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 by following this step-by-step guide.

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1a

Username
Password
Log In

Forgot username or password?

New user?
Sign-up for MyTax.DC.gov

Q *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
> Request a Certificate of Clean Hands

Individual
I want to...
> Check the Status of My Refund
> Learn More About DC Freefile/Fillable Forms
> Respond to Verification Letter
> View Tax Forms

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

Tax Law and Guidance
I want to...
> View Private Letter Rulings
> View DC Tax Code
> View Tax Guidance Issued by OTR
> View Notices

Taxpayer Advocate
I want to...
> View Taxpayer Bill of Rights
> Request Assistance
> En Español

More...
I want to...
> File Form FR-329 - Consumer Use Tax Return
> Request Government Exemption
> Request Residential Parking Exemption
> Search for Certificate/License Exemptions

MyTax.DC.gov User Guide:
How to File a Personal Property Tax Return (FP-31)

1. From the MyTax.DC.gov homepage, log in using your **Username** and **Password**.
    a. If you do not have a 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).
2. In the user profile, under **Summary**, locate your **Personal Property** tax account.
    a. Click the **Returns** hyperlink.

3

Returns
Personal Property Tax
400-000065407
BUSINESS TEST

Balance
$0.00

> File an Extension

Returns   Periods

Returns

Period	Return	Status	
30-Jun-2021	FP-31 Personal Property Return		File Now
30-Jun-2020	FP-31 Personal Property Return		File Now
30-Jun-2019	FP-31 Personal Property Return		File Now
30-Jun-2018	FP-31 Personal Property Return		File Now

3. Under the **Returns** section, click the "**File now**" hyperlink for the return you are filing.

FP-31 Return
30-Jun-2021
Personal Property Tax
400-000065407
BUSINESS TEST

FP-31 Return

Return Information

4

View Form Instructions

Tax Year: 2021   Personal Property Tax   BUSINESS TEST   Due Date: 7/31/2020

Government of the District of Columbia   Form: FP-31 Return   Account ID: 400-000065407   Tax Period Ending: 6/30/2021

Return Information

	No	Yes
Is this your final return? *	No	Yes
Are you QHTC Certified? *	No	Yes
Is the remaining cost $225,000 or less? *	No	Yes
Is this return being filed by a paid tax preparer? *	No	Yes
Are you authorizing an individual to discuss this return with OTR? *	No	Yes

4a

Cancel   **4b**   < Previous   Next >

4. The **FP-31 Personal Property Tax Return** will appear.
   a. Answer the **Return Information** questions on the right side of the screen.
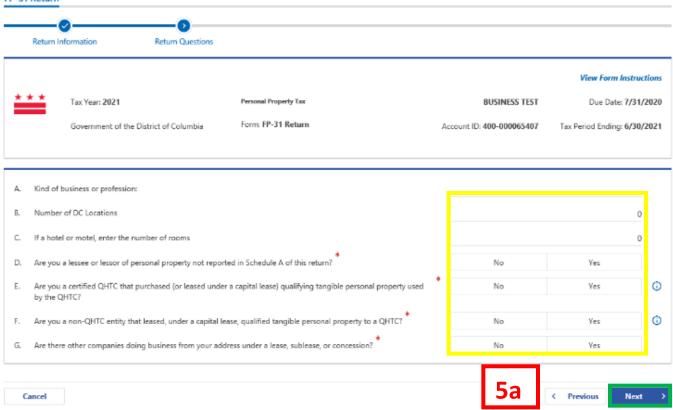   b. Click **Next.**

FP-31 Return

30-Jun-2021
Personal Property Tax
400-000065407
BUSINESS TEST

FP-31 Return

5

Return Information ✓ ——— Return Questions ›

View Form Instructions

★ ★ ★

Tax Year: 2021	Personal Property Tax	BUSINESS TEST	Due Date: 7/31/2020
Government of the District of Columbia	Form: FP-31 Return	Account ID: 400-000065407	Tax Period Ending: 6/30/2021

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? *	No	Yes
E.	Are you a certified QHTC that purchased (or leased under a capital lease) qualifying tangible personal property used by the QHTC? *	No	Yes ⓘ
F.	Are you a non-QHTC entity that leased, under a capital lease, qualified tangible personal property to a QHTC? *	No	Yes ⓘ
G.	Are there other companies doing business from your address under a lease, sublease, or concession? *	No	Yes

Cancel

5a

‹ Previous   Next ›

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

6. On the **Import Schedules** page, select **Yes** to indicate you will be uploading your schedules. If you would like to manually import schedule data, click **No.** For this example, we will click **No**.
   a. Click **Next.**

   Note: If you select **Yes** to upload your schedules, you may click the **Download Excel worksheet (xslx) if using file import** hyperlink in the upper right corner. A compatible worksheet will download for you to **complete** and **upload.**

