



INTIME Guide for Business Tax Customers

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Welcome to INTIME

The Indiana Department of Revenue's (DOR) e-services portal, [INTIME](#) (Indiana Taxpayer Information Management Engine) offers customers the ability to manage all their business or corporate tax accounts in one convenient location, 24/7. This includes filing returns, making payments, and secure messaging with DOR Customer Service. This guide serves as a resource to help customers set up their INTIME account and explore the functionalities available with step-by-step instructions, screenshots, and helpful tips.

The [INTIME Functionality chart](#) provides a list of tax accounts that can be managed via INTIME along with the functionalities available.

Business customers can log in to [INTIME](#) to access the following additional functionalities:

- Electronic delivery of correspondence from DOR
- Make payments using a bank account or credit card
- Online customer service support through INTIME secure messaging
- Request and print return transcripts as needed
- Update contact and mailing information
- Upload bulk file submissions of less than 10 MB directly through INTIME. More [information on bulk filing](#) is available.
- View and respond to correspondence from DOR

[Additional resources](#) are also available.

INTIME for Corporate and Business Customers

[INTIME](#) is available to manage corporate and business tax obligations.

A complete list of all of [DOR's Electronic Tax Filing Options](#) and the tax obligations that can be filed via INTIME, as well as by SFTP bulk filing and Modernized E-File, is available.

Getting Started

- A new business must be registered through [INBiz](#) before creating an INTIME user logon
- You will need the unique Letter ID found on a letter from DOR (located in upper right-hand corner). If you do not have one, a "Welcome letter" can be requested during the logon creation process.
- You will be asked to provide the business name and ID (TID / RRMCM / FEIN / SSN / PTIN).

Username and Password Creation Overview

Registration
Register new tax or nonprofit account, an aircraft, or create a new INTIME username.

- > Create an INTIME logon
- > New tax registration

Payments
Pay a bill or make a return, extension, or estimated payment for individual or corporate tax.

- > Make a payment
- > Manage scheduled payment

Where's my refund?
Request the status of your individual income tax return refund or verify your identity.

- > Where's my refund?
- > Verify my identity

Reinstate your corporation
Request to reinstate your corporation with the Indiana Secretary of State.

- > Request to reinstate your corporation

Request for dissolution
Request a corporate dissolution with the Indiana Department of Revenue.

- > Request a corporate dissolution

Consumer use tax
File and pay use tax on tangible personal property acquired for storage, use, or consumption in Indiana.

- > File form ST-115

Refund for tax on purchases
Request a refund for Indiana tax that you have paid on purchases.

- > Submit a refund request on purchases
- > Submit a fuel tax refund claim

Submissions
Check the status of a submission made through INTIME such as a payment or registration.

- > Retrieve a submission

Renew SFTP registration
Annual renewal for existing registered filers that currently submit withholding return files through SFTP with the Indiana Department of Revenue.

- > Annual renewal for SFTP registration

Submit WCE-1 Form
Apply for your Worker's Compensation Exemption Certificate.

- > Submit WCE-1 Form

Create a master logon for your organization

The first person to create a username for your organization will be assigned the role of "Master Logon." This user will be able to manage access for other users in your organization, if appropriate, and will have full access to your company's own tax accounts. INTIME usernames are specific to each person, and passwords should not be shared with anyone.

Create your INTIME logon

[Go to INTIME](#) and select "New to INTIME? Sign up." to create a master logon username and password for access to INTIME. Follow the steps on your screen to [register and create your logon](#).

Create a unique username (may be an email address) and password. Note that the password:

- Must be at least eight characters long
- Must include at least one uppercase letter
- Must include at least one special character
- Cannot be the username or email address

Enter your business information and validate access using a unique DOR Letter ID, recent payment amount, or return line item. If these items are not available, a "Welcome letter" can be requested on the "Account validation" screen to complete the registration. This is an essential step in protecting customers sensitive information.

An email acknowledgment will be sent once a logon has been created.

Log in for the first time

Once the username creation process has been completed, you will be directed back to the INTIME landing page to log in for the first time. Enter your newly created username and password.

Two-factor authentication

Access security for INTIME is enhanced with two-factor authentication. This means that you will be required to enter an access code upon logging in that can be received by email, text message (standard text message rates apply), or authenticator application. Information on each of these options is included on the registration screen.

Power of Attorney Access

A Business tax customer can grant a tax practitioner access to their INTIME account with an electronic Power of Attorney (ePOA). Once ePOA access has been requested through INTIME and approved by the business tax customer, a tax practitioner will be able to see and perform the same actions as their client.

An ePOA request is separate from a Form POA-1 request. Granting an ePOA allows a tax practitioner to view an INTIME account(s) and payment history, provide necessary documents, and access letters and messages from DOR. An ePOA ensures the security of your INTIME account and DOR considers it equivalent to Form POA-1 for the purpose of discussing tax matters.

Initiating ePOA

To initiate an INTIME ePOA access request, a tax practitioner will log in to their own INTIME account, go to the "All Actions" or "Preparer Actions" tab, locate the "Power of attorney" panel, then click on

the “Request POA Access” hyperlink and follow the prompts. The Business tax customer (client) will receive an email soon after that instructing them to log in, review and approve (or deny) the request.

Detailed instructions for tax practitioners and clients are available:

- [INTIME ePOA Guide for Tax Practitioners](#)
- [INTIME ePOA Guide for Clients](#)

DOR will consider an INTIME ePOA equivalent to the Form POA-1 for the purpose of discussing tax matters. DOR reserves the right to request the Form POA-1 in certain circumstances, but in general, a Form POA-1 is not required in addition to an approved INTIME ePOA access request.

Information is available on [power of attorney procedures and Form POA-1](#), the [various POA options](#), as well as answers to [frequently asked questions](#).

INTIME ePOA Access Request Processing Time

If a Business tax customer is able to create a username and access INTIME, they can approve a tax practitioner’s request and provide immediate access.

If you cannot access INTIME to approve an ePOA request, DOR will mail an access request letter to your legal address on file with DOR. Information in the letter can be used to approve the tax practitioner’s access request.

Mailed access approval forms may take several weeks to be received and processed. In either case, the Business tax customer will be notified by email when the access is granted to their tax practitioner.

Helpful Hints and Reminders for Tax Practitioners

Once the ePOA access request has been approved, the Business tax customer will be added to the tax practitioner’s client list. When that process is complete, a tax practitioner can:

- View any outstanding actions for each client, including new letters or messages from DOR
- File returns and make payments
- Search the client list
- Manage which customers are initially visible using the “Manage Favorites” button.

Each member of a tax practitioner’s team will request INTIME ePOA access to their own client accounts.

Creating additional users from a master logon account allows the amount of access to be limited. Team access can be managed as needed using this method, including deactivating accounts when necessary.

Some practitioners may prefer to register all their clients upfront for the INTIME ePOA in order to see and be notified when new messages or letters are received from DOR.

Managing Security & Access to Accounts

Security is handled independently for each user. A “Master Logon” may create additional usernames for an organization and manage the level of access allowed to your own tax records.

Keep in mind that additional users:

- Will perform work as themselves
- May have access to customers and accounts that you do not have access to (each user has his or her own set of INTIME ePOAs)

Tip: As a “Master Logon,” you may only manage access for other users whose accounts you have access to.

Revoking Access to Account

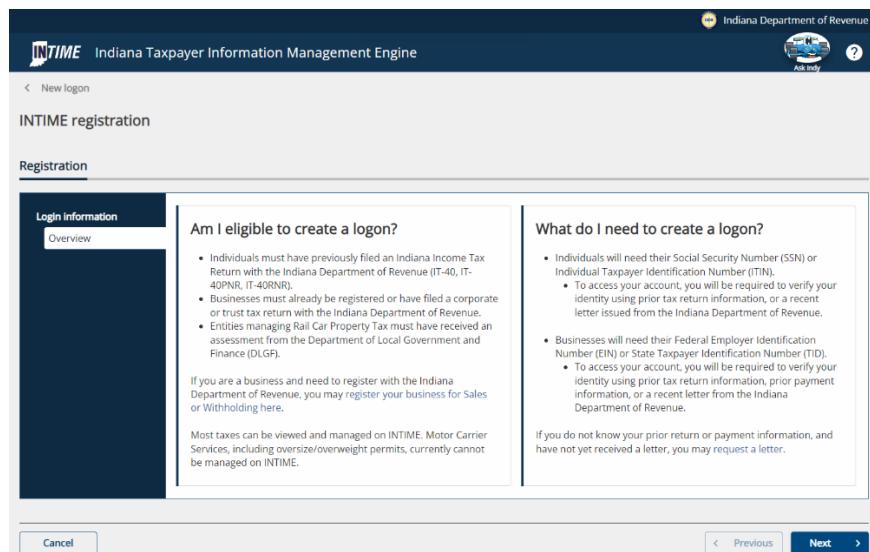
Business tax customers can manage and modify a tax practitioner’s level of access, including revoking ePOA access. To revoke a tax practitioner’s access to your account quickly and easily, go to the “All Actions” tab and select “Manage POA access.”

Tax practitioners can easily revoke their own INTIME ePOA access (thus ending the ePOA):

1. Enter the client’s INTIME account and go to the “Settings” tab.
2. Cancel access to the client or tax accounts you no longer wish to have. If you cancel access to the client, access to all of their accounts will automatically be removed. When canceling access to a specific tax account, access to the customer and any remaining tax accounts will be maintained.

INTIME Registration

The registration screen provides context for creating a username and password for INTIME.



Select "Business" to manage tax account for a business, nonprofit or trust.

Indiana Department of Revenue
INTIME Indiana Taxpayer Information Management Engine
Ask Indy ?

< New logon

INTIME registration

Registration

Login Information
Overview
Customer Type

Are you registering as a business or an individual?

Business (I am here to manage tax accounts for a business, non-profit, or trust)

Individual (I am here only to manage my personal income taxes)

ⓘ One option must be selected. If you are a tax preparer, please review the INTIME User Guide for Business Customers before proceeding.

Cancel < Previous Next >

Enter legal business information. ID type options: Indiana Tax Identification Number (TID) or Federal Employer Identifications Number (FEIN).

Registration

Login Information
Overview
Customer Type
Customer Information

Enter legal business information

ID type *
Required

ID *
Required

Legal name of business *
Required

Cancel < Previous Next >

Add Accounts

Follow on-screen instructions to add tax accounts and verify access. If a customer is unable to validate using the available validation methods, they may use the link in the info box to request an INTIME welcome letter. By clicking this link, the customer is redirected to a new web request to fill out in order to receive the letter in the mail. With this letter, they may use the Letter ID validation method to create their INTIME logon.

INTIME registration

Registration

Login Information

- Overview
- Customer Type
- Customer Information
- Add Accounts

Enter valid account details to verify access

If you are here to manage your Alcohol, Tobacco, Fuel Inventory or Vehicle Sharing accounts, use your Sales account details below.

Tax account type to be filed

Sales (ST-103, ST-103CAR, ST-103 >

If you are unable to complete any of the account validation methods available below, you may request an INTIME welcome letter.

Select account validation method

Return Line Item >

Enter the amount on line 1 from one of your previously filed Sales (ST-103, ST-103CAR, ST-103MP) returns. This must be from a return filed after 7/6/2019.

Line Item amount (cannot be a \$0 amount) *

Required

Cancel Save Draft < Previous Next >

Tax Account Options

The customer must know what accounts they are registered for and select one of those account types from this list.

Aircraft Dealer accounts may only use the Letter ID validation method. They also must provide the 5-digit zip code associated with the account.

Aircraft Excise accounts may use any validation method and must provide the FAA number for the aircraft.

