

Delaware Taxpayer Portal – Filing Original and Amended Returns

The following pages outline the steps required to file an original return in the Delaware Taxpayer Portal. It also outlines the process to amend a previously filed return, one of the exciting new services offered in the Delaware Taxpayer Portal!

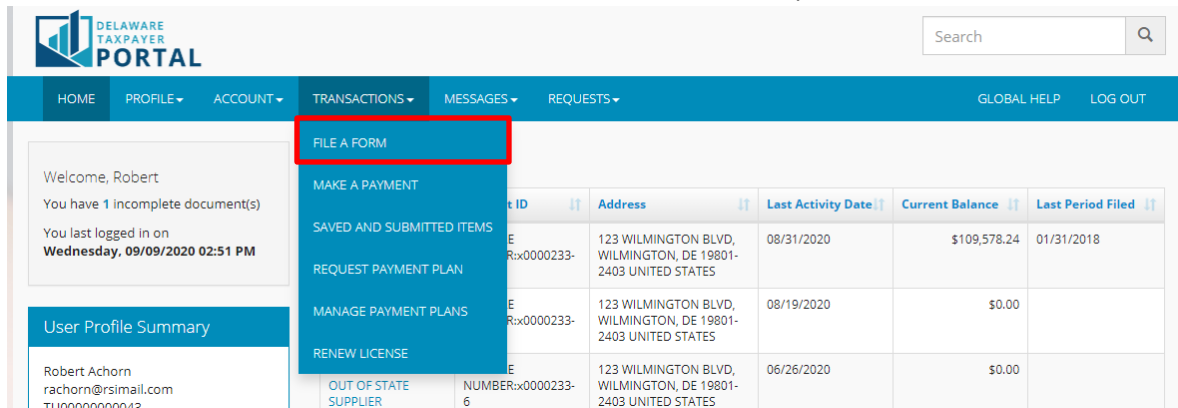
In order to file original and amended returns, you must be a Registered User, and linked to the tax account(s) you will be filing for either as an Administrator or Authorized User.

In order to file an original return, follow the steps in the first section. If you are looking for information on how to file an amended return, please skip to the next section.

Filing an Original Return

1 Navigate to the File a Form page

From the “Transactions” header, select “File a Form” from the drop-down menu.

