



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

# 2006 FR-800M Sales and Use Tax Monthly Return Booklet

## **What's New?**

- *We have eliminated the penalty and interest lines from the form. If these apply to you, our system will assess them automatically.*

**Secure - Accurate - Convenient ...**

DISTRICT OF COLUMBIA



ELECTRONIC TAXPAYER SERVICE CENTER

**File Electronically Today!**

**[www.cfo.dc.gov/otr](http://www.cfo.dc.gov/otr)**

# Need assistance?

**File or pay online:** [www.cfo.dc.gov/otr](http://www.cfo.dc.gov/otr)

## Get tax forms

Download forms at [www.cfo.dc.gov/otr](http://www.cfo.dc.gov/otr)

Request forms by fax: 202-727-4TAX(4829) (option 3)

Request forms by mail: 202-442-6546

Pick up forms:

**Office of Tax and Revenue**

941 North Capitol St NE Lobby  
8:15 am–4:30 pm

**Reeves Center**

2000 14<sup>th</sup> St NW Lobby  
7 am–7 pm

**Municipal Center**

300 Indiana Av NW Lobby  
6:30 am–8 pm

**Recorder of Deeds Building**

515 D St NW Lobby  
8:30 am–4:30 pm

**Wilson Building**

1350 Pennsylvania Av NW  
7 am–7 pm

**MLK Jr Memorial Library**

901 G St NW  
Sunday, 1-5 pm  
Monday–Thursday 10 am–9 pm  
Friday, Saturday 10 am–5:30 pm

**Penn Branch**

**3220 Pennsylvania Av SE**  
8:15 am–4:30 pm  
Tuesdays & Thursdays

**One Judiciary Square**

441 4<sup>th</sup> St NW Lobby  
7 am–7 pm

## Ask tax questions

Contact our Customer Service Call Center: 202-727-4TAX(4829)

**Regular hours**

8:15 am–4:30 pm  
Monday–Friday

**Extended hours**

April 3 - 14 - 8:15 am–6 pm; April 17 - 8:15 am–8 pm  
Monday–Friday

## Ask tax questions; get free tax preparation help

Visit our Walk-In Center, 941 North Capitol St NE 1<sup>st</sup> floor

**Regular hours**

8:15 am–4:30 pm  
Monday–Friday

**Extended hours**

April 3 - 14 - 8:15 am–6 pm  
Monday–Friday

**Saturdays**

April 8 & 15 - 9 am–1 pm

Visit our Penn Branch Satellite Center, 3220 Pennsylvania Av SE

**Regular hours**

8:15 am–4:30 pm Tuesdays & Thursdays

**Need help with this form?** Come to our Walk-In Center, at 941 North Capitol St NE.

**Are you unable to hear or speak?** Call the DC Relay Service, 202-855-1234.

[Chinese/中文] 您需要協助閱讀或了解英文嗎？請致電 202-727-4829 或請到 941 North Capitol St NE，要求免費語言熱線(Language Line)口譯員協助您。

[Korean/한국어] 영어를 읽거나 이해하기 위해 다른 사람의 도움이 필요하십니까? 202-727-4829 번으로 전화하시거나 941 North Capitol St NE 를 방문하십시오. 귀하를 도와드릴 무료 랭귀지 라인(Language Line) 통역사를 요청하십시오.

[Spanish/Español] ¿Necesita ayuda para leer o entender inglés? Llame al 202-727-4829 o venga a 941 North Capitol St NE. Pida que le asignen un intérprete de la Línea de los Idiomas (Language Line) para que le ayude, sin costo alguno.

[Vietnamese/Tiếng Việt] Quý vị có cần giúp đỡ để đọc và hiểu Anh ngữ không? Xin gọi 202-727-4829 hoặc đến 941 North Capitol St NE. Yêu cầu có được thông dịch viên Đường Dây Ngôn Ngữ (Language Line) để giúp đỡ miễn phí cho quý vị.

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# Monthly Sales and Use Tax Return

## Filing Period and Due Dates

Your monthly returns are due by the 20th of the month after the month being reported. If the due date falls on a Saturday, Sunday, or legal holiday, the return is due the next business day. You must file a return, even if you did not make any sales or no sales or use tax is due. Otherwise, you will receive a delinquency notice.