All other accounts may use any validation method:

Select account validation method *

Required >

Required

Letter ID

Payment Amount

Return Line Item

Tax account type to be filed *

Required >

Required

Aircraft Dealer (AE-8)

Aircraft Excise (AE-7)

Alternative Fuel Decal (SF-801)

Aviation Fuel (AVF-150)

C Corporation (IT-20)

Fiduciary Income (IT-41)

Financial Institution (FIT-20)

Gasoline Use (GT-103)

Motor Fuels (MF-360)

Nonprofit (IT-20NP, NP-20, NP-20A)

Partnership (IT-65)

Petroleum Severance (MF-600)

Rail Car Tax (RC-1)

S Corporation (IT-20S)

Sales (ST-103, ST-103CAR, ST-103MP)

Special Fuel (SF-900)

Terminal Operator (FT-501)

Transporter License (SF-401)

Utility Receipts (URT-1)

Utility Services Use (USU-103)

Withholding (WH-1, WH-3)


Account Validation: Letter ID

Account validation

i If you are unable to complete any of the account validation methods available below, you may request an INTIME welcome letter.


Select account validation method
Letter ID

i Please provide the letter ID from correspondence received from DOR. The ID consists of an "L" followed by a 10-digit number and can be found in the top right corner of the letter.



INDIANA DEPARTMENT OF REVENUE
PO BOX 6032
INDIANAPOLIS IN 46206-6032

Indiana Department of Revenue
Eric J. Holcomb, Governor
Bob Grennes, Commissioner



TAXPAYER NAME
123 MAIN STREET
INDIANAPOLIS IN 46202

FEIN 12-3456789
Taxpayer ID 0123456789
Letter ID L9999999999
Date Issued January 31, 2020

Letter ID *
Required

Cancel Save Draft < Previous Next >

Account Validation Method: Payment Amount

The info box will disclose the tax account selected by the customer. Please be advised that a special note will apply to Sales accounts. Payments in the amount of \$25 may not be used for validation, as this is the amount due for registration fees.

Account validation

i If you are unable to complete any of the account validation methods available below, you may request an INTIME welcome letter.

Select account validation method
Payment Amount

i Enter one of the last 5 payment amounts that have been made for any of your Sales tax accounts.

If you do not have recent payment information for your Sales tax account(s), you may request an INTIME welcome letter.

Please note that \$25 payments cannot be used for validation, as these are always used for registration fees.

Payment amount *
Required

Cancel Save Draft < Previous Next >

Account Validation Method: Return Line Item

The info box will disclose the name of the return that is filed for the selected tax account. The date displayed will be three years before today's date.

The screenshot shows a web form titled "Account validation". It features a dark blue sidebar on the left. The main content area has a title "Account validation" and an information box: "If you are unable to complete any of the account validation methods available below, you may request an INTIME welcome letter." Below this is a dropdown menu labeled "Return Line Item" with a downward arrow. Another information box states: "Enter the amount on line 1 from one of your previously filed Sales (ST-103, ST-103CAR, ST-103MP) returns. This must be from a return filed after 7/6/2019." Below that is a text input field for "Line item amount (cannot be a \$0 amount) *" with a "Required" label. At the bottom, there are buttons for "Cancel", "Save Draft", "Previous", and "Next".

Create INTIME Login

Create an INTIME login and follow the password requirements. There is a real-time check to make sure the username chosen does not already exist.

The screenshot shows the "INTIME registration" page. A sidebar on the left lists navigation options: "Login information", "Overview", "Customer Type", "Customer Information", "Add Accounts", and "Login" (which is highlighted). The main area is titled "Create your INTIME login" and contains several required fields: "Username (at least 6 characters) *", "Password *", "Confirm password *", "Secret question *", "Secret answer *", and "Confirm secret answer *". Each field has a "Required" label. An information box on the right lists password requirements: "The password: must be at least 8 characters long, must include at least one uppercase letter, must include at least one special character, and cannot be the username or email address". At the bottom, there are buttons for "Cancel", "Save Draft", "Previous", and "Next".

Contact Information

Provide contact information and an email address. Only one email address can be associated with a logon. There is a real-time check to make sure the email address provided is not associated with another logon, even if it's a logon for a different customer.

INTIME registration

Registration

Login information

- Overview
- Customer Type
- Customer Information
- Add Accounts
- Login
- Contact

Enter your contact information

First name *
Required

Last name *
Required

Email *
Required

Confirm email *
Required

Phone type *
Required

Country
USA

Phone number

Cancel Save Draft < Previous Next >

Review and Submit Registration

Business tax customers will have a chance to review the information they provided before submitting their registration. This means they can review any and all steps, if needed.

INTIME registration

Registration

Login information

- Overview
- Customer Type
- Customer Information
- Add Accounts
- Login
- Contact
- Review

Review submission

Business name : SAMPLE COMPANY
FEIN : 00-0000000

INTIME logon summary

Name : JOHN SAMPLE
Username : username
Secret question : What is the first and last name of your favorite childhood friend?

Cancel < Previous Next >

After selecting the "Next" button, a screen will display to confirm submission.

INTIME registration

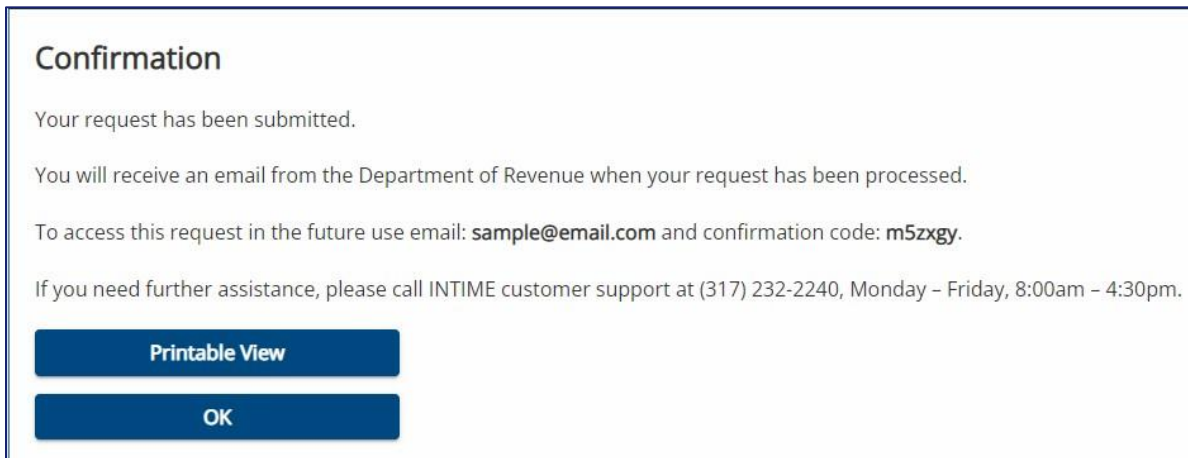
Confirm Submission

Confirm Submission

Are you sure you want to submit?

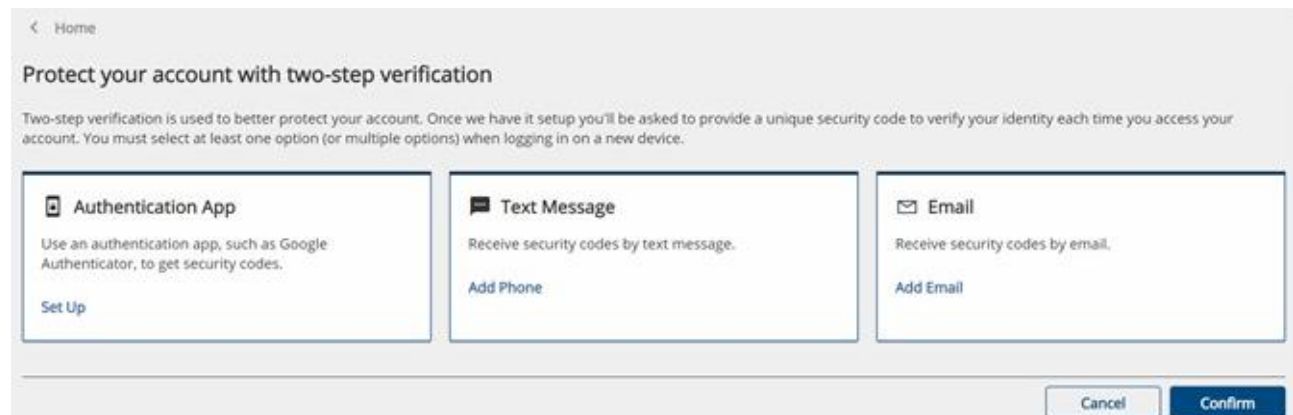
Cancel < Previous Submit >

A confirmation message will be sent and will include a confirmation code to be used for future access along with the provided email. A printable view option is available and allows the customer to print or save a copy for their records.



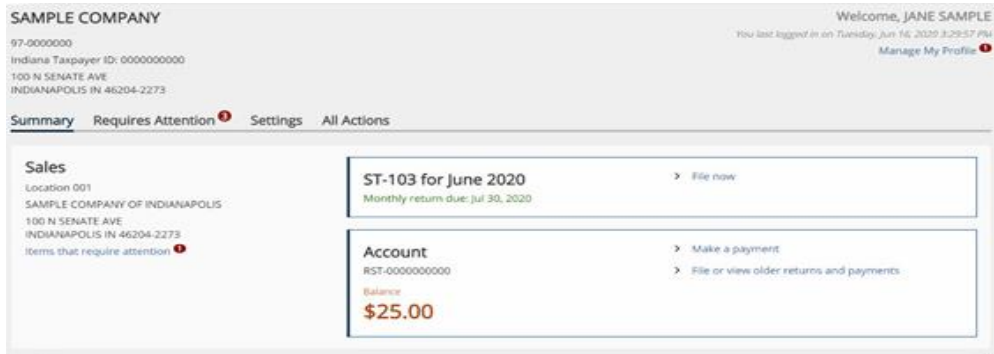
Two-step Verification

DOR knows the importance of customer account security and uses the two-step verification method for access to INTIME. Customers must choose their preferred two-step verification method before proceeding. The three methods include the use of an authentication app, or the receipt of a text message or email to get a one-time confirmation code. These unique security codes will be required for each INTIME login.