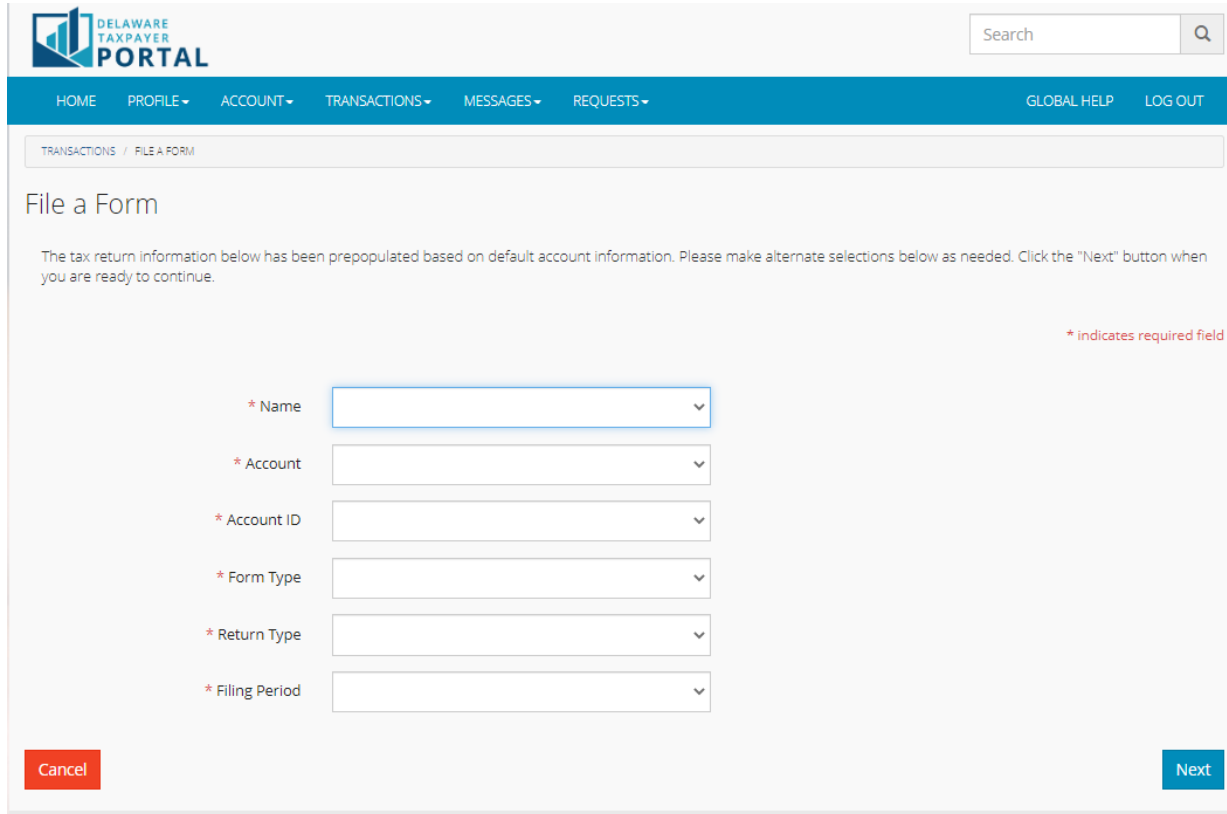


The screenshot shows the Delaware Taxpayer Portal interface. At the top, there is a search bar and navigation links for HOME, PROFILE, ACCOUNT, TRANSACTIONS, MESSAGES, and REQUESTS. The TRANSACTIONS dropdown menu is open, and the 'FILE A FORM' option is highlighted with a red box. Below the menu, there is a table with columns for ID, Address, Last Activity Date, Current Balance, and Last Period Filed. The table contains three rows of data for a supplier located at 123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES.

ID	Address	Last Activity Date	Current Balance	Last Period Filed
E R:x0000233-	123 WILMINGTON BLVD, WILMINGTON, DE 19801- 2403 UNITED STATES	08/31/2020	\$109,578.24	01/31/2018
E R:x0000233-	123 WILMINGTON BLVD, WILMINGTON, DE 19801- 2403 UNITED STATES	08/19/2020	\$0.00	
E R:x0000233-	123 WILMINGTON BLVD, WILMINGTON, DE 19801- 2403 UNITED STATES	06/26/2020	\$0.00	

2 Enter your form details to open the appropriate return form

Complete the drop-down options in order to select your Name, Account, Account ID, Form Type, Return Type, and Filing Period. Once you have completed the drop-down menus, select “Next” to continue.



DELAWARE TAXPAYER PORTAL

Search

HOME PROFILE ACCOUNT TRANSACTIONS MESSAGES REQUESTS GLOBAL HELP LOG OUT

TRANSACTIONS / FILE A FORM

File a Form

The tax return information below has been prepopulated based on default account information. Please make alternate selections below as needed. Click the "Next" button when you are ready to continue.

* indicates required field

* Name

* Account

* Account ID

* Form Type

* Return Type

* Filing Period

Cancel Next

3 Complete the return form

The return form will now open with the appropriate tabs depending on your account type. All returns include:

1. Return Header – which includes demographic information about the account
2. Return Tab(s) – which are where you input your return data

Enter Tax Return - Tabular Form

Please complete the tax return information requested in the tabs below. Click Submit to file the return. You may click Save at any time to save your changes and come back to this return later to complete it.

After completing your tax form, select the Calculate button. Before a return can be submitted, it needs to be calculated to confirm the information that you entered. After you have selected the Calculate button, select the Submit button. Once a return has been submitted, you cannot edit or delete the return. You must return to the File a Form page found under Transactions on the top menu bar and select the return type of amended.

* indicates required field

Return Header Return

GRTTAXReturn

Please complete the input fields below.

Line #	Line Item	
1	Total Gross Receipts*	\$ <input type="text"/>
2	Exclusion Amount	\$ <input type="text" value="300,000.00"/>
3	Taxable Gross Receipts	\$ <input type="text"/>
3a	Gross Receipts Rate	<input type="text" value="0.006472"/>
4	Gross Receipts Tax Due	\$ <input type="text"/>
5	New Business Facility Credits*	\$ <input type="text"/>
6	Total Tax Due	\$ <input type="text"/>

[Back](#)

[Cancel](#)

[Print](#)

[Save and Exit](#)

[Save and Continue](#)

[Calculate](#)

[Submit](#)

