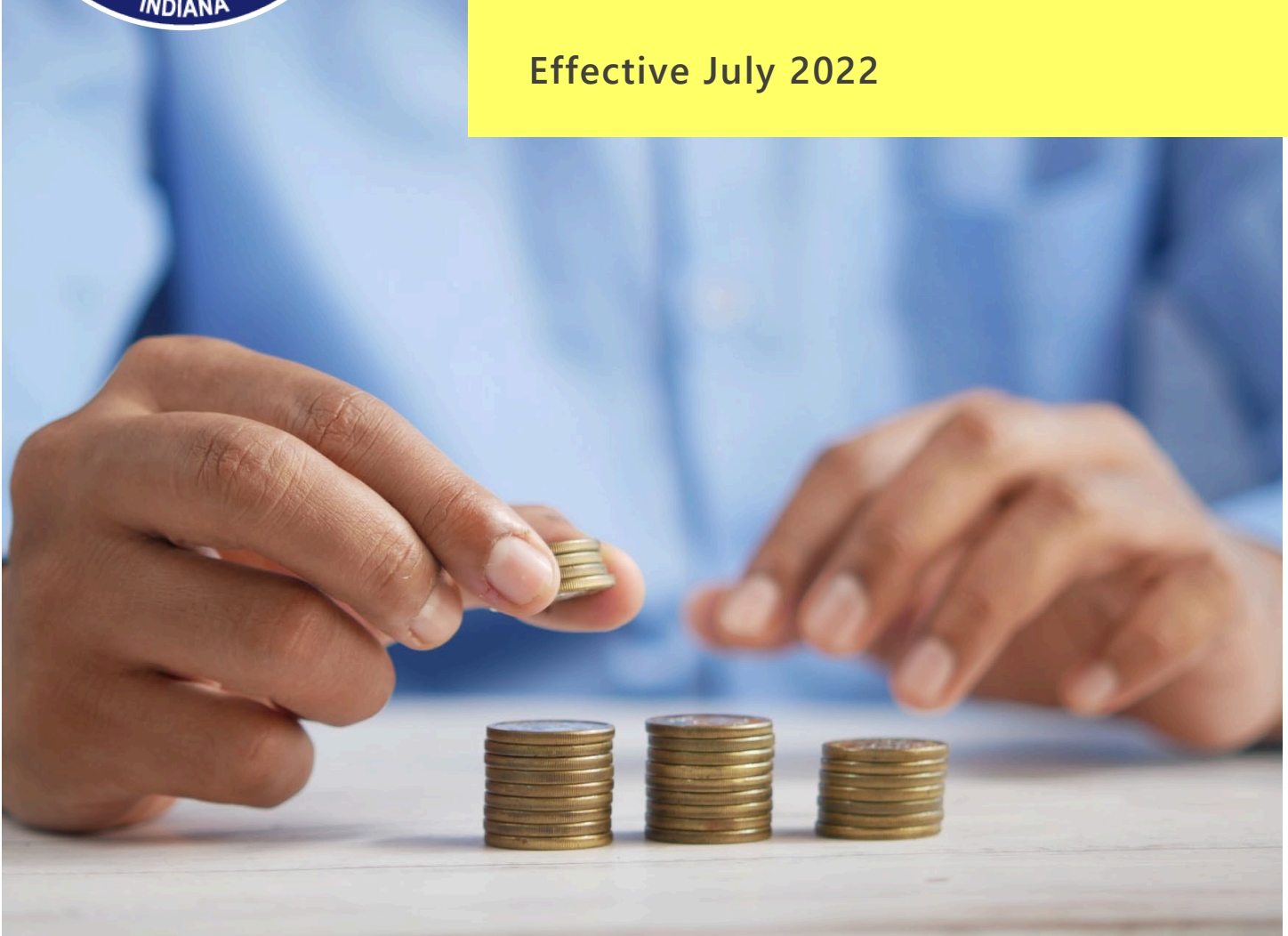




INTIME User Guide for Alcohol, Cigarette, and Other Tobacco Products Tax Customers

Effective July 2022



Last revised: June 2023

Welcome to INTIME

The Indiana Department of Revenue’s (DOR) e-services portal, the Indiana Taxpayer Information Management Engine (INTIME), offers Alcohol, Cigarette, and Other Tobacco Products tax customers the ability to manage their tax accounts in one convenient location, 24/7. This includes filing returns, making payments, secure messaging with DOR Customer Service, and more:

INTIME Functionality

| | Register New Tax Account  | File Returns  | Amend Returns  | Make Payments  | View Correspondence & Send Messages  | Update Names & Addresses  |
|-----------------------------------|---|---|--|--|--|---|
| Alternative Fuel User | ✓ | ✓ | | ✓ | ✓ | ✓* |
| Aviation Fuel | ✓ | ✓ | ✓ | ✓ | ✓ | ✓* |
| Fuel Inventory | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Gasoline Use | ✓ | ✓ | ✓ | ✓ | ✓ | ✓* |
| Motor Fuel | ✓ | ✓ | ✓ | ✓ | ✓ | ✓* |
| Petroleum Severance | ✓ | ✓ | ✓ | ✓ | ✓ | ✓* |
| Special Fuel | ✓ | ✓ | ✓ | ✓ | ✓ | ✓* |
| Terminal Operator | ✓ | ✓ | ✓ | ✓ | ✓ | ✓* |
| Transporter | ✓ | ✓ | ✓ | ✓ | ✓ | ✓* |
| Alcohol Tax | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Cigarette | ✓ | ✓ | ✓ | | ✓ | ✓* |
| Cigarette Stamps | ✓ | ✓ | | ✓ | ✓ | ✓* |
| Electronic Cigarette | ✓ | ✓ | ✓ | ✓ | ✓ | ✓* |
| Other Tobacco Products | ✓ | ✓ | ✓ | ✓ | ✓ | ✓* |
| Employment Agency | | | | | | |
| Rail, Commuter or Electric | | | | ✓ | ✓ | ✓* |
| Vehicle Sharing Excise | | ✓ | ✓ | ✓ | ✓ | ✓ |

