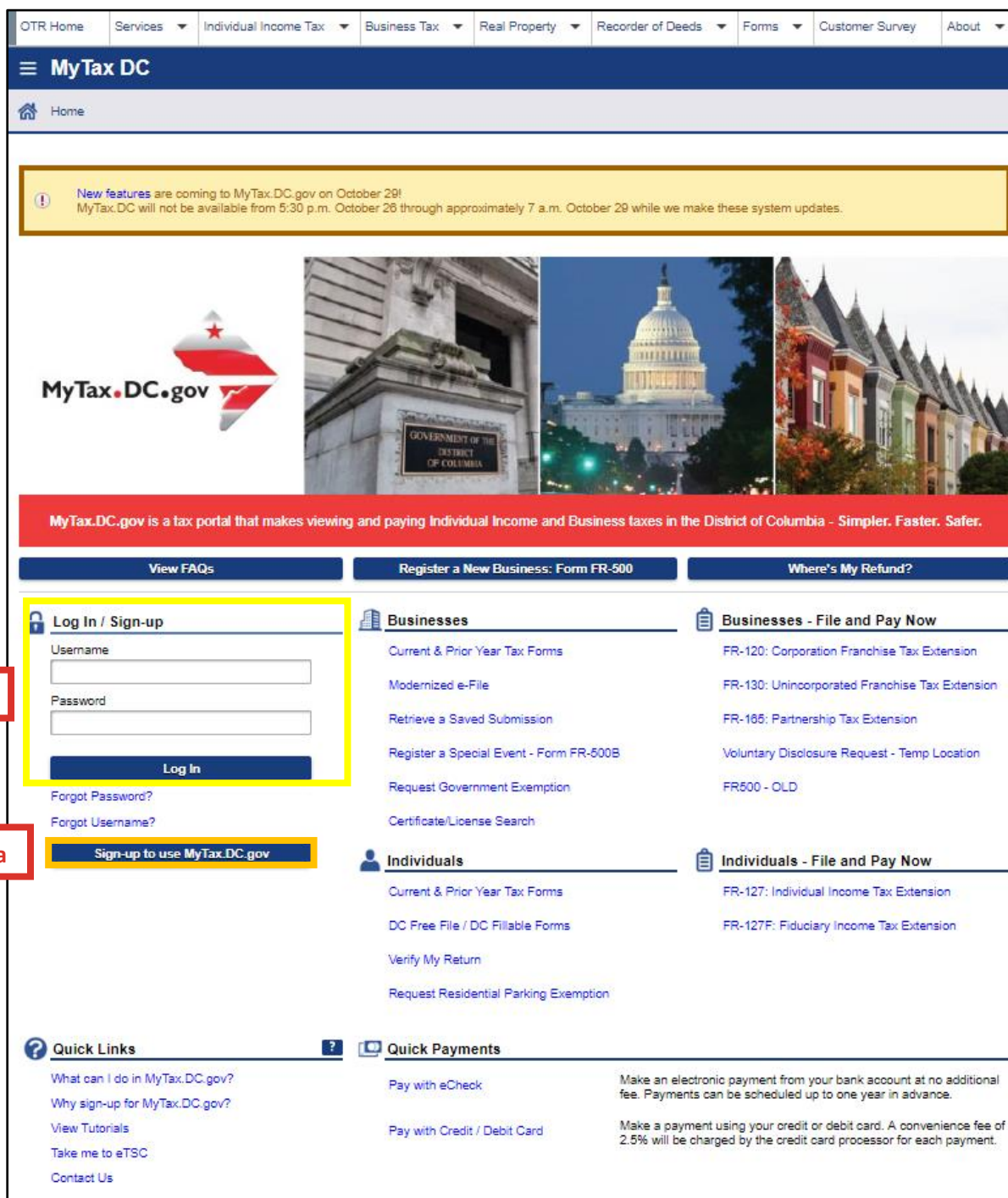


# MyTax.DC.gov User Guide:

## How to File a Personal Property Tax Return (FP-31)

Individuals and businesses that own or hold personal property in trust in the District of Columbia, can easily file the Personal Property tax return electronically at [MyTax.DC.gov](https://mytax.dc.gov) by following this step-by-step guide.



