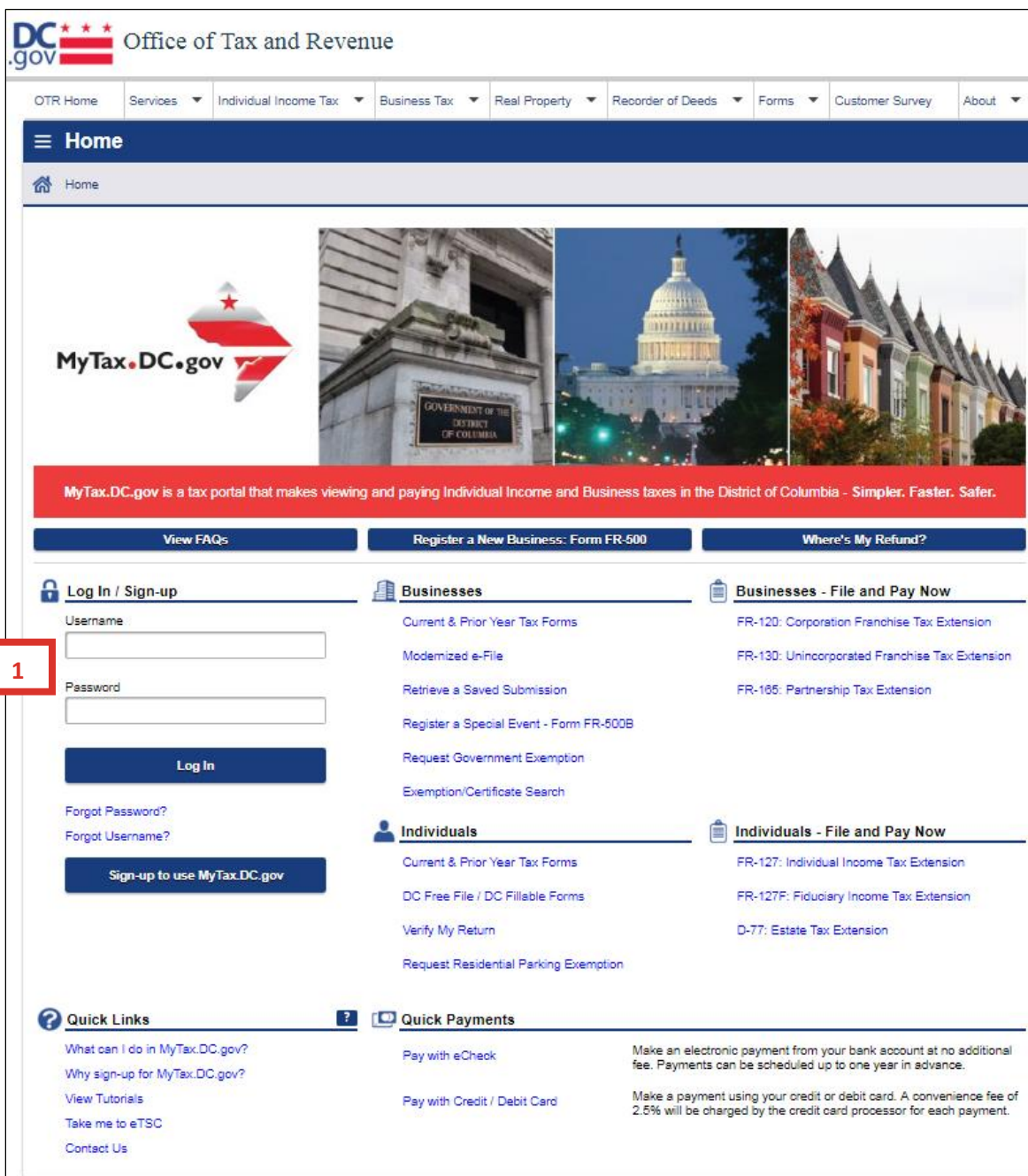


MyTax.DC.gov User Guide: How to Request a Certificate of Resale (OTR-368)

Follow this step-by-step guide to learn how to request Certificate of Resale via [MyTax.DC.gov](https://mytax.dc.gov).



