

# How to Request A Certificate of Clean Hands for Businesses and DC Residents: Compliant

All Businesses and DC residents **must** log-in to MyTax.DC.gov profile in order to request the **Certificate of Clean Hands**.



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
- > Reouest a Certificate of Clean Hands

**Individual**  
I want to...

- > Check the Status of My Refund
- > Learn More About DC E-file/Fillable Forms
- > Respond to Verification Letter

**Real Property**  
I want to...

- > Make a Real Property Payment
- > Search Real Property by Address or SSL
- > View More Options

**Clean Hands**  
I want to...

- > Request a Certificate of Clean Hands
- > Validate a Certificate of Clean Hands
- > Learn More About Certificate of Clean Hands

**Forms**  
I want to...

- > Submit an Extension
- > View/Retrieve Current Year Tax Forms
- > View/Retrieve Prior Year Tax Forms
- > View MeF Information

**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...

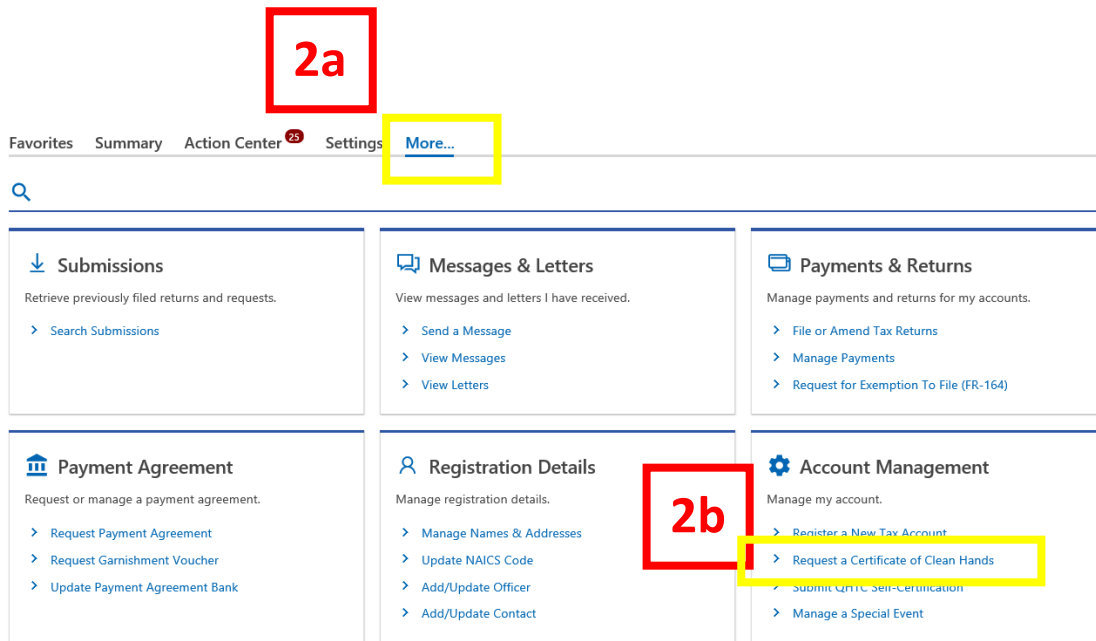
- > Go to OTR Homepage

**Submissions**  
I want to...

- > Retrieve a Saved Submission or Previously Filed Return
- > Submit Requested Documentation
- > Submit VDA

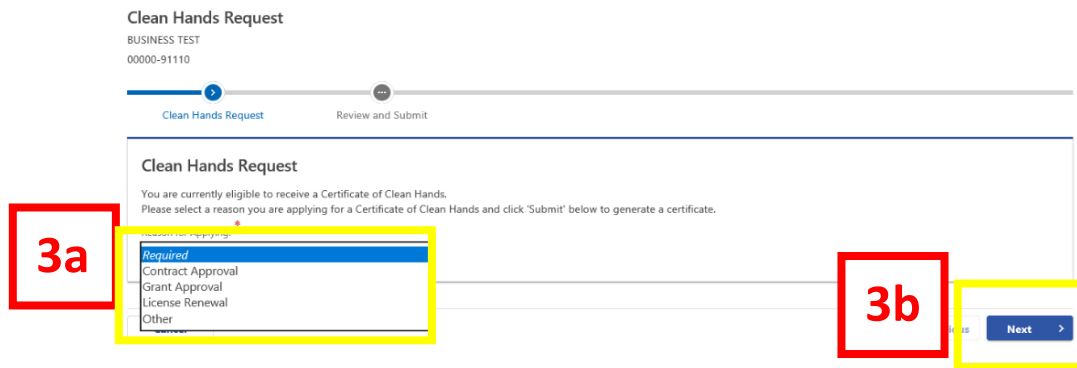
1. From the MyTax.DC.gov homepage, enter your “Username” and “Password”. a. Then, click “Log In”

User Guide: How to Request a Certificate of Clean Hands



2. After logging in:

- a. Click the “more” link
- b. Click the “Request a Certificate of Clean Hands” link



3. Instantly, you are notified that you are eligible to receive the Certificate of Clean Hands, as seen highlighted above.

