

Delaware Taxpayer Portal – Incomplete and Submitted Filing

The following explains how to view previously submitted returns and incomplete returns on the Delaware Taxpayer Portal.

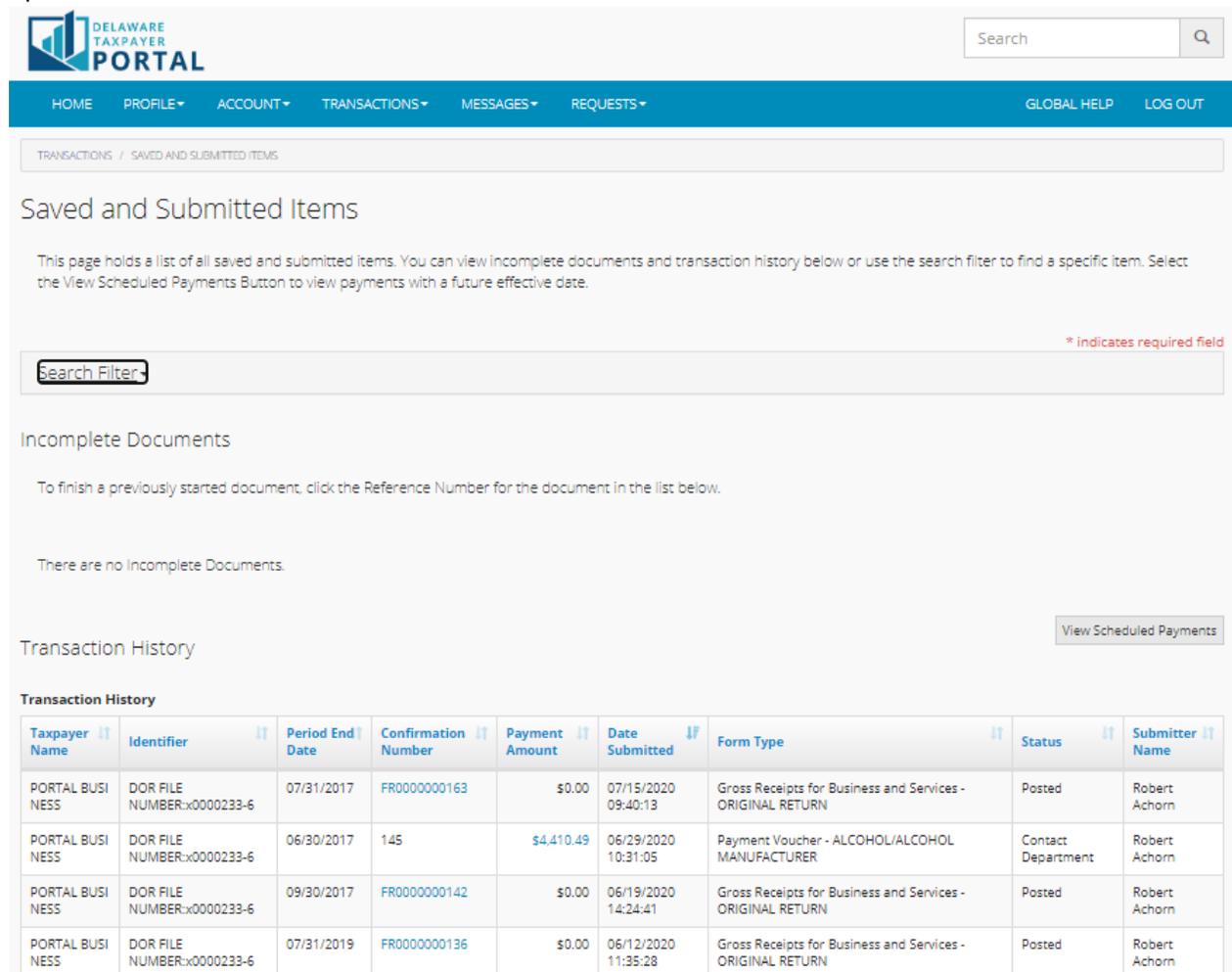
Viewing Previously Submitted Returns

1 Navigate to the “Saved Items” page

After logging in to the Portal, from the “Transactions” header, select “Saved and Submitted Items” from the drop-down menu.

2 View previously submitted items in the “Transactions History” table

To view previously submitted returns and payments, scroll down to the “Transaction History” table. Then select the Confirmation Number (for returns) or Payment Amount (for payments) hyperlink to open the document.



DELAWARE TAXPAYER PORTAL

Search

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TRANSACTIONS / SAVED AND SUBMITTED ITEMS

Saved and Submitted Items

This page holds a list of all saved and submitted items. You can view incomplete documents and transaction history below or use the search filter to find a specific item. Select the View Scheduled Payments Button to view payments with a future effective date.

