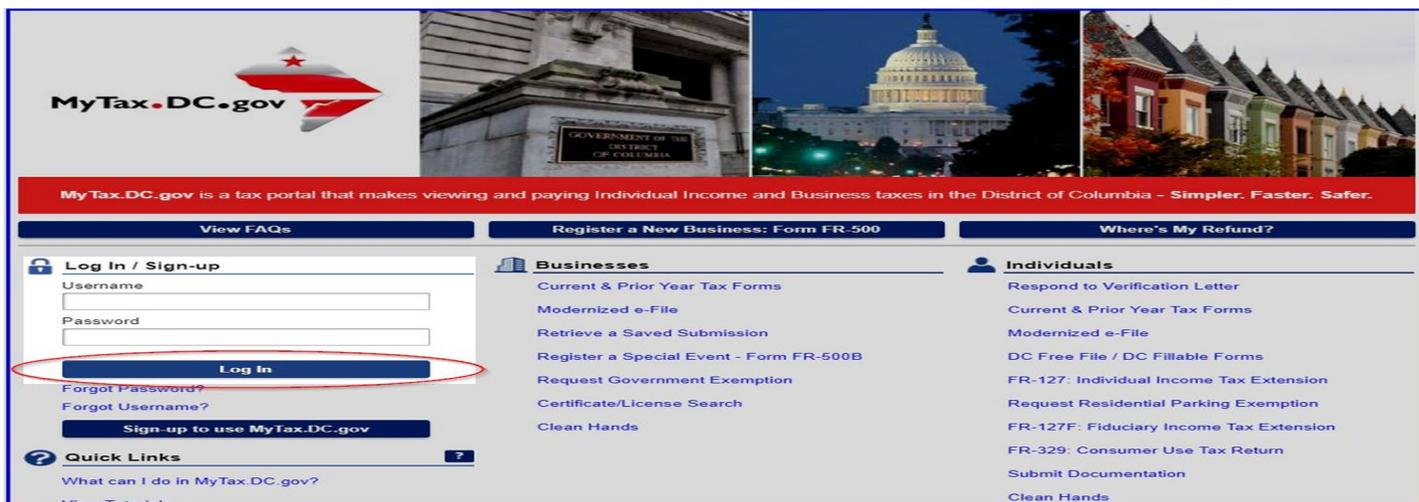


MyTax.DC.gov User Guide:

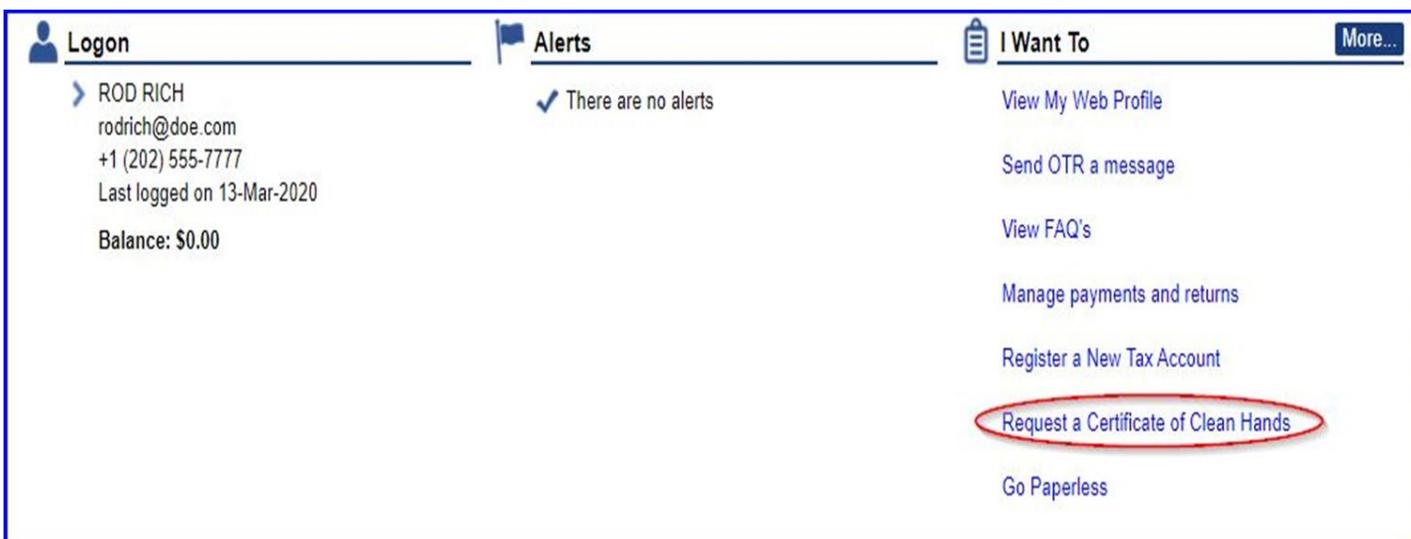
Requesting a Clean Hands Certificate on the [MyTax.DC.gov](https://mytax.dc.gov) for Businesses and DC Residents

