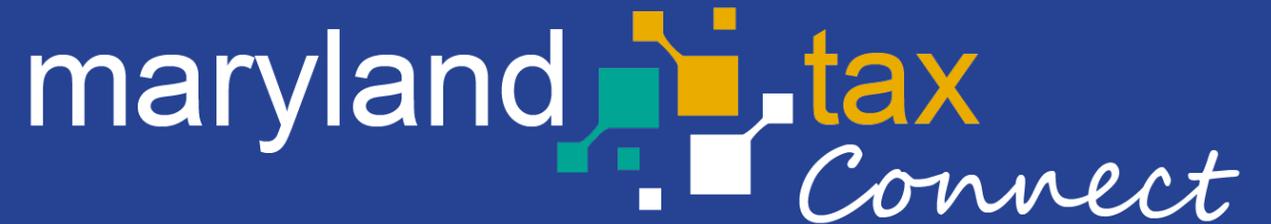


Maryland Tax Connect

Make A Payment As A Guest Guide



Make A Bill Payment As A Guest

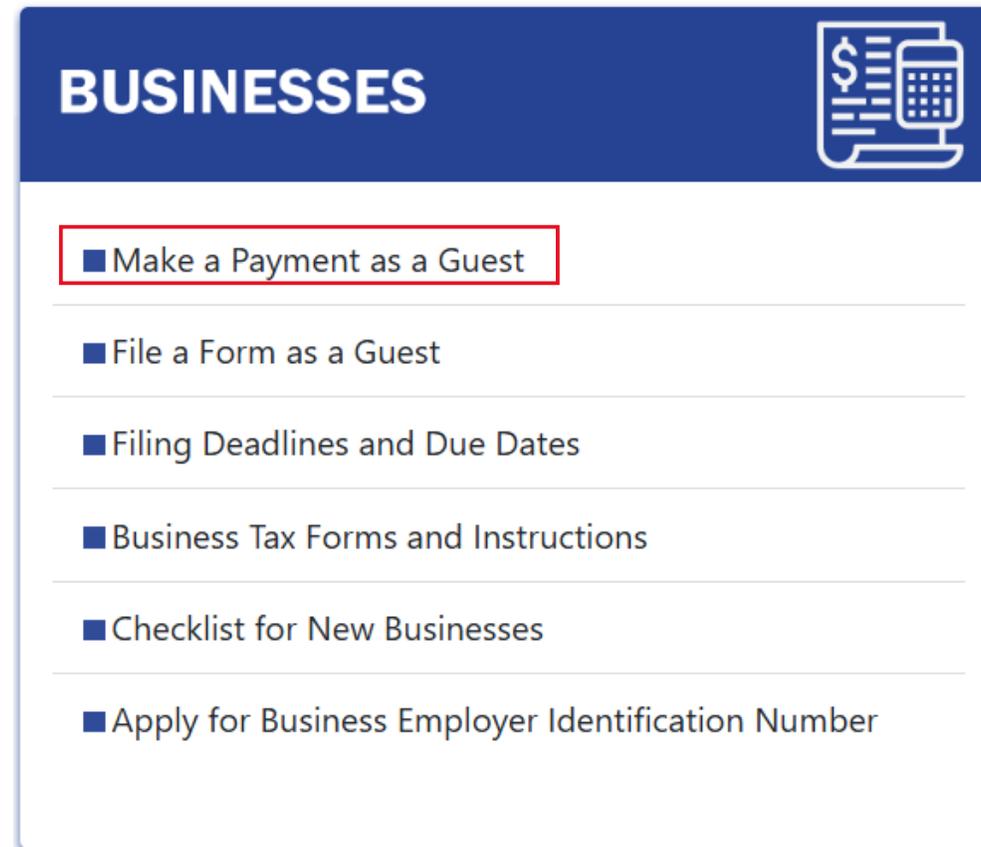
The following pages outline the steps for making a **Guest Bill Payment** on Maryland Tax Connect. **Guest Payment is only for ACH/Direct Debit Transactions.**

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



Guest Payment

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



BUSINESSES

- Make a 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 select **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.

* indicates required field

Contact Information

* First Name:

* Last Name:

Title:

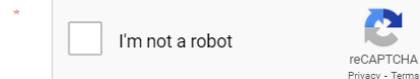
* Daytime Phone:

Extension:

Mobile Phone:

* Email:

* Confirm Email:



Cancel

Next



Make a Payment

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
BILL PAYMENT

* Form Type
BILLING NOTICE

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 application interface for business authentication. At the top, there is a navigation bar with a hamburger menu on the left, and user profile, notifications, and a 'Translate' button on the right. Below the navigation bar is a teal header with the word 'Home'. A breadcrumb trail shows 'Businesses / Make a Payment'. The main heading is '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 the title 'BILL PAYMENT' with a help icon. A link 'Change Payment Type' is on the left. The central form has a 'Bill Reference Number' input field, which is highlighted with a red box. To its right is a tooltip that says '(What is a Bill Reference Number? ▼)' and 'The Bill Reference Number is provided on your Billing Notice.' A red asterisk '* indicates required field' is positioned to the right of the tooltip. At the bottom left is a 'Cancel' button, and at the bottom right is a 'Next' button, also highlighted with 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

Outstanding Balance: \$2,706.00

Showing 1 to 1 of 1 entries

* **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 select **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

Logout and Return Home

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



WELCOME TO MARYLAND TAX CONNECT!

You have now successfully submitted a **Guest Bill Payment**

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