

# MyTax.DC.gov User Guide: How to Register a Special Event (Form FR-500B)

Promoters can register a special event in the District of Columbia via [MyTax.DC.gov](https://mytax.dc.gov) by following this step-by-step guide.

If you are a Special Event Promoter



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

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**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

**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

# MyTax.DC.gov User Guide: How to Register a Special Event (Form FR-500B) – For Promoters



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

 <h3>Business</h3> <p>I want to...</p> <ul style="list-style-type: none"><li>&gt; Register a New Business - Form FR-500</li><li>&gt; Register a Special Event - Form FR-500B</li><li>&gt; Request a Certificate of Clean Hands</li></ul>	 <h3>Individual</h3> <p>I want to...</p> <ul style="list-style-type: none"><li>&gt; Check the Status of My Refund</li><li>&gt; Learn More About DC Freefile/Fillable Forms</li><li>&gt; Respond to Verification Letter</li><li>&gt; View Tax Forms</li></ul>	 <h3>Real Property</h3> <p>I want to...</p> <ul style="list-style-type: none"><li>&gt; Make a Real Property Payment</li><li>&gt; Search Real Property by Address or SSL</li><li>&gt; View More Options</li></ul>
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1. Click **Register a Special Event – Form FR-500B** on the [MyTax.DC.gov](https://mytax.dc.gov) homepage.

Special Event Registration

Special Event Registration

Preliminary Questions

2

Preliminary Questions

Are you a Special Event Promoter? \*  No  Yes

Cancel

Save Draft

2a

Next >

2. On the Preliminary Questions Page, click **Yes** to the question **Are you a Special Event Promoter?**
  - a. Click **Next**.

### Special Event Registration

Preliminary Questions

Promoter Information

3

#### Promoter Information

Business Type



Id Type

Federal Employer Id

FEIN



Required

Business Name

Required

Trade Name

3a-3b

3c

#### Business Activity Code (NAICS)

Add/Lookup NAICS

NAICS Required

#### Location Address

Street

Required

Street 2

Unit Type

Unit Number

City

State

Zip Code

Required

DC - DISTRICT OF COLUMBIA

Required

Country

USA



Address Must Be Verified

Verify Address

Send mail to another address

3d

3e

#### Contact Information

Phone Type

Required



3f

Cancel

Save Draft

Next

3. Complete the **Promoter Information** section.
  - a. From the drop-down menu, select either the Federal Employer ID, ITIN, or Social Security Number and enter the number in the space provided
  - b. Complete the requested information – **Business Name**, **Trade Name** (if applicable), and **Business Address**.
  - c. Click the **Add/Lookup NAICS** button to find the NAICS code associated with special event.
  - d. Click **Validate** to validate your address.
  - e. From the drop-down menu, select the appropriate **Phone Type**. You will be prompted to enter your phone number.
  - f. Click **Next**.

## Special Event Registration

### Special Event Registration



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#### Officers

The authorized responsible officer needs to complete the fields in the table below. Please also enter any other Proprietors, Partners, or Principal Officers. ID number provided for officers must be their valid SSN/ITIN.

4a

New/Edit Officer

Officer Required

Title	ID	First Name	Last Name

Cancel

Save Draft

4b

Next >

4. The **Officers** section is where you would add all authorized officers (e.g. CEO, Partner) of your business. This section is required and must be completed before proceeding to the next page.
  - a. To add an officer click **New/Edit Officer**.
  - b. Click **Next**.



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### Event Information

Please indicate the type of activity and/or equipment your special event requires by answering the following questions:

Name of Event *	Required
Event Start Date *	Required <input type="text"/>
Event End Date *	Required <input type="text"/>
Will the event be located on public or private space? *	Required <input type="button" value="Public"/> <input type="button" value="Private"/>
Will any fireworks be sold? *	<input type="button" value="No"/> <input type="button" value="Yes"/>
Will you be making sales at this event? (example: ticket sales, booth costs, etc.) *	<input type="button" value="No"/> <input type="button" value="Yes"/>
Number of Food/Beverages Vendors	0
Number of Merchandise Vendors	0
Total number of Vendors *	Required <input type="text"/>

