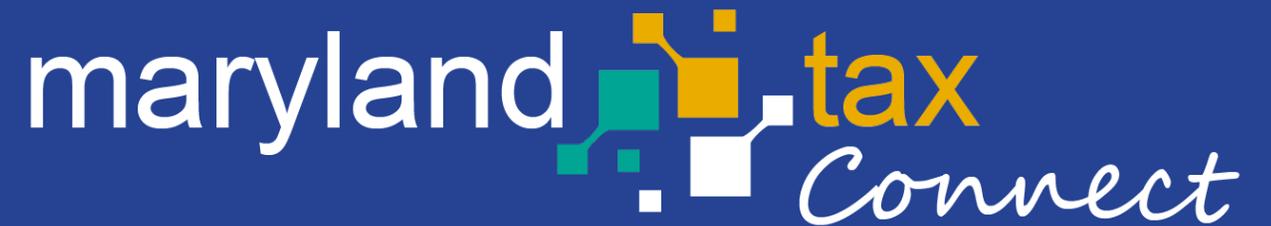


# Maryland Tax Connect

Make A Bill Payment As A Guest Guide

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September 2023

# Make A Bill Payment As A Guest

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The following pages outline the steps for making a **Guest Bill Payment** on Maryland Tax Connect. **Guest Bill Payment is only for ACH/Direct Debit Transactions.**

You do not need a Maryland Tax Connect Account to make a guest payment, but it's recommended for viewing and managing your Tax Accounts.



# Guest Bill Payment

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On the Portal homepage select **Make a Bill Payment as a Guest** from the Businesses box.



**BUSINESSES**

- Make a Bill Payment as a Guest
- File a Form as a Guest
- Filing Deadlines and Due Dates
- Business Tax Forms and Instructions
- Checklist for New Businesses
- Apply for Business Employer Identification Number



# Terms and Conditions

Maryland Tax Connect Users must agree to the Portal Terms of Use. Review and select the checkbox stating you agree to the Terms & Conditions. check the **"I'm not a robot"** box and complete reCAPTCHA. Click **Next** to continue.

**Businesses** / Make a Payment

## 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

c. If that appointment is based on you holding a certain qualification (for example, as a registered tax agent), you must currently hold that qualification that qualification must not currently be suspended or cancelled.

**Privacy Protection**  
COM is committed to respecting users' privacy and security. Please see our Privacy Policy for further information about browsing, security, e-mail use, cookies and more.

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

**Modification or Termination of Service**  
COM reserves the right to modify, discontinue, suspend or terminate access to Portal and to modify these TOU at any time. You will be notified of such changes by through Portal or a notice sent to the contact point listed in your user information. COM will not be liable for any such modification, discontinuation, suspension or termination. You 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 Portal on behalf of a 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, that you have the authority to agree to these TOU on behalf of your business, organization, agency or yourself and that the 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



# Contact Information

Personal data is required to track your documents and to receive electronic communication. Complete all mandatory fields, then click **Next** to continue.

Make a Payment - Contact Information

Provide the contact information for the individual making the payment. The individual must be authorized to make the payment on behalf of the taxpayer.  
If you exit this page prior to submission, your information will not be saved.

Contact Information \* indicates required field

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

I'm not a robot  reCAPTCHA  
Privacy - Terms



# Bill Payment Type

Select **Payment** and **Form Type**. Then click **Next** to continue.

Home

Businesses / Make a Payment

## Make a Bill Payment as a Guest ?

A bill payment can be made if you have received a billing notice from the Comptroller of Maryland. You will need the bill reference number on that notice to make a payment.

\* indicates required field

\* Type of Payment

\* Form Type

Next



# Authentication Page

Demographic information is needed to authenticate the business. Select **ID Type** from drop-down menu. Retrieve **Reference Number** from billing notice and complete all mandatory fields. Then click **Next** to continue.

The screenshot shows a web interface for business authentication. At the top, there is a navigation bar with a menu icon, user profile, notifications, and a search bar. Below this is a teal header with the word "Home". The main content area has a breadcrumb "Businesses / Make a Payment" and a title "BILL PAYMENT" with a help icon. A red asterisk note states "\* indicates required field". The "Authentication" section contains three mandatory fields: a dropdown menu for "\* ID Type", a text input for "\* ID" with the placeholder "Enter ID", and a text input for "\* Bill Reference Number" with the placeholder "Enter Bill Reference Number". At the bottom left is a red "Back" button, and at the bottom right is a blue "Next" button, both highlighted with red boxes.



# Bill Payment Page

Enter Bill **Reference Number** from billing notice. Then click **Next** to continue.