All businesses and DC residents **must** log-in to [MyTax.DC.gov](https://mytax.dc.gov) profile in order to request the **Certificate of Clean Hands**.

Instructions:

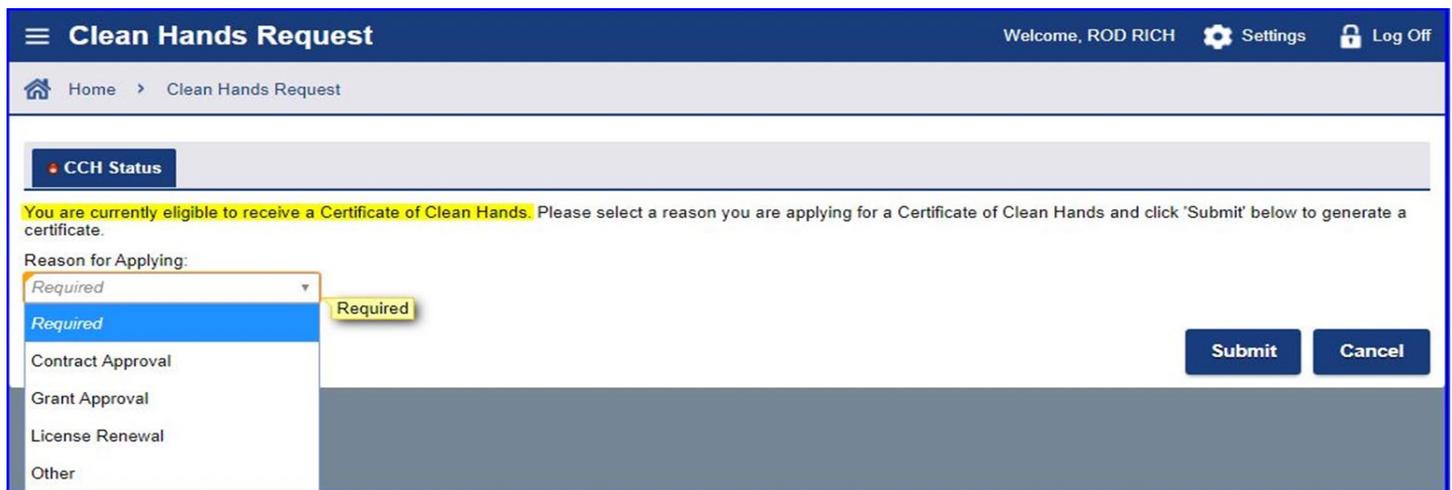


1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, enter your “Username” and “Password”.
 - a. Then, click “Log In”