**NOTE:** If your liability exceeds \$25,000 in a month, you must file electronically, see [www.cfo.dc.gov/otr](http://www.cfo.dc.gov/otr). If your monthly sales and use tax liability is consistently less than \$100, call the Office of Tax and Revenue (OTR) at (202) 727-4TAX(4829) to change your filing frequency from monthly to annual.

## NAICS Business Activity Code

Please refer to FR-500, Combined Business Tax Registration Application booklet for a list of NAICS codes. They are also available on our website [www.cfo.dc.gov/otr](http://www.cfo.dc.gov/otr).

## Payments

Write your Federal Employer Identification Number (FEIN) or Social Security Number (SSN), FR-800M, and the period ending on your check or money order. Make it payable to the DC Treasurer; mail it with your return to: Office of Tax and Revenue, PO Box 96384, Washington DC 20090-6384. You may pay at any branch of the Wachovia Bank in DC. You may also pay electronically, see our website - [www.cfo.dc.gov/otr](http://www.cfo.dc.gov/otr).

## Forms

This booklet has all the forms and instructions you will need. It is mailed to each registered taxpayer except those filing electronically or on a substitute form. You are responsible for filing and paying taxes on time whether or not you receive the forms. You may want to file your return and pay your tax liability electronically. If your liability exceeds \$25,000 in any month, you must file electronically see - [www.cfo.dc.gov/otr](http://www.cfo.dc.gov/otr).

## Dishonored Checks

You will be charged \$65 for any check you send to us that is dishonored.

## Exempt and/or Nontaxable Sales

- Sales to the United States or the DC Government or any of their instrumentalities;
- Sales to a semipublic institution with a DC Certificate of Exemption form (FR-551);
- Sales to a purchaser who provides you with a DC Certificate of Resale form (OTR-368);

- Sales delivered to a purchaser outside DC; and
- Certain sales in DC by a Qualified High Technology Company (QHTC) and certain sales to a QHTC. *Fill in the QHTC oval, attach a copy of the QHTC-CERT form to each monthly return and enter the amount in Column B, Line 13, QHTC exempt sales. See DC publication FR-399 for details.*

**NOTE:** Charitable organizations must collect and pay sales tax only on taxable items.

## Tax Rates

- The 5.75% rate applies to:
  - Sales of tangible property delivered in DC;
  - Rentals or leases of tangible personal property, except rentals of textiles to residential users;
  - Sales of newspapers and publications;
  - Sales of food or drinks through vending machines;
  - Sales of certain services: real property maintenance; landscaping; employment; personnel placement; data processing; information; production; fabrication or printing; repairs or alterations of tangible personal property; copying; photocopying, duplicating, or mailing; delivery; and laundering, dry cleaning, or pressing; unless the service is performed by coin-operated equipment;
  - Sales of stationary two-way radio services, telegraph services, teletypewriter services, teleconferencing services, “900,” “976,” “915,” and other “900” type telecommunication services, telephone answering services and coin-operated telephone services. (These services are exempt from sales tax if charges to the end-user are subject to the DC gross receipts tax or the DC toll telecommunications tax);
  - Admissions to certain public events, for more details, see publication FR-379, *General Information: Sales and Use Taxes* (visit [www.cfo.dc.gov/otr](http://www.cfo.dc.gov/otr));
  - Sales of local telephone service, gas, oil and electricity for commercial use; and
  - Sales of solid fuel or steam.
- The 9% rate applies to sales of alcoholic beverages for consumption off the premises.
- The 10% rate applies to:
  - All sales of food and drink served or prepared for immediate consumption or sold in or by restaurants, lunch counters, cafeterias, hotels, caterers, boarding houses, carry-out shops and similar places of business. This includes food or drink in a heated state, cold drinks dispensed on a self-service basis into a container and frozen yogurt, ice cream, ice milk or sherbet sold in quantities of less than one pint.
  - Rentals of motor vehicles and utility trailers, except those registered for commercial purposes;

- Sales of alcoholic beverages for consumption on the premises; and
- Sales of prepaid telephone calling cards.
- The 12% rate applies to charges for parking, storing, or keeping motor vehicles or trailers.
- The 14.5% rate applies to charges for rooms, lodgings, or accommodations furnished to transients.

**Rules for Reporting Sales and Use Taxes**

You must charge and collect tax on the actual selling price. Report cash, credit or charge sales, including conditional sales, for the period each sale took place, even if you have not collected part of the sales price.

Do not deduct —

- Refunds you issued for previously reported sales, see Claim for Refund of Sales and Use Tax (FR-331) for detailed instructions on how to claim overpayments.
- Amounts for any sale of property that is later repossessed.