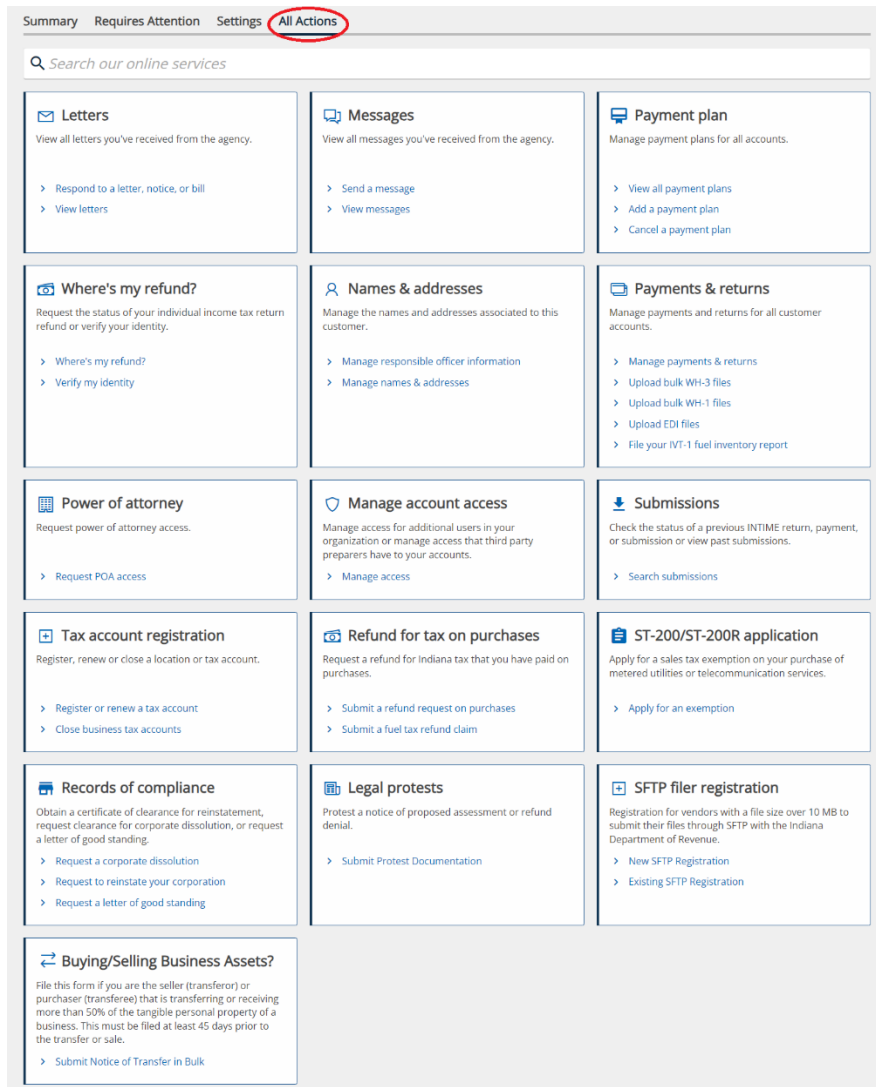
Landing Page After Providing Security Code

After logging in and entering the security code, INTIME's default home page is the "Summary" tab. All tax accounts and locations registered will be listed. From this screen, Business tax customers may file a return, view past returns, or make a payment. These actions are limited to the level of access the logon has for the customer. Some logons may have "View Only" access, meaning they would only be able to view returns, and not file new ones or pay a balance.

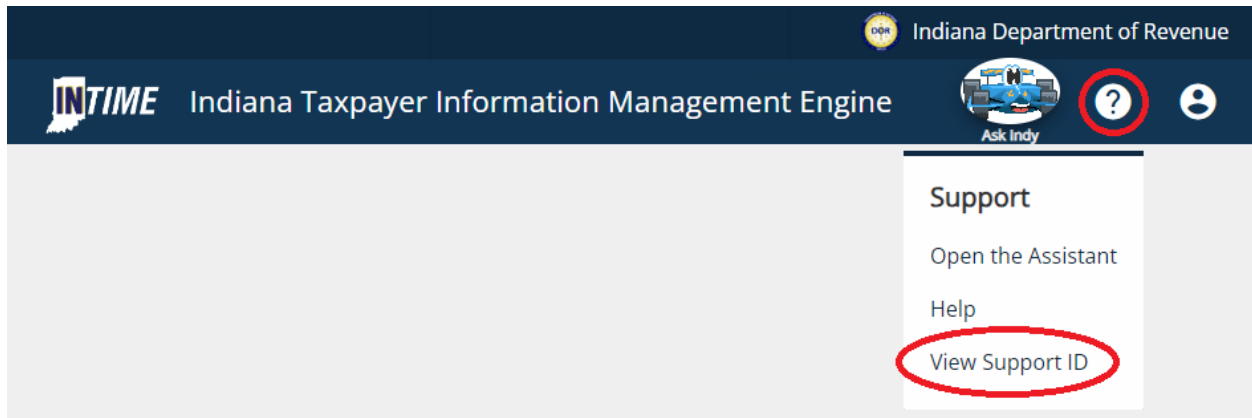


“All Actions”

The customer can perform a number of tasks using the “All Actions” tab. Some links may not be available to all logons; it depends on the logon’s level of access. Here’s what the “All Actions” tab will look like for a Master logon.

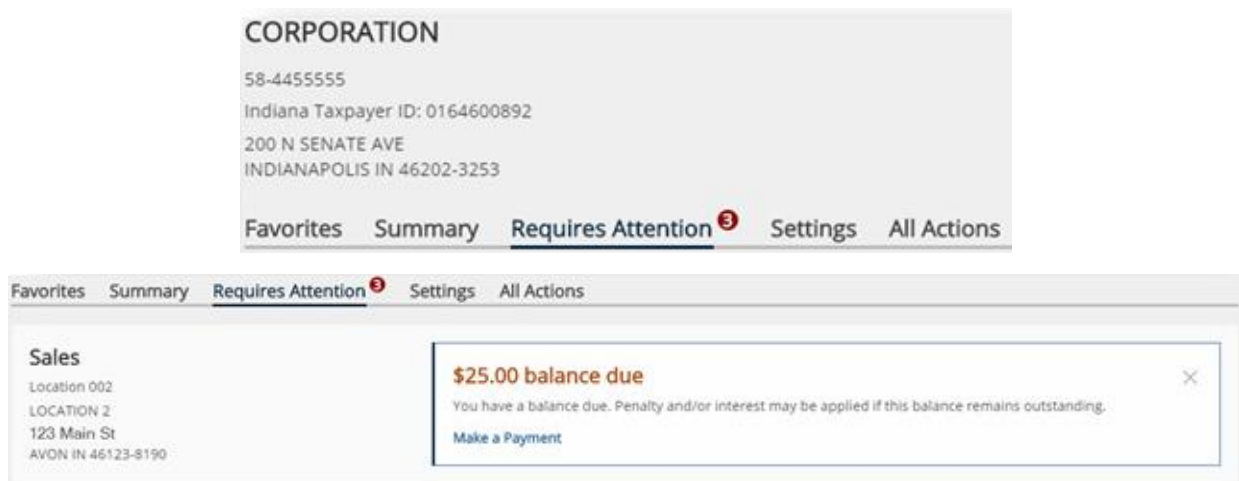


Tip: The question mark icon in the top right corner of the INTIME screen that links to DOR's "Contact Us" page allows the customer to view a support ID. If calling DOR with an INTIME question, a support person could use this ID to view the customer's current INTIME session in real time.



Alerts to Customers of Action Needed

INTIME provides alerts to customers for upcoming or overdue actions such as upcoming filing dates, upcoming or overdue payments and new unread correspondence. These alerts are listed under the "Requires Attention" tab.



Letters

Letters received from DOR can be viewed by going to the "All Actions" tab and selecting "View Letters."

Among the letters customers will find in this location will be the Registered Retail Merchant Certificate (RRMC). Upon renewal, customers can expect online delivery of the RRMC via INTIME.

Tip: If you have a question about a letter, notice, or bill you receive from DOR, use the "Respond to a Letter, Notice or Bill" option to contact DOR customer service (rather than using the "Send a

Message” option.) This will help DOR representatives research your specific issue and provide a quicker response.

Sending and Receiving INTIME Messages

INTIME includes the ability to securely communicate with DOR customer service. Go to the “All Actions” tab and locate the “Messages” panel. From there you can view and respond to messages or create a new message by selecting the appropriate link.

When creating a new message, INTIME will ask for some specific information to get the message to the right person.

If looking to message customer service regarding correspondence from DOR, respond directly by going to the “Letters” panel instead and selecting “Respond to a letter, notice or bill.”

The screenshot shows a two-step process for sending a message. Step 1, 'Send a Message', is complete. Step 2, 'Select Area', is active. It features a 'Filter' input field and a list of message categories. The categories include: Account (Question about registration, address updates, ownership changes, etc.); Online Services Assistance (Question about INTIME or assistance navigating the website); Returns (Question about a return); Payments (Question about a payment); Notice or Bill Questions (Question about a bill or notice I have received); Collection & Payment Plans (Question about a balance due, payment plan, collections, lien, levy, or garnishment); Refund and Utility Exemption (Question about a trust-related GA-110L, ST-200, or overpayment refund submission); Bulk Upload Support (Question about SFTP or Bulk filing via INTIME); Report a System Issue (I have encountered an issue with INTIME); and Other: General tax questions that are not account specific (Question that doesn't fit into any of the other categories). Navigation buttons for 'Cancel', 'Previous', and 'Next' are visible at the bottom.

Tip: Tax practitioners can send messages to DOR about a client tax account(s) for which they have INTIME ePOA access by going to their client list and clicking on the client name to enter their INTIME account.

The screenshot shows the 'All Actions' menu in INTIME. The menu includes 'Favorites', 'Summary', 'Requires Attention', 'Settings', and 'All Actions'. Below the menu is a search bar with the text 'Search our online services'. Two main panels are visible: 'Letters' and 'Messages'. The 'Letters' panel includes a description 'View all letters you've received from the agency.' and two options: 'View letters' and 'Respond to a letter, notice, or bill'. The 'Messages' panel includes a description 'View all messages you've received from the agency.' and two options: 'Send a message' and 'View messages'.

Tip: You will receive an email alert when DOR responds to your message.

Indiana Business Taxes

Use INTIME to manage, file, and pay Indiana Business taxes.

File a Return

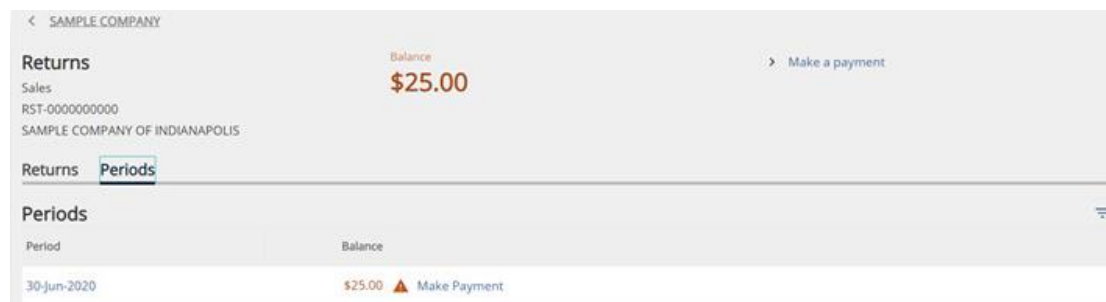
The “Summary” tab shows all the accounts the Business tax customer has access to view in INTIME. If they have access to file a return, there is a “File Now” link displayed for each account to file the most upcoming return for that account.

They can also use the “File or View Older Returns and Payments” link to see a list of all returns that can be or have been filed on this screen:




By using the “File Now” link in the list of returns, they can file for the period indicated.

The “Periods” tab shows each valid period on the account, and its balance. From here, the customer can click on the “Make Payment” link to make an account payment.



Make a Payment and View Payment History

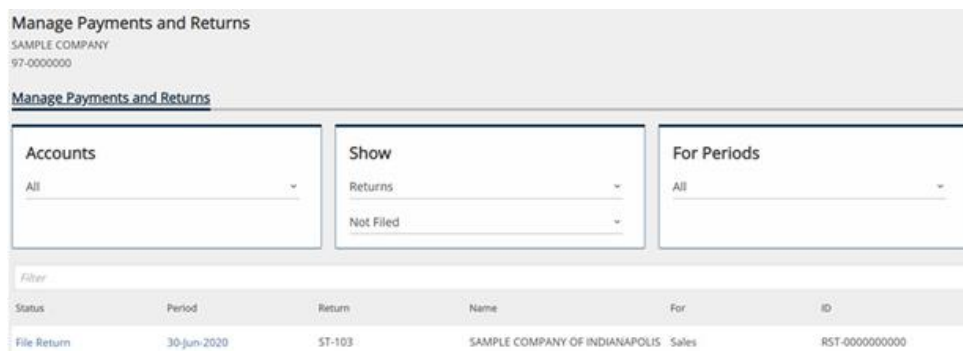
The "All Actions" tab includes a "Payments & Returns" panel from which a customer can manage payments and returns for all their tax accounts.