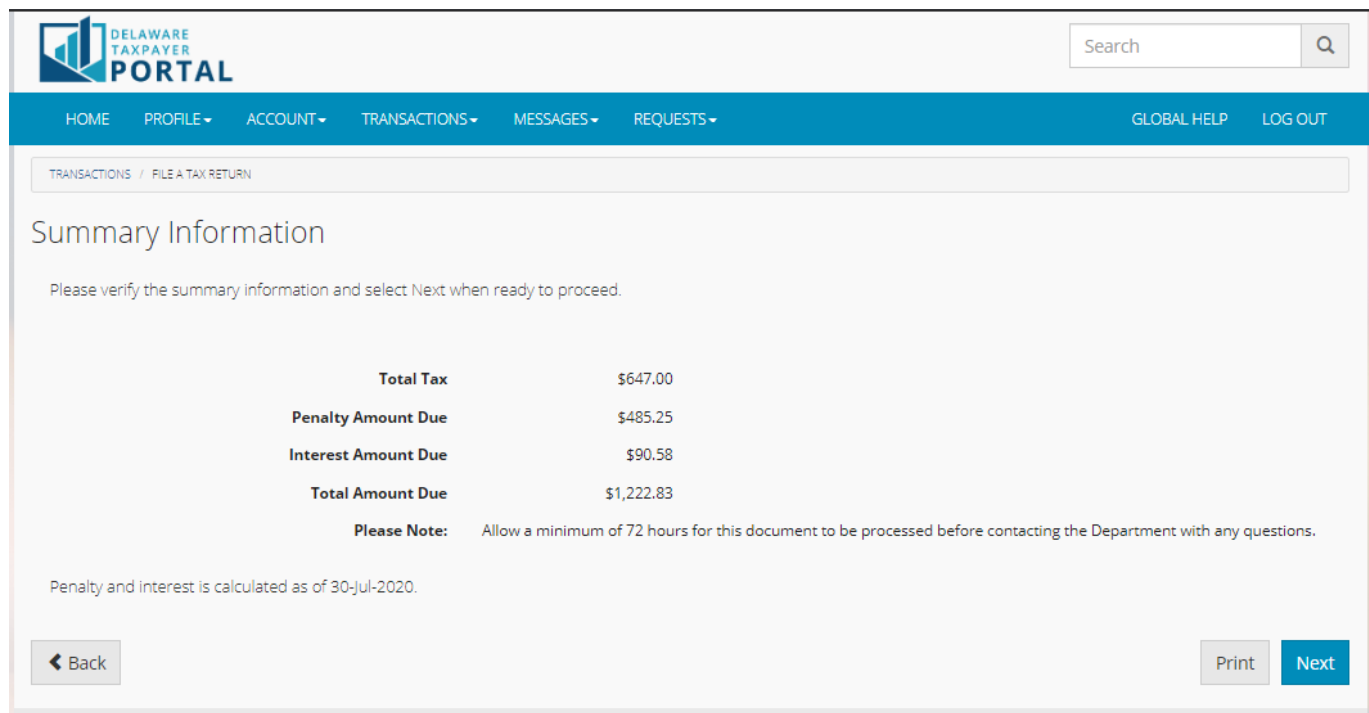
You will also see several options at the bottom of the return form, particularly on the tabs where you enter return data, including:

1. Back and Next buttons – use these to toggle between return tabs
2. Print – click this to print your return (note that the return has not been submitted at this stage)
3. Save and Exit – click this if you wish to save your return and come back to finish it at another time. The saved return will be available under the “File and Pay” header then “Saved Items”
4. Save and Continue – click this to save while you are inputting information. This is recommended to protect your information in the event of a computer malfunction or should you be pulled away from your computer while filing (the system automatically times out after 30 minutes of inactivity)
5. Calculate – you must click this button in order to verify your return information. This button will also pull your information from any schedules to the return summary (depending on tax type)
6. Submit – this button becomes available after clicking Calculate. Click Submit to submit your return for processing

4 Review the Summary Information

After clicking submit on the return form, you will be presented with a Summary Information page. Review this page and click “Next” to proceed.

There is a “Print Return” option on this page. The Division of Revenue recommends waiting and printing your return from the confirmation screen as it is not yet finalized at this stage.



The screenshot shows the 'Summary Information' page in the Delaware Taxpayer Portal. The page includes a navigation bar with options like HOME, PROFILE, ACCOUNT, TRANSACTIONS, MESSAGES, REQUESTS, GLOBAL HELP, and LOG OUT. A search bar is located in the top right. The main content area displays a table of tax amounts due and a 'Please Note' section.

