

# MyTax.DC.gov User Guide: How to File a Special Event Tax Return (FR-800SE)

You can file your Special Event tax return from within your MyTax.DC.gov account by following this step-by-step guide.



Can't find what you're looking for? Enter keywords here to filter.



#### **Business**

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



# Individual

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



## 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



#### Resources

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

want to...

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



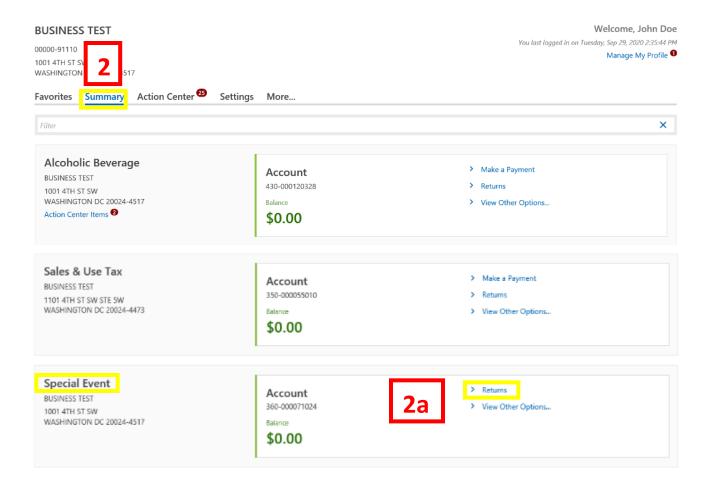
### More...

want to...

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

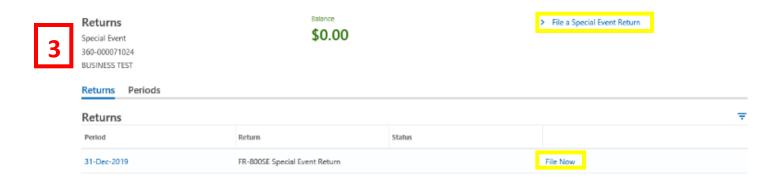


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- 1. From the MyTax.DC.gov homepage, log in using your Username and Password.
  - a. If you do not have a <u>MyTax.DC.gov</u> account, click **Sign-Up to use MyTax.DC.gov** to register for an account (click here to access the "How to Sign up for MyTax.DC.gov" user guide).
- 2. In the user profile, under **Summary**, locate your **Special Event** tax account.
  - a. Click the Returns hyperlink.

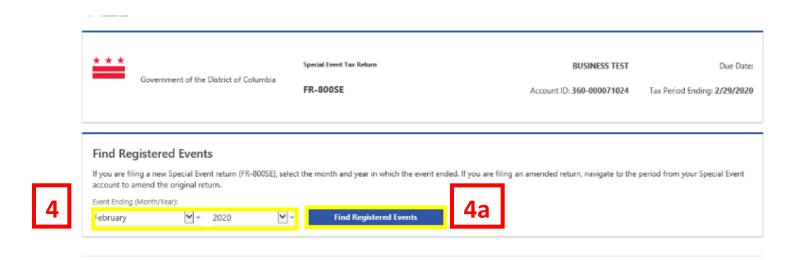




3. Under the **Returns** section, click the **"File Now"** hyperlink for the return you are filing. If the **File Now** hyperlink is not available, **click** the **File a Special Event Return** hyperlink in the upper right corner. For this example, we will click the File a Special Event Return hyperlink.