- a. Select a “Reason for Applying”
- b. Click “Next”

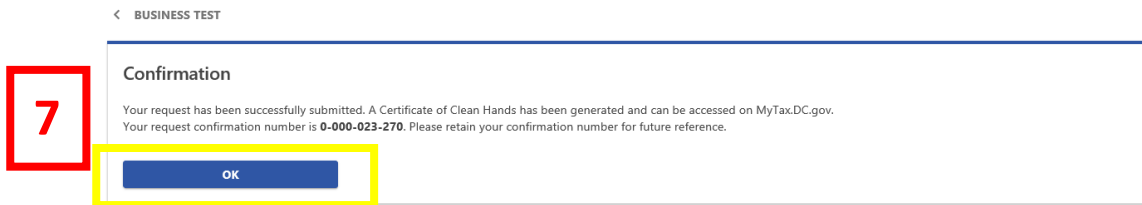
User Guide: How to Request a Certificate of Clean Hands

**Please Note:** If you select “Other” as the “Reason for Applying”,  
4a. “Briefly Explain Reason for Applying” in the required field,  
4b. Then, click “Next”

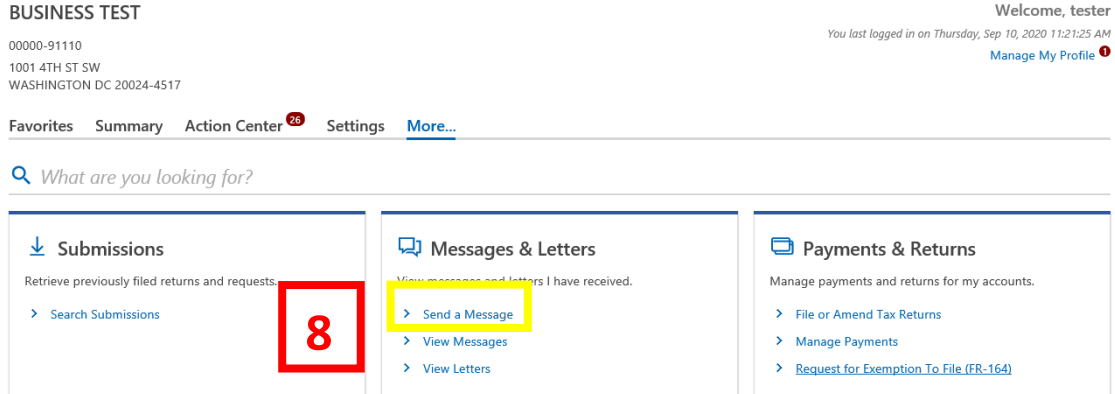
5. Your Clean Hands Request submission is ready to submit. Click “Submit”

## User Guide: How to Request a Certificate of Clean Hands

6. Enter your password Click “OK” to request a **Certificate of Clean Hands**.

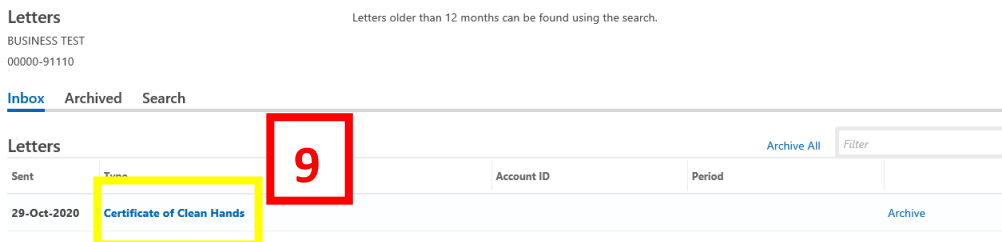


7. A confirmation number will populate. Click “OK”



8. After clicking “OK”, you will return to the home screen.

a. Under the “**Messages & Letter**” column, click the “**View Letters**” link



9. Click on the “**Certificate of Clean Hands**” link

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**10**

☆☆☆ Government of the District of Columbia  
Office of the Chief Financial Officer  
Office of Tax and Revenue