The screenshot shows the MyTax.DC.gov homepage. At the top, there is a navigation menu with links for OTR Home, Services, Individual Income Tax, Business Tax, Real Property, Recorder of Deeds, Forms, Customer Survey, and About. Below the menu is the MyTax DC logo and a Home button. A yellow banner contains a notice about system updates on October 29th. The main content area features the MyTax.DC.gov logo, a banner with the text "MyTax.DC.gov is a tax portal that makes viewing and paying Individual Income and Business taxes in the District of Columbia - Simpler. Faster. Safer.", and three main navigation buttons: View FAQs, Register a New Business: Form FR-500, and Where's My Refund?. The page is divided into several sections: Log In / Sign-up (with a red box labeled '1' around it), Businesses (with sub-sections for Business - File and Pay Now), Individuals (with sub-sections for Individuals - File and Pay Now), Quick Links, and Quick Payments. A red box labeled '1a' highlights the "Sign-up to use MyTax.DC.gov" button in the Log In / Sign-up section.

1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, log in using your **Username** and **Password**.
  - a. If you do not have a [MyTax.DC.gov](https://mytax.dc.gov) 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).

**MyTax DC** Welcome, STJOHN GOLF SUPPLY Settings Log Off

Home

**Logon**  
STJOHN GOLF SUPPLY  
username@dc.gov  
+1 (202) 000-0000  
Last logged on 31-Dec-2019  
Balance: (\$9,000.00)

**Alerts**  
There are no alerts

**I Want To** More...  
View My Web Profile  
Send OTR a message  
View FAQ's  
Manage payments and returns  
Register a New Tax Account  
Go Paperless

**2** Accounts Submissions Correspondence Names and Addresses Exemptions Logons

**Accounts** View Accounts

Filter

Alcoholic Beverage	430-001301041	STJOHN GOLF SUPPLY	(\$10,000.00)
<b>Personal Property Tax</b>	400-000211084	STJOHN GOLF SUPPLY	\$1,000.00

Register a New Tax Account

2. In the user profile, under the **Accounts** tab, click the **Personal Property Tax** hyperlink.

**Personal Property Tax** Welcome, Test4 Settings Log Off

Home > Personal Property Tax

**Account**  
STJOHN GOLF SUPPLY  
00026-00660  
Personal Property Tax  
400-000211084  
Balance: \$1,000.00

**Account Alerts**  
File return for 30-Jun-2018  
File return for 30-Jun-2017

**I Want To** More...  
Request to Close Account  
Make a payment  
File an Extension  
Manage payments and returns  
Request a Penalty Waiver

**3** Periods Submissions Correspondence Names and Addresses Logons

**Periods** View Periods

<b>30-Jun-2019</b>	\$0.00	File Return
30-Jun-2018	\$1,000.00	File Return
30-Jun-2017	\$0.00	File Return

3. Under the **Periods** tab, select the period that you are filing the tax return.

30-Jun-2019

Welcome, Test4 Settings Log Off

Home > Personal Property Tax > 30-Jun-2019

**Period**  
STJOHN GOLF SUPPLY  
00026-00660  
Personal Property Tax  
400-000211084  
> 30-Jun-2019  
Balance: \$0.00

**Period Alerts**  
✓ There are no alerts

**I Want To**  
Make a payment  
File or amend a return

**Summary**  
There has been no financial activity

**Period Activity**  
There has been no activity

4. Under **I Want To**, click the **File or amend a return** hyperlink.

FP-31 Return

Welcome, Test4 Settings Log Off

Home > Personal Property Tax > 30-Jun-2019 > FP-31 Return

1. Return Information

**Return Information**

5

★ ★ ★ 2019  
Government of the District of Columbia

**FP-31**  
Personal Property Tax Return

STJOHN GOLF SUPPLY  
Account ID: 400-000211084

Due Date: 7/31/2018  
Tax Period Ending: 6/30/2019

Is this your final return?  
Are you QHTC Certified?  
Is the remaining cost \$225,000 or less?  
Is this return being filed by a paid tax preparer?  
Are you authorizing an individual to discuss this return with OTR?