You may deduct uncollectable balances on accounts (bad debts). Subsequent collections of bad debts must be reported in full in the period that you collect them. Expenses incurred in collecting bad debts are not deductible. (See Title 9 of the DC Municipal Regulations available for purchase from: Office of Documents and Administrative Issuances, 441 4th St NW # 520S, Washington DC 20001-2714.)

**Criminal Penalties**

You will be penalized if you are required to file a return or report, or perform any act under the provisions of the Sales and Use Tax Act, and —

- You fail to timely file the return or report. If convicted, you will be fined not more than \$1,000 or imprisoned for not more than 180 days, or both, for each failure or neglect; or
- You willfully fail to timely file the return or report. If convicted, you will be fined not more than \$5,000 or imprisoned for not more than 180 days, or both.
- You willfully attempt to evade or defeat a tax; or willfully fail to collect, account for, or pay over a tax; you are subject to other penalties (see DC Code §47-4101 and 4102).

These penalties are in addition to penalties for false statements under DC Code §22-2405 and any other penalties provided in the Sales and Use Tax Act.

Corporate officers may be held personally liable for the payment of taxes owed if not paid to DC.

**Penalty and Interest Charges**

OTR will charge:

- A penalty of 5% per month if you fail to file a return or pay any tax due on time. It is computed on the unpaid tax for each month, or fraction of a month, that the return is not filed or the tax is not paid. It may not exceed an amount equal to 25% of the tax due;
- A 20% penalty on that portion of an underpayment of taxes attributable to negligence. Negligence is a failure to make a reasonable attempt to comply with the law or to exercise ordinary and reasonable care in preparing tax returns without the intent to defraud. One indication of negligence is a failure to keep adequate books and records;
- Interest of 10% per year, compounded daily, on a late payment; and
- A civil fraud penalty of 75%

**Use Tax Reporting**

You must report the cost of all personal property and taxable services used or consumed by you in DC on which sales tax has not been paid to any state. This includes the cost of items purchased under a Certificate of Resale and withdrawn from stock for personal use or for use in the conduct of your business. QHTC filers do not need to report use tax on certain purchases. (See FR-399)

**Overpayment of Sales or Use Tax**

You cannot claim credit on your FR-800M for an overpayment of sales or use tax from a prior year. To receive an overpayment *credit*, you must file Form FR-331. If you need more information, please call (202) 727-4829. For tax forms, call (202) 442-6546 or visit [www.cfo.dc.gov/otr](http://www.cfo.dc.gov/otr).

**Amended Returns**

You can correct a previously filed FR-800M return by filing an amended return. Fill in the Amended return oval and show the corrected figures. You must complete and attach a Form FR-331 to any amended return requesting a refund.

**Use Tax**

Line 1: Taxable at 5.75%: In Column B enter the Taxable amount of all items or services used by you in DC for the month being reported and on which you have not

previously paid a sales tax to any state. Multiply the amount by .0575 and enter the result on Line 1C.

Line 2: Taxable at 9%: In Column B enter the Taxable amount of alcoholic beverages used by you in DC for the month being reported and on which you have not previously paid a sales tax to any state. Multiply the amount by .09 and enter the result on Line 2C.

Line 3: Taxable at 10%: In Column B enter the Taxable amount of all food and drinks used or consumed in DC, or rentals of motor vehicles or utility trailers (except those registered for commercial purposes) for the month being reported and on which you have not previously paid a sales tax to any state. Multiply the amount by .10 and enter the result on Line 3C.

Line 4, enter the amount exempt from use tax if you are a certified QHTC. Fill in the QHTC oval and attach a copy of your QHTC-CERT form.

Line 5: Total use tax: Add Lines 1C, 2C and 3C and enter the result on Line 5C.

### **Sales Tax**

Line 6: Taxable at 5.75%. In Column B enter the amount of all sales taxed at 5.75% for the month being reported. Multiply the amount by .0575 and enter the result on Line 6C.

Line 7: Taxable at 9%. In Column B enter the amount of all sales taxed at 9% for the month being reported. Multiply the amount by .09 and enter the result on Line 7C.

Line 8: Taxable at 10%. In Column B enter the amount of all sales taxed at 10% for the month being reported. Multiply the amount by .10 and enter the result on Line 8C.