The screenshot shows a web interface for bill payment. At the top, there is a navigation bar with a menu icon, user profile, notifications, and a search bar. Below this is a teal header with the word "Home". The main content area has a breadcrumb "Businesses / Bill Payment" and a title "BILL PAYMENT" with a help icon. A link "Change Payment Type" is on the left. A red asterisk note states "\* indicates required field". The central form has a label "Bill Reference Number:" in a red box, followed by an empty input field. A tooltip on the right explains: "(What is a Bill Reference Number? ▾) The Bill Reference Number is provided on your Billing Notice." At the bottom left is a red "Cancel" button, and at the bottom right is a blue "Next" button in a red box.



# Account Page

Review and confirm account details and complete all mandatory fields. Then click **Next** to continue.  
**Note:** Partial payments can be entered.

Bill Payment ?

\* indicates required field

[← Change Bill Reference Number](#)

**Taxpayer Name** STEVE CORRESPONDENCE      **Bill Type** COLLECTIONS NOTICE      **Bill Reference #** 0001063098

Penalty and Interest are calculated as of today.

Account	Account ID	Account Name	Period End Date	Tax	Penalty	Interest	Balance
SALES AND USE TAX/FILING	CRN:34001471	STEVE CORRESPONDENCE	06/30/2022	\$2,200.00	\$220.00	\$286.00	\$2,706.00

Showing 1 to 1 of 1 entries

Outstanding Balance: **\$2,706.00**

\* **Payment Amount** \$ 100.00       Check here to pay Outstanding Balance

\* **Payment Method** ACH DIRECT DEBIT      ECHECK notification

Cancel      **Next**



# Schedule Electronic Payment

Banking details are required for ACH Direct Debit payments. **Scroll down** to continue then select **Submit**.

Businesses / Schedule Electronic Payment

## Schedule Electronic Payment

\* indicates required field

Make an electronic payment directly from your bank account. This MUST be a US Bank or Financial Institution (credit union, mutual fund, brokerage firm etc.) If the Date Of Withdraw falls on a weekend or bank holiday then the transaction will take place on the next business day.

Additional Penalty and Interest may accrue if payment is not made as of 23-Oct-2023.

**Taxpayer Name:** STEVE CORRESPONDENCE **Payment Amount:** \$2,000.00

\* Bank Routing Number:

\* Bank Account Number:

\* Confirm Bank Account Number:

\* Bank Account Type:

\* Bank Account Holder Name:

\* Phone:



# Schedule Electronic Payment

Continue entering demographic data in required fields and check box to authorize **ACH/Direct Debit withdrawal**. Then click **Submit** to continue.

Billing Address

\* Street Address 1:

Street Address 2:

\* City:

\* State:

\* Zip Code:

\* Country:

\* Effective Date:

\* I hereby authorize the withdrawal of funds as specified above for tax payments.

[Back](#) [Submit](#)



# Confirm Your Payment

Review payment amount and payment method. If accurate click **Confirm** to continue. Select the **Back** button to make changes before submission.

Businesses / Schedule Electronic Payment

## Confirm Your Payment

**Payment Amount:** \$100.00  
**Payment Method:** PERSONAL/CONSUMER CHECKING

[← Back](#) [Confirm](#)



# Payment Confirmation Page

Review payment details and retain **Confirmation Number**. Then click **Logout** to exit page.

**Payment Confirmation**

If the Transaction Date falls on a weekend or bank holiday, then the transaction will take place on the next business day. If the Due Date falls on a weekend or holiday, the return is due the next business day. The payment has been accepted. The confirmation number and payment details can be found below.

The payment has been accepted. The confirmation number and payment details can be found below.

**Transaction Information**

**Confirmation #:** 1128  
**Status:** IN PROCESS

**Cancel By Date:** Wednesday, 11/08/2023  
**Cancel By Time:** 11:59 PM

**Payment Information**

**Taxpayer Name:** STEVE CORRESPONDENCE  
**Document Type:** BILLING NOTICE  
**Amount Paid:** \$100.00  
**Payment Amount:** \$100.00  
**Fee Amount:** \$0.00

**Effective Date:** Wednesday, 11/08/2023  
**Bill Coupon Number:** 0001063098

**ACH DIRECT DEBIT Information**

**Bank Nickname:** N/A  
**Bank Account Type:** PERSONAL/CONSUMER CHECKING

**Routing Number:** XXXXX5366  
**Account Number:** XXXXXXXX3123

**Payment Details**

Account Type	Identifier	Filing Period	Payment Amount
SALES AND USE TAX	CRN:34001471	04/01/2022 - 06/30/2022	\$100.00

Showing 1 to 1 of 1 entries

[Logout and Return Home](#)



# WELCOME TO MARYLAND TAX CONNECT!

You have now successfully submitted a Guest Bill Payment

For additional assistance email us at

[MDTAXCONNECTHELP@marylandtaxes.gov](mailto:MDTAXCONNECTHELP@marylandtaxes.gov)

or contact Taxpayer Services Monday-Friday, 8:30am-4:30pm. EDT  
at 1-800-638-2937 or 410-260-7980.