5a-5e

5f

### Location Address

Street *	Required	
Street 2	Unit Type <input type="button" value="Unit"/>	Unit Number
City *	State <input type="button" value="State"/>	Zip Code *
Country <input type="button" value="Country"/>	DC - DISTRICT OF COLUMBIA	Required
USA	Address Must Be Verified	<input type="button" value="Verify Address"/>

5g

Next >

5. Complete the **Event Information** section.
  - a. Complete the requested information – **Name of event, Event Start Date, Event End Date.**
  - b. From the drop-down menu, select if the event will be located on a **public** or **private** space.
  - c. Answer **Yes** or **No** to the questions.
  - d. Enter the **Number of Food/Beverage Vendors** and **Number of Merchandise Vendors** in the spaces provided.
  - e. Enter the Total number of Vendors.
  - f. Enter Location Address. Click **Validate** to validate the event address.
  - g. Click **Next**.

**6**

Special Event Registration

Preliminary Questions Promoter Information Officers Event Information Vendor/Exhibitor List

**Vendors and Exhibitors**

Please enter all vendors and exhibitors below.

**6a** New/Edit Vendor or Exhibitor Import Vendors

You must enter as many vendors as reported in "Total Vendors" on the previous step.

Business Name	First Name	Last Name	Id Type	Id	Vendor or Exhibitor?
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**6b** Cancel Save Draft Next >

6. The **Vendor/Exhibitor List page** is where you would enter total number of vendors/exhibitors that will be attending your special event.
  - a. To add a vendor/exhibitor, click the **New/Edit Vendor or Exhibitor** button. You can also import your vendors by clicking the **Import Vendors** button.
  - b. Once you're finished adding vendors/exhibitors, click **Next**.

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### Verify and Submit

Once you submit your Special Event Registration Application, you will not be able to revise your information online.

Please use the tabs to verify the information you have entered on all steps. Additionally, please verify the information below. Then click "Submit" to send your Special Event Registration Application to the DC Office of Tax and Revenue.

By clicking the "Submit" button, you declare under penalty of law, this registration is true, correct, and complete to the best of your knowledge.

**Id Type**  
FEIN

**Federal Employer Id**  
\*\*-\*\*\*2121

**Business Name**  
TEST

### Location Address

**Street**  
1101 4TH ST SW

**Street 2** **Unit Type** **Unit Number**  
SUITE  5W

**City** **State** **Zip Code**  
WASHINGTON DC - DISTRICT OF COLUMBIA  20024-4473

**Country**  
USA

### Contact Information

**Phone Type** **Country** **Country Code**  
Business  USA  1

**Area Code** **Phone Number** **Extension**  
(111) 111-1111

7a

7. On the **Verify and Submit** page, please verify that your information is correct. **Note:** Once you submit your Special Event Registration application, you will not be able to revise your information online.

- a. Once your application is complete and accurate, click **Submit**.



A screenshot of a 'Confirmation' dialog box. The title bar says 'Confirmation' with a close button (X) on the right. The main text reads: 'If you need to make any changes, click 'Cancel', otherwise enter your email address below and click 'OK'. Below this text are two input fields. The first is labeled 'Email' with a red asterisk and the word 'Required' below it. The second is labeled 'Confirm Email' with a red asterisk and the word 'Required' below it. At the bottom right of the dialog, there is a red box containing the text '8a'. At the bottom of the dialog, there are two buttons: 'Cancel' (white with blue text) and 'OK' (blue with white text).

8. In the **Confirmation?** pop-up, enter your **Email** address and re-enter it into the **Confirm Email** field.
  - a. Click **Ok**.

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### Confirmation

27-Oct-2020  
Your Special Event Registration has been submitted to the District of Columbia Office of Tax and Revenue.

To access this request for future use, please check the following:

Email: [test@test.com](mailto:test@test.com)  
Confirmation Code: **3k6kv8**

For questions regarding this confirmation, please contact the Customer Service Administration at [e-services.otr@dc.gov](mailto:e-services.otr@dc.gov)

[Printable View](#)

[OK](#)

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