 **Payments & returns**

Manage payments and returns for all customer accounts.

- > Manage payments & returns
- > Upload bulk WH-3 files
- > Upload EDI files
- > File your IVT-1 fuel inventory report

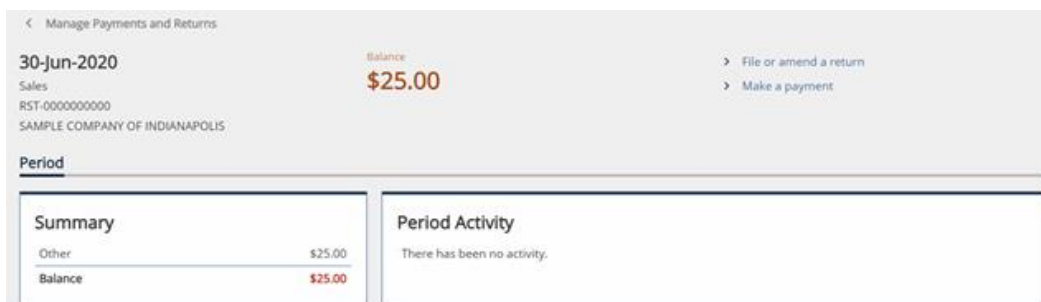
The "Manage Payments & Returns" link will direct the customer to this screen:



Status	Period	Return	Name	For	ID
File Return	30-Jun-2020	ST-103	SAMPLE COMPANY OF INDIANAPOLIS Sales		RST-0000000000

The list can be filtered by account type in the "Accounts" menu. In the "Show" menu, the customer can toggle between returns, balances, and payments using the first drop-down. The second drop-down can further filter the list by type or status. Results can be limited to the current period only, or past periods using the "Periods" menu. Links in the list allow the customer to file or pay.

Each period is hyperlinked to view its balance and activity, shown below. From there, links to file/amend a return, and make a payment are available:

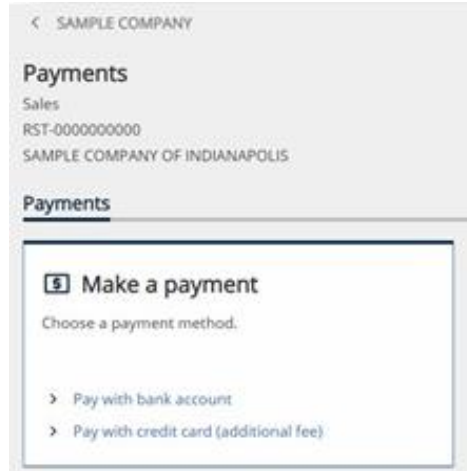


Summary	
Other	\$25.00
Balance	\$25.00

Period Activity
There has been no activity.

Making a Payment

From each of the payment links above, the customer will be directed to this screen to make a bank (no fee) or credit card payment (additional fee):



Bank Payment

A customer begins their bank payment on this screen. The default payment date is today's date and the default balance to pay is the full balance amount. Customers can also choose not to pay in full and may enter another amount.

Note: Bank payment information may be saved for future use.

< SAMPLE COMPANY

ACH Debit Block: If your bank account has a debit block, be sure to provide your bank with DOR's Company Identification Number, which is 9207000TAX.
[Learn more about debit blocks](#)

Bank payment

Sales
RST 000000000
SAMPLE COMPANY

1 Payment information

Enter payment information

Payment type *
Required

Amount
25.00

Cancel Previous Next >

Payment information Payment

Pay with Bank Account

Amount
25.00

Confirm amount *
Required

Payment date
07-Aug-2024

Type
US Financial Institution

Routing number *
Required

Populate Routing Number

Account number *
Required

Confirm account number *
Required

Bank account type *
 Checking
 Savings

Save this bank account for future use
 No Yes

Cancel Previous Next >

Credit Card Payment

This is the credit card payment landing page. The default amount is the full balance, but that amount can be changed. After clicking "Next," the customer confirms the payment amount. After clicking "Next" again, the customer reviews the payment details and clicks "Pay" to be redirected to DOR's payment vendor website to fill out billing details.

Credit Card Payment
 Sales
 RST-0000000000
 SAMPLE COMPANY OF INDIANAPOLIS

Payment

Payment

Enter payment information
 Verify your payment information. When you click Next, you will be redirected to our third party partner where you will be prompted to enter your credit card information.
 Please note that a **processing fee will be assessed** on all credit card payments. The fees are structured as follows:

Credit Cards

Card Type	Percentage	Additional fee
Individual	1.99%	\$1.00
Corporate	2.63%	\$1.00

Debit Cards

Payment amount	Flat fee
Less than \$100.00	\$2.75
Greater than or equal to \$100.00	\$3.75

Amount you wish to pay
 25.00

Cancel Previous Next

< SAMPLE COMPANY

Credit card payment
 Sales
 RST-0000000000
 SAMPLE COMPANY

Payment

Enter payment information
 Please note that a **processing fee will be assessed** on all credit card payments. The fees are structured as follows:

Credit Cards

Card Type	Percentage	Additional fee
Individual	1.99%	\$1.00
Corporate	2.63%	\$1.00

Debit Cards

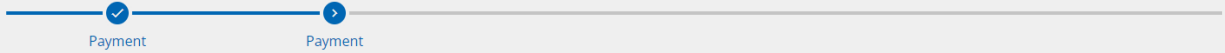
Payment amount	Flat fee
Less than \$100.00	\$2.99
Greater than or equal to \$100.00	\$3.75

Amount you wish to pay
 25.00

Cancel Previous Next

Credit card payment

Sales
RST-0000000000
SAMPLE COMPANY



Pay with Credit Card

Amount

Confirm amount *

Please note that a **processing fee will be assessed** on all credit card payments. The fees are structured as follows:

Credit Cards

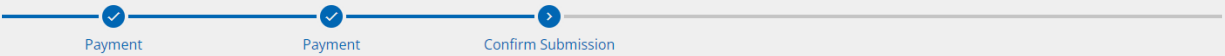
Card Type	Percentage	Additional fee
Individual	1.99%	\$1.00
Corporate	2.63%	\$1.00

Debit Cards

Payment amount	Flat fee
Less than \$100.00	\$2.99
Greater than or equal to \$100.00	\$3.75

Credit card payment

Sales
RST-0000000000
SAMPLE COMPANY



Confirm Submission

Payment Summary

Amount: 25.00
Payment date: 07-Aug-2024
Payment type: Account Payment
Account ID: RST-0000000000
Customer: SAMPLE COMPANY
FEIN: 00-0000000

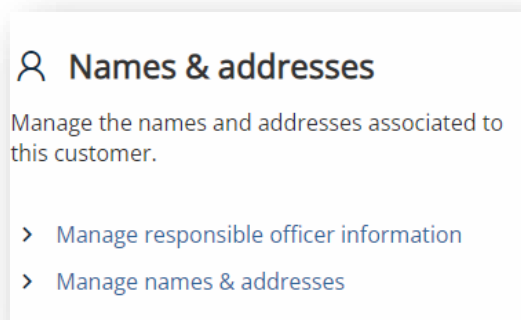
You will be redirected to our credit card vendor to complete this submission.

Manage More in INTIME

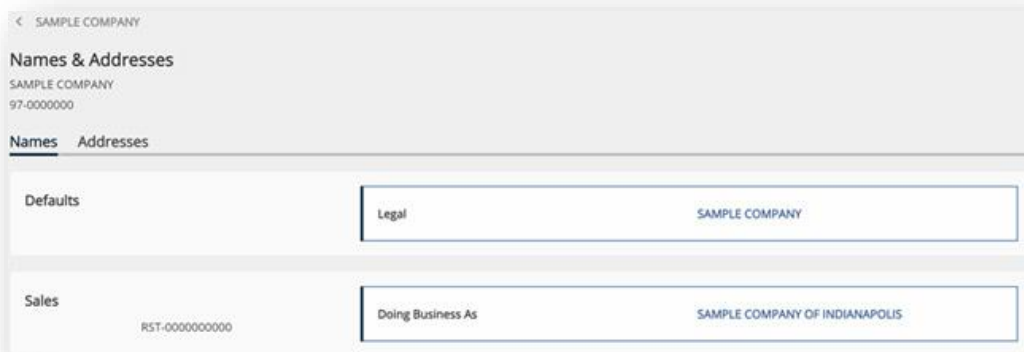
Update Business Name and Address

Business customers can update legal or mailing addresses, as well as Doing Business As (DBA) names while logged in to INTIME.

From the "All Actions" tab, select the "Manage Names & Addresses" link under the "Names & Addresses" group to manage any names or addresses associated to the customer.



Customers will see a list of names and addresses when clicking this link and are able to toggle between the two using the "Names" tab and the "Addresses" tab.



To change the name of a business, a customer can click on their legal name to view the name, and then select "Change This Name." A warning will appear at the top of the screen noting that this is only a name change with DOR; a link to contact the Secretary of State is provided if their business name needs to be changed legally.

< Names & Addresses

Name change:
This submission will **only** change your name with the Department of Revenue as it relates to your tax accounts. If you need to change your legal name, contact the Secretary of State.

Name
SAMPLE COMPANY
97-0000000

Name

Current Legal
SAMPLE COMPANY
Change this name

Legal Change

This is where the customer can enter their new business name. The customer must attach a copy of their Articles of Amendment filed with the Secretary of State before submitting their name change with DOR,

< Names & Addresses

Legal Name
SAMPLE COMPANY
97-0000000

Progress: 1 (Name) | 2 (Review and Submit)

Legal Change
Name JANE SAMPLE'S COMPANY

Cancel Previous Next

< Names and Addresses

Legal Name Change
SAMPLE COMPANY
00-0000000

Progress: 1 (Name Change) | 2 (Review and Submit)

Legal Change

* Name **Add Attachment**

ⓘ Please attach a copy of your Articles of Amendment filed with the Secretary of State.
In order to update your Legal Name, DOR requires the completed Articles of Amendment filed with the Secretary of State to be uploaded to this business account. The following steps will require this as a part of submission. Failing to complete the upload will negate the change to the Legal Name. Please contact the SOS to complete the Articles of Amendment before changing the Legal Name with DOR.

Cancel Previous Submit

< Names & Addresses

Legal Name
SAMPLE COMPANY
97-0000000

Progress bar: Name (checked) | Review and Submit (active)

This Name Change submission is ready to submit.

Buttons: Cancel, Previous, Submit

Confirmation

An additional link to contact the Indiana Secretary of State is provided in case the customer missed the first warning about how this name change is only for DOR. This request follows the same steps to change DBA names for locations.

< Names & Addresses

Confirmation

Your request to change your **Legal Name** has been submitted and your confirmation number is 0-000-000-000. By submitting this, you are only changing your name with the Department of Revenue as it relates to your tax accounts. If you need to legally change your name, contact the secretary of state.

Please note that your submission may take several days to process.

If you have any questions or concerns please send us a message or call us at (317) 232-2240, Monday - Friday, 8:00am - 4:30pm.

Buttons: Printable View, OK

Update Addresses

Customers may use the "Manage Names & Addresses" link as before to make updates to their addresses. The "Address" tab lists all addresses associated to the customer.

Location addresses cannot be changed from what is registered. However, a location's mailing address can be managed here, as well as the customer's legal address.

The screenshot shows a web interface for managing addresses. At the top, it says '< SAMPLE COMPANY' and 'Names & Addresses'. Below that, it lists 'SAMPLE COMPANY' and '97-0000000'. There are two tabs: 'Names' and 'Addresses', with 'Addresses' being the active tab. The interface is divided into two main sections: 'Defaults' and 'Sales'. Under 'Defaults', there is a 'Legal' address field containing '100 N SENATE AVE INDIANAPOLIS IN 46204-2273'. Under 'Sales', there is a 'Location' address field with the same address and a 'Mailing' address field with the text 'Add'. The 'Sales' section also includes a unique identifier 'RST-0000000000'.

