



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

2005
FR 900M

2005

FR 900M

**Employer's Withholding
Tax Booklet**

Monthly Returns and Annual Reconciliation

Secure - Accurate - Convenient ...

File Electronically Today!
www.cfo.dc.gov/otr



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IMPORTANT

- We encourage you to file and pay electronically. See our web site, www.cfo.dc.gov/otr for details. Payments may also be made at any Wachovia Bank in DC.
- Enter whole dollar amounts — do not use cents. Round all cents to the nearest dollar.
- If you complete a paper return, mail it and your payment using the address labels in the back of this booklet. The address is: Office of Tax and Revenue, PO Box 96385, Washington DC 20090.
- Mail the Annual Reconciliation and Report — FR-900B and any payment to the Office of Tax and Revenue, 6th Floor, 941 North Capitol St NE, Washington DC 20002-4265.
- You must include your Federal Employer Identification Number (FEIN) or Social Security Number (SSN) on all W-2 forms issued to employees from whom you withheld DC taxes.
- Make the check or money order payable to the DC Treasurer. Write your FEIN or SSN, FR-900M or FR-900B and the tax period on your payment.
- You must file your FR-900M returns and the FR-900B even if you withheld no tax or nothing is due.

Filing Period and Due Dates

Your FR-900M return is due by the 20th day of the month following the month being reported. For example, the January 2005 return is due February 20, 2005.

Who must file?

Every employer who withholds DC income tax from an employee must file a DC Withholding Tax Return. If your liability exceeds \$25,000 in any month, you must file electronically. See www.cfo.dc.gov/otr

NOTE: If your monthly withholding amount 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.

Forms

This booklet has all the forms and instructions you will need to file your returns. It is mailed to each registered taxpayer that does not file

electronically or use a substitute form. You are responsible for filing and paying taxes on time whether or not you receive the forms.

Payments

Write your FEIN or SSN, FR-900M or FR-900B, and the tax year 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 96385, Washington, DC 20090. You may pay electronically, see www.cfo.dc.gov/otr. You may also pay at any DC branch of the Wachovia Bank .

Dishonored checks

You will be charged \$65 for any check returned to us.

Submission of Forms W-2

You must send copies of every Form W-2 you issued showing your FEIN or SSN and the amount of DC income tax withheld during the year.

These forms are due by January 31, 2006. Send your Forms W-2 attached to your FR-900B. You may submit a magnetic tape or ADP printout instead of Forms W-2. The FEIN or SSN must be entered on each Form W-2 issued to DC resident employees. Mail Form W-2 magnetic tapes to: Office of Tax and Revenue, ISA, 941 North Capitol St NE FL3, Washington DC 20002-4234. If the number of W-2s is large, you may package them in convenient amounts. If you do so:

- Number the packages consecutively.
- Write the employer's name, address and FEIN on each package.
- Mail the forms W-2 separately from the Form FR-900B (Annual Reconciliation and Report) and write the number of packages containing forms W-2 on a cover sheet with the employer's name.
- Send the payment of any tax owed with the FR-900B. Attach a statement that the Forms W-2 are being mailed separately.

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.

Criminal Penalties

You will be penalized if you are required to file a return or report, or perform any act under the provisions of Title 47 of the DC Code and you:

- Fail to file the return or report timely. If you are convicted, you will be fined not more than \$1,000 or imprisoned for not more than 180 days, or both, for each occurrence; or
- Willfully fail to file the return or report timely. If you are convicted, you will be fined not more than \$5,000 or imprisoned for not more than 180 days, or both.
- Willfully attempt to evade or defeat a tax; or willfully fail to collect, account for, or pay a tax. You may be 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 applicable penalties. Corporate officers may be held personally liable for the payment of taxes owed to DC.

FAILURE TO WITHHOLD OR PAY TAX

An employer who fails to withhold or pay over to DC withholding taxes, is personally liable for the tax.

FORM FR-900B — ANNUAL RECONCILIATION AND REPORT Instructions

- Line 1** Enter your total DC income tax withheld during 2005 as shown on the Withholding Statements (W-2s). If you were not required to withhold, leave blank.
- Line 2** Enter your total DC income tax withheld and paid to DC during the reporting period.
- Line 3** If Line 1 is more than Line 2, enter the difference on Line 3.
- Line 4** If you do not pay your tax due (Line 3), or do not file your return timely, calculate the penalty. The penalty is 5% per month, or fraction of a month, of the tax due. The penalty may not exceed an amount equal to 25% of the tax due.
- Line 5** Calculate the interest at the rate of 10% per year, compounded daily on any tax and penalty due.
- NOTE:** Calculate the penalty and interest from the due date of the return to the date the tax is paid.
- Line 6** Add Lines 3-5 and enter the total.
- Line 7** If the amount on Line 1 is less than the amount of Line 2, enter the difference on Line 7.

REQUEST FOR WITHHOLDING TAX FORMS

Need more forms? Complete this form and send it to the address shown to the right.

Forms	Number Needed
FORM D-4 Employee's Withholding Allowance Certificate	
FORM D-4A Certificate of Non-Residence in the District of Columbia	

NOTE:

DC Forms D-2 are NO LONGER ISSUED. Use federal Forms W-2.



Office of Tax and Revenue
Customer Service Forms Office
941 North Capitol St NE FL 1
Washington DC 20002-4259

PRINT YOUR NAME AND MAILING ADDRESS BELOW

Business Name

Trade name

Mailing Address

City

State

Zip Code

Taxpayer name _____

FEIN _____



**PLEASE
SIGN
HERE**

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

Taxpayer's signature Title Date

Telephone number of person to contact

Grid for telephone number: 12 empty boxes

**PAID
PREPARER
ONLY**

Preparer's signature (if other than taxpayer) Date

Preparer's FEIN, SSN or PTIN

Grid for preparer's FEIN, SSN or PTIN: 12 empty boxes

Firm name

Firm address

Make check or money order payable to the DC Treasurer. Include your FEIN/SSN, "FR-900M" and tax year on your payment.
Mail return and payment to: Office of Tax and Revenue, PO Box 96385, Washington DC 20090.

Taxpayer name _____

FEIN _____



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

PLEASE SIGN HERE	_____	_____	_____
	Taxpayer's signature	Title	Date
PAID PREPARER ONLY	_____		_____
	Preparer's signature (if other than taxpayer)		Date

	Firm name		

	Firm address		

Telephone number of person to contact

Grid for telephone number: 12 empty boxes

Preparer's FEIN, SSN or PTIN

Grid for preparer's ID: 10 empty boxes

Make check or money order payable to the DC Treasurer. Include your FEIN/SSN, "FR-900B" and tax year on your payment. Mail return and payment to: Office of Tax and Revenue, 941 N Capitol NE 6FL, Washington DC 20002-4265.

Taxpayer name _____

FEIN/SSN _____



Employer's DC withholding tax reconciliation						Explanation
	Date Paid	Tax Paid	Penalty	Interest	Total Amount Paid	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
Total for the year						

OFFICE OF TAX AND REVENUE
PO BOX 96385
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**EMPLOYER'S
MONTHLY WITHHOLDING RECORD**

MONTH	DC INCOME TAX WITHHELD	DATE PAID
JAN		
FEB		
MAR		
APR		
MAY		
JUNE		
JULY		
AUG		
SEPT		
OCT		
NOV		
DEC		
RECONCILIATION		
Annual Payroll	(a) Payroll Tax Paid	Difference (Block a minus Block b)
	(b) Tax per W-2s	