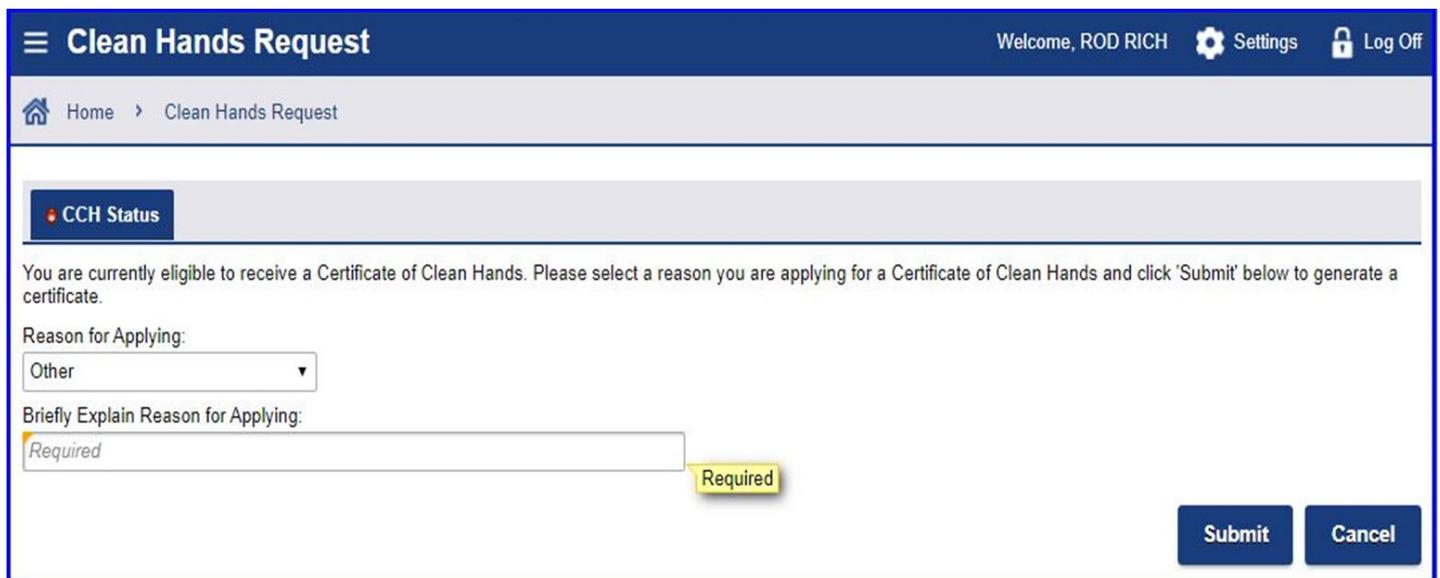
2. After logging in, click “Request a Certificate of Clean Hands” link.

Requesting a Clean Hands Certificate from the MyTax.dc.gov profile (Compliant)



The screenshot shows the 'Clean Hands Request' page. At the top, there is a navigation bar with 'Clean Hands Request' on the left and 'Welcome, ROD RICH', 'Settings', and 'Log Off' on the right. Below the navigation bar is a breadcrumb trail: 'Home > Clean Hands Request'. A 'CCH Status' section is highlighted in blue. Below this, a yellow message states: 'You are currently eligible to receive a Certificate of Clean Hands. Please select a reason you are applying for a Certificate of Clean Hands and click 'Submit' below to generate a certificate.' The 'Reason for Applying:' dropdown menu is open, showing options: 'Required' (highlighted in blue), 'Contract Approval', 'Grant Approval', 'License Renewal', and 'Other'. A yellow 'Required' label is next to the 'Required' option. To the right of the dropdown are 'Submit' and 'Cancel' buttons.