No	Yes
No	Yes
No	Yes
No	Yes
No	Yes

5a

5b

Cancel Next >

The **FP-31 Personal Property Tax Return** will appear.

- a. Answer the **Return Information** questions on the right side of the screen.
- b. Click **Next**.

FP-31 Return Welcome, Test4 Settings Log Off

Home > Personal Property Tax > 30-Jun-2019 > FP-31 Return

1. Return Information **2. Return Questions**

### Return Questions

**6**

★ ★ ★ 2019 **FP-31** STJOHN GOLF SUPPLY Due Date: 7/31/2018  
Government of the Personal Property Tax Return Account ID: 400-000211084 Tax Period Ending: 6/30/2019  
District of Columbia

A. Kind of business or profession:

B. Number of DC Locations  0

C. If a hotel or motel, enter the number of rooms  0

D. Are you a lessee or lessor of personal property not reported in Schedule A of this return?

E. Are you a certified QHTC that purchased (or leased under a capital lease) qualifying tangible personal property used by the QHTC?

F. Are you a non-QHTC entity that leased, under a capital lease, qualified tangible personal property to a QHTC?

G. Are there other companies doing business from your address under a lease, sublease, or concession?

**6a**

- 5. Answer the **Return Questions** on the right side of the screen.
  - a. Click **Next**.

☰ FP-31 Return
Welcome, Test4 ⚙️ Settings 🔒 Log Off

🏠 Home > Personal Property Tax > 30-Jun-2019 > FP-31 Return

1. Return Information
2. Return Questions
3. File the FP-31

7

## File the FP-31

★ ★ ★ 2019  
FP-31  
Government of the District of Columbia

### Personal Property Tax Return

STJOHN GOLF SUPPLY  
Account ID: 400-000211084

Due Date: 7/31/2018  
Tax Period Ending: 6/30/2019

	Original Cost		Remaining Cost (Current Value)
1a. Books, DVDs and other reference material	\$0.00		\$0.00
2a. Furniture, fixtures, machinery and equipment	\$0.00		\$0.00
3a. Unregistered motor vehicles, unregistered trailers and other tangible personal property	\$0.00		\$0.00
4a. Supplies	\$0.00		\$0.00
5. Total original cost of tangible personal property	\$0.00		\$0.00
			\$0.00
6. Remaining cost (Current Value) of personal property			\$0.00

Totals

7. Deduct: Exclusion	\$225,000.00
8. Taxable remaining cost (current value) of personal property	\$0.00
8a. Tax Rate	0.0340
9. Tax	\$0.00
10. Tax paid (if any) with FP-129A, request for extension of time to file	\$0.00
11. If this is an amended 2019 return, payments made with original 2019 FP-31	\$0.00
12. If this is an amended 2019 return, refunds requested with original 2019 FP-31	\$0.00
13. Subtract Line 12 from the sum of Lines 10 and 11	\$0.00
14. Balance Due	\$0.00
15. Overpayment (if any)	\$0.00

Cancel

7a
< Previous
Next >

6. On the **File the FP-31** section, enter the value(s) of your personal property in the white spaces where applicable. Your entries will determine the automatic calculations in the gray spaces. If there is a **Balance Due**, the system will automatically calculate the liability on **Line 14**.
  - a. Click **Next**.

- 7. Complete the **Attachments** section.
  - a. Attach all applicable schedules by clicking the **Add Attachment** tab to the right of the screen.
  - b. Click **Next**.

- 8. 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 schedule your payment up to one year in advance. For this example, we will choose to **Pay through eCheck**.
  - a. Click **Submit**.

