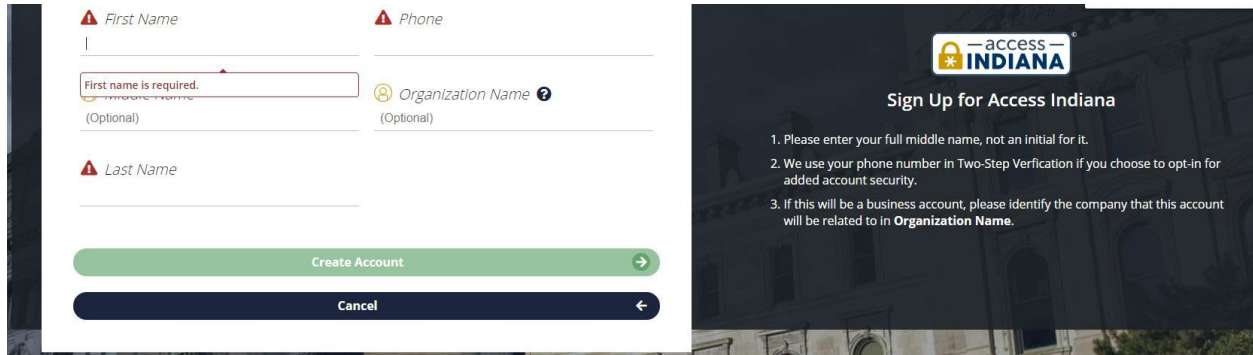


Register for NEW IN Withholding Tax Account

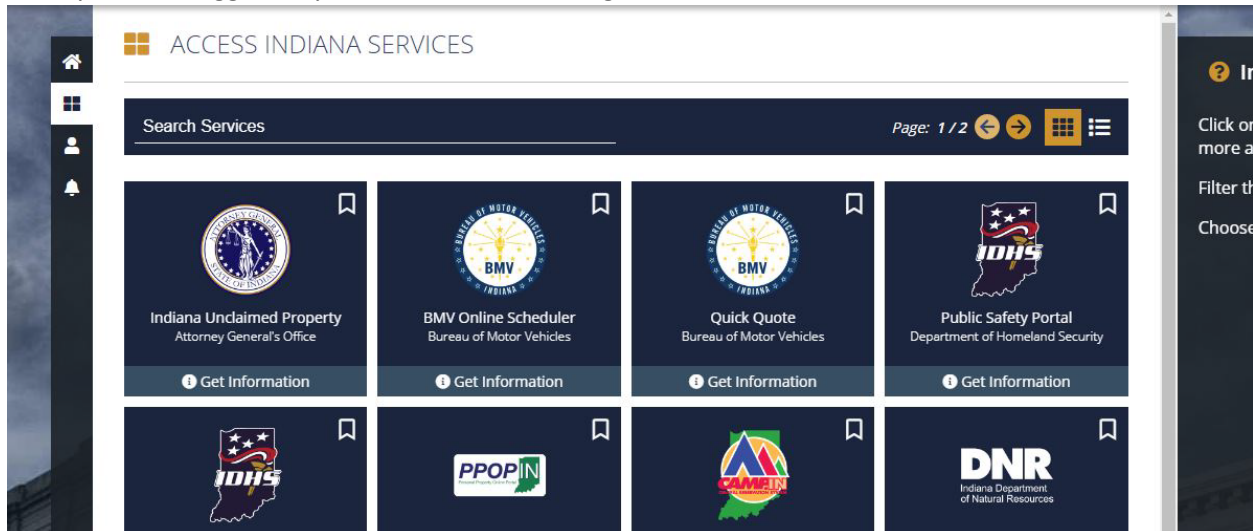
Please log in using your Access Indiana ID. If you have not registered for Access Indiana, all you will need for this step is an email address and password. When you registered with the Secretary of State, this is most likely the link accessed.

