



IMPORTANT INFORMATION for Bulk Filers

New Requirements & Updates (January 2023)

In preparation for the upcoming tax filing season, the Indiana Department of Revenue (DOR) has important information to share with bulk filing customers regarding new requirements that need immediate attention. This communication provides information on DOR's latest updates, new functionalities that became available on Jan. 1, 2023, and offers some tips and reminders to ensure your tax filings are processed accurately and quickly.

New Requirements for Payroll Providers

With the passing of Indiana Senate Bill 234 (effective Jan. 1, 2022), there is a new annual requirement for payroll service providers that affects the Secure File Transfer Protocol (SFTP) bulk filing renewal process and requires your action before being able to file withholding.

Indiana Senate Bill 234 (Indiana Code 6-8.1-18-1) states:

"A payroll service provider must certify and acknowledge that the bank account that is used by the payroll service provider for employer withholding tax deposits shall only be used for employer withholding tax liabilities and other payroll obligations of client employers that the payroll service provider is holding and is required to remit to the appropriate agency, employee of the employer, or other payee as authorized by the employer, and may not be used for any other purpose (other than using the account as a sweep account), including for the payment of operating expenses or personal use, and that a payroll service provider's withdrawal or use of funds in the account for any unauthorized purpose constitutes fraud."

Annual Renewal for SFTP Registration via INTIME by Payroll Providers

The annual renewal for SFTP registration by payroll service providers for filing withholding can be done **without logging** in to DOR's e-services portal, Indiana Taxpayer Information Management Engine (INTIME), by following these steps:

- Step 1. Go to [INTIME](https://intime.dor.in.gov) at intime.dor.in.gov (non-logged in screen)
- Step 2. Go to the "Renew SFTP registration panel" and click on the "Annual renewal for SFTP registration" hyperlink. After reading the overview information, click "Next."
- Step 3. Enter vendor code and name of your previously submitted withholding filename, then click "Next." Remove leading zeros from your vendor code.
- Step 4. Read and agree to "Notice to service providers" by checking the box, then click "Next."

Tip: If you receive an error, be sure that you have agreed to the notice by checking the box.

Note: There is no requirement to sign up for SFTP. If you do not have an SFTP account, disregard the SFTP annual renewal process and follow the INTIME renewal process below. SFTP is only used for file sizes that exceed 10 MB. INTIME accepts files up to 10 MB, but if a file exceeds that limit, only then must SFTP be used.

Annual Renewal for INTIME Bulk Filers

The annual renewal for INTIME bulk filers is completed by registered preparers (who are filing via INTIME on behalf of their clients) by agreeing to the Fraud Attestation statement with each submission before submitting any returns.

New Functionalities for Withholding

Bulk Filing WH-1 available in INTIME starting January 1

As of Jan. 1, 2023, customers can file bulk WH-1 by uploading returns with a file size up to 10 MB directly through INTIME.

- Step 1. Log in to [INTIME](#)
- Step 2. Go to the "All Actions" (tab) page
- Step 3. Locate the "Payments & Returns" panel
- Step 4. Click the "Upload bulk WH-1 file" link
- Step 5. Follow the instructions on screen

WH-3 (W2C) amended returns via SFTP and INTIME

SFTP corrections to EFW2, 1220, and WH-3 do not have an amended return indicator in the schema. To replace a previously filed WH-3, simply submit a new file with new tax data along with a new filename for the year and the system will overwrite the previous data on file for that same year.

Bulk Filing WH-1 Amended Returns via SFTP and INTIME

Bulk filers of WH-1 XML files can amend returns by using the Indiana withholding schema and the amended checkbox in the bulk submission. This self-service option replaces the prior method of requesting an amendment by email.

Tip: Only provide the new data needed to amend your WH-1 via SFTP or INTIME and it will replace those returns within that previously filed record. If you provide returns in your amended WH-1 that are not amended, this will create duplicate WH-1 returns.

- Amended returns are indicated with the "AmendedReturnIndicator" node.
- The "AmendedReturnIndicator" should only be used when submitting a full replacement for a WH-1 that was submitted previously with incorrect information.
- The AmendedReturnIndicator node is under the ReturnHeaderState which defines the separation between returns, so the amendedreturnindicator needs to be in each return.

