

CERTIFICATE OF CLEAN HANDS INFORMATION SESSION

August 18, 2022



PRESENTERS



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AGENDA

- Agency Overview
- Renewal Cycle Overview
- Required Application Items
- Optional Application Items
- Post Application Steps
- Certificate of Clean Hands Requests
- Points of Contact
- Q&A

ABRA OVERVIEW



The **Alcoholic Beverage Regulation Administration (ABRA)** is an independent agency within DC Government charged with supporting the public's health, safety and welfare through the control and regulation of the sale and distribution of alcoholic beverages and medical cannabis.

The **Office of Tax and Revenue (OTR)** is a part of the Office of the Chief Financial Officer for the District of Columbia. OTR's mission, through its Collection Division, is to collect the proper amount of tax due to the District of Columbia and correctly account for all revenues, while minimizing the burden on taxpayers and the cost to the government.

RENEWAL CYCLE OVERVIEW

IMPACTED LICENSEES | KEY DATES



RENEWAL CYCLE OVERVIEW

- Currently underway is the renewal period for upwards of 500 licenses including **select on-premises retailers** (taverns, nightclubs, wholesalers, and manufacturers).
- The deadline to submit license renewal applications with all required documentation is **4:00 p.m. on Friday, September 30, 2022.**
- Late fees will be assessed, with fines of \$50 per business day, not to exceed the annual license fee, beginning on **Monday, October 3.**
- Licensees who fail to submit a renewal application by 4:00 p.m. on **Tuesday, October 18, 2022,** will be served a **Cease and Desist Order on Wednesday, October 19, 2022,** followed by a License Cancellation Order on **Wednesday, November 1.**

REQUIRED APPLICATION ITEMS



REQUIRED APPLICATION ITEMS

Submitted renewal packets must include the following:

- **Application**
 - Applications must be signed by an officer or managing member members sole member.
- **Certificate of Good Standing**
 - A printed Certificate of Good Standing—as issued by **the Department of Consumer and Regulatory Affairs (DCRA)**.
 - Applies only if the holder of the license is a corporate (incorporated, limited liability, etc...) entity.

REQUIRED APPLICATION ITEMS

- **Certificate of Clean Hands (Individual)**

- A printed Certificate of Clean Hands (CCH)—as issued by **the Office of Tax and Revenue (OTR)**—for all persons listed as a president, vice president, managing member, member, shareholder, or sole member on the license.
- For **non-DC residents**, the certificate must be dated no later than 3 months of application submission. For **DC residents**, the certificate must be dated no later than 1 month of application submission.

- **Certificate of Clean Hands (Business Entity)**

- A printed CCH—as issued by OTR—for the business entity.
- The certificate must be dated no later than one month of application submission.

REQUIRED APPLICATION ITEMS

- **Payment**

- Annual license fee amounts are detailed at abra.dc.gov/page/license-fees-and-renewal-schedule.
- Applicants must provide payment for the first year's annual fee but have the option of making multiple annual fee payments (up to three (3) years).
- Methods of payment include checks and credit card (in-person only).
 - Checks (no starter checks), cashier's check, and money order, made payable to the **D.C. Treasurer**, may be included with mailed and dropped off renewals.
 - Do NOT include credit card information in any email.
 - Do NOT include cash with any mailed or dropped off paper application. Cash is not an accepted form of payment.
 - Payment cannot be made online or by phone.

OPTIONAL APPLICATION ITEMS

Settlement Agreement Termination Requests



OPTIONAL APPLICATION ITEMS

- Licensees may request an amendment or the termination of a **Settlement Agreement**—without the consent of the other party—if the agreement has been in effect for at least four (4) years from the date it was approved by the ABC Board.
- Requests for amendment or termination must be submitted with the renewal application.

POST APPLICATION STEPS

PUBLIC COMMENT PERIOD | PROTESTED APPLICATIONS



POST APPLICATION STEPS

- Alcohol license renewal applications require a 45-day public comment period. Impacted and impacted adjacent ANC's will receive notice and the establishment will be placarded.
- Eligible parties that want to protest the application have until the posted deadline to submit a written protest to ABRA. Establishments may continue to operate as normal during the public comment period and any ABC Board-approved Settlement Agreement remains in effect.

PROTESTS



- Protest letters must be submitted to ABRA by the public comment period deadline provided on the placard and include:
 - At least one appropriateness standard.
 - A designated representative who will represent the party in all hearings if granted standing.
 - Printed first and last names, addresses, emails, and signatures for all party members.
- Additional stages:
 - **Roll Call Hearing** | Proceeding where the ABC Board's agent grants standing to the parties, states the ground(s) for the protest, and hears initial challenges to the parties' positions.
 - **Mediation** | The ABC Board's mediator works with parties to resolve disputed issues and bring the matter to settlement short of a hearing.
 - **Status Hearing** | Proceeding held by the ABC Board where the parties provide an update on their progress towards reaching a resolution or make known that a hearing is necessary.
 - **Protest Hearing** | Adjudicatory proceeding where the ABC Board receives evidence and testimony on the appropriateness of the application and resolves the dispute by written Order.