* indicates required field

Search Filter

Incomplete Documents

To finish a previously started document, click the Reference Number for the document in the list below.

There are no Incomplete Documents.

View Scheduled Payments

Transaction History

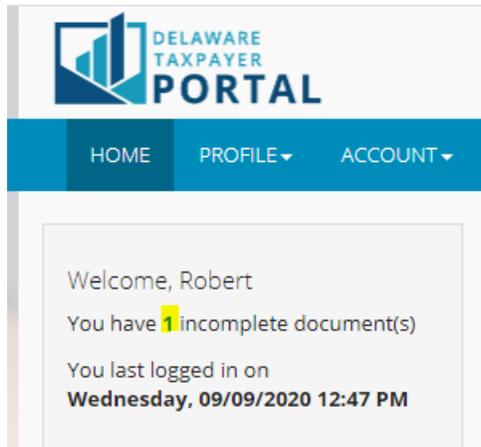
| Taxpayer Name | Identifier | Period End Date | Confirmation Number | Payment Amount | Date Submitted | Form Type | Status | Submitter Name |
|-----------------|----------------------------|-----------------|---------------------|----------------|---------------------|--|--------------------|----------------|
| PORTAL BUSINESS | DOR FILE NUMBER:x0000233-6 | 07/31/2017 | FR0000000163 | \$0.00 | 07/15/2020 09:40:13 | Gross Receipts for Business and Services - ORIGINAL RETURN | Posted | Robert Achorn |
| PORTAL BUSINESS | DOR FILE NUMBER:x0000233-6 | 06/30/2017 | 145 | \$4,410.49 | 06/29/2020 10:31:05 | Payment Voucher - ALCOHOL/ALCOHOL MANUFACTURER | Contact Department | Robert Achorn |
| PORTAL BUSINESS | DOR FILE NUMBER:x0000233-6 | 09/30/2017 | FR0000000142 | \$0.00 | 06/19/2020 14:24:41 | Gross Receipts for Business and Services - ORIGINAL RETURN | Posted | Robert Achorn |
| PORTAL BUSINESS | DOR FILE NUMBER:x0000233-6 | 07/31/2019 | FR0000000136 | \$0.00 | 06/12/2020 11:35:28 | Gross Receipts for Business and Services - ORIGINAL RETURN | Posted | Robert Achorn |

Viewing Incomplete Documents

1 Navigate to the Saved Items page

After logging in to the Portal, from the “Transactions” header, select “Saved and Submitted Items” from the drop-down menu.

You may also navigate to this page by clicking on the “Incomplete Documents” section on the Registered User home page.



2 View incomplete documents in the “Incomplete Documents” table

To view and complete any document that has been started but not yet submitted, refer to the “Incomplete Documents” section on the Saved Items page. Select the “Reference Number” to open the document and complete it.

Note that items are not considered submitted to the Division of Revenue until they appear under your Transaction History. This requires completion through the confirmation/signature screens. Please monitor your Incomplete Documents to ensure items you expect to be complete are under Transaction History.

| Incomplete Documents | | | | | | | |
|---|-------------------|----------------------------|-----------------|------------------|--------------------|----------------|--|
| Form Type | Taxpayer Name | Identifier | Period End Date | Reference Number | Last Activity Date | Submitter Name | |
| LOCATION REGISTRATION | PORTAL BUSINESSES | DOR FILE NUMBER:x000090-6 | | FR0000000044 | 02/19/2020 | Robert Achorn | |
| Alcohol Manufacturer Return - Original Return | PORTAL BUSINESSES | DOR FILE NUMBER:x0000233-6 | 11/30/2017 | FR0000000130 | 06/04/2020 | Robert Achorn | |
| Gross Receipts for Business and Services - Amended Return | PORTAL BUSINESSES | DOR FILE NUMBER:x0000233-6 | 07/31/2019 | FR0000000176 | 07/22/2020 | Robert Achorn | |

Showing 1 to 3 of 3 entries

| Transaction History | | | | | | | | | | |
|--|-----------------|----------------------------|-----------------|---------------------|----------------|---------------------|--------------------|----------------|---|--|
| Form Type | Taxpayer Name | Identifier | Period End Date | Confirmation Number | Payment Amount | Date Submitted | Status | Submitter Name | Financial Institution Confirmation Number | |
| Payment Voucher - ALCOHOL/ALCOHOL MANUFACTURER | PORTAL BUSINESS | DOR FILE NUMBER:x0000233-6 | 06/30/2017 | 145 | \$4,410.49 | 06/29/2020 10:31:05 | Contact Department | Robert Achorn | | |
| Alcohol Manufacturer Return - ORIGINAL RETURN | PORTAL BUSINESS | DOR FILE NUMBER:x0000233-6 | 05/31/2017 | FR0000000086 | \$0.00 | 05/12/2020 15:10:13 | Error | Robert Achorn | | |