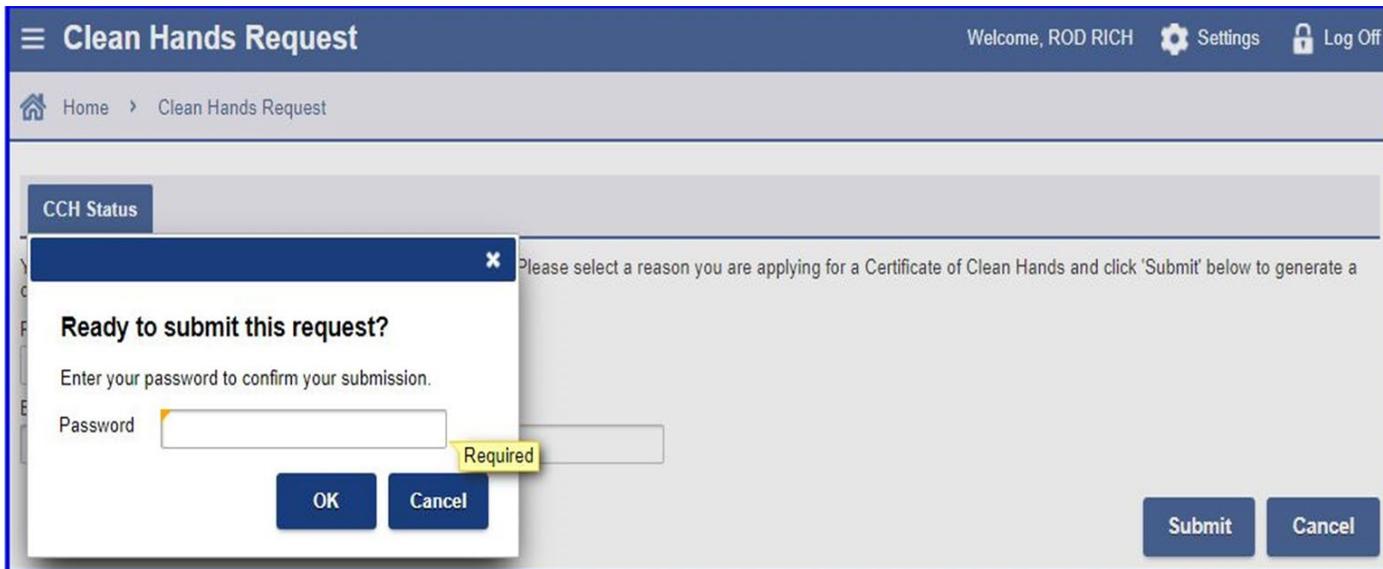
3. Instantly, you are notified that you are eligible to receive the Certificate of Clean Hands, as seen highlighted above.
 - a. Select a **“Reason for Applying”**
 - b. Click **“Submit”**



The screenshot shows the 'Clean Hands Request' page. At the top, there is a navigation bar with 'Clean Hands Request' on the left and 'Welcome, ROD RICH', 'Settings', and 'Log Off' on the right. Below the navigation bar is a breadcrumb trail: 'Home > Clean Hands Request'. A 'CCH Status' section is highlighted in blue. Below this, a yellow message states: 'You are currently eligible to receive a Certificate of Clean Hands. Please select a reason you are applying for a Certificate of Clean Hands and click 'Submit' below to generate a certificate.' The 'Reason for Applying:' dropdown menu is set to 'Other'. Below it is a text field labeled 'Briefly Explain Reason for Applying:' with the text 'Required' entered. A yellow 'Required' label is next to the text field. To the right of the text field are 'Submit' and 'Cancel' buttons.

Please Note: If you select **“Other”** as the **“Reason for Applying”**,

- a. **“Briefly Explain Reason for Applying”** in the required field,
- b. Then, click **“Submit”**



