Guest Payment

1. Navigate to the Portal sign in page

On the home page without logging in, scroll down until you see the Payments section and select the Pay your bill or Make an account payment links.
Portal Terms & Agreement

In order to continue with making a payment, the User must agree to the Portal Terms & Agreement. Please review the Terms of Use, select the checkbox stating you agree to the Terms, and once completed click “Next” to continue.
3  **Submitter Information**

On this next page you will have to complete the “Submitter Information” by filling out your First Name, Last Name, Daytime Phone, Email, and Confirm Email. You have the option to fill out your Position, Extension to Daytime Phone if available, and Mobile Phone. After, select the “I’m not a robot” to finish the form and select Next to continue.

![Submitter Information form](image)

4  **Make a Payment**

Select the type of payment. This can be a Bill Payment, Collections Payment, or Multiple Accounts Payment. After selecting the payment type, select “Next”.

![Make a Payment form](image)
5 Reference Information

If you are choosing to do a Bill Payment or Collections Payment you will need the ID Type, ID Number, and Bill Reference Number of the payment you plan on paying. The Bill Reference Number can be found at the bottom right side of the last page in the Notice of Assessment received.
6 Notice ID

If you are choosing to do a Multiple Accounts Payment you will need the ID Type, ID Number, and Notice Number of the tax account you wish to make a payment for. The Notice ID can be found in any notice received from the Division of Revenue.

07/13/2020

NOTICE OF ASSESSMENT AND DEMAND FOR PAYMENT
GROSS RECEIPTS TAX-RETAILER,RESTAURANT

Notice Number: 10000007505
Period End Date: 09/30/2017
Due Date: 07/22/2020

Summary

<table>
<thead>
<tr>
<th>Tax</th>
<th>Penalty</th>
<th>Interest</th>
<th>Payment Amount</th>
<th>Balance Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>$647.00</td>
<td>$485.25</td>
<td>$110.12</td>
<td>$0.00</td>
<td>$1,242.37</td>
</tr>
</tbody>
</table>

- This Notice is issued as required by 30 Del. C § 552.
- If you have already paid or entered into an ACH payment plan, you may disregard this notice.

What you need to do immediately

- Pay the amount due of $1,242.37 in full by 07/22/2020.
- Contact the Delaware Division of Revenue Collection Call Center at (302) 577-8208 or (800) 292-7826 if you cannot pay.

If you don’t pay

- You may have a judgment filed against you.
- You may have a lien issued. This means that you may not be able to sell property or acquire a loan.
- Judgement may be damaging to your credit report.
7  Bill Payment Page

Once submitted you will be taken to the Bill Payment page. On this page it will display the account and outstanding balance you have chosen. There will be an area where you can type in the amount you plan on paying or you can check the checkbox to pay the full outstanding balance. You can then pick the Payment Method you plan on using whether it be ACH Payment or Debit/Credit Card Payment. After everything looks correct select “Next” to continue.
8  Multiple Account Payment page

Once submitted you will be taken to the Multiple Account Payment page. This page will display the multiple accounts associated with the taxpayer and balance of each you have chosen. There will be an area where you can type in the amount you plan on paying for each account or you can check the checkbox to pay the full balance of each account. You can then pick the Payment Method you plan on using whether it be ACH Payment or Debit/Credit Card Payment. After everything looks correct select “Next” to continue.

Multiple Account Payment

You can type in the amount you plan on paying for each account or you can check the checkbox to pay the full balance of each account. You can then pick the Payment Method you plan on using whether it be ACH Payment or Debit/Credit Card Payment. After everything looks correct select “Next” to continue.

9  Warning Message

Select the “Continue” button and the Portal will transfer you to the payment processing site.

10  Navigate to Govolution payment page to complete payment

Once you have been successfully transferred to the payment processing site you may complete the payment on the Govolution payment page.