Delaware Taxpayer Portal – Make a Payment

The following pages outline the steps required to make a payment in the Portal.

In order to make a payment, you must be a Registered User on the Portal, and linked to the tax account(s) you will be paying for either as an Administrator or Authorized User.

The current payment options in the Portal are Debit/Credit Card Payment and ACH Payment. To make a payment via Debit/Credit Card, follow the steps in section 3. To make a payment via ACH, follow the steps in section 4.

There are two ways to make a payment in the Portal. To make a payment immediately after filing a return, follow the steps in section 1. This is the recommended way to make a payment, as it is easiest and quickest to complete. To make a payment at any other time, follow the steps in section 2.

Make a Payment Immediately After Filing a Return

1. From the return confirmation page, select “Make a Payment Now”

Once you have successfully filed your return, select the “Make a Payment Now” button to begin the payment process.

For guidance on how to file a return, review the Filing Original and Amended Returns Guide.
2 Select payment amount and payment method

Enter your payment amount and payment method (ACH or Credit/Debit). You may also select the checkbox to pay the total outstanding balance. Checking this box will automatically populate the full balance on the period in the Payment Amount field. Select “Next” to continue.
3 Secure Transfer to Payment Provider

On the next screen, you will see a warning message that you are being redirected to another site to complete the payment. Select “Continue” to begin the redirect.
Make a Payment Any Other Time

1. From the home page, select “Make Payment”

From the “Transactions” header, select “Make a Payment” from the drop-down menu.
2. Select the type of payment

Select the Type of Payment from the drop-down.

Most often, “Account Payment” will be selected. A complete list of the payment types, and their uses include:

- **Account Payment**: Select account payment when you want to make a payment for a tax period where you have an amount due. You will only be able to make an account payment when you have an amount due on a tax period.

- **Bill Payment**: Select bill payment when you have received a bill notice from the Delaware Division of Revenue. You will need the bill number on that notice to make a payment.

- **Collections Payment**: Select collections payment when you have received a collection notice from the Delaware Division of Revenue. You will need the bill number on that notice to make a payment.

- **Multiple Accounts Payment**: Select multiple accounts payment when you want to make a payment for several tax account periods where you have an amount due. The Delaware Taxpayer Portal will show you all your outstanding debt and allow you to select the debt you want to pay.

- **Outstanding License Payment**: Select outstanding license payment when you have an amount due for a license account.
3  Complete the “Make a Payment” screen

Based on the type of payment selected, complete the drop-down fields provided. Ensure you select the proper Taxpayer Entity, Tax Account, and Account ID (if required) prior to continuing. Select “Next”.

![Make a Payment Screen](image_url)
4  Select payment amount and payment method

Enter your payment amount and payment method (ACH or Credit/Debit). You may also select the checkbox to pay the total outstanding balance. Checking this box will automatically populate the full balance on the period in the “Payment Amount” field. Select “Next” to continue.

5  Secure Transfer to Payment Provider

On the next screen, you will see a warning message that you are being redirected to another site to complete the payment. Select “Continue” to begin the redirect.
Pay with Credit Card

1  Select a Payment Method

Select a stored payment method or select a new method of payment. Select “Make a Payment” to continue.

2  Payment Details

Enter the required information for the payment method. When complete, select “Continue”.

Pay Online
3  Payment Confirmation

Verify the payment details and select “Confirm” to continue.

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4  Payment Processing

Once confirmed your payment is submitted for processing.

Do not leave this screen or press the back button until payment processing is completed.

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Please wait while your payment is being processed.

DO NOT PRESS THE BACK BUTTON ON YOUR BROWSER

If your browser fails to reload shortly, click here
Pay with ACH

1  Select a Payment Method

Select a stored payment method or select a new method of payment. Select “Make a Payment” to continue.

Delaware Division of Revenue
Pay Online

Select Payment Method

Select a Stored Payment Method
- Personal Checking - 6769

or

Please Choose the Method of Payment
- Pay by Personal Check
- Pay by Corporate Check

Make a Payment  View Scheduled Payments  Exit

2  Payment Details

Enter the required information for the payment method. When complete, select “Continue”.

Delaware Division of Revenue
Pay Online

Payment Information

Company Name
Routing Transit Number
Account Number
Employer Identification Number (EIN)
Address Line 1
Address Line 2
Country
City
Payment Date

Bill/Invoice Information

Amount

Continue  Change Payment Method  Exit
3  Payment Confirmation

Verify the payment details and select “Confirm” to continue.

![Payment Confirmation Image]

4  Payment Processing

Once confirmed your payment is submitted for processing.

*Do not leave this screen or press the back button until payment processing is completed.*

![Payment Processing Image]