



## Electronic Payment Method for Massachusetts: For Bill Letter for 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 to sign in or to create a Massachusetts Tax Connect account.](#) In the top-right corner below the log-in information, select “Sign Up” to create an account.

### For one-time payments:

- 1) Click on [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, partnership...”
  - 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 number found on the top of your letter issued by the DOR.

The letter ID can be found at the top of your letter issued by the DOR. The Letter ID is designated in the picture below.



Commonwealth of Massachusetts  
Department of Revenue  
Christopher C. Harding, Commissioner  
mass.gov/dor

Letter ID: L0123456789  
Notice Date: July 16, 2018  
Account ID: [REDACTED]

NOTICE OF ASSESSMENT

- 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:

Some vouchers mailed by the Department of Revenue contain a unique Payment Number that is used to direct your payment. The Payment Number can be found on your voucher, as shown below.

001 Payment Voucher Massachusetts Department of Revenue

Account ID [REDACTED]	Payment Due Date <b>August 15, 2018</b>	Amount Due <b>\$50.00</b>	Amount Enclosed			
[REDACTED]	Payment Number <b>0123456789</b>	Tax Type 004	Voucher Type 04	ID Type 001	Vendor Code 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 pay 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

- 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:

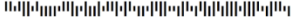
The image below highlights the location of the required fields on your voucher. Note that depending on your voucher, you could have different ID types. For example, in the selection below instead of saying "ID" it could say "Payment Plan ID"

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 use this voucher with a check or money order payable to: Commonwealth of Massachusetts.

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 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 2024 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 2024 tax return.
  - Click Next.
- 8) Step 6: 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.