Updating Mailing Addresses

Customers will be able to make changes by clicking the "Add" link or an existing mailing address.

Mailing Address Update

< Names and Addresses

Mailing Address

Sales
RST-0000000000
SAMPLE COMPANY

Change Address

Mailing Change

Country


* Street

Street 2

Unit Type Unit * City

* State * Zip County

Attention

 Address needs to be verified *

[Verify Address](#)

Cancel < Previous **Next** >

Review and Submit

< Names & Addresses

Mailing Address

Sales
RST-000000000
SAMPLE COMPANY OF INDIANAPOLIS

Address Review and Submit

This New Address submission is ready to submit.

Cancel < Previous Submit

< Names and Addresses

Mailing Address

Sales
RST-000000000
SAMPLE COMPANY

Change Address Confirm Submission

Confirm Submission

Are you sure you want to submit this address change submission for your Mailing address?

Cancel < Previous Submit

Confirmation

< Names & Addresses

Confirmation

Your submission to change your **Mailing Address** has been submitted and your confirmation numbers is 0-000-000-000. By submitting this, you are only changing this address with the Department of Revenue as it relates to your tax accounts.

Please note that your submission may take several days to process.

If you have any questions or concerns please send us a message or call us at (317) 232-2240, Monday - Friday, 8:00am - 4:30pm.

Printable View

OK

Updating a Legal Address

From the addresses list after clicking the "Manage Names & Addresses" link on the "All Actions" tab, a customer can click on their legal address to make changes. A warning appears at the top to inform customers that this address change only applies to DOR. A link is provided to contact the Secretary of State to change their address legally. The customer would click the "Change This Address" link to begin.

The screenshot shows a web interface titled "Names & Addresses". At the top, there is a warning box with the text: "Address change: This submission will only change your address with the Department of Revenue as it relates to your tax accounts. If you need to change your legal address, contact the Secretary of State." Below this, the "Address" section displays "SAMPLE COMPANY" and "97-0000000". The "Legal" section shows "Current Legal" with the address "100 N SENATE AVE INDIANAPOLIS IN 46204-2273" and a "Change this address" link.

Legal Change

The screenshot shows the "Legal Change" form within the "Names & Addresses" section. The form is titled "Legal Address" and shows "SAMPLE COMPANY" and "97-0000000". A progress bar indicates the current step is "Address" (1 of 2). The form fields include: Country (USA), Street (100 N SENATE AVE), Unit Type, Unit #, City (INDIANAPOLIS), State (INDIANA), Zip (46204-2273), and County (MARION). A warning message states "Address needs to be verified" with a "Verify Address" button below it. Navigation buttons "Cancel", "Previous", and "Next" are at the bottom.

< Names and Addresses

Legal Address

SAMPLE COMPANY
00-0000000

Change Address

Legal Change

Country

Street

Street 2

Unit Type Unit City

State Zip County

Attention

▲ Address needs to be verified *

[Verify Address](#)

Cancel < Previous **Submit**

< Names & Addresses

Legal Address

SAMPLE COMPANY
97-0000000

Address Review and Submit

This Address Change submission is ready to submit.

Cancel < Previous **Submit**

< Names & Addresses

Confirmation

Your submission to change your **Legal Address** has been submitted and your confirmation numbers is 0-000-000-000.
By submitting this, you are only changing this address with the Department of Revenue as it relates to your tax accounts. If you need to legally change this address, contact the secretary of state.

Please note that your submission may take several days to process.

If you have any questions or concerns please send us a message or call us at (317) 232-2240, Monday - Friday, 8:00am - 4:30pm.

Printable View

OK

Add New Location to Existing Business

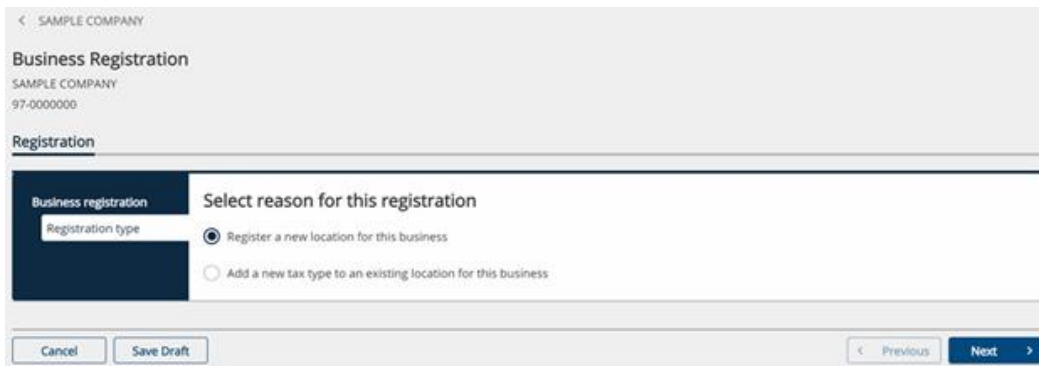
From the "All Actions" tab, a customer can add a new location to their business by using the "Register a New Location or Tax Account" link under the "Tax Account Registration" group.



Note: Contact DOR Customer Service to change the address of an existing location as this cannot be done via INTIME.

Registration type

The customer should select whether they are registering a new location to their business or adding a new tax type to an existing location.



A screenshot of a web form titled "Business Registration" for "SAMPLE COMPANY" with ID "97-0000000". The "Registration" section is active. A sidebar on the left shows "Business registration" and "Registration type". The main area is titled "Select reason for this registration" and contains two radio button options: "Register a new location for this business" (which is selected) and "Add a new tax type to an existing location for this business". At the bottom, there are "Cancel" and "Save Draft" buttons on the left, and "Previous" and "Next" navigation buttons on the right.

Responsible Officers

Before proceeding with registering a new location, the customer has an opportunity to add a new responsible officer to their business.

The screenshot shows a web interface for 'Business Registration' for 'SAMPLE COMPANY' (ID: 97-000000). The main heading is 'Review responsible officers' with a sub-heading 'View existing and add new responsible officers to this business (More info)'. A table lists two officers:

Officer	Officer type	ID	Officer title	Address	Start date
SAMPLE, JANE	INDIVIDUAL	***.**-2222	PRESIDENT	100 N SENATE AVE INDIANAF	01-Jun-2020
SAMPLE, JOHN	INDIVIDUAL	***.**-1111	CHIEF EXECUTIVE OFF	100 N SENATE AVE INDIANAF	01-Jun-2020

Below the table is a '+ Add responsible officer' link. At the bottom right of the main content area is another 'Add responsible officer' link. The page includes 'Cancel', 'Save Draft', 'Previous', and 'Next' buttons.

Selecting the "Add Responsible Officer" link, either at the bottom of the list or in the bottom right-hand corner, will bring up a pop-up menu to enter information:

The pop-up form is titled 'Responsible officers' and contains two sections:

- Officer information:** Fields for 'Officer type' (Required), 'Start date', 'ID type', 'ID', and 'Officer title'.
- Responsible officer address:** Fields for 'Country', 'Street', 'Street 2', 'City', 'State', 'Zip', and 'County'. A 'Verify Address' link is provided at the bottom of this section.

'Cancel' and 'Add' buttons are located at the bottom right of the form.

Existing responsible officers cannot be updated through this request. To update an existing responsible officer, return to the "All Actions" menu and use the "Manage Responsible Officer Information" link under "Names and Addresses."

Locations: Name and Address

The customer may add the location's name, address, and appropriate contact info during this step.

< SAMPLE COMPANY

Business Registration

SAMPLE COMPANY
97-0000000

Registration

- Business registration
- Registration type
- Responsible Officers
- Location registration
- Locations
 - Location

Name and address

Enter location name and contact information

DBA name of this location *
Required

Contact name *
Required

Phone type
Business Phone

Phone country
USA

Phone number *
Required

Extension

Enter location address

Country
USA

Street *
Required

Street2

Unit

City *
Required

Zip *
Required

State
INDIANA

County *
Required

Township

[Verify Address](#)

Cancel Save Draft < Previous Next >

Locations: North American Industry Classification System (NAICS)

← SAMPLE COMPANY

Business Registration

SAMPLE COMPANY
97-0000000

Registration

Business registration
Registration type
Responsible Officers
Location registration
Locations
Location

Name and address
NAICS

Choose primary NAICS code for activity specific to this location

Enter the NAICS code for the primary business activity at this location or enter a keyword to search for a code.

⚠ You must select a NAICS code to continue

Search	Results
Keyword	Enter a keyword to search.

Search

Cancel Save Draft < Previous Next >

← SAMPLE COMPANY

Business Registration

SAMPLE COMPANY
97-0000000

Registration

Business registration
Registration type
Responsible Officers
Location registration
Locations
Location

Name and address
NAICS

Choose primary NAICS code for activity specific to this location

✔ Your selected NAICS Code is : 111110 - Soybean Farming

Search	Results
Keyword	
111110	

Search

Code	Title
111110	Soybean Farming
111120	Oilseed (except Soybean) Farming

111110 - Soybean Farming

This industry comprises establishments primarily engaged in growing soybeans and/or producing soybean seeds. Cross-References. Establishments engaged in growing soybeans in combination with grain(s) with the soybeans or grain(s) not accounting for one-half of the establishment's agricultural production (value of crops for market) are classified in U.S. Industry 111191, Oilseed and Grain Combination Farming.

Soybean farming, field and seed production

Cancel Save Draft < Previous Next >

Locations: Location Details

Select the tax types required for the business's new location and specify if your business will be filing seasonally, or if you are a marketplace facilitator.

The screenshot shows a web form titled "Business Registration" for "SAMPLE COMPANY" with ID "97-0000000". The "Registration" section is active, and the "Location" sub-section is selected in the left-hand navigation menu. The main form area is divided into three sections: "Name and address" (with fields for NAICS and Location details), "Seasonal business" (with a question "Is this business seasonal?" and "Yes/No" buttons), and "Marketplace facilitator" (with a question "Are you a marketplace facilitator? (this is uncommon)" and "Yes/No" buttons). Below these is a section titled "Select the tax types to register at this business location (Check all that apply)" with a red information icon and a note "Select at least one tax type to register at this location". This section contains seven unchecked checkboxes: "Withholding tax (More info)", "Sales tax (More info)", "County Innkeepers tax (More info)", "Food and Beverage tax (More info)", "Heavy Equipment Rental Excise tax (More info)", "Motor Vehicle Rental Excise tax (More info)", "Tire Fee (More info)", and "Wireless Prepaid Fee (More info)". At the bottom of the form are "Cancel" and "Save Draft" buttons on the left, and "Previous" and "Next" navigation buttons on the right.

For each tax type the customer selected, there will be separate pages where they must fill in additional details, such as the date of first sales. Below are examples for Sales, Withholding, and Food and Beverage.

Location Details: Sales

< SAMPLE COMPANY

Business Registration

SAMPLE COMPANY
97-0000000

Registration

Business registration

Registration type

Responsible Officers

Location registration

Locations

SAMPLE COMPANY'

Name and address

NAICS

Location details

Retail Sales

Enter Retail Sales tax information

Date of first sales for this location *
Required

Will all sales at this location be exempt from sales tax? (example: wholesaler) *

Yes No

Estimated monthly taxable sales to nearest dollar *
Required

Will sales occasionally be made at fairs, flea markets, etc in Indiana?