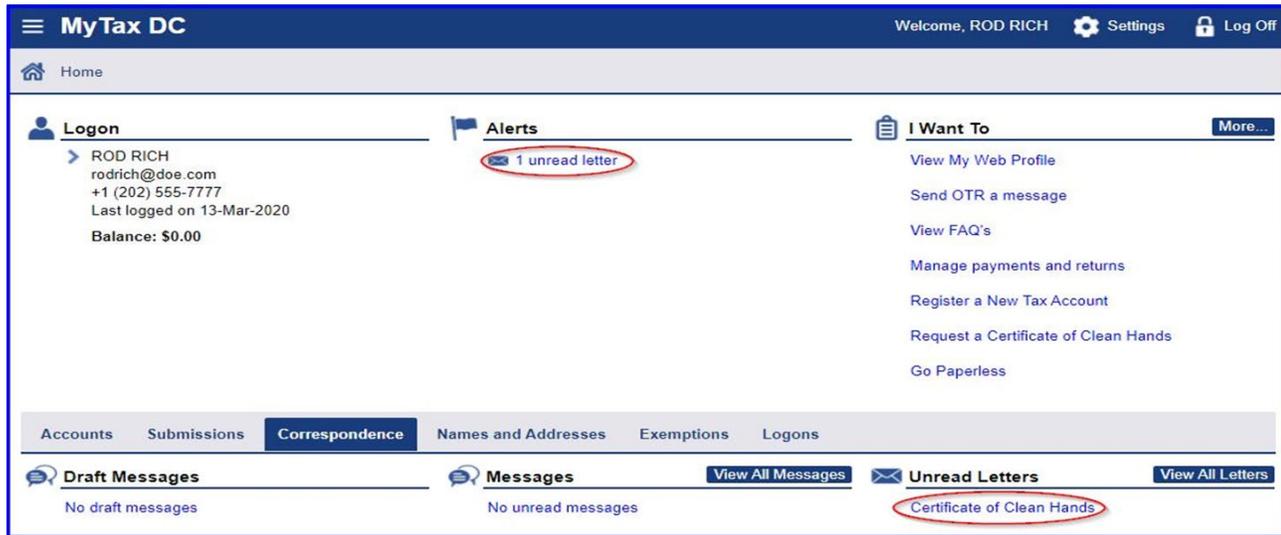
The screenshot shows the 'Clean Hands Request' page. At the top, there is a navigation bar with a hamburger menu, the title 'Clean Hands Request', and user information 'Welcome, ROD RICH'. There are also links for 'Settings' and 'Log Off'. Below the navigation bar is a breadcrumb trail: 'Home > Clean Hands Request'. The main content area has a 'CCH Status' tab. A modal dialog box is open in the foreground with the title 'Ready to submit this request?'. The dialog contains the text 'Enter your password to confirm your submission.' and a 'Password' input field. A yellow tooltip with the word 'Required' is pointing to the password field. At the bottom of the dialog are 'OK' and 'Cancel' buttons. In the background, there is a 'Submit' button and a 'Cancel' button.

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



The screenshot shows the 'Confirmation' page. At the top, there is a navigation bar with a hamburger menu, the title 'Confirmation', and user information 'Welcome, ROD RICH'. There are also links for 'Settings' and 'Log Off'. Below the navigation bar is a breadcrumb trail: 'Home > Clean Hands Request > Confirmation'. The main content area has a 'Confirmation' heading with a clipboard icon. Below the heading is the text: 'Your request has been successfully submitted. A Certificate of Clean Hands has been generated and can be accessed from the 'Correspondence' tab on your homepage.' Below this text is the confirmation number: 'Your request confirmation number is 0-000-017-809'. At the bottom of the page is a large blue 'OK' button.

5. A confirmation number will populate.
 - a. Click **“OK”**



6. After clicking “OK”, you will return to the home screen.
 - a. Under the “Alerts” column, click the “unread letter” link
 - b. Or you can click “Certificate of Clean Hands” link under the “Unread Letters” column, in the bottom left corner

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

1101 4th Street, SW
Washington, DC 20024

Date of Notice: March 12, 2020

Notice Number: L0000217418

SSN: ***-**-7777

Case ID: 93583

ROD RICH
1101 4TH ST SW REAR
WASHINGTON DC 20024-4591

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 homepage, click "Clean Hands" and then the "Validate a Certificate of Clean Hands" hyperlink.

7. 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, as seen above (circled and highlighted).