FP-31 Return

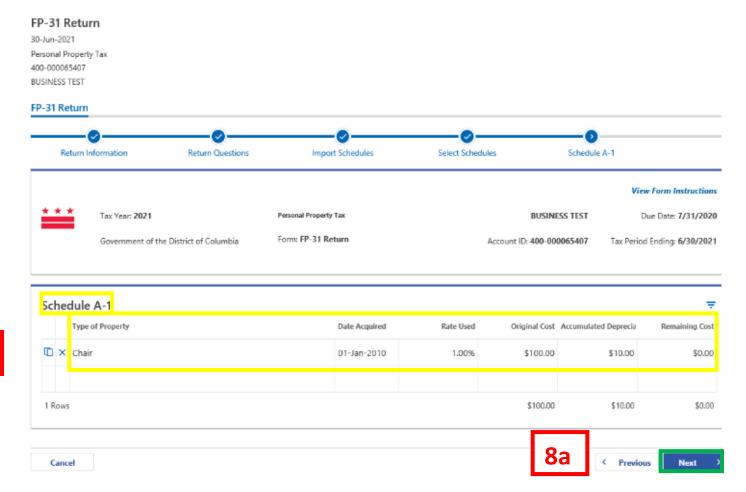Return Information — Return Questions — Import Schedules — Select Schedules

View Form Instructions

★ ★ ★

Tax Year: **2021**

Government of the District of Columbia

Personal Property Tax

Form: **FP-31 Return**

BUSINESS TEST

Account ID: **400-000065407**

Due Date: **7/31/2020**

Tax Period Ending: **6/30/2021**

	No	Yes
Will you be providing data for Schedule A-1? **7**	No	Yes
Will you be providing data for Schedule A-2?	No	Yes
Will you be providing data for Schedule A-3?	No	Yes
Will you be providing data for Schedule B?	No	Yes
Will you be providing data for Schedule C?	No	Yes
Will you be providing data for Schedule D-1?	No	Yes
Will you be providing data for Schedule D-2?	No	Yes
Will you be providing data for Schedule D-3?	No	Yes
Will you be providing data for Schedule D-4?	No	Yes

Cancel

7a

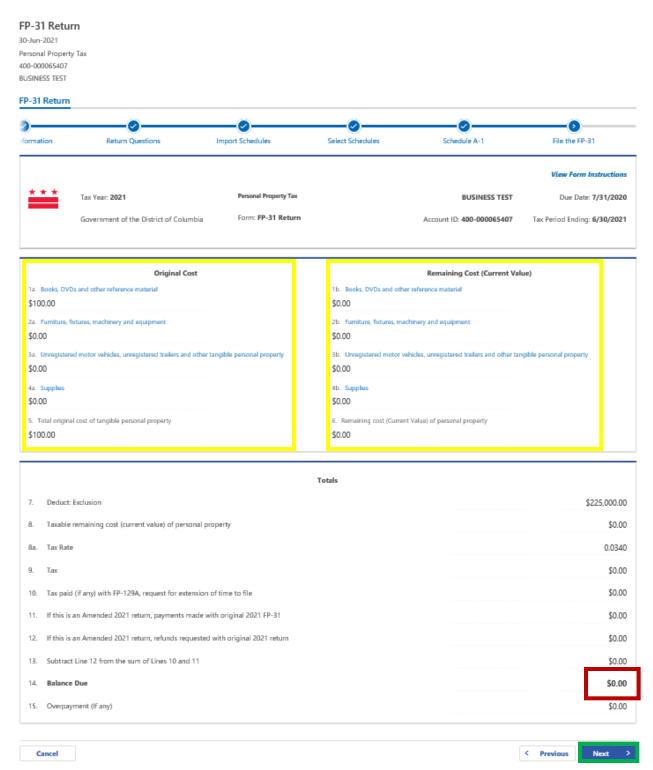< Previous   Next >

7. Select which **Schedule** you will be providing data for by clicking **Yes**. For this example, we have selected to provide data for Schedule A-1.
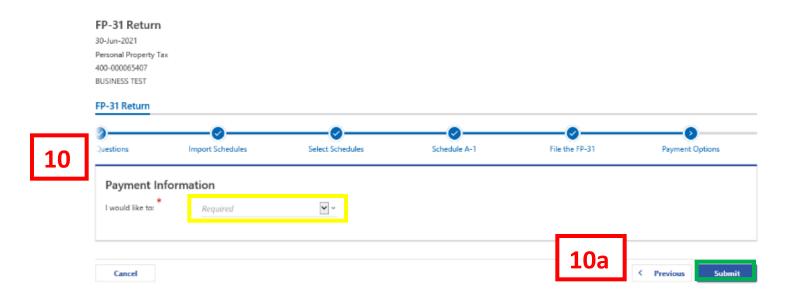
   a. Click **Next.**

8. Schedule A-1 will display. Enter your **Type of Property**, **Date Acquired**, **Rate Used**, **Original Cost**, **Accumulated Depreciation**, and **Remaining Cost** for each line item.
   a. Click **Next**.