☰ FP-31 Return
Welcome, Test4 ⚙️ Settings 🔒 Log Off

🏠 Home > Personal Property Tax > 30-Jun-2019 > FP-31 Return

1. Return Information
2. Return Questions
3. File the FP-31
4. Attachments
5. Payment Options

### Payment Options

Payment Information

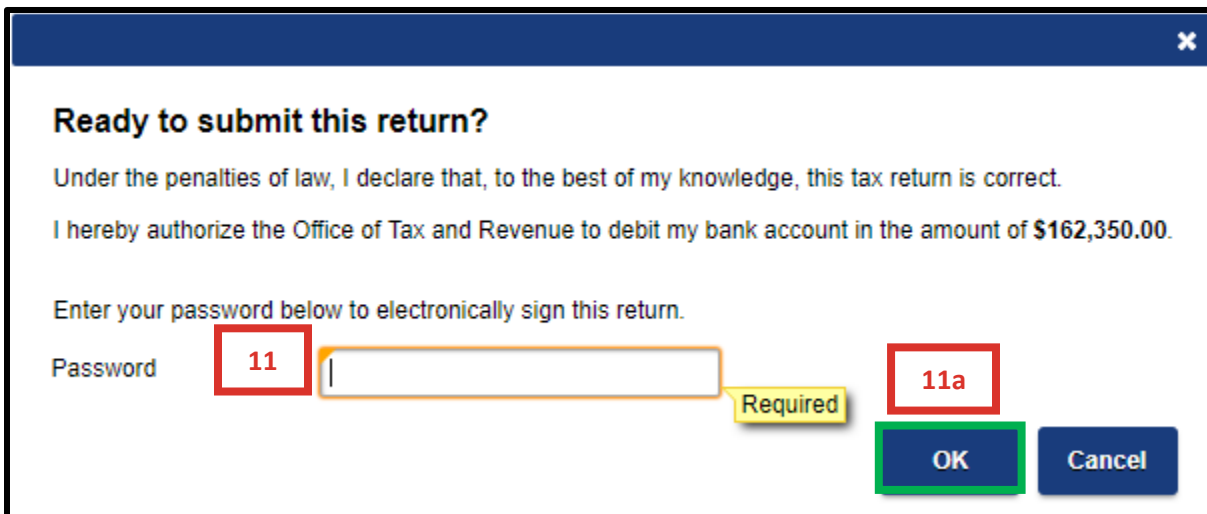
I would like to: Pay Through eCheck

You can schedule a payment on or up to the due date of the return (7/31/2018) by adjusting the payment date below.

	10 Payment Method	10b Payment
<p><span>📄</span> <b>Period</b></p> <p>STJOHN GOLF SUPPLY 00026-00660 Personal Property Tax 400-000211084</p> <p>&gt; 30-Jun-2019</p>	<p>Type <span style="border: 1px solid #ccc; padding: 2px;">Direct Debit - US Bank</span></p> <p>Bank Account Type <span style="border: 1px solid #ccc; padding: 2px;">Required</span></p> <p>Routing Number <span style="border: 1px solid #ccc; padding: 2px;">Required</span></p> <p>Account Number <span style="border: 1px solid #ccc; padding: 2px;">Required</span></p> <p>Confirm Account Number <span style="border: 1px solid #ccc; padding: 2px;">Required</span></p>	<p>Payment Date <span style="border: 1px solid #ccc; padding: 2px;">26-Sep-2018</span></p> <p>Amount <span style="border: 1px solid #ccc; padding: 2px;">\$162,350.00</span></p> <p>Confirm Amount <span style="border: 1px solid #ccc; padding: 2px;">Required</span></p>
	<p>10a Save this payment method for future use</p> <p><span style="background-color: #2c4e64; color: white; padding: 2px 10px;">No</span> <span style="background-color: #e0e0e0; padding: 2px 10px;">Yes</span></p>	

Cancel
10c
< Previous
Submit

9. 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 [MyTax.DC.gov](http://MyTax.DC.gov) to store your bank account information, click **Yes** beneath **Save this payment for future use**. For this example, we selected **No**.
  - b. In the **Payment** section, choose a **Payment Date**. **Note:** When paying with an eCheck, you can choose a future payment date up to one year from the date you authorized your payment on our system. Enter the **Amount** of your payment and **Confirm** that amount.
  - c. Click **Submit**.



**Ready to submit this return?**

Under the penalties of law, I declare that, to the best of my knowledge, this tax return is correct.

