

# MyTax.DC.gov User Guide: **How to Update a Mailing Address**

This step-by-step guide will walk you through the process on how to update your mailing address in MyTax.DC.gov.



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

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



# 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

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



# 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



# Quick Payments

I want to...

> Pay with Credit/Debit Card



I want to...

> Go to OTR Homepage



# Submissions

I want to...

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



# Tax Law and Guidance

I want to...

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



# Taxpayer Advocate

I want to...

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



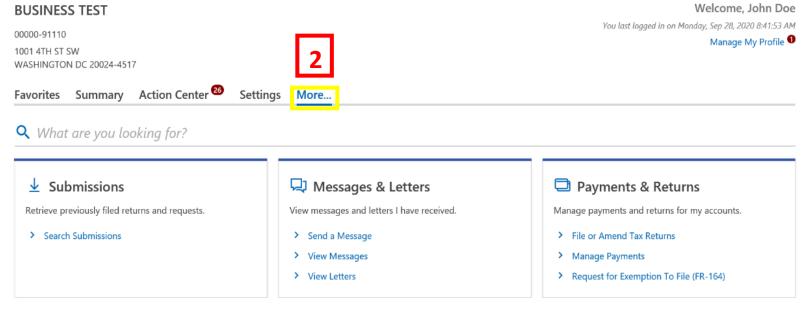
# More...

I want to...

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

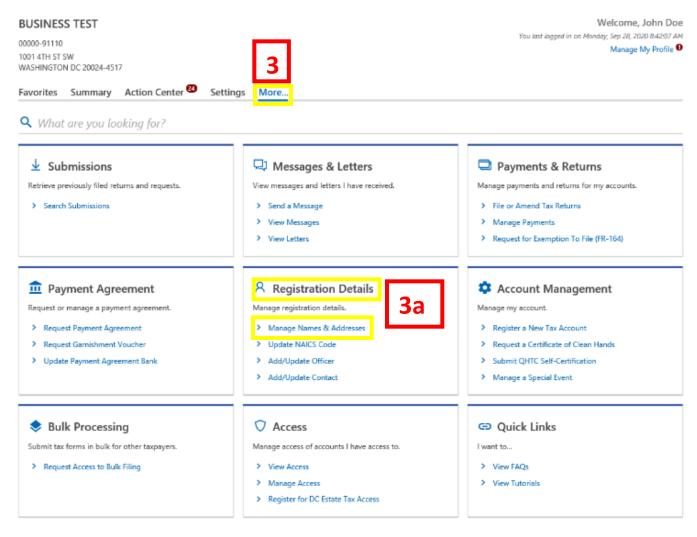


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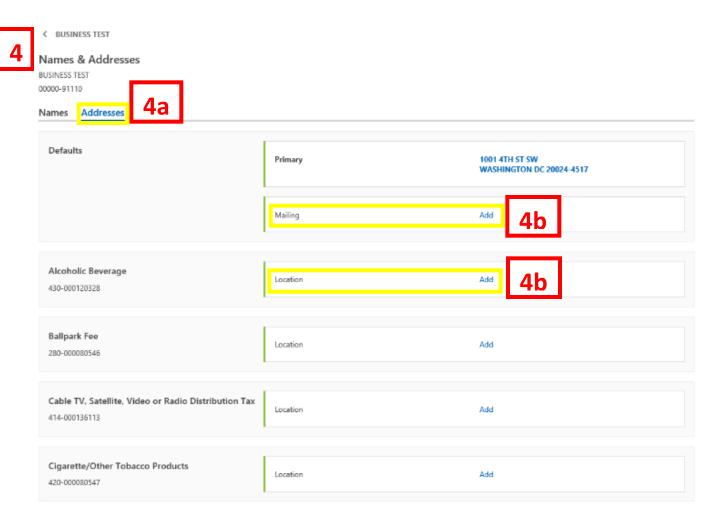
- 1. From the MyTax.DC.gov homepage, log in using your Username and Password.
- 2. In the user profile, locate and click the "More" button.





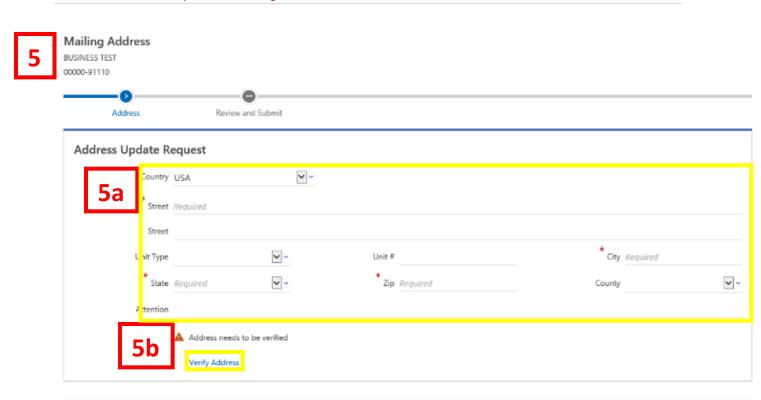
- 3. You will be navigated to More options. Locate the **Registration Details** section.
  - a. Locate and click the Manage Names & Addresses link.





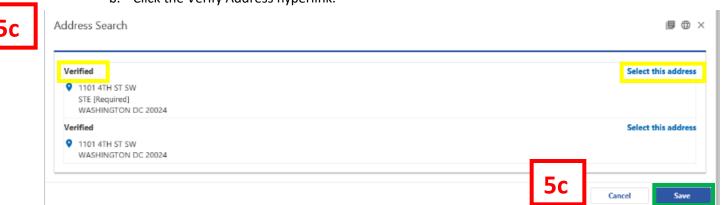
- 4. You will be navigated to the **Names and Addresses** page for each of your tax accounts.
  - a. Click on the Addresses button.
  - b. If your account has both a primary and mailing address, click the **Add** hyperlink for the **mailing address** you would like to revise. If your account only has a **location address**, click the **Add** hyperlink for the location address that you would like to revise.





- 5. For this example, the Mailing Address information displays. From the **Address Update Request** page, update your address.
  - a. Enter the new address in the provided fields.
  - b. Click the Verify Address hyperlink.

Cancel



c. An Address Search Box will pop-up. Review your address search results. Click the Select the address hyperlink for the Verified box. Click the Save button to store your updated address.

C Previous

Next



# Location Address Alcoholic Beverage 430-000120328 BUSINESS TEST Address Review and Submit Address Update Request **~** Country USA Street 1101 4TH ST SW Street v -Unit Type SUITE Unit# 5W City WASHINGTON State DISTRICT OF COLUMBIA Zip 20024-4473 County DISTRICT OF COLUMBIA Attention Address has been verified Cancel

- 6. You will be navigated back to your Address Update Request page.
  - a. Click Next.





7. **Submit** your New Address submission request.



⟨ Names & Addresses



8. A **Confirmation** of your address change submission will appear. Click **Printable View** to access a screen with a printable version of your confirmation. Otherwise click **Ok**.