



This is a FILL-IN format. Please do not handwritten any data on this form other than your signature.

STAPLE OTHER REQUESTED DOCUMENTS IN UPPER LEFT BEHIND THIS FORM

STAPLE W-2s AND OTHER WITHHOLDING STATEMENTS HERE

**Personal information**

OFFICIAL USE ONLY  
Vendor ID#0002

Your first name \_\_\_\_\_ M.I. \_\_\_\_\_ Last name \_\_\_\_\_

Your Taxpayer Identification Number (TIN) \_\_\_\_\_ Your date of birth (MMDDYYYY) \_\_\_\_\_ Daytime phone number \_\_\_\_\_

Current mailing address (number, street and suite/apartment number if applicable)  
 \_\_\_\_\_  
 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code + 4 \_\_\_\_\_

Country or U.S. commonwealth/U.S. territory \_\_\_\_\_

Review categories A - B below and attach your withholding statements and/or DD Form 2058, JAN 2018. Indicate the state in the boxes below.

- A. Commuter/Domiciliary State Exemption: I declare that during the taxable year shown above I either commuted on a daily basis from my place of residence to work in the District of Columbia (DC) or I was a domiciliary or legal resident of the state listed and my only income from sources within DC was from wages and salaries, which are subject to taxation by (enter the 2 letter state abbreviation for your domiciliary or legal state of residency). I did not maintain a place of abode in DC for a total of more than 183 days. (see instructions). DC tax was erroneously withheld from salary and wages paid to me by my employer.
- B. Military spouse exemption: If your non-resident military spouse was in the armed services during 2019, and you are not a DC resident or elected to use the same residence as your non-resident military spouse, enter the state of domicile declared on DD Form 2058. You must complete and attach a copy of DD Form 2058, JAN 2018 with the D-40B.
- C. List the type and location of any DC real property you own.
- Type of property \_\_\_\_\_  
 Address (number, street and suite/apartment number if applicable)  
 \_\_\_\_\_  
 Type of property \_\_\_\_\_  
 Address (number, street and suite/apartment number if applicable)  
 \_\_\_\_\_

**Refund request** Round cents to nearest dollar. If amount is zero, leave line blank.

1. DC income tax withheld <i>Attach copies of your withholding statements.</i>	1	\$	<input type="text"/>	00
2. 2019 DC estimated income tax payments	2	\$	<input type="text"/>	00
3. Refund request <i>Add Lines 1 and 2.</i>	3	\$	<input type="text"/>	00

Will the refund go to an account outside the US?  Yes  No See instructions.

**Refund Options:** For information on the tax refund card and program limitations, see instructions or visit our website [MyTax.DC.gov](http://MyTax.DC.gov)  
 Mark **one** refund choice:  Direct Deposit **or**  ReliaCard (see instructions) **or**  Paper Check

**Direct Deposit** *If you want your refund deposited in your bank account, fill in type of account  checking  savings and enter the routing number and account number below.*

Routing Number  Account Number

Fill in  if you agree to receive your 1099-G Income Tax refund statement electronically (see instructions).

**Third party designee** *To authorize another person to discuss this return with OTR, fill in here  and enter the name and phone number of that person. See instructions.*

Designee's name  Phone number

**Signature** Under penalties of law, I declare that I have examined this request and any attached statements and, to the best of my knowledge, they are correct.

Your signature \_\_\_\_\_ Date \_\_\_\_\_ Preparer's signature \_\_\_\_\_  
 Preparer's Tax Identification Number (PTIN)

### **Who must file a Form D-40B?**

Any non-resident of DC claiming a refund of DC income tax withheld or paid by estimated tax payments must file a D-40B. A non-resident is anyone whose permanent home was outside DC during all of 2019 and who did not live in DC for a total of 183 days or more during 2019.

- A joint request for refund is not permitted.
- Attach all statements showing DC withholding to the front of this page.
- Be sure to include your date of birth on the front page.

**NOTE:** If you moved into DC with the intent of becoming a domiciliary, you are considered a DC resident and the 183 days does not apply.

**NOTE:** If you are claiming a military spouse exemption, a copy of DD Form 2058, JAN 2018 must be completed and attached to your D-40B request.

### **Taxpayer Identification Number (TIN)**

You must have a TIN, whether it is a Federal Employer Identification Number (FEIN), Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN) or Preparer Tax Identification Number (PTIN).

- **An FEIN is a number issued by the Internal Revenue Service (IRS)** To apply for an FEIN, get Form SS-4, Application for Employer Identification Number, or get this form online at [www.irs.gov/businesses](http://www.irs.gov/businesses) and click on Employer Identification Number (EIN) under Starting a Business. You may also get this form by calling 1-800-TAX-FORM (1-800-829-3676);
- **An SSN is a valid number issued by the Social Security Administration (SSA) of the United States Government.** To apply for an SSN, get form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213.
- **An ITIN, Individual Taxpayer Identification Number is a valid number issued by the 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). ITINs do not serve any purpose other than federal tax reporting
- **An PTIN, Preparer Tax Identification Number is a valid identification number issued by the IRS** that all paid tax preparers must use on tax returns or claims for refund.

### **Where to send a Form D-40B?**

You must mail the completed Form D-40B to:  
Office of Tax and Revenue  
PO Box 96147  
Washington, DC 20090-6147

### **How will we respond to your request?**

- We will send you a refund for the amount you request if we determine you were not a resident of DC during 2019; or
- Based on the information you provide, we may determine that you qualify as a DC resident. If so, we will require that you file a DC Form D-40 tax return.

**Notice:** In order to comply with banking rules, we will not issue a refund to or through a foreign financial institution. Instead, we will issue a paper check. In the event of a rejection of direct deposit, refunds will be re-issued on a paper check.

### **Whats New**

#### **U.S. Bank ReliaCard™**

If you want your refund on a ReliaCard, select "ReliaCard" under the Refund Options on the D-40B form. Refunds under \$2 or greater than \$4,000 do not qualify for the ReliaCard. Non-qualified refunds will receive a paper check if direct deposit is not selected.

### **Pre-Acquisition Disclosures**

The Consumer Financial Protection Board (CFPB) has published its final Prepaid Account Rule, creating detailed consumer protections for prepaid accounts. For tax year 2019, if you elect to receive a refund using the U.S. Bank ReliaCard™ or use a pre-paid card to make payments, you are required to review and acknowledge the Pre-Acquisition Disclosures (Short and Long Forms) prior to selecting the ReliaCard option as method for receiving a refund or using a prepaid card when making a payment.

### **Electronic 1099-G**

Beginning in January 2020, the Office of Tax and Revenue (OTR) will be offering you a paperless option for receiving the Form 1099-G income tax refund statement. You will continue to receive your paper statement unless you choose the paperless option.