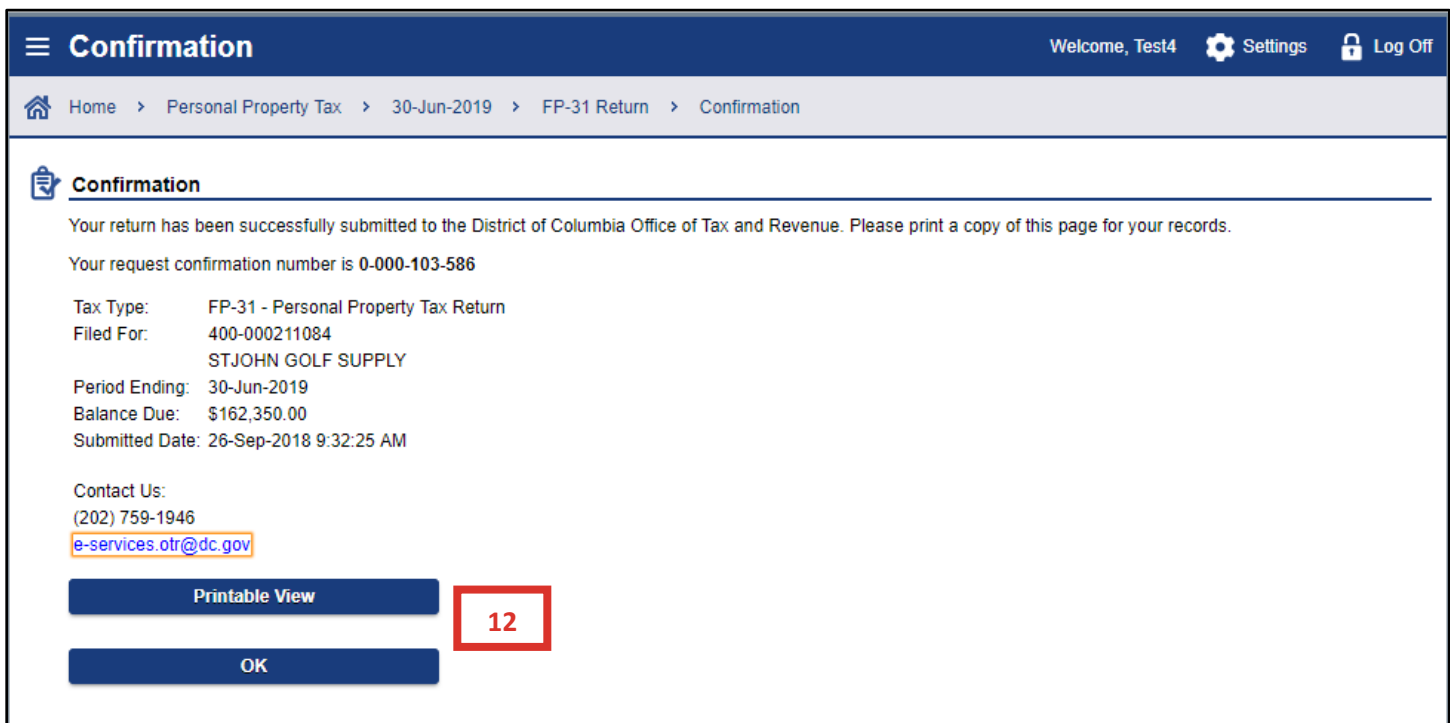
I hereby authorize the Office of Tax and Revenue to debit my bank account in the amount of **\$162,350.00**.

Enter your password below to electronically sign this return.

Password **11**  **Required** **11a**

**OK** **Cancel**

10. In the **Ready to submit this return?** pop-up window, enter your [MyTax.DC.gov](https://mytax.dc.gov) Password, which will act as your electronic signature.
  - a. Click **OK**.



**Confirmation** Welcome, Test4 Settings Log Off

Home > Personal Property Tax > 30-Jun-2019 > FP-31 Return > Confirmation

**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 0-000-103-586

Tax Type: FP-31 - Personal Property Tax Return  
Filed For: 400-000211084  
STJOHN GOLF SUPPLY  
Period Ending: 30-Jun-2019  
Balance Due: \$162,350.00  
Submitted Date: 26-Sep-2018 9:32:25 AM

Contact Us:  
(202) 759-1946  
[e-services.otr@dc.gov](mailto:e-services.otr@dc.gov)

**Printable View** **12**

**OK**

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