

## 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 <u>MyTax.DC.gov</u>.



- 1. From the <u>MyTax.DC.gov</u> homepage, log in using your **Username** and **Password**.
  - a. If you are a new user, from the <u>MyTax.dc.gov</u> homepage, click on the **Sign up for MyTax.dc.gov** hyperlink to register.

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BUSINESS TEST 10000-91110 001 4TH ST SW VASHINGTON DC 20024-4517		Welcome, teste You last lagged in on Thursday, Oct 29, 2020 11:59:13 A Manage My Profile
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Corporation Franchise Tax BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517	Account 250-000075012 Balance <b>\$0.00</b>	<ul> <li>Make a Payment</li> <li>Returns</li> <li>View Other Options</li> </ul>
Sales & Use Tax BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517	Account 350-000055010 Balance <b>\$0.00</b>	<ul> <li>Make a Payment</li> <li>Returns</li> <li>View Other Options</li> </ul>

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**.

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Account Sales & Use Tax 350-000055010 BUSINESS TEST Account		
B Requests	Detrificates	Account Management Manage my account.
<ul> <li>Request a Refund</li> <li>Request a Penalty Waiver</li> </ul>	Certificate of Resale     Utility Exemption Certificate     Contractor's Exempt Purchase Certificate	<ul> <li>Voluntary Disclosure Case Signature</li> <li>Voluntary Disclosure Case Association</li> <li>Request to Close Account</li> </ul>

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



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Utility Exemption Instructions	
Instructions	
This application serves as a request for an exemption from sa is a change in ownership of the entity, and/or meter. A new a	ales tax on utilities. A separate form is required for each utility and meter location. The exemption cannot be transferred when there application must be completed to accommodate any changes. Below are the usage definitions for eligible applicants.
Industrial Use: Sales of gas, oil, electricity, solid fuel, or stream directly consu- machinery, lighting and heating a factory or shop) are exemp Applicants must also provide: A predominant use study performed by a certified engin A utility bill (within the last 3 monthy). If a bill has not yet	umed in the manufacturing, assembling, processing, or refining of tangible personal property for sale or resale (e.g. operating st from District of Columbia sales tax. All utilities consumed in the administrative or commercial phases of business activities, such as seer to been produced, a welcome letter from the utility provider is required.
Restaurant Use: A restaurant must be separately metered or sub-metered in o "Restaurant" is a retail establishment that is licensed by the D propares and sells food to the public and is also a bakery. It banquet, and food processing areas in hotels. "Restaurant" do	order to receive the exemption. For example, a restaurant located in a hotel cannot share the same utility meter as the hotel itself. Vistrict of Columbia and in the principal business of preparing and serving food to the public. For example, if an establishment will qualify as a restaurant. The term "restaurant" includes pizzeria, delicatessen, ice cream parlor, cafeteria, take-out counter, caterer, ose not include beverage counters such as coffee shops or juice bars.
Applicants must also provide:	
A utility bill (within the last 3 months). If a bill has not yet	t been produced, a welcome letter from the utility provider is required.
Utility Provider: A Utility Provider is one that provides utility services to consu	amers via distributors. They are responsible for billing and customer service.
Utility Distributor: A Utility Distributor is one that is responsible for the actual di distributor can also be both a utility provider and utility distri	istribution of electricity / gas directly to a consumer through equipment they own that makes up a network (e.g. meters). A libutor.
If approved, the Office of Tax and Revenue will send the appli letter.	icant an exemption certificate that must be transmitted to the appropriate utility provider. If denied, the applicant will receive a

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

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Utility Exemption Certificate	(018-308)			
Utility Exemption Instructions	Utility Exemption			
Dunch an an Information				
	1			
123456789	350-000055010			
Name			NAICS Code	
BUSINESS TEST			111150	
Trade Name		Ja	Description	
			Corn Farming	
Street				
1001 4TH ST SW				
Street 2	Unit Type	Unit Number		
City	State	Zia Code		
WASHINGTON	DC	20024-4517		
Utility Detail  type of utility Required  Meneryub Meter Number Required  Utility Arcount Number Required  Utility Arcount Number Required Utility Arcount Number Required	5c			
Attachments	Name	Description	Size	Add Attachment
There are no attachments.				
<ul> <li>Please attach all required docume</li> </ul>	ents before submitting your request.			



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 <u>MyTax.dc.gov</u> -> **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.

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Confirmation		
Your request has been successfully submitted. Please print	t a copy of this page for your records.	
Your request confirmation number is <b>0-000-016-934</b> . Plea Request Type: Utility Exemption Certificate (OTR-308)	ase retain your confirmation number for future reference.	
Submitted Date: 29-Oct-2020 5:14:32 PM		
Contact Us:		

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