Yes No

Will special fuels be sold through a metered pump? (More info)

Yes No

Are you a motor vehicle dealer? (More info)

Yes No

Will alcoholic beverages, beer, wine, or packaged liquor be sold from this location? (More info)

Yes No

Cancel Save Draft < Previous Next >

Location Details: Withholding

< SAMPLE COMPANY

Business Registration

SAMPLE COMPANY
97-0000000

Registration

Business registration

Registration type

Responsible Officers

Location registration

Locations

SAMPLE COMPANY'

Name and address

NAICS

Location details

Retail Sales Tax

Withholding tax

Enter Withholding tax information

Enter date taxes were first withheld from employees *
Required

Enter anticipated monthly wages paid to employees *
Required

Will you be using a payroll provider?

Yes No

Cancel Save Draft < Previous Next >

Location Details: Food and Beverage

The screenshot shows a web interface for 'Business Registration' for 'SAMPLE COMPANY' (ID: 97-0000000). The 'Registration' section is active, with a sidebar menu showing 'Business registration', 'Location registration', and 'Locations'. The 'Food and Beverage Tax' option is selected. The main form area is titled 'Enter Food and Beverage tax information' and contains the following fields and questions:

- Name and address**
- NAICS**
- Location details**
- Retail Sales Tax**
- Withholding Tax**
- Food and Beverage Tax** (selected)

Enter Food and Beverage tax information
Based on your location, this business is required to register for a Food and Beverage tax account in the county and/or municipality displayed below.

County
Marion County

Enter date of first sales in this county *
Required

Do you agree to be registered for Food and Beverage tax in the county and/or municipality displayed above? *

Will you be serving food or drink outside of the county and/or municipality in which this business is located? (More info) *

Buttons at the bottom: Cancel, Save Draft, < Previous, Next >

After entering all the details to register each tax type for their new location, customers will be given the option to register an additional location. Clicking "Yes" will return the customer back to Step 3A: Locations – Name and address. Clicking "No" will take them to a payment screen.

The screenshot shows the same 'Business Registration' interface. The sidebar menu now has 'Add location' selected under the 'Locations' section. The main content area displays the question: 'You have finished entering information for this location. Do you have another location to add?' with 'Yes' and 'No' buttons.

Buttons at the bottom: Cancel, Save Draft, < Previous, Next >

Fee Summary

Customers must pay a \$25 registration fee for each location registered. Payment methods using a bank account, or a debit or credit card are accepted. For card payments, the customer will submit their registration first, and the confirmation screen will direct them to select a credit card payment. Payment must be made after reviewing the registration summary,

Review and summary

Each new location's name and address as well as payment information will appear here. When clicking the "Submit" button, a pop up will appear to affirm that all information provided is correct.

< SAMPLE COMPANY

Business Registration

SAMPLE COMPANY
97-0000000

Registration

Business registration	Registration summary
Registration type	Legal name : SAMPLE COMPANY
Responsible Officers	FEIN : 97-0000000
Location registration	Business address : 100 N SENATE AVE INDIANAPOLIS IN 46204-2273
Locations	Location name and address : SAMPLE COMPANY'S NEW LOCATION, 123 SAMPLE ST INDIANAPOLIS IN 46204
SAMPLE COMPANY*	Payment summary
Add location	Total : \$25.00
Payment	Balance due : \$0.00
Fee summary	
Payment	
Review	

Cancel Save Draft < Previous Submit

< Registration

Business registration

SAMPLE COMPANY
00-0000000

Registration

Business Registration	Registration summary
Registration type	Legal name : SAMPLE COMPANY
Responsible Officers	FEIN : 00-0000000
Location Registration	Business address : 100 N SENATE AVE INDIANAPOLIS IN 46204-2273
Locations	Location name and address : NEW LOCATION, 10 N ILLINOIS ST INDIANAPOLIS IN 46204-2804
NEW LOCATION	Fee summary
Add Location	Total : \$25.00
RRMC Fee	
Fee Summary	
Review	

Cancel Save Draft < Previous Next >

Payment Options

Payment can be made using a bank account or a credit card.

< Registration

Business registration

SAMPLE COMPANY
00-0000000

Payment Options

Payment Options

How do you want to pay? *

Bank Account (no fee)
Use your bank account to make an ACH debit payment

Credit Card (fee)
Use your credit or debit card to make a payment

Cancel Save Draft < Previous Next >

Confirmation

< Registration

Business registration

SAMPLE COMPANY
00-0000000

Confirm Submission

Confirm Submission

By submitting this application you are certifying under penalty of perjury that you are either the owner, general partner, corporate officer, or resident agent of this business and the foregoing information is a true and correct statement to the best of your knowledge and a full representation based upon the best information available.

Cancel Save Draft < Previous Submit

< Registration

Confirmation

Your registration has been submitted and your confirmation number is **0-000-000-000**.

Please note that your submission may take several days to process.

If you have any questions or concerns you may submit a message by clicking 'Send a message' under the 'All Actions' menu or call (317) 232-2240, Monday - Friday, 8:00 a.m. to 4:30 p.m.

Printable View

OK

Add a Tax Type

Customers can add a tax type to an existing location by using the "Register a New Location or Tax Account" link under the "Tax Account Registration" group on the "All Actions" tab. This is the same link they would use when adding an entirely new location to their business.

Registration Type

When a customer selects "Add a New Tax Type to an Existing Location for this Business" on this screen, a list of registered locations will appear. Select which additional tax type(s) to add to the location.

Business Registration
SAMPLE COMPANY
97-0000000

Registration

Business registration

Registration type

Select reason for this registration

Register a new location for this business

Add a new tax type to an existing location for this business

Choose a location to add tax account(s) ❗

Must select a location

DBA Name	Location Address	Select
SAMPLE COMPANY OF INDIANAPOLIS	100 N SENATE AVE INDIANAPOLIS IN 46204-2273	<input type="checkbox"/>

Cancel Save Draft < Previous Next >

Responsible Officers

Customers may add a new responsible officer but cannot edit existing ones during this step.

Business Registration
SAMPLE COMPANY
97-0000000

Registration

Business registration

Registration type

Responsible officers

Review responsible officers

View existing and add new responsible officers to this business (More info)

Officer	Officer type	ID	Officer title	Address	Start date
SAMPLE, JANE	INDIVIDUAL	***.**-2222	PRESIDENT	100 N SENATE AVE INDIANAF	01-jun-2020
SAMPLE, JOHN	INDIVIDUAL	***.**-1111	CHIEF EXECUTIVE OFF	100 N SENATE AVE INDIANAF	01-jun-2020

+ Add responsible officer

Add responsible officer

Cancel Save Draft < Previous Next >

Locations: Location details

A list of tax types that do not already exist for the given location will appear. Since this location already has a Sales account, Sales is not included in this list. Select the additional tax type(s) to add to the location.

The screenshot shows a web interface for 'Business Registration' for 'SAMPLE COMPANY' (ID: 97-0000000). The 'Registration' section is active, and the 'Location' sub-section is selected in the left-hand navigation menu. The main content area is titled 'Location details' and contains the following information:

- DBA name of this location: SAMPLE COMPANY OF INDIANAPOLIS
- Location address: 100 N SENATE AVE INDIANAPOLIS IN 46204-2273

Below this information, a section titled 'Select the tax types to register at this business location (Check all that apply)' is displayed. A red dot next to the instruction 'Select at least one tax type to register at this location' indicates a required field. The list of tax types includes:

- Withholding tax (More info)
- County Innkeepers tax (More info)
- Food and Beverage tax (More info)
- Heavy Equipment Rental Excise tax (More info)
- Motor Vehicle Rental Excise tax (More info)
- Tire Fee (More info)
- Wireless Prepaid Fee (More info)

At the bottom of the form, there are buttons for 'Cancel', 'Save Draft', '< Previous', and 'Next >'.

Locations: Account Details

For each tax type the customer selected, they will be asked additional details, such as date of first sales. Below is an example for County Innkeeper's tax, which asks the date room rentals or accommodations began at the location.

The screenshot shows a web interface for 'Business Registration' for 'SAMPLE COMPANY' (FEIN: 97-0000000). The 'Registration' section is active. A sidebar menu on the left includes 'Business registration', 'Registration type', 'Responsible Officers', 'Location registration', 'Locations', and 'SAMPLE COMPANY'. The main content area is titled 'Enter County Innkeepers tax information' and contains a form with the label 'County Innkeepers Tax' and the instruction 'Enter date room rentals or accommodations began at this location *'. A 'Required' field is present with a calendar icon. At the bottom, there are 'Cancel', 'Save Draft', 'Previous', and 'Next' buttons.

Review & Summary

Unlike registering a new location, adding a tax type to an existing location does not require a fee.

The screenshot shows the 'Registration summary' page for 'SAMPLE COMPANY' (FEIN: 97-0000000). The 'Registration' section is active. A sidebar menu on the left includes 'Business registration', 'Registration type', 'Responsible Officers', 'Location registration', 'Locations', 'SAMPLE COMPANY', 'Add location', and 'Review'. The main content area is titled 'Registration summary' and displays the following information: 'Legal name : SAMPLE COMPANY', 'FEIN : 97-0000000', 'Business address : 100 N SENATE AVE INDIANAPOLIS IN 46204-2273', and 'Location name and address : SAMPLE COMPANY OF INDIANAPOLIS, 100 N SENATE AVE INDIANAPOLIS IN 46204-2273'. At the bottom, there are 'Cancel', 'Save Draft', 'Previous', and 'Submit' buttons.

Confirmation

< Registration

Business registration

SAMPLE COMPANY
00-0000000

Confirm Submission

Confirm Submission

By submitting this application you are certifying under penalty of perjury that you are either the owner, general partner, corporate officer, or resident agent of this business and the foregoing information is a true and correct statement to the best of your knowledge and a full representation based upon the best information available.

Cancel

Save Draft

< Previous

Submit

< Registration

Confirmation

Your registration has been submitted and your confirmation number is **0-000-000-000**.

Please note that your submission may take several days to process.

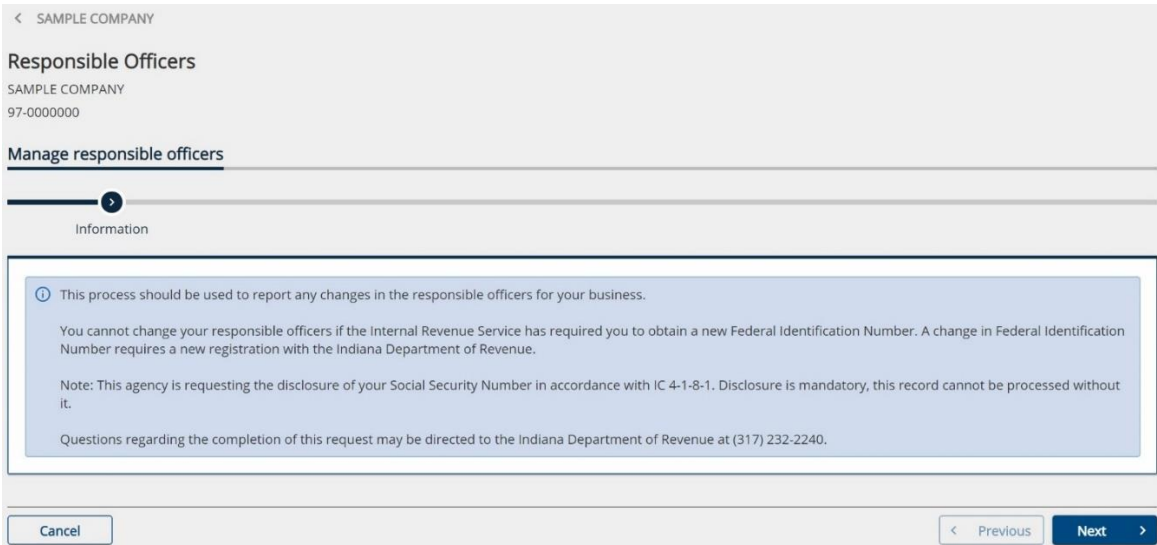
If you have any questions or concerns you may submit a message by clicking 'Send a message' under the 'All Actions' menu or call (317) 232-2240, Monday – Friday, 8:00 a.m. to 4:30 p.m.