**Office of Tax and Revenue
Certificate of Clean Hands
Information Session**

Amy Fields

Supervisory Revenue Officer OTR's Collection Division

James Thomas

Clean Hands Specialist, OTR's Collection Division

August 18, 2022

HOW TO OBTAIN A CERTIFICATE OF CLEAN HANDS



Obtaining a Certificate of Clean Hands is as easy as 1 – 2 – 3!



1. Log in/or create a MyTax.DC.gov account (non-login option available for non-DC filers)



2. Click “Request a Certificate of Clean Hands” to confirm or complete required information (Registered Taxpayers)

Unregistered taxpayers will be directed to a new webpage to create a web request for a Certificate of Clean Hands



3. If in compliance, a Certificate of Clean Hands will be generated instantly!

You WILL **NOT** be issued a Certificate of Clean Hands if your business:

- Owes the Office of Tax and Revenue (OTR) or the Department of Employment Services (DOES) more than \$100.00 (combined)
- Has delinquent and missing tax returns
- Has not paid the liability in full or does not have an existing payment plan that is in good standing

Note: Payments for liability and the first payment for new payment plans must post and clear your financial institution before a Certificate of Clean Hands can be generated. Returns filed must also post to your account before a Certificate of Clean Hands can be generated.

For additional information, please contact (202)-724-5045 or email CleanHands.Cert@dc.gov

For technical support, contact OTR's E-Services unit at (202) 759-1946 or send an email to e-services.otr@dc.gov



HOW TO REQUEST A CERTIFICATE OF CLEAN HANDS



In order to request the certificate, you must first apply through the [MyTax.DC.gov](https://mytax.dc.gov) web portal

You must register through the [MyTax.DC.gov](https://mytax.dc.gov) web portal if you are a DC taxpayer (Individual or Business).

- All businesses (even those located outside of DC) must be registered through [MyTax.DC.gov](https://mytax.dc.gov) web portal in order to generate a Clean Hands Certificate.
- If you are new DC resident (after January 1, 2022), you can request a Clean Hands as a Non-Resident through the [MyTax.DC.gov](https://mytax.dc.gov) web portal. You will be required to upload your state issued identification card from Motor Vehicles.

If you are registered in the [MyTax.DC.gov](https://mytax.dc.gov) web portal, login and request the certificate. The result of the inquiry is instant.

- If compliant, a certificate will generate instantly, which can be printed or saved to distribute electronically.
- If denied, you will receive an email with information regarding next steps to bring your account(s) into compliance to be eligible to obtain a certificate.

If a Notice of Non-Compliance is generated, please contact the agency at the contact number listed on the bottom of the notice. There is an outstanding obligation with that agency that needs to be resolved. Requests may take *up to* ten (10) business days for completion.

If you need information concerning a Clean Hands denial, please contact the agency listed directly on the Notice of Non-Compliance for additional information.

If you need assistance with the [MyTax.DC.gov](https://mytax.dc.gov) web portal, please contact E-Services at (202) 759-1946 or E-Services.OTR@dc.gov.

SETTING UP A PAYMENT ARRANGEMENT WITH OTR'S COMPLIANCE ADMINISTRATION



- There is a **5 year** look back period performed when reviewing an account for compliance. All delinquent returns **must post** to the account before a Certificate of Clean Hands will be issued. In addition, **all** accounts of the taxpayer must be in compliance before a Certificate of Clean Hands will be issued.
- If there are outstanding returns, please submit timely to allow time for processing to meet the communicated ABRA deadline.
- All payments **must** post to the account before a taxpayer can become Clean Hands eligible.
- Payment arrangements can be set up online at www.MyTax.DC.gov or you can call the Collections Division at **(202) 724-5045** for assistance.
- Payment arrangement due dates are the **1st or the 15th only** of each month with terms available up to 48 months. The first payment **must** post to the account before a Certificate of Clean Hands will be issued.
- If an account is on a current payment plan, and there are no delinquent returns, an override will be submitted for the taxpayer. Please note that overrides for printing/validation *currently* expires in 7 days. After that time, another override request will need to be requested. That can be done by having the taxpayer send the request to CleanHands.Cert@dc.gov.

REQUIREMENTS FOR INDIVIDUALS



If you are not a resident of the District, you must apply for a Certificate of Clean Hands as a non-District resident via www.MyTax.DC.gov. You will need the following to apply:

- Valid state ID issued by the Department of Motor Vehicles (DMV)
- Valid SSN or ITIN number
- The address on your application **must** match your state issued ID
- Your address must be validated through USPS. *ABRA has advised that applicants will require the assistance of a Registered Agent if you do not have an address in the US. Please follow up with ABRA directly on this matter if there are additional concerns.*
- Valid email address
- Non-DC resident CCH applications that are approved will automatically be emailed. The certificate will come from DoNotReply_MyTax@dc.gov. Please check both inbox and spam folders for the certificate.