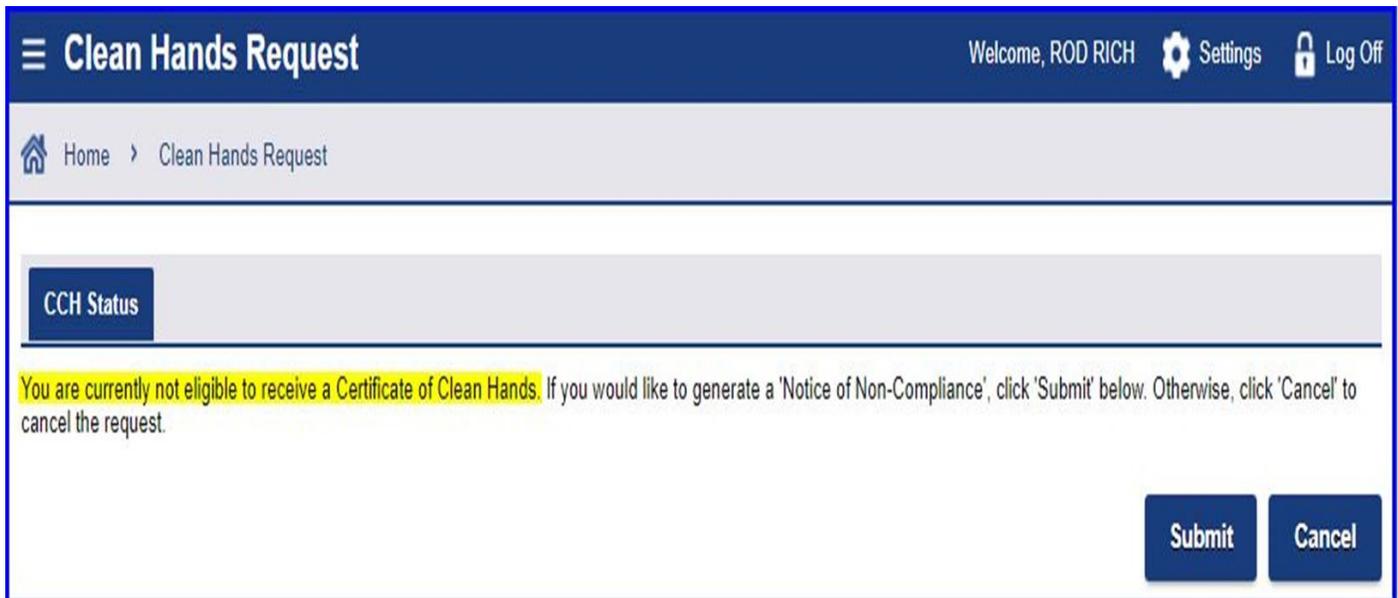
Requesting Clean Hands Certificate from the MyTax.dc.gov profile (Non-compliant)



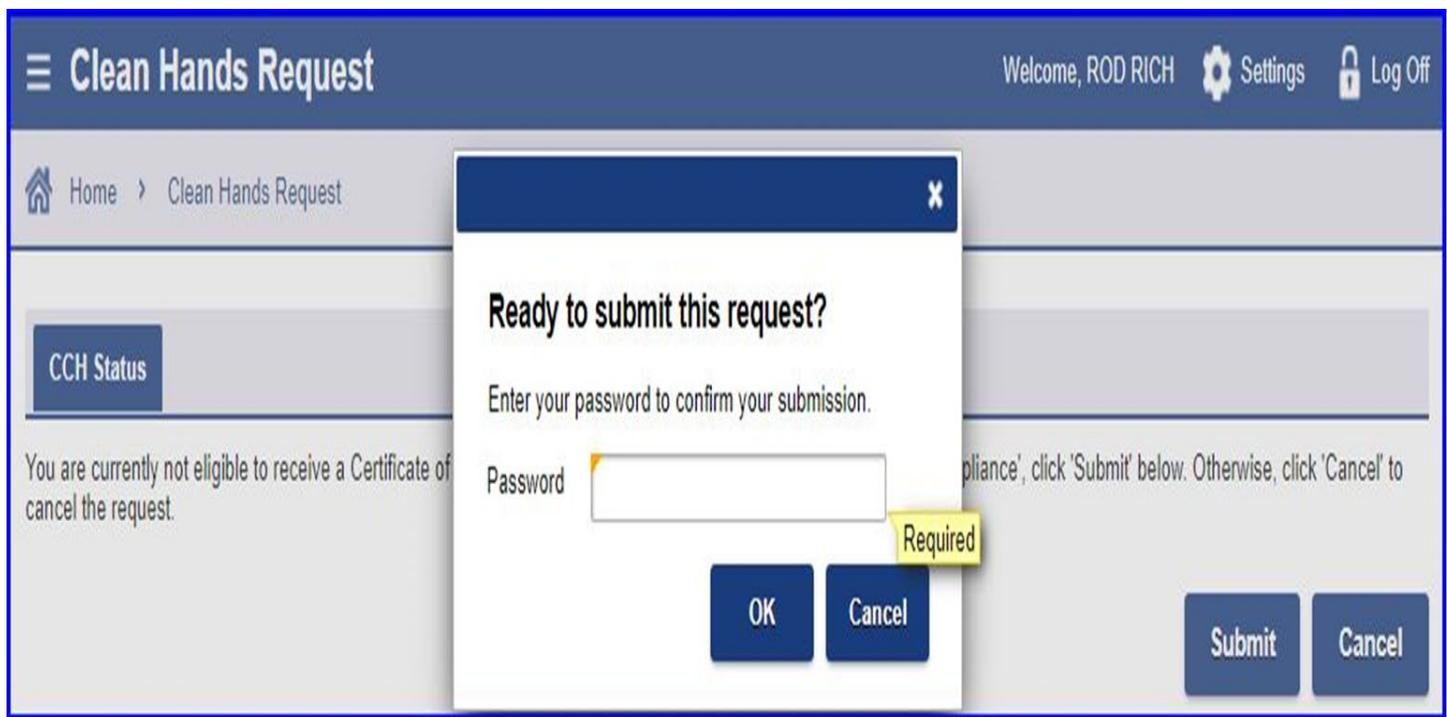
1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, enter your “Username” and “Password”.
 - a. Then click “Log In”



