

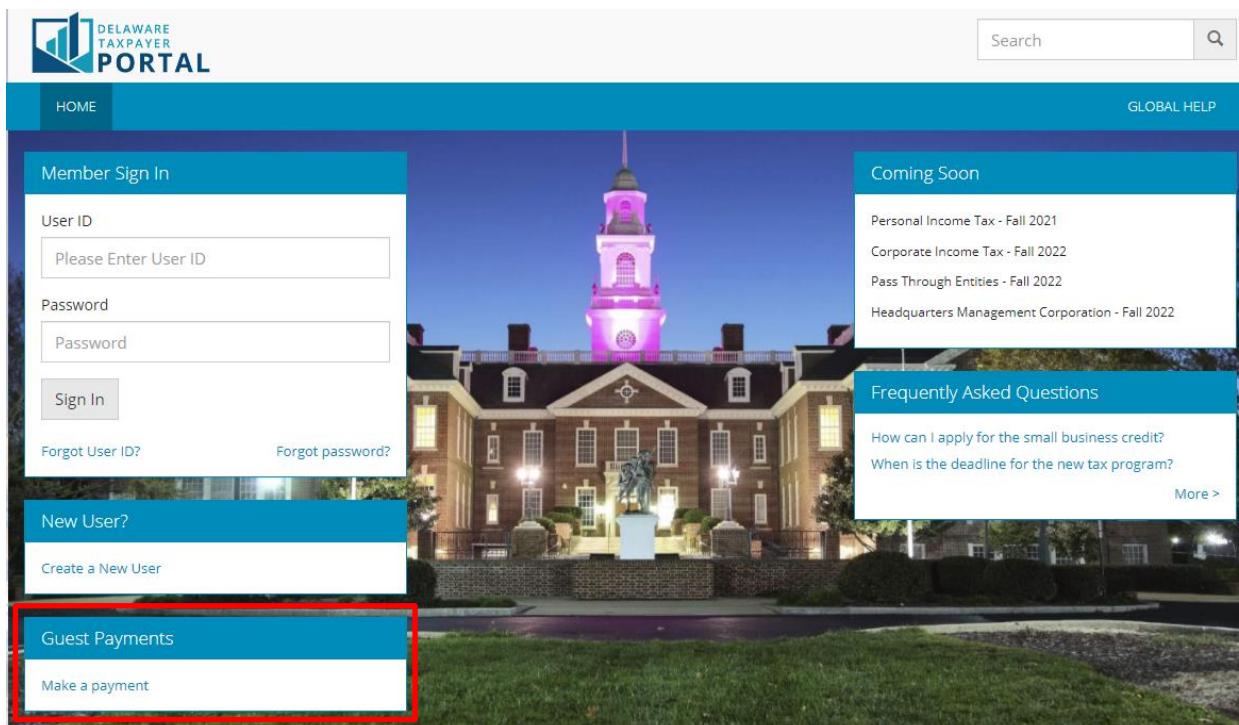
## Delaware Taxpayer Portal – Guest Payment

The following pages outline the steps required for a user to submit a tax account payment without logging in to a portal account.

### Guest Payment

#### 1 Navigate to the Portal sign in page

On the home page without logging in, navigate to the Guest Payments section and select the “Make a Payment” link.



DELAWARE  
TAXPAYER  
PORTAL

Search

HOME GLOBAL HELP

Member Sign In

User ID

Please Enter User ID

Password

Password

Sign In

[Forgot User ID?](#) [Forgot password?](#)

New User?

[Create a New User](#)

Guest Payments

[Make a payment](#)

Coming Soon

Personal Income Tax - Fall 2021  
Corporate Income Tax - Fall 2022  
Pass Through Entities - Fall 2022  
Headquarters Management Corporation - Fall 2022

Frequently Asked Questions

[How can I apply for the small business credit?](#)  
[When is the deadline for the new tax program?](#)

[More >](#)

## 2 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 select “Next” to continue.

### Make a Payment

Please review the terms and conditions for guest payments. If you agree, please scroll to the bottom of the terms and conditions and select the check box. Then select the Next button at the bottom of the page. If you do not agree to the terms and conditions, please select the Cancel button at the bottom of the page.

\* indicates required field

#### Terms and Conditions

DOR and the State are committed to respecting Users' privacy and security. Please see DOR Privacy Policy for further information about browsing, security, E-mail use, cookies and more.

**Data Policy**

By using data made available through the Portal, User agrees to all the conditions stated in the DOR Data Policy.

**Modification or Termination of Service**

DOR reserves the right at any time, and from time-to-time, to modify, discontinue, suspend or terminate access to the Portal and to modify these TOU by posting notice on this website or sending notice to any contact point listed in your user information. DOR will not be liable for any such modification, discontinuation, suspension or termination. User can review the most current version of the TOU on our website at any time.

**Acceptance of Terms of Use**

You may accept and agree to these TOU of the Portal on behalf of another individual, estate, trust, business, organization, agency or yourself by checking "I Agree" below. By checking the "I Agree" Box below you affirm that you have read these TOU, has the authority to agree to these TOU on behalf of another individual, estate, trust, business, organization, agency, or yourself and that the other individual, estate, trust, business, organization, agency, or yourself will be bound by these TOU. **Before you check the "I Agree" box, please carefully read the terms and conditions contained in this TOU.**

☐ \* I agree to the above Terms & Conditions

Cancel
Next

## 3 Submitter Information


Complete the Submitter Information section by filling out your First Name, Last Name, Daytime Phone, Email, and Confirm Email. After, select the “I’m not a robot” checkbox, and select “Next” to continue.

