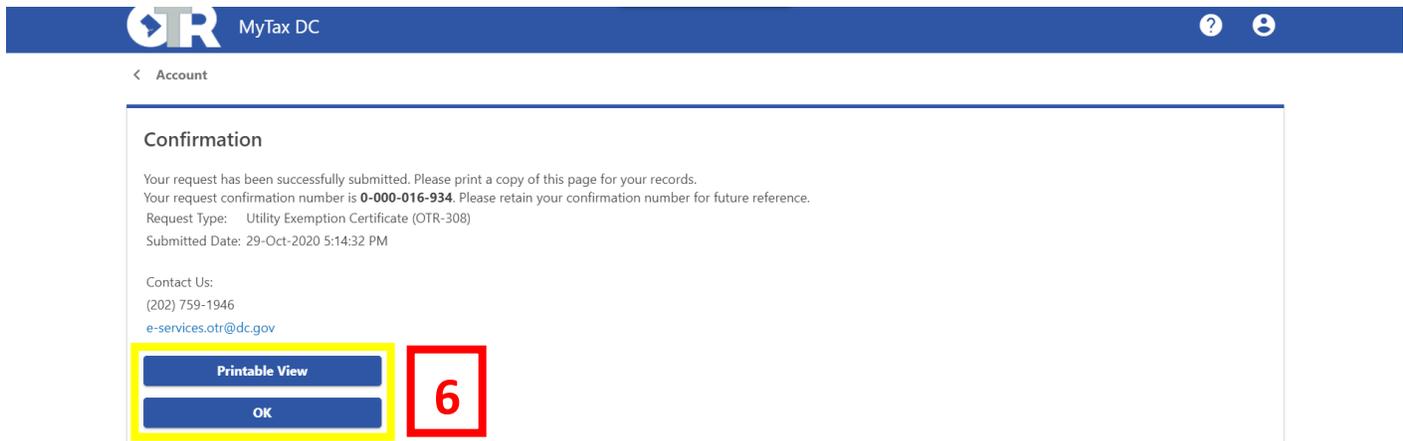
6. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.