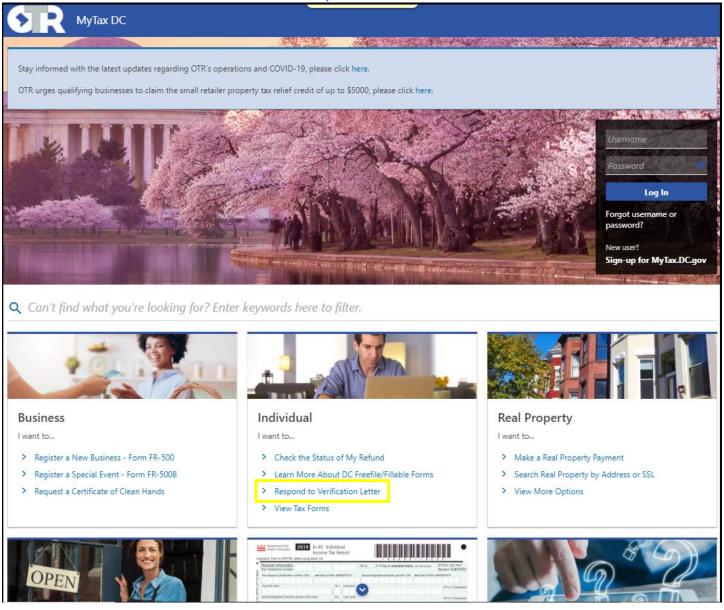


## MyTax.DC.gov User Guide: How to Submit Verification Documents

To help combat identity theft and tax fraud, the Office of Tax and Revenue (OTR) requires additional verification for selected tax returns. Learn how to respond to your Notice requesting additional documentation via <u>MyTax.DC.gov</u> by following this step-by-step guide.

**Note:** If You Have Not Filed a Return or a Tax Preparer Has Not Filed a Return on Your Behalf please see **page 7** for further instructions.

## If You Have Filed a Return or a Tax Preparer Has Filed a Return on Your Behalf





- 1. From the <u>MyTax.DC.gov</u> homepage, under **INDIVIDUAL**, click the **Respond to Verification Letter** hyperlink.
- 2. On the Respond to Verification Letter landing page, click the **Submit Verification Documents** hyperlink to submit your response.

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Letter			
Identity Verification Doc	uments		
Please follow the instructions and pro	wide the information requested.		
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	🚫 No, I did not file this	return and need to report identity theft.	
Please enter your phone number and	email address so we can contac	t you:	
Country	USA	*	
Phone Number			
Email			

- 3. Enter and re-enter your **Notice Number**.
- 4. Select **Yes** if you filed the return yourself or select **Yes** if you authorized someone else to file your tax return on your behalf.
- 5. Please enter your **Phone Number** and **E-mail Address** in the required fields.
- 6. Click Next.

MyTax DC.gov

Cancel

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- 7. On the **Attachments** page, you will be provided with a list of documents that you are required to provide in order to substantiate the information reported on your individual income tax return.
- 8. Once you have gathered all the required documents and are ready to proceed, click Add Attachment.

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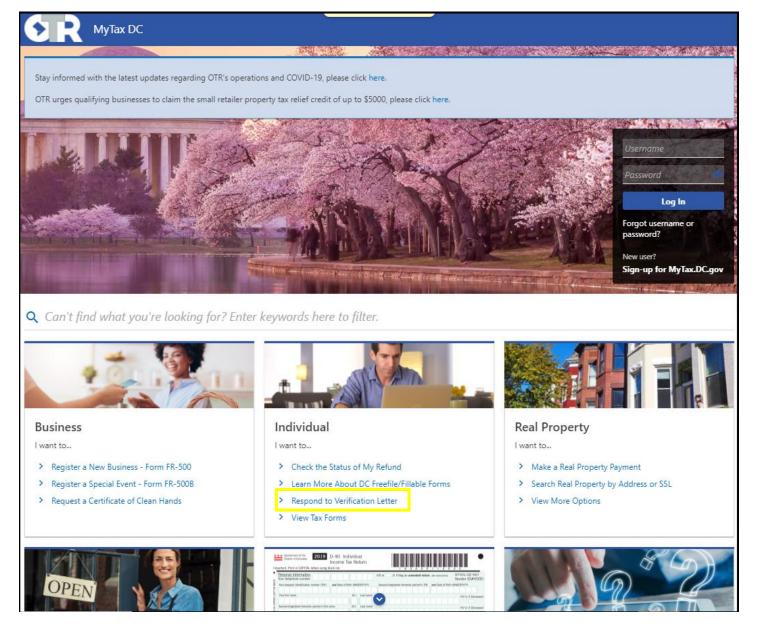
9. When you have successfully attached all your required documentation, click **Submit**.

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c	Confirmation
	our request has been successfully submitted. Please print a copy of this page for your records. our request confirmation number is <b>0-000-000-358</b> . Please retain your confirmation number for future reference.
	Request Type: Verification Response
S	Submitted Date: 29-Sep-2020 10:46:50 AM
	lease allow up to six weeks for your tax return to be fully processed.
F	or further assistance you may contact the Refund Integrity Unit at (202) 741-8629
	Printable View
1	ок

10. A **Confirmation** will appear confirming that you have successfully completed the PIN verification process. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.



## If You Have Not Filed a Return or a Tax Preparer Has Not Filed a Return on Your Behalf





- 1. From the <u>MyTax.DC.gov</u> homepage, under **INDIVIDUAL**, click the **Respond to Verification Letter** hyperlink.
- 2. On the Respond to Verification Letter landing page, click the **Submit Verification Documents** hyperlink to submit your response.

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Please follow the instructions and p	provide the information requested	d.		
Enter the 10 digit notice number p	rinted on the letter you received,	beginning with the letter "L". (Example: L	1234567890)	
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Confirm Notice Number *	Required			
Did you file this state tax return?	Yes, I filed the retur	'n myself.		
	Yes, I authorized so	meone else to file a return on my behalf.		
4	No, I did not file th	is return and need to report identity thef	t.	
Please enter your phone number a	nd email address so we can conta	act you:		
Country	USA	*		
Phone Number *	Required			
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Cancel				< Previous Next >

- 3. Enter and re-enter your **Notice Number**.
- 4. Select **No** if you did not file the return and need to report identity theft.
- 5. Enter your **Phone Number** and **Email** in the required fields.
- 6. Click Next.



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Respond to a Verificati	on Letter				
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By clicking submit below, I affirm	n that I was not aware that this return	n was filed in my name and need to report ident	ity theft.		7
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7. A **Confirmation** page will appear confirming that you were not aware that this return was filed in your name and you would like to report identity theft. To submit this information to the Office of Tax and Revenue, click **Submit**.

	SR MyTax DC
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	Confirmation
	Thank you for notifying us of the potentially fraudulent return filed using your information. No further action is required of you at this time. The DC Office of Tax and Revenue may contact you in the future to further discuss this return.
	Printable View
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8. A second **Confirmation** page will appear confirming that the Office of Tax and Revenue will be notified of this fraudulent activity. To obtain a printed copy of this page, click **Printable View.** Otherwise, click **OK**.

Please note: If you did not file the return, the return will be rejected, and it will not be processed. This will not affect you from filing your correct tax return.