

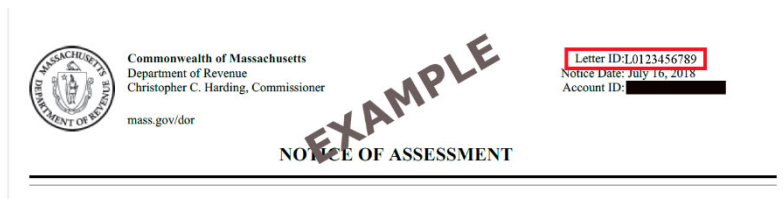


## Electronic Payment Method for Massachusetts: For Balances Due with Trust Tax Returns

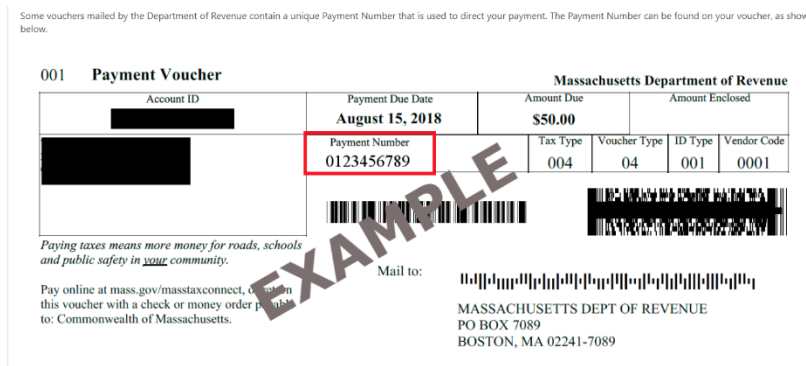
**Note:** Rather than making one-time payments, you also have the option to create a Massachusetts Tax Connect account in order to store payment information, view prior year tax return information, payment history, etc. [Use this link in order to either sign in or create a Massachusetts Tax Connect account.](#) In the top-right corner below the log-in information, select “Sign Up” to create a new account. We recommend you create a Massachusetts Tax Connect account for trusts anytime you need to make tax payments, as the ability to make a one-time payment for a trust is limited to very narrow circumstances.

**For one-time payments (You must have a Letter ID, Voucher ID or Payment Number – if you do not have this you cannot make a one-time payment).**

- 1) Click on this link: [mtc.dor.state.ma.us/mtc](http://mtc.dor.state.ma.us/mtc)
- 2) In the Quick Links section, select “Make a Payment”.
- 3) Step 1: Taxpayer Type:
  - a. Select “I am, or I represent, a business, fiduciary, trust...”.
  - b. Click Next.
- 4) Step 2: Identification:
  - a. Fill out the “Taxpayer Identification” section with the business name, business ID type, business ID, and phone number.
  - b. Click Next.
- 5) Step 3: Letter ID:
  - a. Enter the Letter ID found on the top of your letter issued by the DOR. OR



- b. Payment Number: If you do not have a letter ID, select that option, and follow the prompts to provide the Payment Number, found on the Payment Voucher:




- c. Voucher Information: If you do not have a payment number, select that option, and follow the prompts to provide the voucher information, including ID number, ID Type, Voucher Type and Tax Type, found on the Payment Voucher:

The image below highlights the location of the required fields on your voucher. Note that depending on your voucher, you could have different ID types. For example, in the selection below instead of saying "ID" it could say "Payment Plan ID"

| 001 Payment Voucher |                  | Massachusetts Department of Revenue |                 |         |             |
|---------------------|------------------|-------------------------------------|-----------------|---------|-------------|
| Account ID          | Payment Due Date | Amount Due                          | Amount Enclosed |         |             |
| [REDACTED]          | May 24, 2018     | \$95.65                             |                 |         |             |
| [REDACTED]          | ID               | Tax Type                            | Voucher Type    | ID Type | Vendor Code |
| [REDACTED]          | 0123456789       | 053                                 | 03              | 007     | 0001        |

*Paying taxes means more money for roads, schools and public safety in your community.*

Pay online at [mass.gov/masstaxconnect](http://mass.gov/masstaxconnect), or mail this voucher with a check or money order payable to: Commonwealth of Massachusetts.

Mail to:   
 MASSACHUSETTS DEPT OF REVENUE  
 PO BOX 7089  
 BOSTON, MA 02241-7089

- d. Click Next.
- 6) Step 4: Payment Method:
- Amount Due on Voucher will automatically populate based on the MA DOR's records of your account.
  - Enter the amount to pay (this is the balance due with your 2023 Massachusetts individual income tax return).
  - Select Bank Debit or Credit Card (note that use of a credit card will incur processing fees).
  - Click Next.
- 7) Step 5: Payment Details:
- Under "Payment Channel" enter the type of account (Checking or Savings), the routing number and the account number.
  - Under "Payment"
    - Select the payment date – this should be no later than the due date for your tax return but can be earlier.
    - Confirm the amount of payment – this is the balance due with your 2023 tax return.
  - Click Next.
- 8) Step 5: Confirm:
- Review all information to confirm it is correct.
  - Click Submit.
  - Enter your email address to receive proof of payment.
  - Click Submit.
  - We recommend you save the payment confirmation to your files.