1101 4<sup>th</sup> Street, SW  
Washington, DC 20024

Date of Notice: October 29, 2020

Notice Number: L0000255570


BUSINESS TEST  
1001 4TH ST SW  
WASHINGTON DC 20024-4517

Case ID: 112671

**CERTIFICATE OF CLEAN HANDS**

As reported in the Clean Hands system, the above referenced individual/entity has no outstanding liability with the District of Columbia Office of Tax and Revenue or the Department of Employment Services. As of the date above, the individual/entity has complied with DC Code § 47-2862, therefore this Certificate of Clean Hands is issued.

TITLE 47. TAXATION, LICENSING, PERMITS, ASSESSMENTS, AND FEES  
CHAPTER 28 GENERAL LICENSE  
SUBCHAPTER II. CLEAN HANDS BEFORE RECEIVING A LICENSE OR PERMIT  
D.C. CODE § 47-2862 (2006)  
§ 47-2862 PROHIBITION AGAINST ISSUANCE OF LICENSE OR PERMIT

  
Authorized By Marc Aronin  
Chief, Collection Division

To validate this certificate, please visit MyTax.DC.gov. On the MyTax DC homepage, click the "Validate a Certificate of Clean Hands" hyperlink under the Clean Hands section.

1101 4th Street SW, Suite W270, Washington, DC 20024/Phone: (202) 724-5645/MyTax.DC.gov

10. The **Certificate of Clean Hands** is now populated.

**Please Note:** Any agency requesting to validate your Certificate of Clean Hands will need the **Notice Number** and the **last four digits of the SSN**, displayed on the top right corner of the Certificate.

# How to Request A Certificate of Clean Hands for Businesses and DC Residents: Non-Compliant

All Businesses and DC residents **must** log-in to MyTax.dc.gov

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Can't find what you're looking for? Enter keywords here to filter.

<p><b>Business</b></p> <p>I want to...</p> <ul style="list-style-type: none"><li>&gt; Register a New Business - Form FR-500</li><li>&gt; Register a Special Event - Form FR-500B</li><li>&gt; Reouest a Certificate of Clean Hands</li></ul>	<p><b>Individual</b></p> <p>I want to...</p> <ul style="list-style-type: none"><li>&gt; Check the Status of My Refund</li><li>&gt; Learn More About DC Filefile/Fillable Forms</li><li>&gt; Respond to Verification Letter</li></ul>	<p><b>Real Property</b></p> <p>I want to...</p> <ul style="list-style-type: none"><li>&gt; Make a Real Property Payment</li><li>&gt; Search Real Property by Address or SSL</li><li>&gt; View More Ootions</li></ul>
<p><b>Clean Hands</b></p> <p>I want to...</p> <ul style="list-style-type: none"><li>&gt; Request a Certificate of Clean Hands</li><li>&gt; Validate a Certificate of Clean Hands</li><li>&gt; Learn More About Certificate of Clean Hands</li></ul>	<p><b>Forms</b></p> <p>I want to...</p> <ul style="list-style-type: none"><li>&gt; Submit an Extension</li><li>&gt; View/Retrieve Current Year Tax Forms</li><li>&gt; View/Retrieve Prior Year Tax Forms</li><li>&gt; View MeF Information</li></ul>	<p><b>Quick Links</b></p> <p>I want to...</p> <ul style="list-style-type: none"><li>&gt; Submit a Customer Service Survey</li><li>&gt; View FAQs</li><li>&gt; View Tutorials</li><li>&gt; Contact OTR</li></ul>
<p><b>Quick Payments</b></p> <p>I want to...</p> <ul style="list-style-type: none"><li>&gt; Pay with Credit/Debit Card</li></ul>	<p><b>Resources</b></p> <p>I want to...</p> <ul style="list-style-type: none"><li>&gt; Go to OTR Homepage</li></ul>	<p><b>Submissions</b></p> <p>I want to...</p> <ul style="list-style-type: none"><li>&gt; Retrieve a Saved Submission or Previously Filed Return</li><li>&gt; Submit Requested Documentation</li><li>&gt; Submit VDA</li></ul>



User Guide: How to Request a Certificate of Clean Hands

1. From the MyTax.DC.gov homepage, enter your “Username” and “Password”. Then click “Log In”

**BUSINESS TEST**

00000-91110  
1001 4TH ST SW  
WASHINGTON DC 20024-4517

Welcome, tester  
You last logged in on Tuesday, Apr 14, 2020 1:46:23 PM  
[Manage My Profile](#)

[Favorites](#) [Summary](#) [Action Center](#) [Settings](#) [More...](#)

What are you looking for?

