

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

This step-by-step guide will walk you through the process on how to update your mailing address in <a href="MyTax.DC.gov">MyTax.DC.gov</a>.



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

I want to...

- > 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

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 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



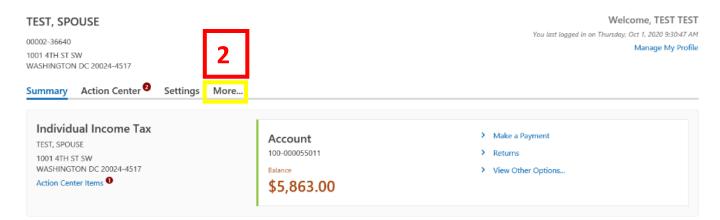
#### More...

I want to...

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

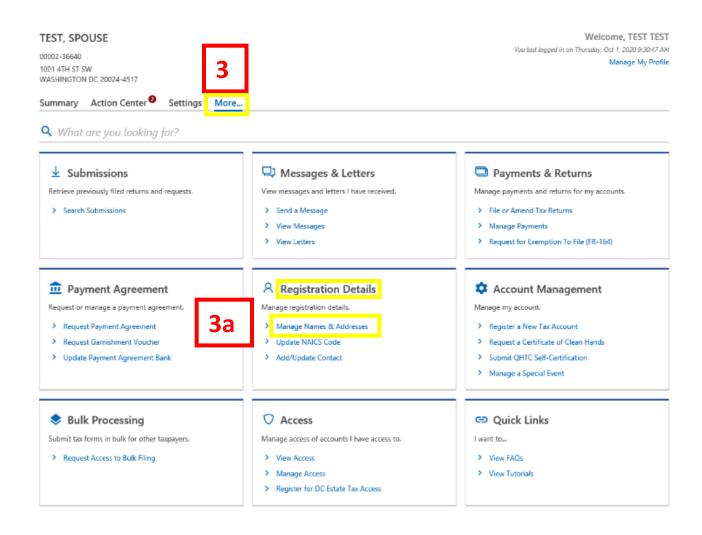


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- 1. From the MyTax.DC.gov homepage, log in using your Username and Password.
- 2. In the user profile, locate and **click** the "More" tab.





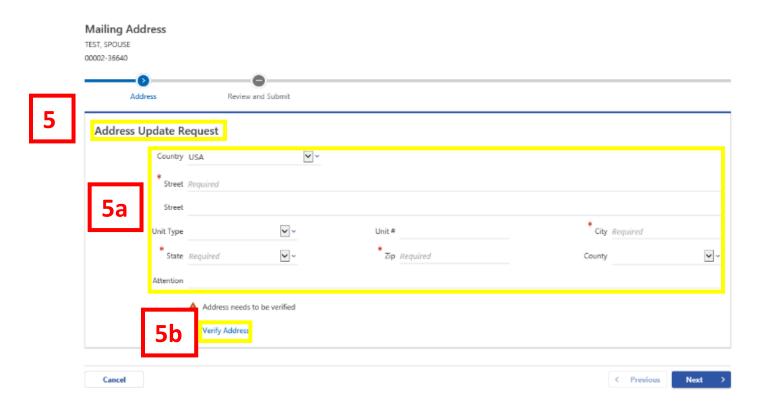
- 3. You will be navigated to More options. Locate the **Registration Details** section.
  - a. Locate and click the Manage Names & Addresses hyperlink.



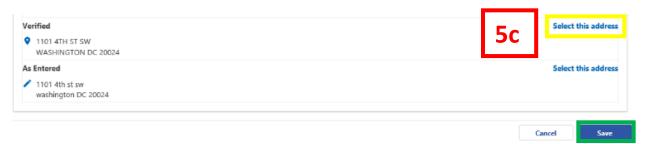


- 4. You will be navigated to the **Names and Addresses** page for each of your tax accounts.
  - a. Click on the **Addresses** button.
  - b. If your account has both a primary and mailing address, click the **Add** hyperlink for the **mailing address** you would like to revise.





- 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.



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.



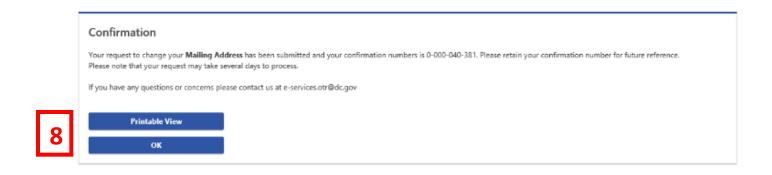
## Mailing Address TEST, SPOUSE 00002-36640 Address Review and Submit Address Update Request **~** Country USA Street 1101 4TH ST SW **~** ~ Unit Type Unit# City WASHINGTON State DISTRICT OF COLUMBIA 🕶 ~ County DISTRICT OF COLUMBIA 🗸 ~ Zip 20024-4457 Attention Address has been verified Cancel

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



7. Submit your New Address submission request.





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**.