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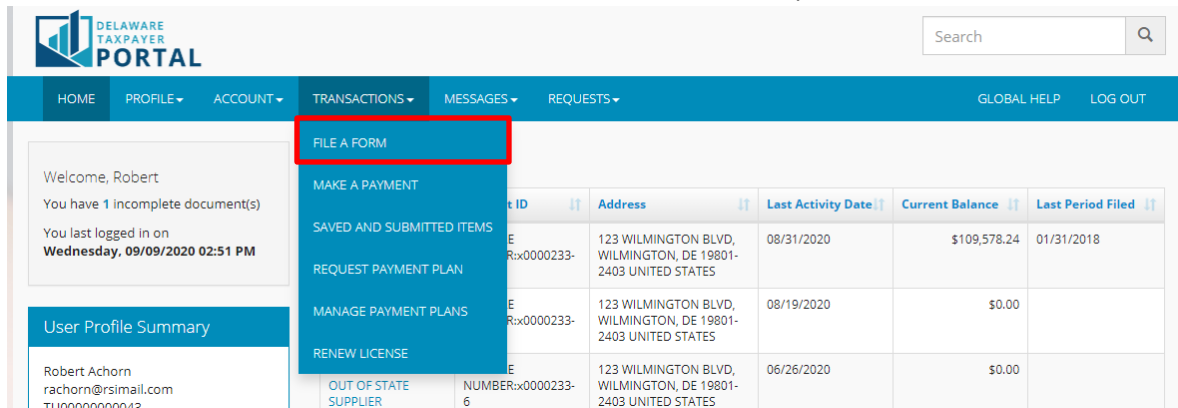
In order to file original and amended returns, you must be a Registered User, and linked to the tax account(s) you will be filing for either as an Administrator or Authorized User.

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

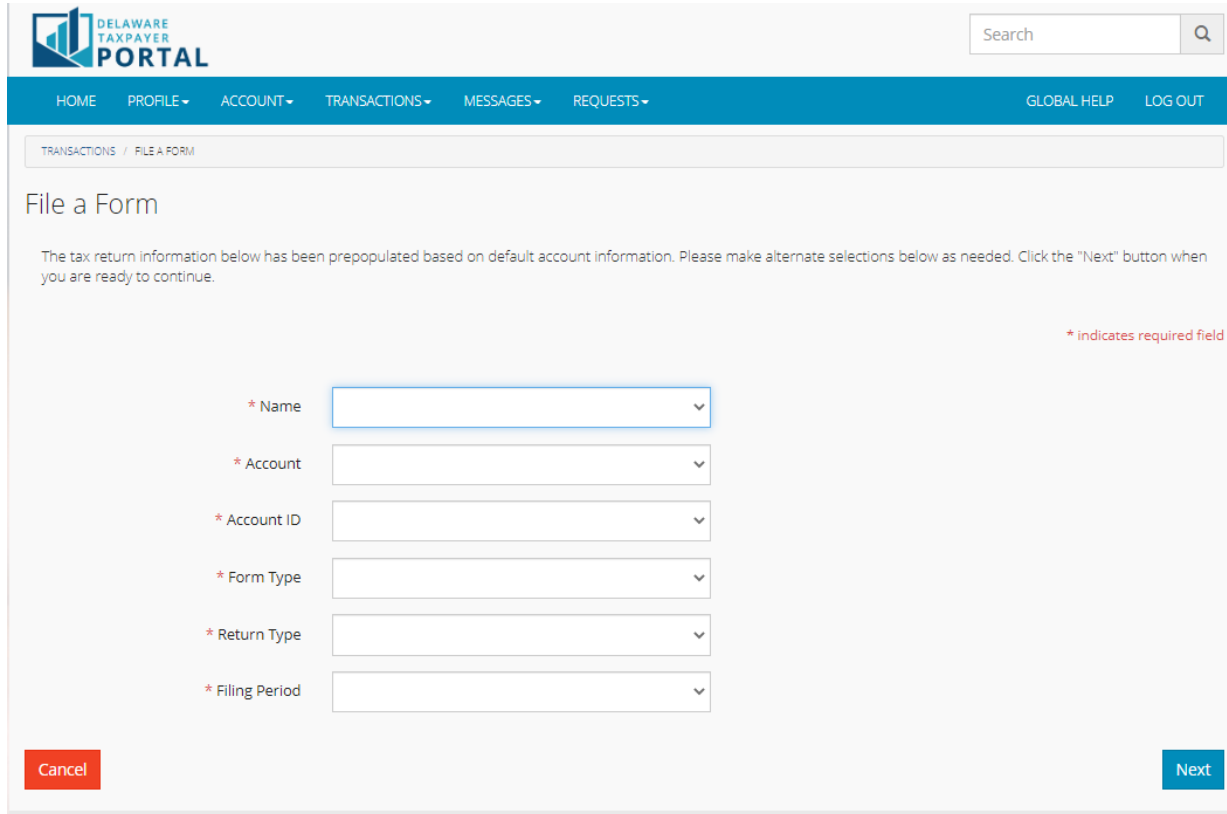From the "Transactions" header, select "File a Form" from the drop-down menu.