<p><b>Submissions</b></p> <p>Retrieve previously filed returns and requests.</p> <ul style="list-style-type: none"><li>&gt; Search Submissions</li></ul>	<p><b>Messages &amp; Letters</b></p> <p>View messages and letters I have received.</p> <ul style="list-style-type: none"><li>&gt; Send a Message</li><li>&gt; View Messages</li><li>&gt; View Letters</li></ul>	<p><b>Payments &amp; Returns</b></p> <p>Manage payments and returns for my accounts.</p> <ul style="list-style-type: none"><li>&gt; File or Amend Tax Returns</li><li>&gt; Manage Payments</li><li>&gt; Request for Exemption To File (FR-164)</li></ul>
<p><b>Payment Agreement</b></p> <p>Request or manage a payment agreement.</p> <ul style="list-style-type: none"><li>&gt; Request Payment Agreement</li><li>&gt; Request Garnishment Voucher</li><li>&gt; Update Payment Agreement Bank</li></ul>	<p><b>Registration Details</b></p> <p>Manage registration details.</p> <ul style="list-style-type: none"><li>&gt; Manage Names &amp; Addresses</li><li>&gt; Update NAICS Code</li><li>&gt; Add/Update Officer</li><li>&gt; Add/Update Contact</li></ul>	<p><b>Account Management</b></p> <p>Manage my account.</p> <ul style="list-style-type: none"><li>&gt; Register a New Tax Account</li><li>&gt; Request a Certificate of Clean Hands</li><li>&gt; Submit QHTC Self-Certification</li><li>&gt; Manage a Special Event</li></ul>

- 2a. Click on the “More” link.

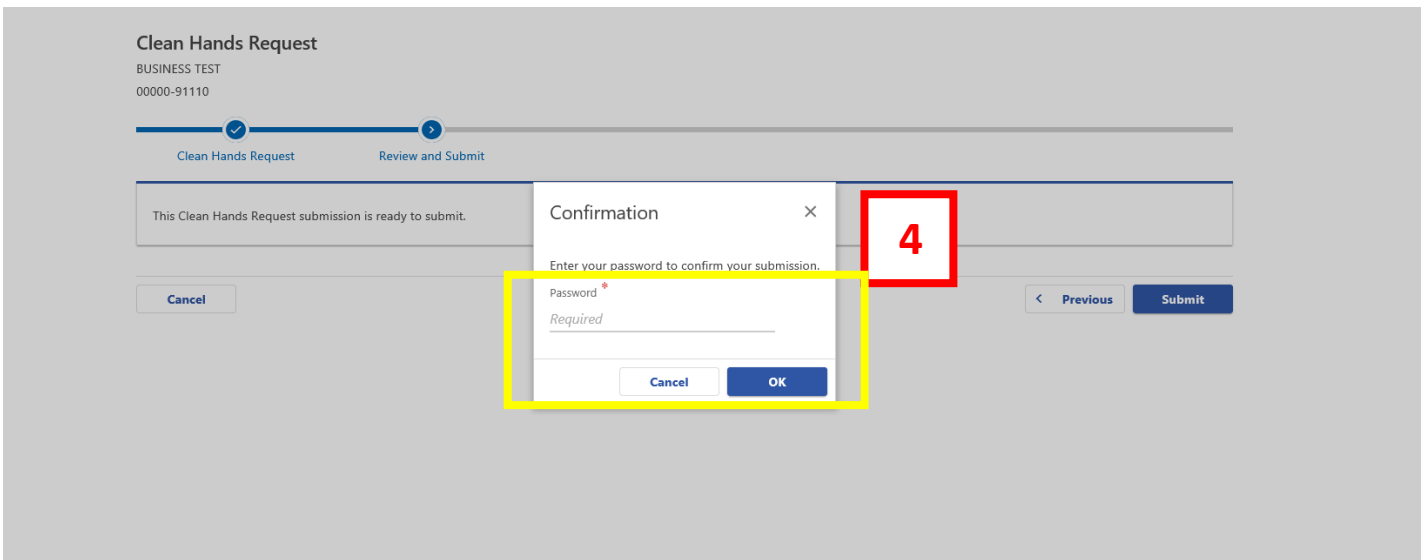
User Guide: How to Request a Certificate of Clean Hands

2b. Click “Request a Certificate of Clean Hands” link.



