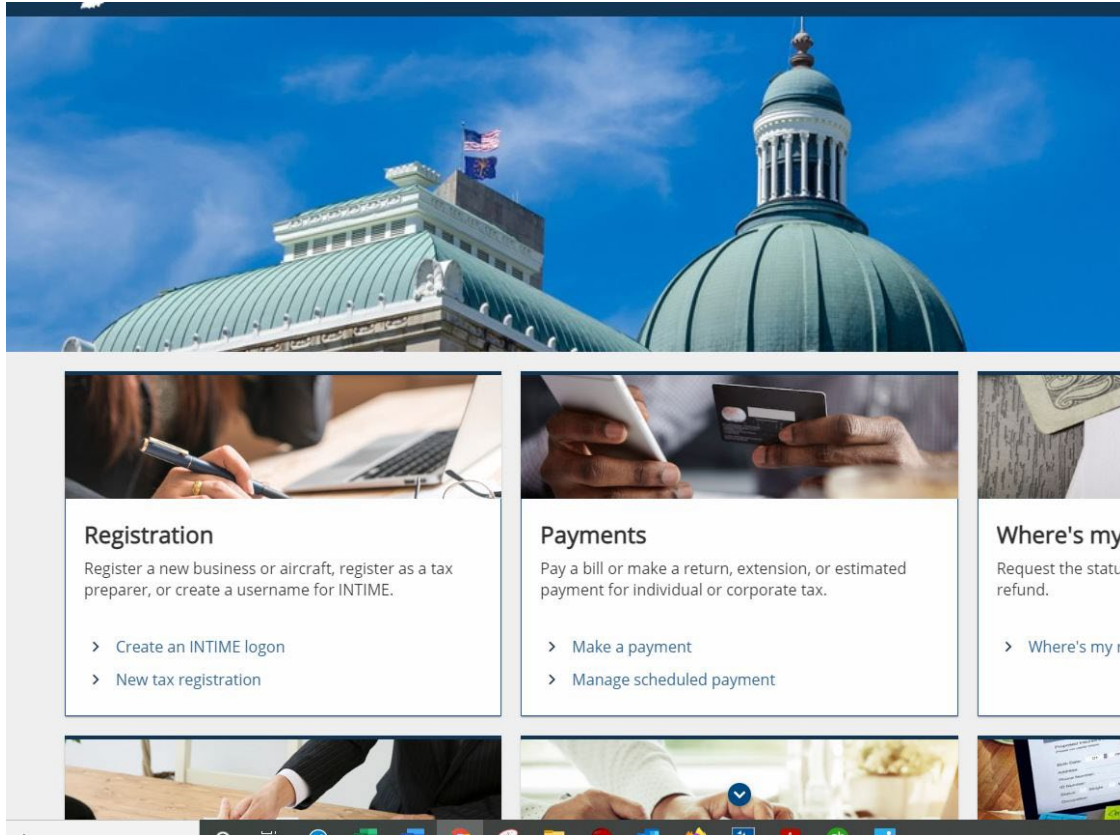


Instructions to create an INTIME account, once you have received your welcome letter from the IDOR.

The welcome letter It will begin with the phrase 'Congratulations! You are one step closer to managing your Indiana taxes in one convenient location'

Please note the Letter ID in the top right hand corner of the letter, this will be needed later on in the process. Navigate to the website listed on the letter – intime.dor.in.gov

The first screen you will see is listed below – select Registration – Create an INTIME login



< Home

New logon

New logon



Create username

Create a username if you have previously filed a tax return in Indiana.

> Create username



New preparer registration

Create a preparer username if you have not previously filed business or corporate tax returns in the state of Indiana.

> Register preparer

R Home

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Moving through the next screens you will select 'Create Username', confirm you are in the right place, and that you are registering as business.

< 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)

Cancel

Save Draft

< Previous

Next >

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Policies

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Enter the Legal information, then you will go to 'Account Validation'

< New logon

INTIME registration

Registration

Login Information

- Overview
- Customer Type
- Customer Information

Enter legal business information

ID type
FEIN

FEIN *
Required

Legal name of business *
Required

Cancel Save Draft < Previous Next >

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The account validation screen will ask you to select a tax account, and method of validation. The account is 'Withholding, and validation choice will be 'Letter ID'


Tax account type to be filed
Withholding (WH-1, WH-3)

Account validation

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

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

Required

You will input the letter ID found on the top right hand side of your welcome letter.

The next step is to create a username, password, secret question and confirm personal contact information, such as email and phone number.

Once you submit your INTIME registration, you will receive an email confirming your account. At that point, you may to log in and use the INTIME.

Please approve any POA request you may receive from Accupay as soon as possible.