Total Tax	\$647.00
Penalty Amount Due	\$485.25
Interest Amount Due	\$90.58
Total Amount Due	\$1,222.83

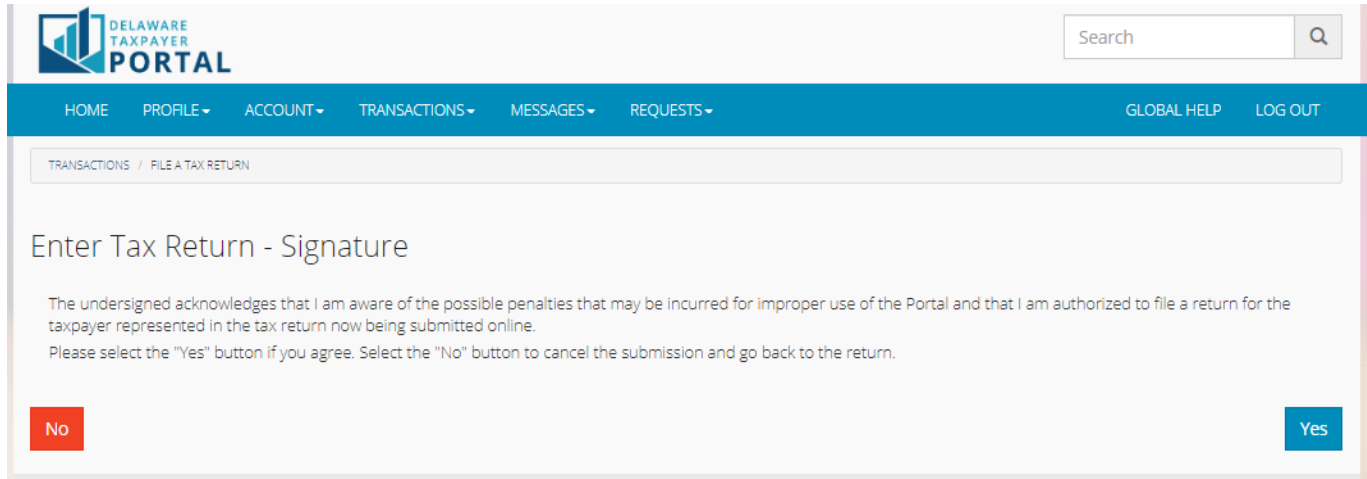
Please Note: Allow a minimum of 72 hours for this document to be processed before contacting the Department with any questions.

Penalty and interest is calculated as of 30-Jul-2020.

At the bottom of the page, there are three buttons: 'Back', 'Print', and 'Next'.

5 Complete the declaration and confirmation

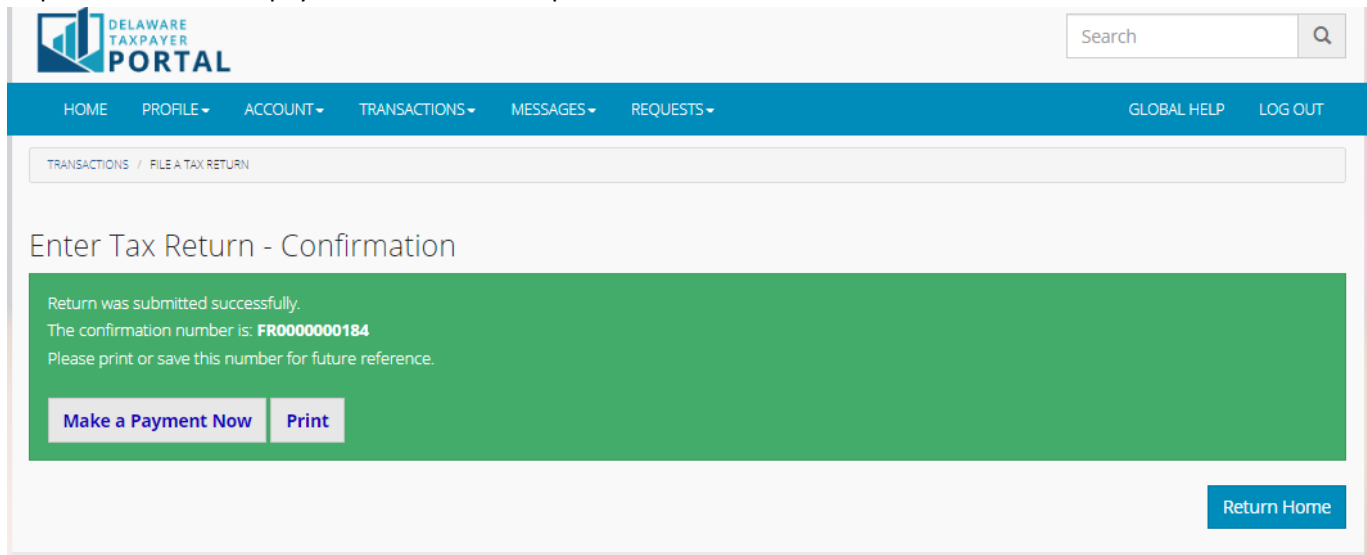
Review the declaration to agree that the information provided is accurate and reflects who you are. Select “Yes” to confirm agreement and continue, or “No” if any updates or changes are required before confirming.