You also have the option to fill out your Position, Extension to Daytime Phone, if applicable, and Mobile Phone.

### Submitter Information

* First Name	<input type="text" value="First name"/>	* Daytime Phone	<input type="text" value="xxx xxx xxxx"/>
* Last Name	<input type="text" value="Last name"/>	Extension	<input type="text"/>
Position	<input type="text"/>	Mobile Phone	<input type="text" value="xxx xxx xxxx"/>
		* Email	<input type="text" value="emailID@email.com"/>
		* Confirm Email	<input type="text" value="emailID@email.com"/>

☐ \* I'm not a robot



Cancel
Next

## 4 Make a Payment

Select the type of payment (e.g. Bill Payment, Collections Payment, or Multiple Accounts Payment). After selecting the payment type, select “Next” to continue.

*If making a Bill Payment or Collections Payment continue to step 5. If making a Multiple Accounts Payment, skip to step 7.*

### Make a Payment

You may make an electronic payment by selecting the type of payment in the dropdown labeled Type of Payment Below. The Delaware Taxpayer Portal offers the following types of payments:

- **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.

Payments can be made using a credit/debit card (\$10,000 per transaction limit) or via ACH payment. If you are planning to make an ACH payment, you will need your bank routing and account number.

\* indicates required field

Type of Payment
▼

Bill Payment

Collections Payment

Multiple Accounts Payment

Next

## 5 Reference Information – Bill or Collections Payment

If you are choosing to make a Bill Payment or Collections Payment you will need the ID Type, ID Number, and Bill Reference Number for the payment you wish to make.

*The Bill Reference Number can be found at the bottom right side of the coupon in the Notice of Assessment.*


-----Detach and return this coupon with your payment-----  
STATE OF DELAWARE DIVISION OF REVENUE

Make check(s) payable to: **Delaware Division of Revenue**

**Include Notice Number 10000007503 on the check**

Delaware Division of Revenue  
820 N French St  
PO Box 8763  
Wilmington, DE 19899-8763

10000007503



Name: PORTAL BUSINESS  
Tax Type: GROSS RECEIPTS TAX-RETAILER,RESTAURANT  
Period End Date: 09/30/2017  
DOR File Number: 000002336  
**Bill Reference Number: 000000553**  
Due Date: 07/22/2020  
Balance Due: \$1,242.37

Amount Enclosed: \$

## 6 Payment Page

From the Bill Payment page verify the account and outstanding balance you have chosen. Next, select the amount of the payment. Then select the Payment Method you plan on using. After verifying the information, select “Next” to continue.

*After selecting Next, continue to step 9*

Bill Payment

[Change Bill Reference Number](#)

Taxpayer Name
ANOTHER PORTAL BUSINESS

Bill Type
Assessment

Bill Reference #
0000001355

\* indicates required field

Penalty and Interest are calculated as of today. Please note that we only accept Credit and Debit Cards for payments less than \$10,000.

Account	Account ID	Account Name	Period End Date	Tax	Interest	Balance
GROSS RECEIPTS TAX/GENERAL SERVICES	DOR FILE NUMBER:x0000340-7	ANOTHER PORTAL BUSINESS	12/31/1976	\$1,195.00	\$3,145.48	\$4,340.48
Total Outstanding Balance:						\$4,340.48

Showing 1 to 1 of 1 entries

\* Payment Amount

\$

☐ Check here to pay your Total Outstanding Balance

\* Payment Method

Cancel
Next

## 7 Notice ID – Multiple Accounts Payment

If you are choosing to make a Multiple Accounts Payment you will need the ID Type, ID Number, and Notice Number.

*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: 10000007503

Period End Date: 09/30/2017

Due Date: 07/22/2020

#### Summary

Tax	Penalty	Interest	Payment Amount	Balance Due
\$647.00	\$485.25	\$110.12	\$0.00	\$1,242.37

- 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

- 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

## 8 Multiple Account Payment page

From the Multiple Account Payment page verify the account and outstanding balance you have chosen. Next, select the amount of the payment. Then select the Payment Method you plan on using. After verifying the information, select “Next” to continue.

Multiple Account Payment
\* indicates required field

[Change Payment Type](#)

The balances below may include penalty and interest amounts which reflect what is due as of today. Please note that we only accept Credit and Debit Cards for payments less than \$10,000.

\* Taxpayer Name:

DOCUMENTATION TEST

\* Account Type:

Pay Multiple Tax Accounts

Account ID:

Account Type	Account ID	Account Period	Tax Amount	Penalty/Interest Amount	Collection Amount	Balance Amount	Payment Amount
GROSS RECEIPTS TAX/LESSEE-RETAIL LICENSE	FILE:x0000358-6	07/01/2020 - 09/30/2020	\$2,389.00	\$35.84	\$0.00	\$2,424.84	<div>\$</div> <div></div> <div>Pay full Amount <input type="checkbox"/></div>
						Total:	\$

Showing 1 to 1 of 1 entries

\* Form Type:

Payment Coupon

\* Payment Method:

Cancel

Next

## 9 Warning Message

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

Warning - Exiting Site

You are leaving the Portal site.

Click "Continue" to be redirected or "Back" to select a different payment method.

Back

Continue

## 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.