



## PAYING YOUR BID TAX

Your BID tax funds the Downtown BID 501(c)6 organization that provides the Downtown BID neighborhood with numerous valuable services that help to create and maintain a vibrant neighborhood in which to do business. Under the law, DC's Office of Tax and Revenue (OTR) is responsible for processing your BID tax and then transferring funds to the Downtown BID. While the Downtown BID is not directly involved in the processing of your taxes, we want to assist you to ensure that this two-step process with OTR goes smoothly.

### **Helpful hints for making the payment process easier:**

#### **1) PAY EACH PROPERTY'S BID TAX WITH A SEPARATE CHECK**

- ✓ Do not combine the BID tax payments for multiple properties on one check.
- ✓ Do not combine BID tax and real estate tax payments on one check.
- ✓ Make sure to note the square and lot number on your checks.
- ✓ Make check payable to DC Treasurer.
- ✓ Do not pay your BID taxes by credit card.
- ✓ Do not pay your BID tax through your mortgage company.

#### **2) DO NOT PAY IN PERSON AT THE OFFICE OF TAX & REVENUE**

Payments may be made in the following manner:

##### **1. Pay online using our eCheck system at [www.taxpayerservicecenter.com](http://www.taxpayerservicecenter.com)**

- Search the Real Property Assessment Database.
- Enter your square and lot or your address.
- Click on your property to retrieve your account information.
- Click on "View Tax Information" at the bottom of the page.
- You will see "Real Property" and "Business Improvement District (BID Tax)" due amounts on the Account Summary tab.
- Then, click on "Click here to make payment" in the upper right corner of the page.
- Confirm the tax(es) to be paid (You may unselect a tax if you do not wish to pay at this time).
- Confirm the amount(s) to be paid (The amount paid defaults to the amount owed. You may change the amount if you choose).
- Enter your email address.
- Click on the "Pay Online" button.
- Verify payment amounts. If correct, click on "Submit".
- You will then be directed to enter your bank account information to complete the payment.

##### **2. Pay by check payable to the "DC Treasurer"**

- To ensure your payment is recorded accurately, you must write your Square, Suffix and Lot number on your check or money order.
- Mail your check with the coupon at the bottom of this notice to Office of Tax and Revenue, P.O. Box 98095, Washington, DC 20090-8095.
- If paying for more than one property, you must include separate checks for each payment voucher.

##### **3. Pay in person at any DC branch of the Wells Fargo Bank**

- Be sure to include the coupon at the bottom of this notice to ensure timely credit for your payment.

#### **3) SUBMIT THE ORIGINAL TAX BILL**

Do not submit copies, faxes, or emails of your tax bill to the Office of Tax & Revenue. Using the original tax bill will ensure that payment is properly scanned and processed to the correct account.

**Have more questions about your Downtown BID tax? Call Bertha A. Gaymon at (202) 661-7586 or email her at [taxline@downtowndc.org](mailto:taxline@downtowndc.org). You can also visit our website at [www.downtowndc.org](http://www.downtowndc.org) for more information about the Downtown BID.**

## BUSINESS IMPROVEMENT DISTRICT (BID) TAX BILL INFORMATION



### PAYMENTS:

You must pay your BID tax bill by September 15 for the first half tax payment and by March 31 for the second half tax payment. If the due date is on a weekend or holiday, it is due the next business day.

Payments may be made in the following manner:

1. Pay online using our eCheck system at [www.taxpayerservicecenter.com](http://www.taxpayerservicecenter.com):
  - Click on the Real Property Tab and then click Online Bill Payment;
  - You will need information from the front of this bill to make your payment; please use the BID Account Number "BD00-0316-0821" as printed on the payment coupon.
2. Pay by check payable to the "DC Treasurer":
  - To ensure your payment is recorded accurately, you must write your BID Account Number "BD00-0316-0821" on your check or money order;
  - Mail your check with the coupon at the bottom of this notice to Office of Tax and Revenue, P.O. Box 98095, Washington, DC 20090-8095;
  - If paying for more than one property, you must include separate checks for each payment voucher.
3. Pay in person at any DC branch of the Wells Fargo Bank:
  - Be sure to include the coupon at the bottom of this notice to ensure timely credit for your payment.

### PENALTY AND INTEREST CHARGES:

The law provides that if your Business Improvement District tax is not paid in full by the due date on the tax bill, the Office of Tax and Revenue must charge a penalty equal to 10 percent of the delinquent tax and interest on the delinquent tax at the rate of 1.5 percent per month (or part thereof) until paid.

### TAX SALE:

Properties delinquent in the payment of a real property or BID tax, special or nuisance assessment, water bill, or public space rental charge may be sold at tax sale.

### BILL QUESTIONS:

For other services or tax bill questions, visit our Customer Service Center at 1101 4th Street SW, Second Floor, Washington, DC 20024, Monday-Friday 8:15 a.m. - 4:30 p.m. (except holidays), or call our Customer Service Call Center at (202) 727-4TAX (4829).

### ADDRESS CHANGE:

To change your mailing address for BID tax bills, complete and submit a BID Change of Address form. Download the BID Change of Address form from our Web site at [www.taxpayerservicecenter.com](http://www.taxpayerservicecenter.com). Click on "Tax Forms/Publications," and then in the Real Property dialogue box click on "BID Change of Address." Please email the completed BID Change of Address form to [ops.rpta@dc.gov](mailto:ops.rpta@dc.gov) or mail the document to Office of Tax and Revenue, Attn: Operations Unit, 1101 4th Street, SW, Suite W550, Washington, DC 20024, or fax it to: (202) 442-6796.

DO NOT WRITE ANY MAILING ADDRESS CHANGE ON THE RETURN PORTION OF YOUR BILL.

### MORTGAGE COMPANY INFORMATION:

If there is a mortgage company message printed on the front of this bill, your mortgage company has requested to receive your BID tax bill. If you did not authorize your mortgage company to pay your BID tax bill or have other payment questions, contact your mortgage company.

### PROTESTS:

If you believe that your BID tax bill is incorrect, you may file a protest. To avoid penalty and interest charges, please pay the entire BID tax bill by the due date. In your protest, explain why you disagree with the BID tax bill. Please forward your protest to the BID entity; contact information is listed on the front of this bill under "Additional Information." DO NOT SEND YOUR PROTEST WITH YOUR BID TAX PAYMENT.