If you are a District resident, you must self-certify through the MyTax web portal www.MyTax.DC.gov. You will need the following to apply:

- Access to the online web portal
- Your address must be validated through USPS. No outstanding returns or balances **that exceed \$100.00**
- If you need assistance with obtaining access to the online portal, **please** call 202-759-1946 or email e-services.otr@dc.gov

REQUIREMENTS FOR INDIVIDUALS



If you are new to the District and moved on after January 1, 2022, you must apply for a Certificate of Clean Hands as a Non-District resident via www.MyTax.DC.gov. You will need the following to apply:

- A valid updated state ID or your current state ID and a Change of Address card issued by the Department of Motor Vehicles (DMV)
- Valid email address
- Your address must be validated through USPS

An **Individual Taxpayer Identification Number (ITIN)** is a tax processing number issued by the Internal Revenue Service (IRS). The IRS issues **ITINs** to individuals who are required to have a U.S. taxpayer identification number but who do not have, and are not eligible to obtain, a Social Security number (SSN) from the Social Security Administration (SSA).

If you are not a US Citizen, you must apply for a Certificate of Clean Hands as a Non-District resident via www.MyTax.DC.gov. You will need the following to apply:

- A valid ITIN (Can be obtained directly at <https://www.irs.gov/>) The Office of Tax and Revenue is not able to assist with providing an ITIN.
- You must use a valid DC address verified by USPS. *ABRA has advised that applicants will require the assistance of a Registered Agent if you do not have an address in the US. Please follow up with ABRA directly on this matter if there are additional concerns.*
- A valid Passport or photo ID

REQUIREMENTS FOR BUSINESSES



If you are trying to obtain a Certificate of Clean Hands for your business, you must apply for a Certificate of Clean Hands via www.MyTax.DC.gov. You will need the following to apply:

- Access to the online web portal
- No outstanding returns or balance that exceed \$100.00
- Your address must be validated through USPS

Businesses operating in DC are required to be registered for and file the Personal Property Return (FP-31) return, unless they have been provided an Exemption status from Audit Unit. Please refer to <https://mytax.dc.gov/WebFiles/Documents/2022%20FP-31%20Instructions.pdf> for additional information.

If you need assistance with applying for recognition of exemption, this can be completed directly at <https://otr.cfo.dc.gov/page/exempt-organizations>.

If you are non-US resident, you must apply for a Certificate of Clean Hands as a Non-District resident via www.MyTax.DC.gov. You will need the following to apply:

- A valid ITIN (Can be obtained at <https://www.irs.gov/>) The Office of Tax and Revenue is not able to assist with providing an ITIN.
- You must use a valid DC address verified by USPS. If you do not have an address in the US, you are not able to use the address for ABRA on the application. ABRA has advised that applicants will require the assistance of a Registered Agent. Please follow up with ABRA directly on this matter if there are additional concerns.
- A valid Passport or photo ID to verify the identity of the applicant.

SUBMITTING RETURNS TO THE OFFICE OF TAX AND REVENUE



- As of 3/21/2022, our office no longer accept returns via email. Returns can be submitted electronically through the secured web portal mytax.dc.gov to the Clean Hands Unit. Returns can also be hand delivered to OTR's Walk-In Center. Please allow time for processing.

Instructions on submitting returns via the online portal at mytax.dc.gov.

- Once logged in the portal click on MORE.
- Under “Messages” & “letters” click on “send a message”
- Select the account you would like to send a secure message for
- Select the period and message type.
- Add your subject, message, and add attachment
- Lastly, click submit

The return(s) will be forwarded to our processing department. You may also monitor your account using the online portal to confirm when the return(s) have posted to the account.

- For assistance with the online portal, you can contact E-Services at 202-759-1946 or via email at e-services.otr@dc.gov

CONTACT US



Clean Hands Inquiries

- After applying for a certificate using the My Tax Portal, Clean Hands inquiries should be emailed to Cleanehands.cert@dc.gov. If you have a question regarding the compliance status of your account, please contact the Collections and Enforcement Call Center at 202-724-5045 for immediate assistance.
- Please visit for <https://otr.cfo.dc.gov/page/certificate-clean-hands>
- Clean Hands FAQ's <https://mytax.dc.gov/WebFiles/faq/faq.html>

E-Services Unit (For all technical assistance with utilizing the MyTax portal)

- **Phone Number:** (202) 759-1946 **Email:** e-services.otr@dc.gov
- If you are logged into your MyTax account, you can send a webmail message to E-Services directly from the portal.

POINTS OF CONTACT

ABRA | OTR





POINTS OF CONTACT

- Alcohol License Application Questions

E | abc@dc.gov

P | 202.442.4423

Walk-in servicing is available Monday-Friday, 8:30 a.m.-4:00 p.m.

ABRA—2000 14th Street NW, Suite 400 South, Washington DC 20009

- Certificate of Clean Hands Questions

W | mytax.dc.gov

E | cleanhands.cert@dc.gov

P | 202-724-5045

Q&A