FP-31 Return

30-Jun-2021

Personal Property Tax

400-000065407

BUSINESS TEST

FP-31 Return

Information	Return Questions	Import Schedules	Select Schedules	Schedule A-1	File the FP-31

View Form Instructions

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Tax Year: **2021**

Government of the District of Columbia

Personal Property Tax

Form: **FP-31 Return**

BUSINESS TEST

Account ID: **400-000065407**

Due Date: **7/31/2020**

Tax Period Ending: **6/30/2021**

Original Cost		Remaining Cost (Current Value)	
1a. Books, DVDs and other reference material		1b. Books, DVDs and other reference material	
$100.00		$0.00	
2a. Furniture, fixtures, machinery and equipment		2b. Furniture, fixtures, machinery and equipment	
$0.00		$0.00	
3a. Unregistered motor vehicles, unregistered trailers and other tangible personal property		3b. Unregistered motor vehicles, unregistered trailers and other tangible personal property	
$0.00		$0.00	
4a. Supplies		4b. Supplies	
$0.00		$0.00	
5. Total original cost of tangible personal property		6. Remaining cost (Current Value) of personal property	
$100.00		$0.00	

Totals

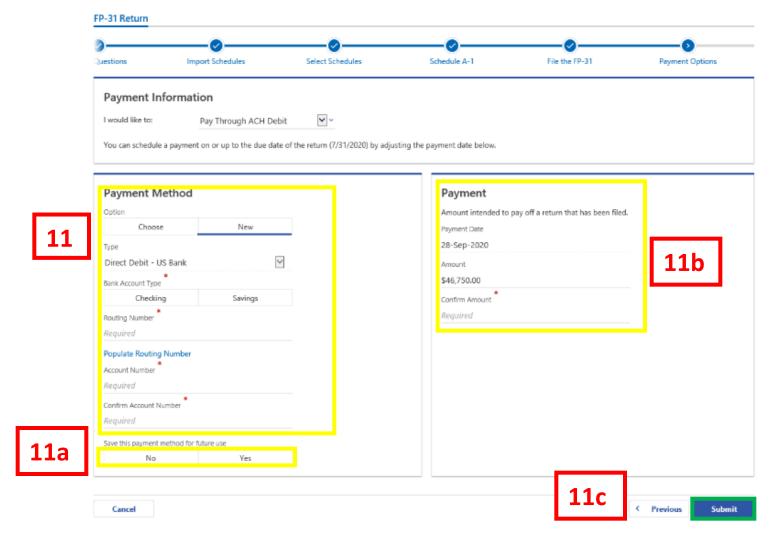|		
7.	Deduct: Exclusion	$225,000.00
8.	Taxable remaining cost (current value) of personal property	$0.00
8a.	Tax Rate	0.0340
9.	Tax	$0.00
10.	Tax paid (if any) with FP-129A, request for extension of time to file	$0.00
11.	If this is an Amended 2021 return, payments made with original 2021 FP-31	$0.00
12.	If this is an Amended 2021 return, refunds requested with original 2021 return	$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

< Previous   Next >

9a

9. 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 where appropriate. If there is a **Balance Due**, the system will automatically calculate the liability on **Line 14**.
   a. Click **Next.**

FP-31 Return
30-Jun-2021
Personal Property Tax
400-000065407
BUSINESS TEST

FP-31 Return

Questions — Import Schedules — Select Schedules — Schedule A-1 — File the FP-31 — Payment Options

10

Payment Information

I would like to: *   Required

Cancel

10a

‹ Previous   Submit

10. 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 submit the return without making a payment. For this example, we will choose to **Pay through ACH Debit.**
    a. Click **Submit.**

11. 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 to store your bank account information, click **Yes** beneath **Save this payment method for future use.** For this example, we selected **No.**
    b. In the **Payment** section, your payment date will automatically populate. Enter the **Amount** of your payment and **Confirm** that amount.
    Note: If you would like to schedule a payment in the future, you can do so from the account summary page by clicking the "Make a Payment" hyperlink. Payments can be scheduled up to one year in advance.
    c. Click **Submit.**

Confirmation   ✕

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 **$46,750.00.**

Enter your password below to electronically sign this return.

12

Password *

Required

12a   Cancel   OK

12. In the **Confirmation** pop-up window, enter your MyTax.DC.gov **Password,** which will act as your electronic signature.

      a.   Click **OK.**

13

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 **0-000-049-165**. Please retain your confirmation number for future reference.

Tax Type:	Form: **FP-31 Return** - Personal Property Tax
Filed For:	400-000065407
	BUSINESS TEST
Period Ending:	30-Jun-2021
Balance Due:	$46,750.00
Submitted Date:	28-Sep-2020 3:48:45 PM

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

Printable View

OK

14

Feedback

How satisfied were you with using the MyTax application to complete your tax matter?

☆ ☆ ☆ ☆ ☆

Comments

Submit Feedback

13. A **Confirmation** page displays. To obtain a printed copy of this page, click Printable View. Otherwise, click **OK.**
14. A section to provide **Feedback** will also appear. Please take a moment to let us know how satisfied you were using the MyTax application. You will also be able to share any comments or concerns in the space provided. Once finished, click **"Submit Feedback"**.