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.

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

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TRANSACTIONS / FILE A TAX RETURN

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*	$
2	Exclusion Amount	$ 300,000.00
3	Taxable Gross Receipts	$
3a	Gross Receipts Rate	0.006472
4	Gross Receipts Tax Due	$
5	New Business Facility Credits*	$
6	Total Tax Due	$

Back

Cancel   Print   Save and Exit   Save and Continue   Calculate   Submit
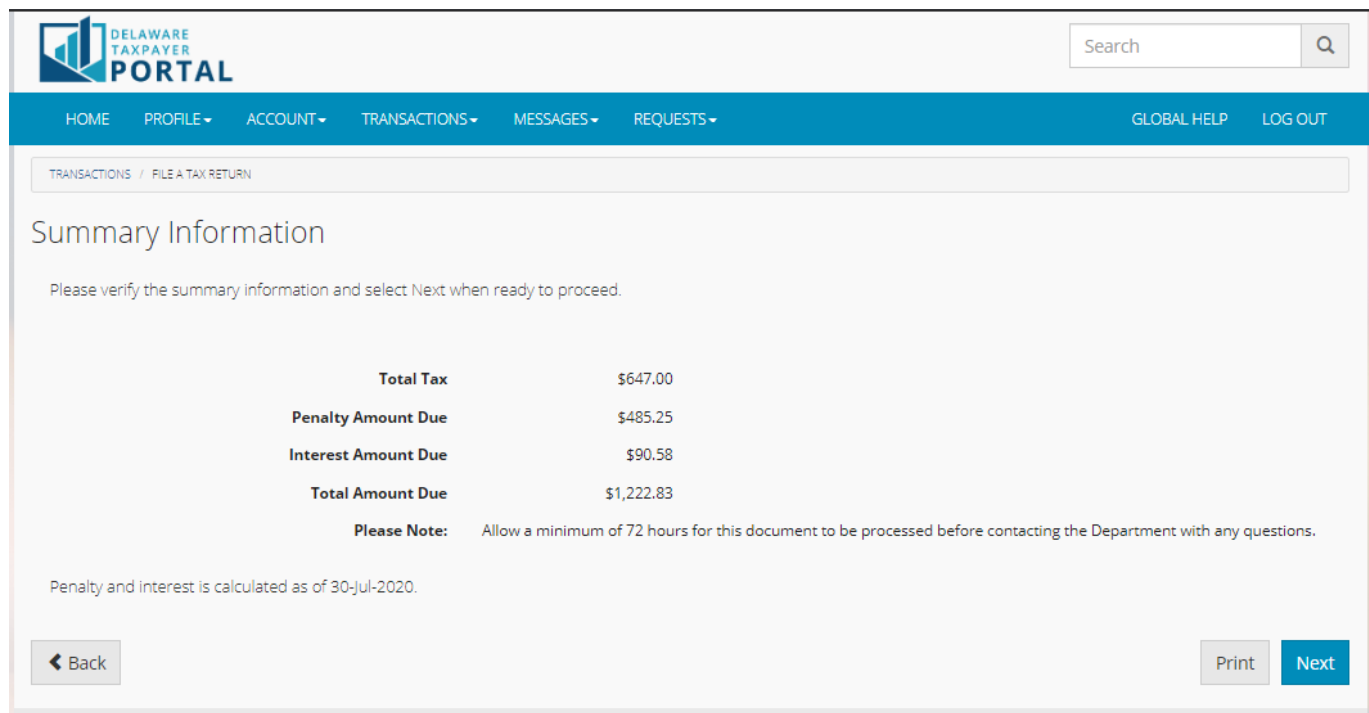
You will also see several options at the bottom of the return form, particularly on the tabs where you enter return data, including:

