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.

Username

Password

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Log In

Forgot username or password?

New user?
Sign-up for 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

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

Real Property
I want to...
> Make a Real Property Payment
> Search Real Property by Address or SSL
> View More Options

Clean Hands
I want to...
> Request a Certificate of Clean Hands
> Validate a Certificate of Clean Hands
> Learn More About Certificate of Clean Hands

Forms
I want to...
> Submit an Extension
> View/Retrieve Current Year Tax Forms
> View/Retrieve Prior Year Tax Forms
> View MeF Information

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

Resources
I want to...
> Go to OTR Homepage

Submissions
I want to...
> Retrieve a Saved Submission or Previously Filed Return
> 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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BUSINESS TEST

00000-91110

1001 4TH ST SW
WASHINGTON DC 20024-4517

Welcome, John Doe
You last logged in on Monday, Sep 28, 2020 8:41:53 AM
Manage My Profile ❶

2

Favorites   Summary   Action Center ²⁶   Settings   More…

🔍 *What are you looking for?*

⬇ **Submissions**

Retrieve previously filed returns and requests.

> Search Submissions

💬 **Messages & Letters**

View messages and letters I have received.

> Send a Message
> View Messages
> View Letters

🗔 **Payments & Returns**

Manage payments and returns for my accounts.

> File or Amend Tax Returns
> Manage Payments
> Request for Exemption To File (FR-164)

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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.

BUSINESS TEST

00000-91110
1001 4TH ST SW
WASHINGTON DC 20024-4517

Welcome, John Doe
You last logged in on Monday, Sep 28, 2020 8:42:07 AM
Manage My Profile ❶

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Favorites   Summary   Action Center ²⁴   Settings   **More...**

🔍 *What are you looking for?*

⬇ Submissions

Retrieve previously filed returns and requests.

› Search Submissions

💬 Messages & Letters

View messages and letters I have received.

› Send a Message
› View Messages
› View Letters

🖥 Payments & Returns

Manage payments and returns for my accounts.

› File or Amend Tax Returns
› Manage Payments
› Request for Exemption To File (FR-164)

🏛 Payment Agreement

Request or manage a payment agreement.

› Request Payment Agreement
› Request Garnishment Voucher
› Update Payment Agreement Bank

👤 Registration Details

3a

Manage registration details.

› **Manage Names & Addresses**
› Update NAICS Code
› Add/Update Officer
› Add/Update Contact

⚙ Account Management

Manage my account.

› Register a New Tax Account
› Request a Certificate of Clean Hands
› Submit QHTC Self-Certification
› Manage a Special Event

◆ Bulk Processing

Submit tax forms in bulk for other taxpayers.

› Request Access to Bulk Filing

🛡 Access

Manage access of accounts I have access to.

› View Access
› Manage Access
› Register for DC Estate Tax Access

🔗 Quick Links

I want to...

› View FAQs
› View Tutorials

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

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< BUSINESS TEST

Names & Addresses

BUSINESS TEST
00000-91110

Names   Addresses   **4a**

| Defaults | | Primary | 1001 4TH ST SW WASHINGTON DC 20024-4517 |
| | | Mailing | Add   **4b** |

| Alcoholic Beverage 430-000120328 | Location | Add   **4b** |

| Ballpark Fee 280-000080546 | Location | Add |

| Cable TV, Satellite, Video or Radio Distribution Tax 414-000136113 | Location | Add |

| Cigarette/Other Tobacco Products 420-000080547 | Location | Add |

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.

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Mailing Address
BUSINESS TEST
00000-91110

Address   Review and Submit

Address Update Request

5a

Country	USA
Street	*Required*
Street	
Unit Type	Unit # City *Required*
State *Required*	Zip *Required* County
Attention	

5b

⚠ Address needs to be verified

Verify Address

Cancel   ‹ Previous   **Next** ›

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.

5c

Address Search

Verified   Select this address
📍 1101 4TH ST SW
STE [Required]
WASHINGTON DC 20024

Verified   Select this address
📍 1101 4TH ST SW
WASHINGTON DC 20024

5c

Cancel   **Save**

   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.

Location Address

Alcoholic Beverage

430-000120328

BUSINESS TEST

Address ———— Review and Submit

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Address Update Request

Country USA

Street 1101 4TH ST SW

Street

Unit Type SUITE   Unit # 5W   City WASHINGTON

State DISTRICT OF COLUMBIA   Zip 20024-4473   County DISTRICT OF COLUMBIA

Attention

✓ Address has been verified

Cancel   **6a**   ‹ Previous   Next ›

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

Mailing Address
BUSINESS TEST
00000-91110

Address ✓ — Review and Submit ⊙

This New Address submission is ready to submit.

Cancel   ‹ Previous   **Submit**   **7**

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

< Names & Addresses

Confirmation

Your request to change your **Mailing Address** has been submitted and your confirmation numbers is 0-000-063-806. Please retain your confirmation number for future reference. Please note that your request may take several days to process.

If you have any questions or concerns please contact us at e-services.otr@dc.gov

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[Printable View]

[OK]

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**.