3a. The page will display if you are eligible to receive a **Certificate of Clean Hands**. (For this example, the taxpayer is **not eligible**, as seen highlighted above.)

3b. Click “Next” to generate a **Notice of Non-Compliance**.



4. Enter your *password* to confirm submission. a. Click “OK”



## User Guide: How to Request a Certificate of Clean Hands

< BUSINESS TEST

### Confirmation

Your request has been successfully submitted. A 'Notice of Non-Compliance' has been generated and can be accessed on MyTax.DC.gov. Your request confirmation number is **0-000-050-366**. Please retain your confirmation number for future reference.

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OK

5. A confirmation number will populate. Click "OK"

BUSINESS TEST

00000-91110  
1001 4TH ST SW  
WASHINGTON DC 20024-4517

Welcome, tester

You last logged in on Tuesday, Apr 14, 2020 1:46:23 PM  
[Manage My Profile](#)

[Favorites](#) [Summary](#) [Action Center](#) <sup>18</sup> [Settings](#) [More...](#)

🔍 What are you looking for?

#### 📄 Submissions

Retrieve previously filed returns and requests.

> [Search Submissions](#)

#### 💬 Messages & Letters

View messages and letters I have received.

> [Send a Message](#)

> [View Messages](#)

> [View Letters](#)

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#### 💰 Payments & Returns

Manage payments and returns for my accounts.

> [File or Amend Tax Returns](#)

> [Manage Payments](#)

> [Request for Exemption To File \(FR-164\)](#)

#### 🏠 Payment Agreement

Request or manage a payment agreement.

> [Request Payment Agreement](#)

> [Request Garnishment Voucher](#)

> [Update Payment Agreement Bank](#)

#### 👤 Registration Details

Manage registration details.

> [Manage Names & Addresses](#)

> [Update NAICS Code](#)

> [Add/Update Officer](#)

> [Add/Update Contact](#)

#### ⚙️ Account Management

Manage my account.

> [Register a New Tax Account](#)

> [Request a Certificate of Clean Hands](#)

> [Submit QHTC Self-Certification](#)

> [Manage a Special Event](#)

6. After clicking "OK", you will return to the home screen. Under the "More" tab, click the "View Letters" link.

## 7. Click on the Notice of Non-Compliance

### Letters

Letters older than 12 months can be found using the search.

BUSINESS TEST  
00000-91110

[Inbox](#) [Archived](#) [Search](#)

### Letters

[Archive All](#)

Sent	Type	Account ID	Period	
04-Nov-2020	<a href="#">Notice Of Non-Compliance</a>			<a href="#">Archive</a>



Government of the District of Columbia  
Office of the Chief Financial Officer  
Office of Tax and Revenue

1101 4<sup>th</sup> Street, SW  
Washington, DC 20024

Date of Notice: November 4, 2020

Notice Number: L0000243201

BUSINESS TEST  
1001 4TH ST SW  
WASHINGTON DC 20024-4517

FEIN: \*\*-\*\*\*6789  
Case ID: 64987



#### NOTICE OF NON-COMPLIANCE

As reported in the Clean Hands system, the above referenced individual/entity has an outstanding liability or missing tax returns with the District of Columbia Office of Tax and Revenue or the Department of Employment Services. As of the date above, the account is not compliant with DC Code § 47-2862. Therefore, a Certificate of Clean Hands will not be issued.

TITLE 47. TAXATION, LICENSING, PERMITS, ASSESSMENTS, AND FEES  
CHAPTER 28 GENERAL LICENSE  
SUBCHAPTER II. CLEAN HANDS BEFORE RECEIVING A LICENSE OR PERMIT  
D.C. CODE § 47-2862 (2006)  
§ 47-2862 PROHIBITION AGAINST ISSUANCE OF LICENSE OR PERMIT

a) Notwithstanding any other provision of law except § 25-301(b), the District government shall not issue or reissue any license or permit to any applicant for a license or permit if the applicant has failed to file required District tax returns or owes more than \$100 in outstanding debt to the District. The taxpayer is non-compliant with the following:

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Agency	Phone Number	Address
Office of Tax and Revenue	202-724-5045	1101 4th St SW, Suite W270

Authorized By Marc Aronin  
Chief, Collection Division

*User Guide: How to Request a Certificate of Clean Hands*

8. The **Notice of Non-Compliance** is now populated, seen above. This notice provides you with detailed information of the **Agency(s)** name, **Phone Number** and **Address**, of who you need to contact and to learn what is needed for you to become compliant.