

**These instructions are for paying your City of Delaware Income Taxes or City Utility bills ONLY. If you need instructions for paying other City of Delaware-issued invoices, hit your back arrow and select the Miscellaneous Payments link.**



What you'll need to pay online:

A Mastercard or Visa [debit or credit]

Your [City tax return](#) or your [Utility bill](#).

Your City of Delaware [Tax ID number](#) [i.e. 12345-R; 5 digits followed by a letter [R,W, or B]], or

Your [Utility Customer number](#) (i.e. 12\*3456\*7).

Here's what you'll do:

1. From our website, click on the Official Payments or Credit Card symbols and it will take you to the Official Payments website.
2. Select "Local Payments".
3. Enter a Jurisdiction code of [4591](#), then click "Make Payment". Select [Income Tax](#) or [Utility Bill](#) payment from the drop-down. Click 'Continue'.
4. Enter your payment amount. Click 'Continue'
5. To continue, agree to the payments terms. For [Income Taxes](#), you'll be charged a convenience fee of 3% of your payment. For [Utility](#) payments, for each \$300 or less payment, you'll be charged a fee of \$3.
6. Enter the required information and include an email address if you want a confirmation emailed to you. Click 'Continue'.
7. Confirm your payment and information and click 'Submit'.
8. Write down your confirmation number [if you didn't enter an email address above].

That's it! Official Payments also allows you to sign up so you don't have to enter all the information every time. Just select "My Account" from their webpage.

Also, you may make a payment from a touch-tone phone, land-line or cell, by calling Official Payments at 1-800-2PAY-TAX [1-800-272-9829]. You'll need to enter Jurisdiction code [4591](#) at the prompt. Then just follow the instructions.