Printable View

OK

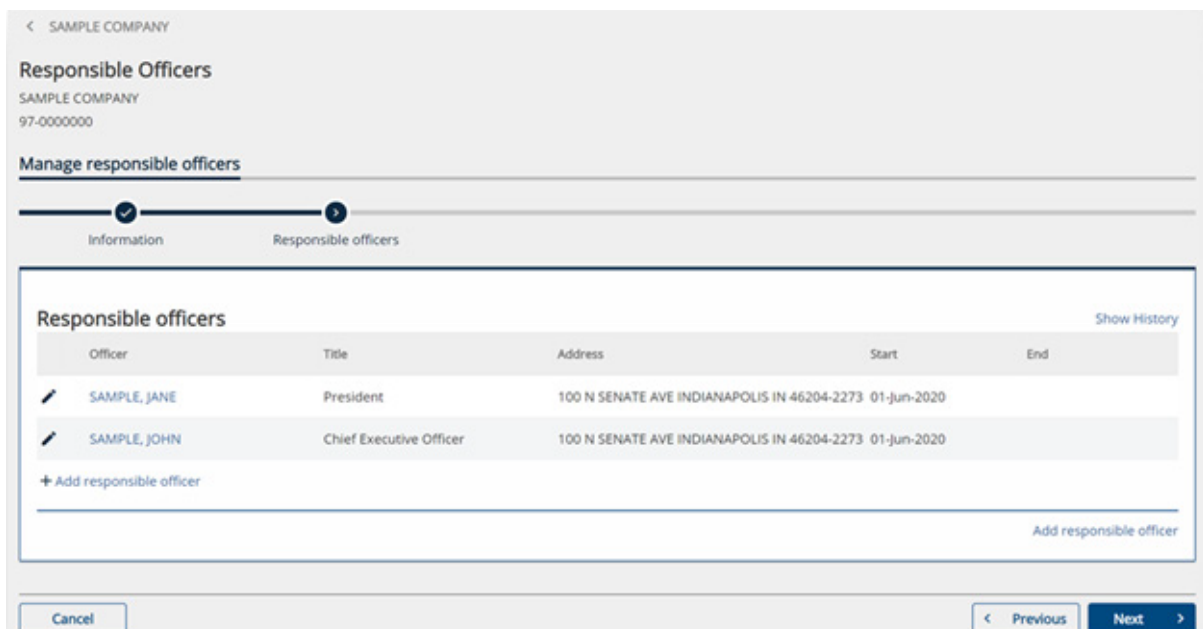
Managing Responsible Officers

A customer can manage their responsible officers by using the “Manage Responsible Officer Information” link on the “Names & Addresses” group under the “All Actions” tab. The customer must be using a Master login to perform this action, otherwise the link will be unavailable.



Responsible officers

A list of existing responsible officers is available on this step. Existing officers cannot have their information changed; instead, a customer would have to “cease” the responsible officer and add a new one with the changed information.



Selecting one of the officer's names will bring up a pop-up window with all their information. From there, an end date can be added.

The screenshot shows a window titled "Responsible officer details" with a close button (X) in the top right corner. It contains three main sections:

- Update:** A blue box with a circular arrow icon and text: "If your responsible officers have changed, you may cease existing officers and add new ones. Information for existing officers is available below for review, but cannot be updated." Below this is a date field labeled "End" with a calendar icon.
- Officer Details:** A section with a question "Is the officer an individual or is this an affiliate business?" and two radio buttons: "INDIVIDUAL" (selected) and "BUSINESS". Below are fields for "Officer title" (with "President" entered), "ID type" (with "SSN" entered), "SSN" (with "***.**-2222" entered), "Start" (with "01-Jun-2020" entered), "First name" (with "JANE" entered), "Middle name", "Last name" (with "SAMPLE" entered), and "Suffix".
- Responsible officer address:** Fields for "Country" (with "USA" entered) and "Street" (with "100 BLENHATE AVE" entered).

At the bottom right, there are "Cancel" and "OK" buttons.

A customer can add a new responsible officer at the bottom left or bottom right by clicking the "Add Responsible Officer" links on the list. A pop-up window will appear for information to be added:

The screenshot shows a window titled "Responsible officer details" with a close button (X) in the top right corner. It contains two main sections:

- Officer Details:** A section with a question "Is the officer an individual or is this an affiliate business?" and two radio buttons: "INDIVIDUAL" and "BUSINESS". Below are fields for "ID type" (dropdown), "ID" (text), and "Start" (date with calendar icon).
- Responsible officer address:** Fields for "Country" (dropdown), "Street", "Street 2", "City", "State" (dropdown), "Zip", and "County" (dropdown). A "Verify Address" link with a location pin icon is at the bottom left.

At the bottom right, there are "Cancel" and "Add" buttons.

Additional fields appear in the "Officer Details" section based on whether the new responsible officer is an individual or a business.

Individuals

Officer Details

Is the officer an individual or is this an affiliate business?

INDIVIDUAL BUSINESS

Officer title ^{*}
Required

ID type ^{*}
SSN

Start ^{*}
Required

First name ^{*}
Required

Last name ^{*}
Required

SSN ^{*}
Required

Middle name

Suffix

Businesses

Officer Details

Is the officer an individual or is this an affiliate business?

INDIVIDUAL BUSINESS

ID type ^{*}
FEIN

Start ^{*}
Required

Legal name ^{*}
Required

FEIN ^{*}
Required

After adding a responsible officer using the pop-up menu, the new responsible officer is added to the list.

< SAMPLE COMPANY

Responsible Officers

SAMPLE COMPANY
97-0000000

Manage responsible officers

Information Responsible officers

Responsible officers Show History

Officer	Title	Address	Start	End
✓ SAMPLE, JANE	President	100 N SENATE AVE INDIANAPOLIS IN 46204-2273	01-Jun-2020	
✓ SAMPLE, JOHN	Chief Executive Officer	100 N SENATE AVE INDIANAPOLIS IN 46204-2273	01-Jun-2020	
✓ X SAMPLE, JOY	Chief Financial Officer	123 SAMPLE ST INDIANAPOLIS IN 46204	18-Jun-2020	

+ Add responsible officer

Add responsible officer

Cancel < Previous Next >

Summary

The screenshot shows a web interface for 'Responsible Officers' under the heading 'Manage responsible officers'. It features a progress bar with three steps: 'Information', 'Responsible officers', and 'Summary'. The 'Summary' step is currently active. Below the progress bar, a message states: 'The updated responsible office data is ready to submit.' A text box contains the affirmation: 'I affirm that I am an existing owner, partner, or corporate officer, I am not removing myself as a responsible officer, and the changes I am providing are accurate.' At the bottom, there are three buttons: 'Cancel', '< Previous', and 'Submit'.

Confirmation

The screenshot shows a 'Confirmation' message box. The text reads: 'Your request to update your responsible officers has been submitted and your confirmation number is 0-000-000-000. Please note that your submission may take several days to process. If you have any questions or concerns you may submit a message by clicking "Send a message" under the "All Actions" menu or call us at (317) 232-2240, Monday - Friday, 8:00 a.m. to 4:30 p.m.' At the bottom of the box are two buttons: 'Printable View' and 'OK'.

Business Tax Account Registration Process

Customers wanting to register a new business or register a business that has not previously filed taxes with DOR, will need to register with INBiz by visiting INBiz.in.gov.

Closing Business Tax Accounts

Customers can log in to INTIME to close all business tax accounts, specific tax types at a location, close a specific location, or close their entire business (Indiana Tax Closure Request form BC-100 functionality).

Customers will use the "Close Business Tax Accounts" link under the "Tax Account Registration" group (see screenshot above for adding a location or new tax type) on the "All Actions" tab.

What is being closed?

The same request is used to close a customer's entire business, a specific location, or specific tax types at a location. The customer must first specify what they would like to close.

< SAMPLE COMPANY

Close business accounts

SAMPLE COMPANY
97-0000000

Request

Account closure request

What is being closed?

A close type must be selected to continue.

- All tax accounts
- Specific location
- Specific tax type(s) at a location

Cancel < Previous Next >

When selecting "All Tax Accounts," the customer must enter a cease date for their business. This date cannot be any later than the end of the next month.

< SAMPLE COMPANY

Close business accounts

SAMPLE COMPANY
97-0000000

Request

Account closure request

What is being closed?

- All tax accounts
- Specific location
- Specific tax type(s) at a location

Enter date tax accounts are being ceased

Cease date ^{*}

Required

Cancel < Previous Next >

Accounts that can close

A list of all the customer's accounts appears on this step. Those that can be closed using this request will be checked as eligible to close.

The screenshot shows the 'Close business accounts' request interface for 'SAMPLE COMPANY'. The progress bar indicates the current step is 'Customer tax accounts'. A message states: 'All of the following tax accounts marked as "Eligible to close" will be closed'. Below this is a table with one row of data.

ID	Name	Address	Account Type	Jurisdiction	Eligible to close
000000000-001	SAMPLE COMPANY OF INDIANAPOLIS	100 N SENATE AVE INDIANAPOLIS IN 46204-2273	Sales		<input checked="" type="checkbox"/>

Buttons at the bottom include 'Cancel', 'Previous', and 'Next'.

Summary

The customer must select the checkbox certifying that they are out of business or do not need to be registered for the tax accounts listed.

The screenshot shows the 'Close business accounts' summary interface for 'SAMPLE COMPANY'. The progress bar indicates the current step is 'Account closure summary'. The 'Summary' section shows a 'Close date' of '31-Jul-2020'. A message states: 'All of the following tax accounts will be closed'. Below this is a table with one row of data.

ID	Name	Address	Account Type	Jurisdiction	Eligible to close
000000000-001	SAMPLE COMPANY OF INDIANAPOLIS	100 N SENATE AVE INDIANAPOLIS IN 46204-2273	Sales		<input checked="" type="checkbox"/>

Below the table is a checkbox with the following text: 'I certify that I am out of business or am no longer required to be registered for the indicated tax types. I further certify no tax of the above listed nature has been collected since the close date provided. I may also be responsible for all liabilities or unpaid returns proven to be due and owed at a later date.' The checkbox is currently unchecked.

Buttons at the bottom include 'Cancel', 'Previous', and 'Submit'.

Confirmation

< SAMPLE COMPANY

Confirmation

Your request to close your tax accounts has been submitted and your confirmation number is: 0-000-000-000.

Please note that your submission may take several days to process.

If you have any questions, please send us a message in INTIME or call us at (317) 232-2240, Monday - Friday, 8:00 a.m. to 4:30 p.m.

[Printable View](#)

[OK](#)

Corporate Dissolution Request

A request to dissolve an organization (IT-966) can be done by selecting the “Request a Corporate Dissolution” link under the “Records of Compliance” group on the “All Actions” tab. The dissolution must have the final corporate return completed prior to making the dissolution request.



Records of compliance

Obtain a certificate of clearance for reinstatement, request clearance for corporate dissolution, or request a letter of good standing.