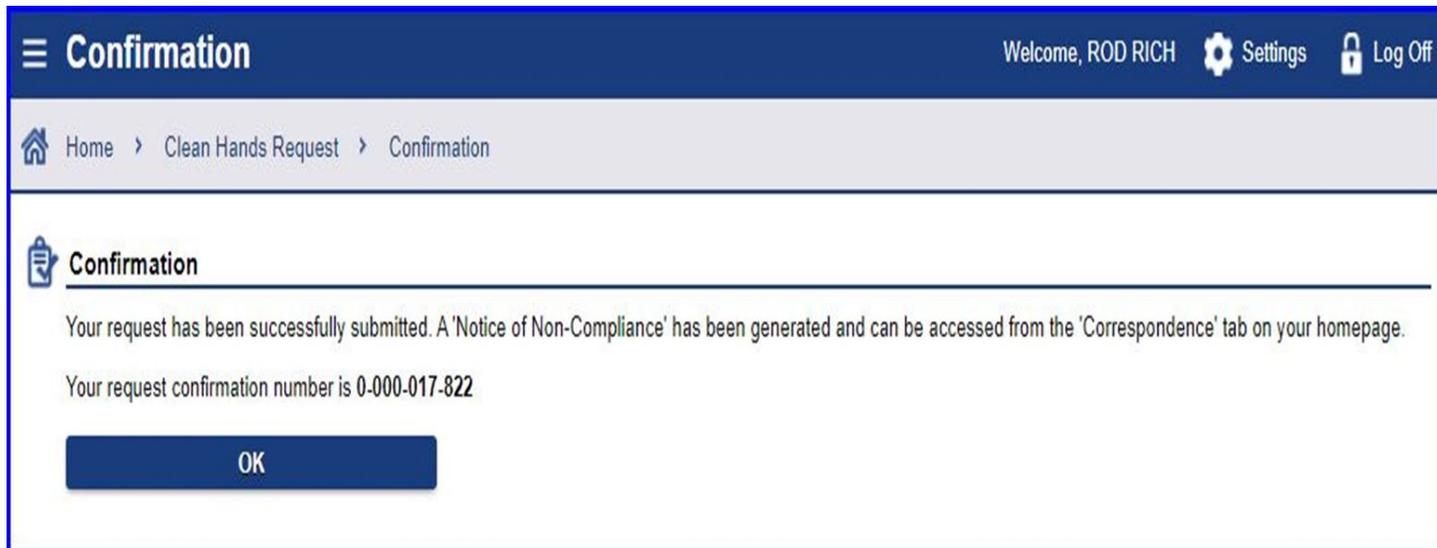
2. After logging in, click “Request a Certificate of Clean Hands” link.