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.

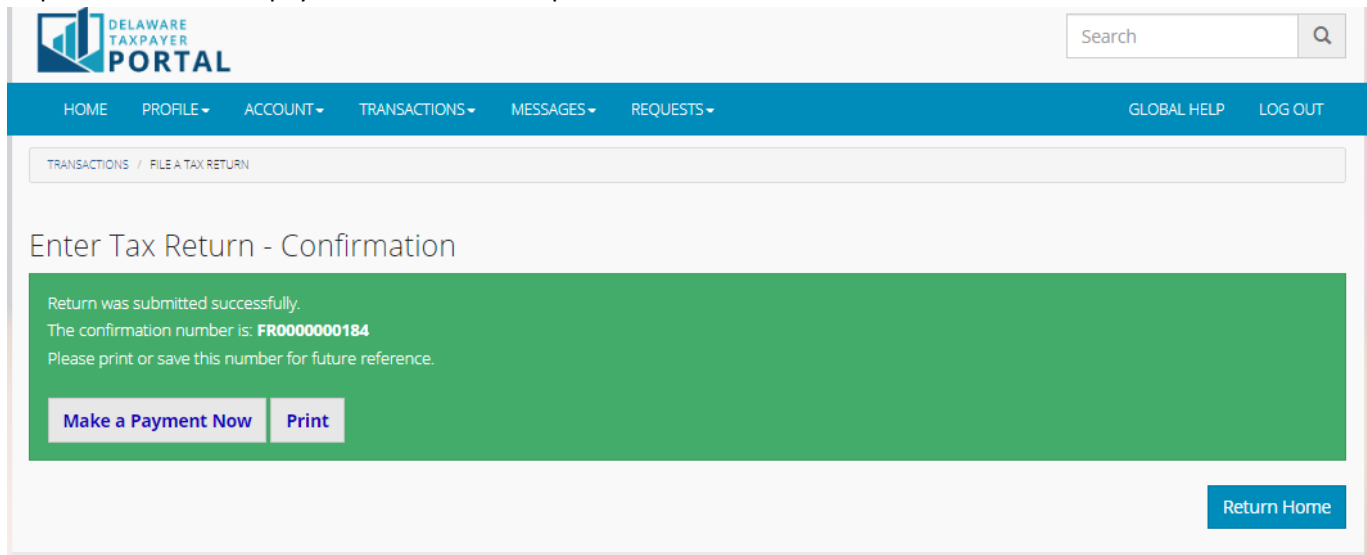## 5 Complete the declaration and confirmation

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.