- > [Request to reinstate your corporation](#)
- > [Request a corporate dissolution](#)
- > [Request a letter of good standing](#)

Information

< SAMPLE COMPANY

Dissolution Request

SAMPLE COMPANY
97-0000000

Dissolution request

Information

1 This request will act as an official notice of a corporation and or organization dissolving or liquidating in Indiana.

A corporation may formally request the department issue a clearance to a corporation effecting dissolution, liquidation, or withdrawal if:

1. All necessary tax returns (including the final tax return) have been filed in a timely manner.
2. All tax payments and liabilities due or determined due to the department have been paid.
3. The form of notification (Form IT-966) was filed with the department within thirty days of the issuance of a certificate of dissolution, decree of dissolution, the adoption of a resolution or plan, or the filing of a statement of withdrawal.

Before continuing, make sure you have all of the following information available. If you do not provide all of the following documentation with your request, your request for dissolution may be denied:

- A copy of the minutes of the shareholder's meeting at which the plan or resolution was formally adopted
- A copy of the corporation's Certificate of Dissolution or a copy of the corporation's Certificate of Withdrawal
- A completed IT-966 Notice of Corporate Dissolution Liquidation or Withdrawal form
- A complete explanation of the plan of resolution

For any questions regarding this request, you may call the department at (317) 232-0129 Monday through Friday, 8:00 a.m. to 4:30 p.m.

Cancel Save Draft < Previous Next >

Attachments

< SAMPLE COMPANY

Dissolution Request

SAMPLE COMPANY
97-0000000

Dissolution request

Information Attachments

Attachments

Please attach all of the following supporting documentation

Certificate of Dissolution or Certificate of Withdrawal attachment

Dissolution minutes attachment

IT-966 Notice of Corporate Dissolution Liquidation or Withdrawal form attachment

Complete explanation of the plan or resolutions

Add attachment

Cancel Save Draft < Previous Next >

Summary

< SAMPLE COMPANY

Dissolution Request

SAMPLE COMPANY
97-0000000

Dissolution request

Information Attachments Summary

Ready to submit

Your request for dissolution is ready to submit. By submitting this request, you affirm all information provided is correct to the best of your knowledge.

I affirm that all of the information I have provided is accurate. *

Cancel Save Draft < Previous Submit

Re-Opening a Closed Account

A customer can reopen a closed tax account from the "Summary" tab. The closed account will have a link "Reopen Closed Account" under which they can file or view older returns and payments.

Sales
Location 001
SAMPLE COMPANY OF INDIANAPOLIS
100 N SENATE AVE
INDIANAPOLIS IN 46204-2273
Closed on 30-Jun-2020

Account
RST-0000000000
Balance
\$0.00

> File or view older returns and payments
> Reopen closed account

Account information

Location addresses cannot be changed. If the location is reopening at a new address, the customer must register it as a new location, and keep this location closed. The reopen date cannot be more than six months into the future.

< SAMPLE COMPANY
Reopen closed account
 Sales
 RST-000000000
 SAMPLE COMPANY OF INDIANAPOLIS
Reopen closed account

Account Information

Verify address information
 Please verify that the address associated with this account matches the address we have on file below.
 100 N SENATE AVE
 INDIANAPOLIS IN 46204-2273
 If you need to update your address you must register a new location. To register a new location, you must navigate to the "Register a new location or tax account" in the "Business registration" panel under the "All Actions" tab.

Verify responsible officer information
 Please ensure that your responsible officer information is still valid.
 If you need to update your responsible officer information, you must navigate to the "Manage responsible officer information" in the "Responsible officers" panel under the "All Actions" tab.

Enter reopen date
 Account reopen date *
 Required

Cancel Previous Next

Summary

The reopen date the customer chose on the first step will be shown here.

< SAMPLE COMPANY
Reopen closed account
 Sales
 RST-000000000
 SAMPLE COMPANY OF INDIANAPOLIS
Reopen closed account

Account Information Summary

Summary
 Your account(s) will be opened as of 8/1/2020.
 You will need to file returns for all periods from that date forward.

Cancel Previous Submit

Request an Overpayment Refund

If a customer has a positive balance shown in green, a link will appear (on the right) on the account panel on the "Summary" tab to request an overpayment refund.

SAMPLE COMPANY
 97-0000000
 Indiana Taxpayer ID: 000000000
 100 N SENATE AVE
 INDIANAPOLIS IN 46204-2273

Welcome, JANE SAMPLE
 You last logged in on Friday, Jun 19, 2020 8:50:14 AM
[Manage My Profile](#)

Summary Requires Attention 2 Settings All Actions

Sales
 Location 001
 SAMPLE COMPANY OF INDIANAPOLIS
 100 N SENATE AVE
 INDIANAPOLIS IN 46204-2273

ST-103 for June 2020 > View or amend return
 Status: OnTime-Processed

Account > File or view older returns and payments
 RST-000000000 > Request an overpayment refund
 Balance
(\$4,875.00)

Instructions

< SAMPLE COMPANY

Overpayment Refund Request
 Sales
 RST-000000000
 SAMPLE COMPANY OF INDIANAPOLIS

Request

Instructions Select filing period Request refund

Should I request an overpayment refund?

You may request an overpayment refund to be issued to this account's mailing address. If you wish for the overpayment to be redirected to a future period, you do not need to do anything at this time. Any overpayments that are not refunded will be automatically redirected to a future period once a return is posted onto that period.

Cancel < Previous **Next** >

Select filing period

< SAMPLE COMPANY

Overpayment Refund Request
 Sales
 RST-000000000
 SAMPLE COMPANY OF INDIANAPOLIS

Request

Instructions **Select filing period** Request refund

Select an available period to request an overpayment refund. If no periods are displayed, an overpayment refund cannot be requested at this time. Please allow several days for recent payments to process before requesting an overpayment refund.


Filing period *
 Required

Cancel < Previous **Next** >

Request a Refund for Tax on Purchases

A customer can request a refund for tax on purchases by selecting "Submit Refund Request" under the "Request for Tax on Purchases" group on the "All Actions" tab.

Instructions

 **Refund for tax on purchases**

Request a refund for Indiana tax that you have paid on purchases.

[Submit refund request](#)

< SAMPLE COMPANY

Refund request
SAMPLE COMPANY
97-0000000

Refund request

Instructions

Am I eligible to submit a refund for tax on purchases?

If you are exempt from paying sales tax and you have documentation proving sales tax has been paid on exempt purchases, you may use this submission to request a refund.
If you wish to request a refund based on a prior sales tax filing, you must log into your tax account and amend the prior return.

Cancel Save Draft < Previous Next >

Claim information

The customer will need to explain why a refund is due and select the relevant tax type.

The customer also must enter details about each period from which they wish to claim a refund.

< SAMPLE COMPANY

Refund request
SAMPLE COMPANY
97-0000000

Refund request

Instructions Claim information

Enter claim information

Provide an explanation as to why a refund is due: *

Tax type *

Enter claim details

Enter summary details for the refund request. Documentation for the requested refund amounts must be provided later.

Period End Date	Requested Refund Amount	Date of Tax Payment
<input type="text"/>	<input type="text"/>	0.00

Cancel Save Draft < Previous Next >

Attachments

Customers must attach supporting documentation for their refund request before proceeding. Each document they attach will appear as a list underneath this menu.

The screenshot shows a mobile application interface for a 'Refund request' from 'SAMPLE COMPANY' (ID: 97-0000000). The progress bar indicates that 'Instructions' and 'Claim information' are completed, while 'Attachments' is the current step. The 'Attachments' section contains the following text: 'Include evidence to support your claim. Failure to attach all documentation with your claim may result in your claim being rejected or denied.' Below this, a list of examples is provided: 'Invoices showing tax paid', 'Copy of exemption certificate if it is an exempt customer', 'Purchase agreement and contract for items such as software and warranties', 'Proof of payment (credit invoice or canceled checks)', 'Utility bills showing meter number', and 'Use tax journal and any additional documentation to support your claim'. A blue 'Add attachment' button is present. A red error message states: 'Documentation supporting your claim must be attached.' At the bottom, there are 'Cancel', 'Save Draft', 'Previous', and 'Next' buttons.

Disclosure

The screenshot shows the 'Disclosure' step in the refund request process. The progress bar now shows 'Instructions', 'Claim information', and 'Attachments' as completed, with 'Disclosure' as the current step. The disclosure text reads: 'I hereby certify that the information entered is just and correct; that the amount claimed is legally due, after allowing all just credits; and that no part of the same has been paid. I further understand that this refund may be applied to any liability which I currently have outstanding. Under penalties of perjury, I declare that I have examined this form, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct, and complete.' There is a red asterisk icon to the right of the text. A checkbox is present to the left of the text. At the bottom, there are 'Cancel', 'Save Draft', 'Previous', and 'Submit' buttons.

Additional Information and Resources

Incorrect Information

If you need to update your INTIME contact information, select the user icon in the top right corner and then edit the contact information available on the screen (See the "More to Manage in INTIME" section of this guide on updating name and addresses).

No Tax Is Due

You must file a return even when you have no tax due, unless your account has been closed. If you do not file a return, DOR will issue a tax bill based on the best information available.

Due Date

If the due date on your return falls on a weekend or legal holiday, your payment and return are due on the next business day. [See a list of state holidays.](#)

Filing Frequency Status (Change)

DOR reviews taxpayer accounts annually. Based on these reviews, filing frequency status may change and can affect your due dates. To avoid penalty and interest, review the due dates on your returns and the filing status for each tax type in your INTIME account.

Bulk Filing Methods

Customers submitting files with large numbers of transactions for certain [tax types](#) (also listed below) can electronically bulk file these records with DOR via one of the following options:

If a file size is under 10 MB, manually enter or upload via INTIME. When filing securely via INTIME, bulk files do not require a file naming convention or encryption. Information is available in this [INTIME User Guide for Business Customers](#) or visit the [INTIME Resources page](#) for additional guides and resources.

If a file size exceeds 10 MB, upload via SFTP. Registering for SFTP can only take place if a file has been rejected by INTIME for exceeding the 10 MB size restriction. When bulk filing via SFTP, it is required to follow the file naming convention and file(s) must be encrypted. A [SFTP Bulk Filing Guide](#) is available.

Bulk File upload is available for the following tax types:

- [Alcohol](#)
- [Cigarette, Other Tobacco Products & E-Cigarette](#)
- [EDI - Fuel Tax \(INTIME only\)](#)
- [Gasoline Use](#)
- [Motor Vehicle Rental](#)
- [Withholding](#)

For more information on which tax types can be filed using INTIME or SFTP, and what options are available for upload, see the [Bulk Filing Methods & Options Chart](#).

Streamline Sales Tax Filing

All Streamlined Sales tax participants will now be able to pay their Indiana sales taxes using INTIME. When paying via INTIME, sellers must use their Indiana Taxpayer Identification Number (TID), which can be found in the welcome letter that was sent after receiving the seller's SST registration.

Model 1 and Model 2 sellers must continue to file the Simplified Electronic Returns (SER) in Indiana and are required to do so on a monthly basis.

Model “Other” sellers who are self-filing are mandated to file electronically via INTIME. When filing a SER or payment for Model “Other” clients, a Certified Service Provider (CSP) can use either the client’s Streamlined Sales Tax ID (SSTID) or TID. When filing for non-Streamline clients, a CSP should use the client’s TID.

See more information on [SST filing](#). See guide specifically for SST filers.

Contact Us

- [INTIME Resources](#)
- [Tax Practitioner Hotline Packet](#)
- [DOR News and announcements](#)
- Subscribe to [DOR's Tax Bulletin](#)

If you have questions, contact DOR Customer Service via secure INTIME messaging by logging in to your INTIME account.

Additional resources are also available. You may contact DOR Monday through Friday, 8 a.m. - 4:30 p.m. ET.

- DOR Customer Service: 317-232-2240
- Corporate Income Tax Customers: 317-232-0129
- Aircraft Owners & Dealers: 317-615-2544