The screenshot shows the MyTax.DC.gov homepage. At the top left is the DC.gov logo and 'Office of Tax and Revenue'. A navigation bar includes links for OTR Home, Services, Individual Income Tax, Business Tax, Real Property, Recorder of Deeds, Forms, Customer Survey, and About. Below this is a 'Home' section with a hamburger menu and a home icon. A large banner features the MyTax.DC.gov logo and three images: a building, the US Capitol, and a row of colorful houses. A red banner below the images reads: '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.' Below the banner are three buttons: 'View FAQs', 'Register a New Business: Form FR-500', and 'Where's My Refund?'. The main content area is divided into three columns: 'Log In / Sign-up', 'Businesses', and 'Businesses - File and Pay Now'. The 'Log In / Sign-up' section has a red box with the number '1' next to it, containing a 'Username' field, a 'Password' field, a 'Log In' button, and links for 'Forgot Password?' and 'Forgot Username?'. Below these is a 'Sign-up to use MyTax.DC.gov' button. The 'Businesses' section lists links for 'Current & Prior Year Tax Forms', 'Modernized e-File', 'Retrieve a Saved Submission', 'Register a Special Event - Form FR-500B', 'Request Government Exemption', and 'Exemption/Certificate Search'. The 'Businesses - File and Pay Now' section lists 'FR-120: Corporation Franchise Tax Extension', 'FR-130: Unincorporated Franchise Tax Extension', and 'FR-185: Partnership Tax Extension'. The 'Individuals' section lists 'Current & Prior Year Tax Forms', 'DC Free File / DC Fillable Forms', 'Verify My Return', and 'Request Residential Parking Exemption'. The 'Individuals - File and Pay Now' section lists 'FR-127: Individual Income Tax Extension', 'FR-127F: Fiduciary Income Tax Extension', and 'D-77: Estate Tax Extension'. At the bottom, there are 'Quick Links' and 'Quick Payments' sections. 'Quick Links' includes 'What can I do in MyTax.DC.gov?', 'Why sign-up for MyTax.DC.gov?', 'View Tutorials', 'Take me to eTSC', and 'Contact Us'. 'Quick Payments' includes 'Pay with eCheck' (with a note: 'Make an electronic payment from your bank account at no additional fee. Payments can be scheduled up to one year in advance.') and 'Pay with Credit / Debit Card' (with a note: 'Make a payment using your credit or debit card. A convenience fee of 2.5% will be charged by the credit card processor for each payment.').

1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, log in using your **Username** and **Password**.

Home Log Off

Home

Logon Settings **Alerts** **I Want To** More...

bsndemo4
John Taxpayer
john.taxpayer@dc.gov
+1 (202) 555-5555
Last logged on 25-Sep-2017
Balance: (\$5,000.00)

There are 5 unread messages
There is 1 unread letter
Pending Account Access Request
1 submission needs attention

View My Web Profile
Register a New Tax Account
Send OTR a message
Manage payments and returns
View FAQ's
Go Paperless

Accounts Submissions Correspondence Names and Addresses Logons Exemptions

Accounts More...

Filter

Corporation Franchise Tax	250-00000832	APOLLO FINANCIAL, INC.	\$0.00
2 Sales & Use Tax	350-000132190	APOLLO FINANCIAL, INC.	(\$5,000.00)
Withholding Non-Payroll Tax	300-00000833	APOLLO FINANCIAL, INC.	\$0.00
Withholding Wage Tax	300-100011032	APOLLO FINANCIAL, INC.	\$0.00

[Register a New Tax Account](#)

- In the user profile, under **Accounts**, click the applicable account that you would like to request a certificate (e.g. **Sales & Use Tax**).

Sales & Use Tax Log Off

Home > Sales & Use Tax

Account Settings **Account Alerts** **I Want To** 3 More...

bsndemo4
APOLLO FINANCIAL, INC.
00000-56128
Sales & Use Tax
350-000132190
Balance: (\$5,000.00)

There is 1 unread message

Request a Sales Refund
Request to Close Account
Make a payment
Manage payments and returns
Request a Penalty Waiver

Periods Submissions Correspondence Names and Addresses Logons

Periods More...

30-Sep-2017	(\$5,000.00)	File Return
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- Click the **More** tab at the top right-hand corner.

I Want To Log Off

Home > Sales & Use Tax > I Want To

I Want To

- [Request a Sales Refund](#)
- [Request to Close Account](#)
- [Make a payment](#)
- [Manage payments and returns](#)
- [Request a Penalty Waiver](#) Make a request to waive Late File Penalty and Late Pay Penalty

Payment Agreement

- [Request Payment Agreement](#)
- [Update Payment Agreement Bank](#)

Request An Exemption

- [Exemption To File](#) Request for Exemption To File (FR-164)
- [Utility Exemption Certificate](#) Request for Utility Exemption Certificate (OTR-308)
- [Contractor's Exempt Purchase Certificate](#) Request for Contractor's Exempt Purchase Certificate (OTR-553)
- 4** [Certificate of Resale](#) Certificate of Resale (OTR-368)

4. Under the **I Want To** section, click **Certificate of Resale**.

Certificate of Resale (OTR-368) Log Off

Home > Sales & Use Tax > I Want To > Certificate of Resale (OTR-368)

1. Resale Certificate **5**

Resale Certificate

Instructions

Please verify that the information below is correct and click "Submit."

Purchaser Information

ID (FEIN or SSN)	234598723	Account #	350-000132190	NAICS Code	522320	Financial Transactions Processing, Reserve, and Clearinghouse Activities
Name	APOLLO FINANCIAL, INC.					5a
Trade Name						
Address	820 MARYLAND AVE NE					
City, State, Zip	WASHINGTON	DC	20002-5306			5b

Save Draft **Cancel** Previous **Submit**

- 5. Please verify that your information is correct on the **Resale Certificate** page.
 - a. Carefully review the pre-populated section to ensure your information is correct. If you notice errors please contact OTR’s e-Services Unit at 202-759-1946 or e-services.otr@dc.gov.
 - b. Click **Submit**.

Confirmation Log Off

Home > Sales & Use Tax > I Want To > Certificate of Resale (OTR-368) > Confirmation

Confirmation

Your request has been successfully submitted. Please print a copy of this page for your records.

Your request confirmation number is **0-000-047-116**

Request Type: Certificate of Resale (OTR-368)
Submitted Date: 28-Sep-2017 9:45:16 AM

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

Printable View **6**

OK

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