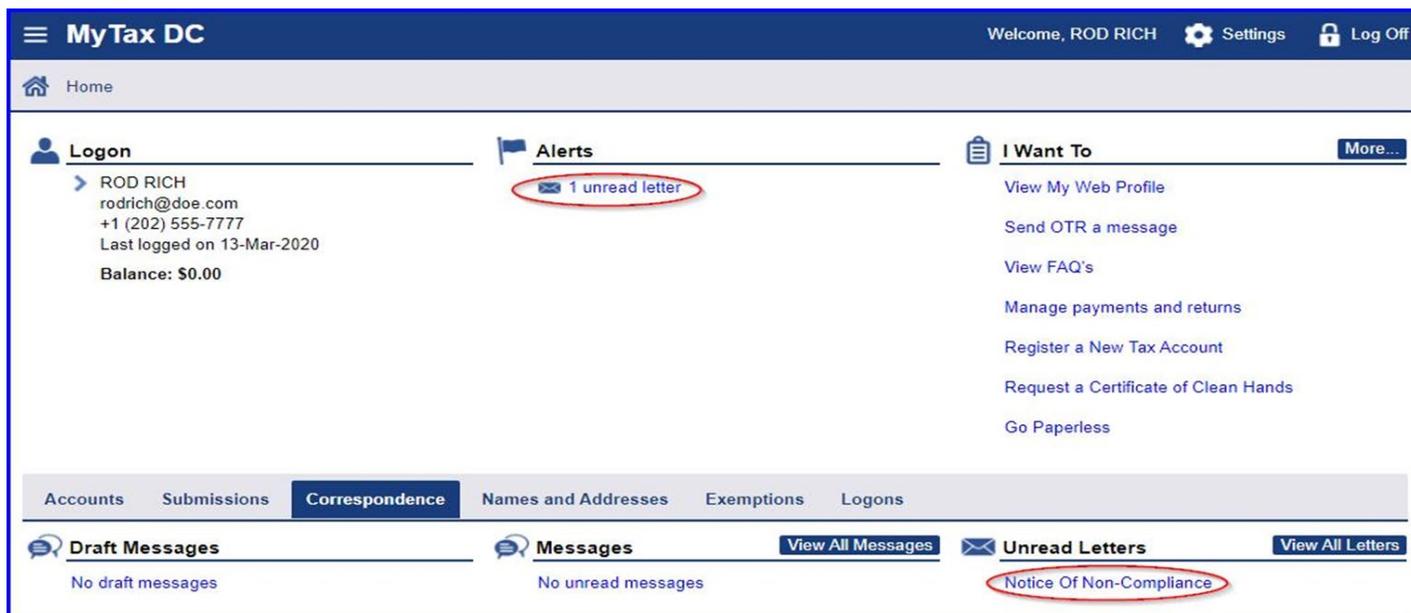
- 3. The page will display if you are eligible to receive a **Certificate of Clean Hands**. (For this example, the taxpayer is **not eligible**, as seen highlighted above.
 - a. Click **“Submit”** to generate a **Notice of Non-Compliance**.



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



- 5. A **confirmation number** will populate.
 - a. Click **“OK”**



- 6. After clicking **“OK”**, you will return to the home screen.
 - a. Under the **“Alerts”** column, click the **“Unread Letter”** link.

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

1101 4th Street, SW
Washington, DC 20024

Date of Notice: March 12, 2020 Notice Number: L0000218696

ROD RICH SSN: ***-**-7777
1101 4TH ST SW REAR Case ID: 97180
WASHINGTON DC 20024-4591

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:

Agency	Phone Number	Address
Office of Tax and Revenue	202-724-5405	1101 4th St SW, Suite W270


Authorized By Marc Aronin
Chief, Collection Division

- 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.