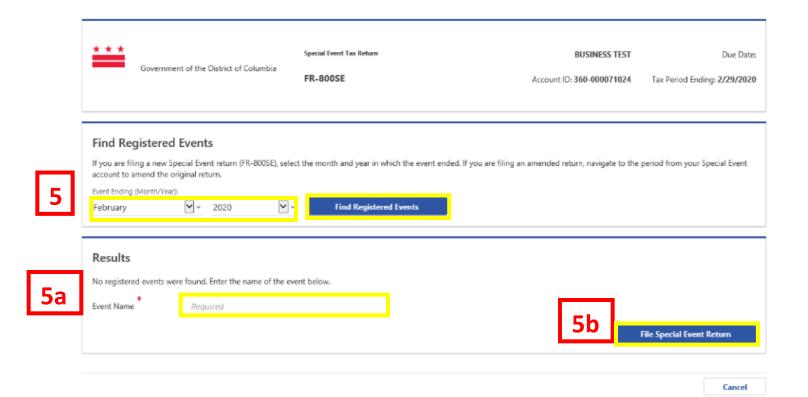


Cancel



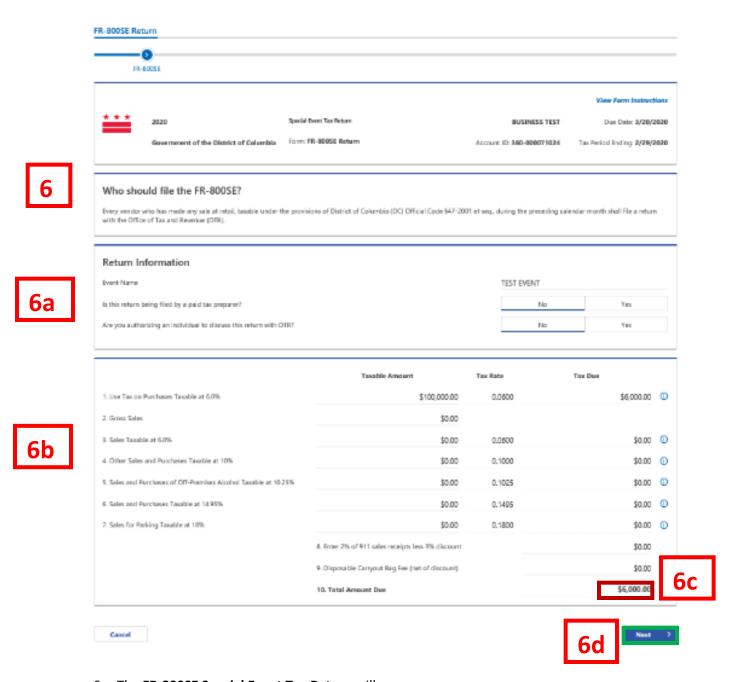
- 4. On the **Find Registered Events** page, select the **Month** and **Year** in which the event ended from the drop down menu. For this example, we selected **February 2020**.
  - a. Click Find Registered Events.





- 5. **Select the event from the list** provided.
  - a. If the event is not listed then **type the event name** in the space provided.
  - b. Click **File Special Event Return. Note:** Click this button in both scenarios (listed or non-listed event) to file the return.





- 6. The FR-800SE Special Event Tax Return will appear.
  - a. Answer the **Return Information** questions on the right side of the screen.
  - b. Then, answer the **Taxable Amount** inquiries.
  - c. If a balance is owed, your Total Amount Due will be listed on Line 10.
  - d. Click Next.



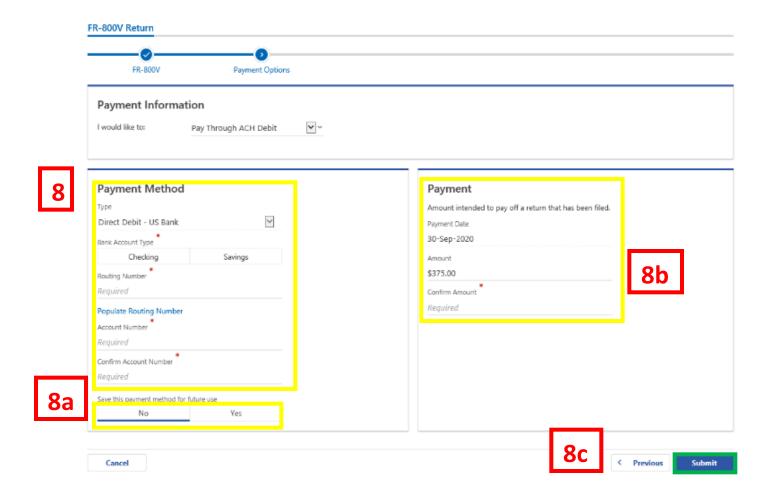


7. From the **Payment Options** page, select the appropriate **Payment Information** from the drop-down menu bar.

**Note:** You may choose **No Payment is Needed** from the drop-down menu bar when you are filing a zero return. The option **Pay Later** allows you to submit the return without making a payment. For this example, we will choose to **Pay through ACH Debit.** 

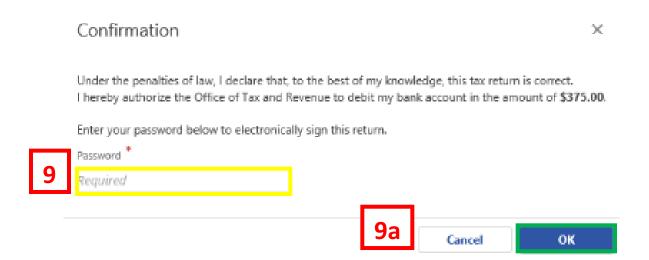
a. Click Submit.





- 8. Enter your bank account information into the **Payment Method** section including **Bank Account Type, Routing Number**, and **Account Number**. **Confirm** your **Account Number**.
  - a. If you would like <a href="MyTax.DC.gov">MyTax.DC.gov</a> to store your bank account information, click Yes beneath Save this payment method for future use. For this example, we selected No.
  - b. In the **Payment** section, your payment date will automatically populate. Enter the **Amount** of your payment and **Confirm** that amount.
    - **Note:** If you would like to schedule a payment in the future, you can do so from the account summary page by clicking the "Make a Payment" hyperlink. Payments can be scheduled up to one year in advance.
  - c. Click Submit.





- 9. In the **Confirmation** pop-up window, enter your <u>MyTax.DC.gov</u> **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 0-000-006-428. Please retain your confirmation number for future reference.

Tax Type: FR-800V Return - Quarterly Street Vendor and Mobile Food Services Tax Return

Filed For: 353-000075242

BUSINESS TEST Period Ending: 31-Dec-2019

Balance Due: \$375.00 Submitted Date: 30-Sep-2020 10:54:51 AM

Contact Us: (202) 759-1946

e-services.otr@dc.gov



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