Example

```
</n1:InternetProtocol>
<n1:PINEnteredBy>Taxpayer</n1:PINEnteredBy>
<n1:SignatureOption>PIN Number</n1:SignatureOption>
<n1:AmendedReturnIndicator>X</n1:AmendedReturnIndicator>
<n1:OriginalSubmissionId>00000000000000000000</n1:OriginalSubmissionId>
<n1:OriginalSubmissionDate>1957-08-13</n1:OriginalSubmissionDate>
<n1:ReturnType>WH-1</n1:ReturnType>
<n1:Filer><n1:IndividualEntity>
```

Note: If the W2 has SSN or Taxpayer information that needs to be changed, this is a manual correction that will need to be relayed to DOR Customer Service through INTIME messaging.

Tips & Reminders for SFTP and INTIME Bulk Filers

Bulk Filing Methods and Options

DOR has created a chart that illustrates all available [bulk filing methods and options](#). It is available under the Reference Documents section on DOR's [Bulk Filing webpage](#).

Note: Bulk filing WH-1 via INTIME is now available.

Test Files

Test files are no longer required or automatically processed for bulk filing via SFTP or INTIME.

Testing in SFTP

Test files will only be accepted through SFTP if deemed necessary for special circumstances. Testing is a manual process, and you must communicate with the [Bulk file mailbox](#) in the event you are required to submit a test file, in-order for the (T) test filename to be processed and feedback provided. Follow our filing naming convention to name your test file appropriately, starting on page eight of our [SFTP Bulk Filing Guide](#).

If you would like to test, please drop your test file on the SFTP server and provide a test file name and timestamp to BulkFiler@dor.IN.gov. Acknowledgments are received and sent manually; this could take a few hours from the time we receive your email. You may proceed with submitting production files unless you have a valid reason to submit test files.

Testing in INTIME

INTIME provides real time validation for all errors. The file will not be accepted into production until all errors are corrected. This functionality has removed the need to test. If no errors are present in your file, no errors will display and the next step through INTIME would be to "submit" your production file. Once your file is submitted, you will receive a confirmation number for your file submission. All files successfully submitted through INTIME are processed as production files.

Acknowledgements

Acknowledgment emails are now sent from do_not_reply@dor.in.gov within three hours of the submission of a production file.

Note: If you do not receive an acknowledgment with an accepted, partially accepted, or rejected outcome within three hours of your file submission, check with BulkFiler@dor.IN.gov to ensure that you do not resubmit the file and create a duplicate bulk file.

Tip: Check your email settings to ensure that the do_not_reply@dor.in.gov email address will be accepted and not blocked or sent to your spam folder.

Verify your Account

Log in to your account and verify your username and password are still active. If not, below are a few ways to recover your username and/or passwords. Your username and password are required to log in and upload your files.

- If using INTIME, go to INTIME.dor.in.gov and select "Forgot username or password?"
- To recover an SFTP bulk filer username or password, contact Bulkfiler@dor.in.gov to request the information and DOR will provide it via secure email.

DOR Guides

DOR has only made minor revisions to guides for clarity. No changes have been made to EFW2 or 1220 specification layouts.

DOR regularly reviews and updates its website and guides to include the most current information. Information and guides specific to bulk filing can be found in the following locations:

- INTIME User Guides and Resources
in.gov/online-services/intime-tax-center
- Resources for Bulk Filing Indiana Taxes
in.gov/business-tax/bulk-filing-your-indiana-business-taxes
- INTIME Bulk "File Rejection Error" FAQs
in.gov/files/bulk-filing-file-rejection-error.pdf
- Cigarette, Other Tobacco Products & E-Cigarette Taxes
in.gov/business-tax/cigarette-and-other-tobacco-products-tax
- Gasoline Use Tax
in.gov/dor/business-tax/gasoline-use-tax
- EDI - Fuel Tax Electronic Initiatives
in.gov/business-tax/gasoline-use-tax

Tip: Do not save copies of the guides to your desktop. Online versions will include the most recent revisions.

If you have further questions, contact BulkFiler@dor.in.gov.