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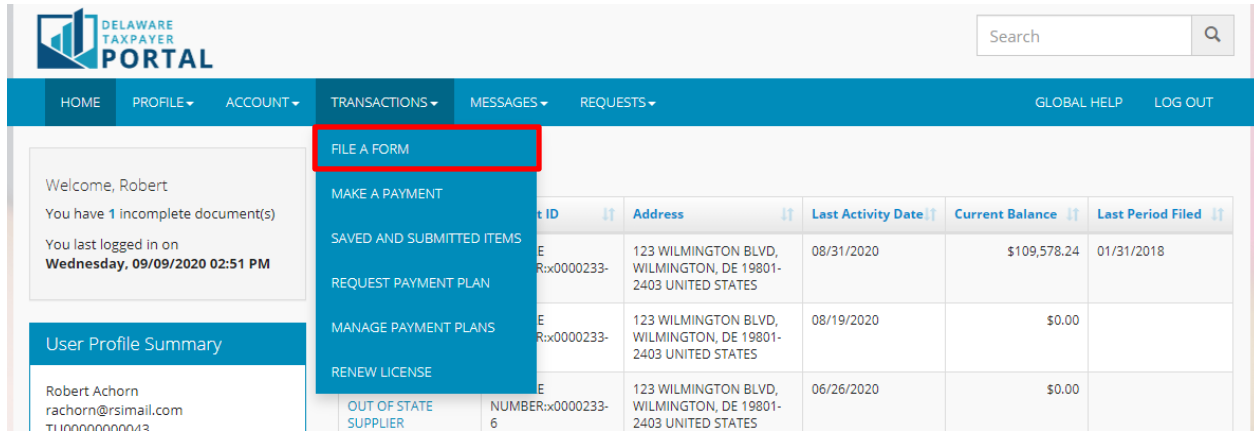
You have now successfully filed a return on the Portal! Thank you for following along.

Filing an Amended Return
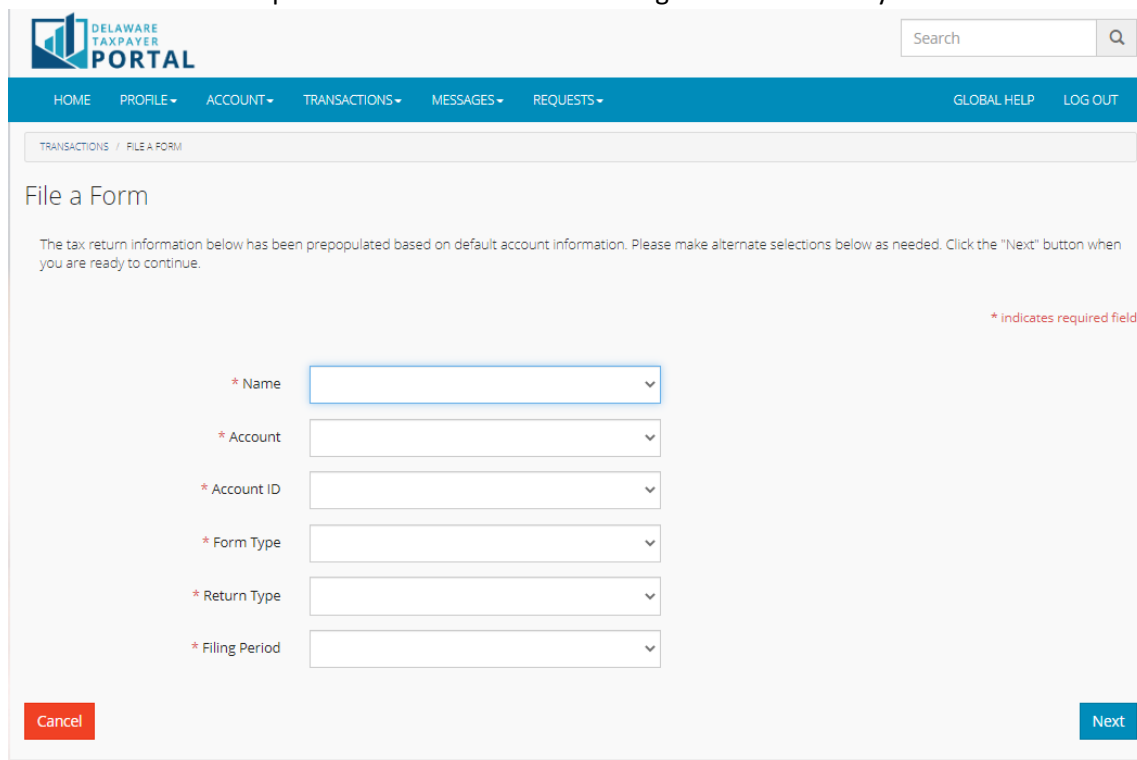
1   Navigate to the File a Tax Return page

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

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.

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.