<https://access.in.gov/signin/>



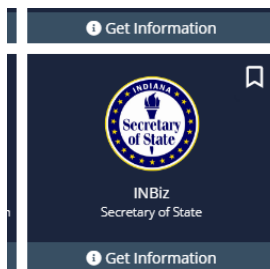
The image shows a registration form on the left and a sign-up instruction panel on the right. The form has fields for First Name, Last Name, Phone, and Organization Name (Optional). A green 'Create Account' button and a dark 'Cancel' button are at the bottom. The sign-up panel has the 'access INDIANA' logo and three numbered instructions: 1. Please enter your full middle name, not an initial for it. 2. We use your phone number in Two-Step Verification if you choose to opt-in for added account security. 3. If this will be a business account, please identify the company that this account will be related to in **Organization Name**.

Once you have logged in, you will see the following screen:



The screenshot shows the 'ACCESS INDIANA SERVICES' dashboard. It features a search bar, a grid of service tiles, and a sidebar. The service tiles include: Indiana Unclaimed Property (Attorney General's Office), BMV Online Scheduler (Bureau of Motor Vehicles), Quick Quote (Bureau of Motor Vehicles), Public Safety Portal (Department of Homeland Security), PPOP IN, and DNR (Indiana Department of Natural Resources). Each tile has a 'Get Information' button. The sidebar on the right has a search icon and the text 'Click on more a', 'Filter th', and 'Choose'.

Please select the box below, which takes you to the Secretary or State website – InBiz



The image shows a single service tile for 'INBiz Secretary of State'. It features the Indiana Secretary of State logo and the text 'INBiz Secretary of State'. A 'Get Information' button is located at the bottom of the tile.

Once on the inBiz website, you will see this screen and select the following answers:

Welcome to INBiz! Help us get to know you by answering the questions below.

* 1. WHAT IS YOUR ROLE?

- Business Owner
- Business Employee
- Registered Agent
- Service Provider (please specify)?
- Other (please specify)?

* 2. WHICH OF THE FOLLOWING BEST REPRESENTS YOUR PRIMARY REASON FOR VISITING INBIZ?

- Start a Business
- Make Updates to a Business
- Reinstate a Business
- Close a Business
- File Business Entity Report
- Tax Registration
- Licensing & Permitting (obtain & manage)

Please select either Next or Continue

The next screen will look as below, and under Quick Links please choose 'Tax Registration'

The link will then have you 'Search for your Business'. Please enter the name and select the appropriate one. The number you see here is NOT your withholding number yet. This is the registration number you were assigned when you registered with the Secretary of State.

After selecting your business, you will be brought to the Indiana Department of Revenue Tax Registration form.

There will be several screens to complete here, as you enter your business information, responsible officers, estimated payroll start date and wages, location. Once a location has been entered, please select 'Add Tax to this Location' and choose **Withholding tax**.

DEPARTMENT OF REVENUE - TAX REGISTRATION FOR ACCUPAY, INC.

BUSINESS INFORMATION

FEIN/FEID: [Help me get one](#) Accounting Period Year Ending Date:

Contact First Name: Middle Initial:

Contact Last Name: Contact Number:

Contact Email: State of Commercial Domicile:

NAICS Primary Code: Main Code: Sub Code:

PRIMARY MAILING ADDRESS

Country:

Zip Code:

Address 1:

Address 2:

City:

State:

County:


Will you register as Corporation (or) an S Corp?

RESPONSIBLE OFFICER/AFFILIATE

Name	SSN/FEIN	Address	Start Date	Action
				Add

Note: Please provide the SSN/ITIN for all responsible officers displayed. Please provide the FEIN/FEID for all affiliates displayed. You also can add more responsible officers and affiliates here.

[Back](#)

 Welcome to INBiz! Click here for chatbot support.

It takes several business days to process the application. Once you receive your confirmation letter and withholding ID, please forward to Accupay. You can also follow the INTIME instructions to set up an online account.