The screenshot shows the 'Enter Tax Return - Signature' page. At the top left is the 'DELAWARE TAXPAYER PORTAL' logo. To the right is a search bar with a magnifying glass icon. Below the logo is a navigation menu with links: HOME, PROFILE, ACCOUNT, TRANSACTIONS, MESSAGES, REQUESTS, GLOBAL HELP, and LOG OUT. A breadcrumb trail reads 'TRANSACTIONS / FILE A TAX RETURN'. The main heading is 'Enter Tax Return - Signature'. Below the heading is a paragraph: 'The undersigned acknowledges that I am aware of the possible penalties that may be incurred for improper use of the Portal and that I am authorized to file a return for the taxpayer represented in the tax return now being submitted online. Please select the "Yes" button if you agree. Select the "No" button to cancel the submission and go back to the return.' At the bottom left is a red 'No' button, and at the bottom right is a blue 'Yes' button.

6 Return confirmation screen

You will now see a confirmation screen indicating that your return was submitted successfully. From this page, you can click “Print” to print a copy of the confirmed return. You can also click “Make a Payment Now” to proceed to make a payment for the return period filed.



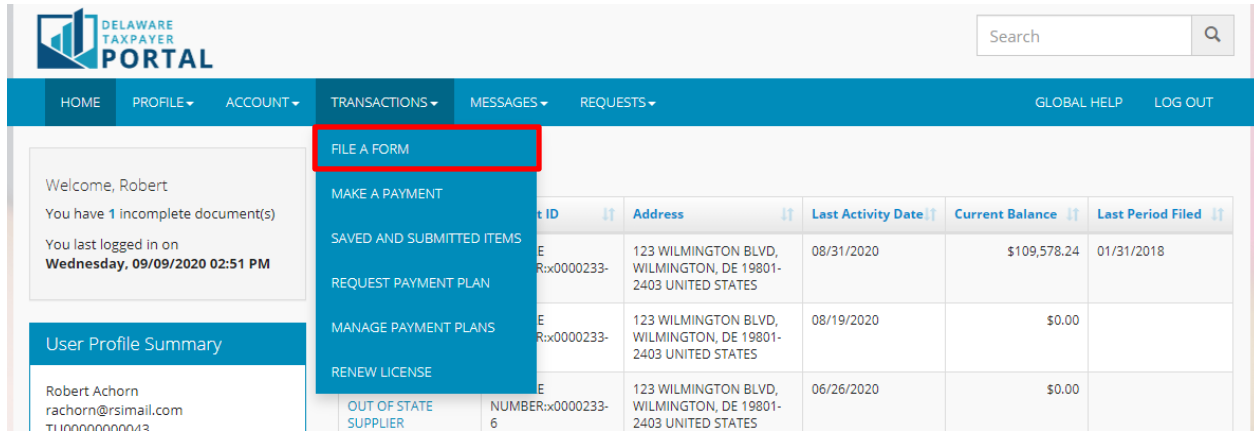
The screenshot shows the 'Enter Tax Return - Confirmation' page. It features the same header and navigation as the previous screen. The breadcrumb trail is 'TRANSACTIONS / FILE A TAX RETURN'. The main heading is 'Enter Tax Return - Confirmation'. Below the heading is a green banner with the text: 'Return was submitted successfully. The confirmation number is: **FR0000000184**. Please print or save this number for future reference.' At the bottom left of the green banner are two buttons: 'Make a Payment Now' and 'Print'. At the bottom right of the page is a blue 'Return Home' button.