Line 9: Taxable at 12%. In Column B enter the amount of all sales taxed at 12% for the month being reported. Multiply the amount by .12 and enter the result on Line 9C.

Line 10: Taxable at 14.5%. In Column B enter the amount of all sales taxed at 14.5% for the month being reported. Multiply the amount by .145 and enter the result on Line 10C.

Line 11, Column B. Add the entries on Lines 6B–10B and enter the Total taxable sales.

Line 11, Column C. Add all entries on Lines 6C–10C and enter the Total sales tax.

Line 12, Column B. Enter your Total exempt sales for the sales month being reported. Include the QHTC sales from Line 13B. If you have QHTC exempt sales, fill in the QHTC oval and attach a copy of the QHTC-CERT form.

Line 14, Column B. Add Lines 11B and 12B and enter the Total sales.

Line 15, Column C. Add Lines 5C (Total use tax) and 11C (Total sales tax) and enter the Tax due.

Lines 16 and 17, Column C. Enter the penalty and/or interest due.

Line 18, Column C. Add Lines 15C, 16C and 17C and enter the Total amount due.

### **Preparer Tax Identification Number (PTIN)**

A PTIN is issued by the IRS to a paid preparer who applies for one. A PTIN may be used instead of the preparer's SSN.



# 2006 FR-800M Sales and Use Tax Monthly Return



Taxpayer Identification Number 
 Fill in:  if FEIN  if SSN

Period Ending (MM/DD/YYYY)

OFFICIAL USE ONLY

Business name

Due date 
 Fill in:  if Amended return

Mailing address line 1 
 Fill in  if this is your first return or your address changed from your last return

Fill in:  if Certified QHTC
  if you will not be required to file this return again.

Mailing address line 2

Account identification number 
 NAICS code

City 
 State 
 Zip Code

**File a return even if no sales were made or no sales or use tax is due.**

Column A Description	Column B — Taxable amount	Tax Rate	Column C — Tax due — multiply column B by tax rate, enter here
1. Use Taxable at 5.75% 1B	\$ <input type="text"/>	X .0575	1C \$ <input type="text"/>
2. Use Taxable at 9% 2B	\$ <input type="text"/>	X .09	2C \$ <input type="text"/>
3. Use Taxable at 10% 3B	\$ <input type="text"/>	X .10	3C \$ <input type="text"/>
4. QHTC exempt purchases excluded from Line 1B 4B	\$ <input type="text"/>		
<b>5. Total use tax (Add Lines 1C, 2C and 3C) .....</b>			<b>5C</b> \$ <input type="text"/>
6. Sales Taxable at 5.75% 6B	\$ <input type="text"/>	X .0575	6C \$ <input type="text"/>
7. Sales Taxable at 9% 7B	\$ <input type="text"/>	X .09	7C \$ <input type="text"/>
8. Sales Taxable at 10% 8B	\$ <input type="text"/>	X .10	8C \$ <input type="text"/>
9. Sales Taxable at 12% 9B	\$ <input type="text"/>	X .12	9C \$ <input type="text"/>
10. Sales Taxable at 14.5% 10B	\$ <input type="text"/>	X .145	10C \$ <input type="text"/>
<b>11. Total taxable sales (Add Lines 6B–10B). 11B</b>	\$ <input type="text"/>	<b>11. Total sales tax (Add Lines 6C– 10C). 11C</b>	\$ <input type="text"/>
12. Total exempt sales (include Line 13B) 12B	\$ <input type="text"/>		
13. QHTC exempt sales 13B	\$ <input type="text"/>		
14 Total sales (Add Lines 11B and 12B) 14B	\$ <input type="text"/>		
		<b>15. Total amount due (Add Lines 5C and 11C) 15C</b>	\$ <input type="text"/>

PLEASE SIGN HERE

Under penalties of law, I declare that this return is correct, to the best of my knowledge. Declaration of paid preparer is based on all the information available to the preparer.

Telephone Number of Person to Contact

Taxpayer's signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

PAID PREPARER ONLY

Preparer's signature (if other than taxpayer) \_\_\_\_\_ Date \_\_\_\_\_

Paid Preparer's FEIN, SSN or PTIN

Firm name \_\_\_\_\_

Firm address \_\_\_\_\_

Make check or money order payable to the DC Treasurer. Include your FEIN or SSN, "FR-800M" and tax year on your payment. Mail return and payment to: Office of Tax and Revenue, PO Box 96384, Washington DC 20090-6384.



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