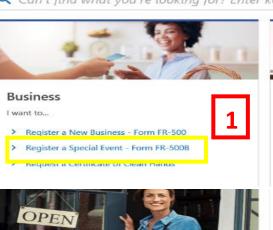# MyTax.DC.gov User Guide:
How to Register a Special Event
(Form FR-500B)

Promoters can register a special event in the District of Columbia via MyTax.DC.Gov by following this step-by-step guide.

If you are a Special Event Promoter

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

1. Click **Register a Special Event – Form FR-500B** on the MyTax.DC.gov homepage.

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

3a-3b

Id Type
FEIN

Federal Employer Id *
Required

Business Name *
Required

Trade Name

3c

Business Activity Code (NAICS)

[Add/Lookup NAICS] NAICS Required

Location Address

Street *
Required

Street 2

Unit Type

Unit Number

3d

City *
Required

State
DC - DISTRICT OF COLUMBIA

Zip Code *
Required

Country
USA

Address Must Be Verified

[Verify Address]

Send mail to another address ☐

Contact Information

3e

Phone Type *
Required

3f   [Next >]

Cancel   Save Draft

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

Preliminary Questions   Promoter Information   Officers

4

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.**

5 **Event Information**

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

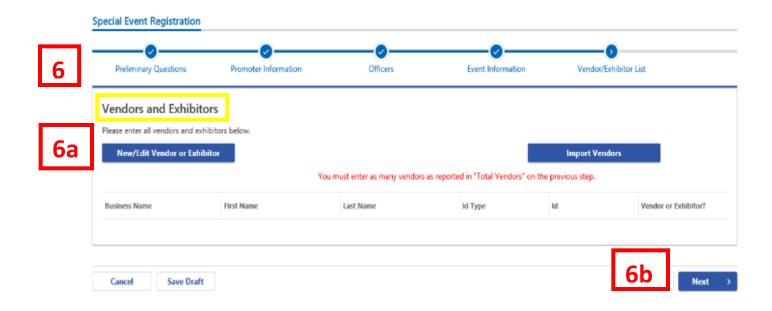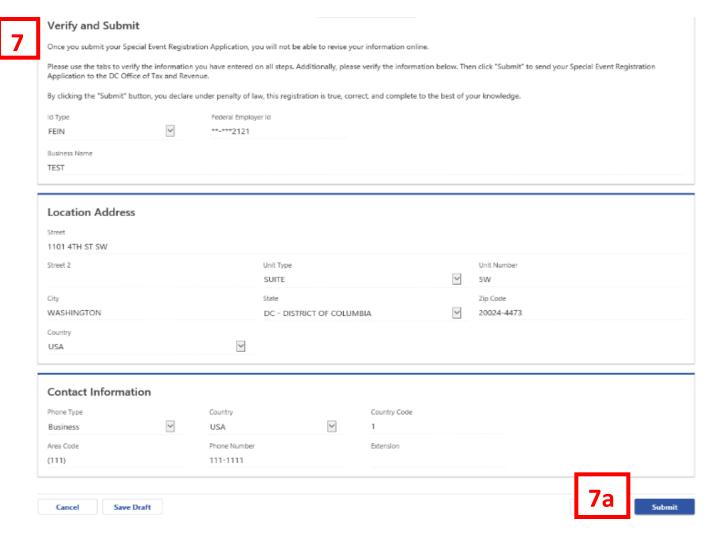|	
Name of Event *	Required
Event Start Date *	Required
Event End Date *	Required
Will the event be located on public or private space? *	Required
Will any fireworks be sold? *	No / Yes
Will you be making sales at this event? (example: ticket sales, booth costs, etc.) *	No / Yes
Number of Food/Beverages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

5a-5e

Location Address

Street *
Required

Street 2	Unit Type	Unit Number

5f

City *	State	Zip Code *
Required	DC - DISTRICT OF COLUMBIA	Required

Country
USA

Address Must Be Verified   **Verify Address**

Cancel   Save Draft   **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**.

Special Event Registration

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.**

7

Verify and Submit

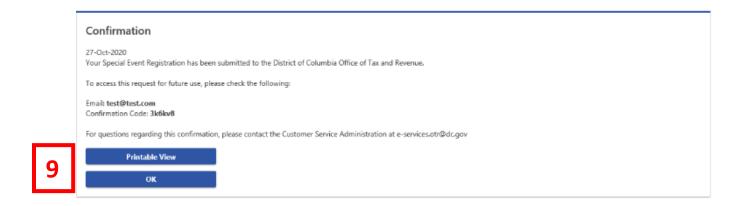Once you submit your Special Event Registration Application, you will not be able to revise your information online.

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
SUITE

Unit Number
5W

City
WASHINGTON

State
DC - DISTRICT OF COLUMBIA

Zip Code
20024-4473

Country
USA

Contact Information

Phone Type
Business

Country
USA

Country Code
1

Area Code
(111)

Phone Number
111-1111

Extension

Cancel   Save Draft

7a   Submit

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**.

8

Confirmation ✕

If you need to make any changes, click 'Cancel', otherwise enter your email address below and click 'OK'.

Email *

Required

Confirm Email *

Required

8a

Cancel   OK

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

    a. Click **Ok**.

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**
Confirmation Code: **3k6kv8**

For questions regarding this confirmation, please contact the Customer Service Administration at e-services.otr@dc.gov

9

Printable View

OK

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