You have now successfully filed a return on the Portal! Thank you for following along.

Filing an Amended Return

1 Navigate to the File a Tax Return page

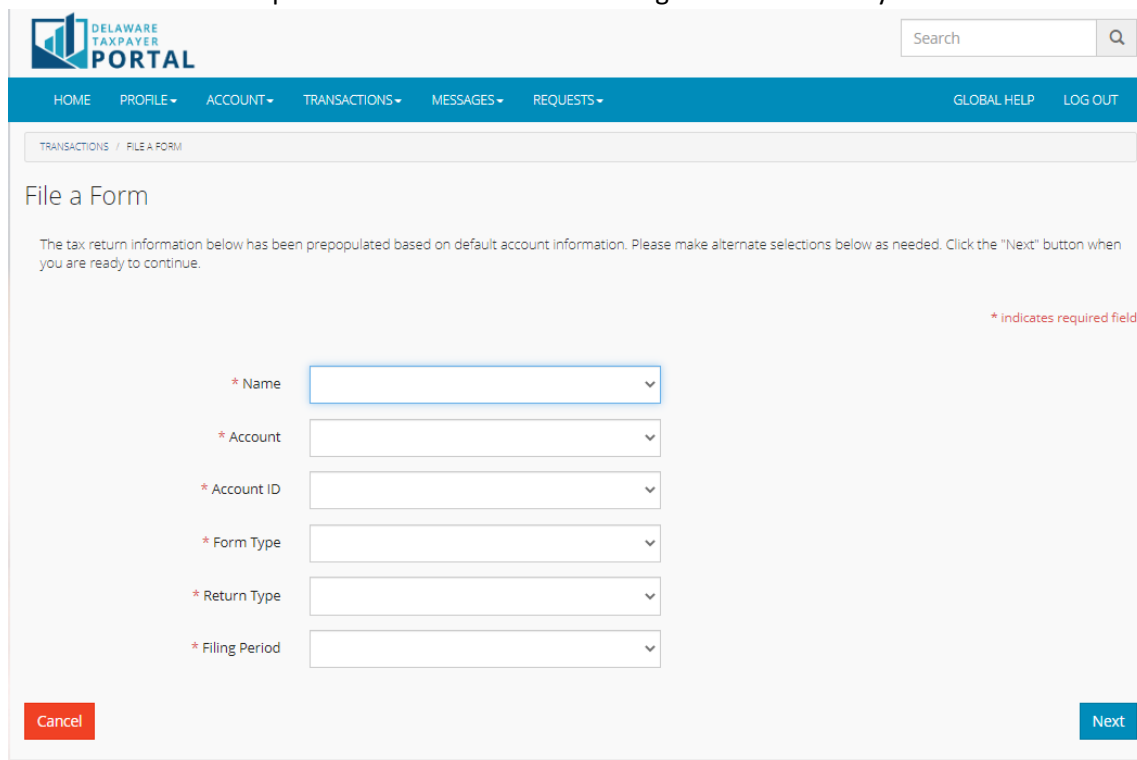
From the “Transactions” header, select “File a Form” from the drop-down menu.



ID	Address	Last Activity Date	Current Balance	Last Period Filed
00000233-	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	08/31/2020	\$109,578.24	01/31/2018
00000233-	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	08/19/2020	\$0.00	
00000233-	123 WILMINGTON BLVD, WILMINGTON, DE 19801-2403 UNITED STATES	06/26/2020	\$0.00	

2 Enter your form details to open the appropriate return form

Similar to filing an original return, you will now complete the drop-down options. The difference for an amended return is that you will select “Amended” from the Return Type drop-down. You cannot file an amended return for a period that does not have an original return already filed. Select “Next” to continue.



File a Form

The tax return information below has been prepopulated based on default account information. Please make alternate selections below as needed. Click the "Next" button when you are ready to continue.

* indicates required field

- * Name
- * Account
- * Account ID
- * Form Type
- * Return Type
- * Filing Period

Cancel Next

3 Complete the amended return form

When the return form opens, it will include the data from the original return. Adjust your return to the correct total amounts by overriding the data in each cell, as required. Do not enter the difference. Complete the same steps as in the previous section to complete the return and submit it.

If you continue to "Make a Payment Now" from the amended return confirmation screen, the payment details will be updated net of any existing payment on the period.

You have now successfully filed an amended return on the Portal! Thank you for following along.