*Names and address for Cigarette, Tobacco, and Fuel tax accounts can be updated via INTIME. However, these updates will be reviewed by the Special Tax division and are subject to approval. A new license may be issued when approved.

New Feature

Previously Available

This guide provides step-by-step instructions, images and tips specific to Alcohol, Cigarette, and Other Tobacco Products tax accounts and serves as an additional resource to the [INTIME Guide for Business Customers](#).

Get Started with INTIME

Step 1: Log in to [INTIME.dor.in.gov](https://intime.dor.in.gov). (Sign up information available in the [INTIME User Guide for Business Customers](#).)

Step 2: Any Alcohol, Cigarette, and/or Other Tobacco Products tax accounts will be added to INTIME on July 18, 2022, and will appear on the “Summary” tab.

Alcohol Tax Accounts

| | | |
|---|--|--|
| Alcohol Location 001 SAMPLE LOCATION 123 SAMPLE STREET APT 1 SAMPLE IN 46204 | ALC-DWS for July 2022 Monthly return due: Aug 22, 2022 | > File now > Upload XML return |
| | Account ALC-0000193233 Balance \$0.00 | > Make a payment > View all returns and periods |
| Alcohol Location 001 SAMPLE LOCATION 123 SAMPLE STREET APT 1 SAMPLE IN 46204 | ALC-FW for March 2022 Monthly return due: Apr 20, 2022 | > File now > Upload XML return |
| | Account ALC-0000193233 Balance \$0.00 | > Make a payment > View all returns and periods |
| Alcohol Location 001 SAMPLE LOCATION 123 SAMPLE STREET APT 1 SAMPLE IN 46204 | ALC-M for July 2022 Monthly return due: Aug 22, 2022 | > File now > Upload XML return |
| | ALC-FW for July 2022 Monthly return due: Aug 22, 2022 | > File now > Upload XML return |
| | Account ALC-0000193233 Balance \$0.00 | > Make a payment > View all returns and periods |
| Alcohol Location 001 SAMPLE LOCATION 123 SAMPLE STREET APT 1 SAMPLE IN 46204 | ALC-M for July 2022 Monthly return due: Aug 22, 2022 | > File now > Upload XML return |
| | Account ALC-0000193233 Balance \$0.00 | > Make a payment > View all returns and periods |

| | | |
|---|---|--|
| Alcohol Location 001 SAMPLE LOCATION 123 SAMPLE STREET APT 1 SAMPLE IN 46204 | ALC-PS for July 2022 Monthly return due: Aug 10, 2022 | > File now > Upload XML return |
| | Account ALC-0000193233 Balance \$0.00 | > Make a payment > View all returns and periods |

| | | |
|---|--|--|
| Alcohol Location 001 SAMPLE LOCATION 123 SAMPLE STREET APT 1 SAMPLE IN 46204 | ALC-W for July 2022 Monthly return due: Aug 22, 2022 | > File now > Upload XML return |
| | Account ALC-0000193233 Balance \$0.00 | > Make a payment > View all returns and periods |

Cigarette Tax Accounts

| | | |
|---|--|--|
| Cigarette Location 001 SAMPLE LOCATION 123 SAMPLE STREET APT 1 SAMPLE IN 46204 | CIG-M for June 2022 Monthly return due: Jul 15, 2022 | > File now |
| | CT-19 for June 2022 Monthly return due: Jul 15, 2022 | > File now |
| | Account CIG-0000169294 Balance \$500.00 | > Make a payment > View all returns and periods |

| | | |
|---|--|--|
| Cigarette Location 001 SAMPLE LOCATION 123 SAMPLE STREET APT 1 SAMPLE IN 46204 | CT-19 for July 2022 Monthly return due: Aug 15, 2022 | > File now > Upload XML return |
| | CIG-NRM for July 2022 Monthly return due: Aug 15, 2022 | > File now > Upload XML return |
| | Account CIG-0000169294 Balance \$500.00 | > Make a payment > View all returns and periods |

| | | |
|---|---|--|
| Cigarette Location 001 SAMPLE LOCATION 123 SAMPLE STREET APT 1 SAMPLE IN 46204 | CT-19 for July 2022 Monthly return due: Aug 15, 2022 | File now Upload XML return |
| | CIG-RM for July 2022 Monthly return due: Aug 15, 2022 | File now Upload XML return |
| | Account CIG-0000169294 Balance \$500.00 | Make a payment View all returns and periods |

| | | |
|---|---|--|
| Cigarette Location 001 SAMPLE LOCATION 123 SAMPLE STREET APT 1 SAMPLE IN 46204 | CIG-TS for July 2022 Monthly return due: Aug 15, 2022 | File now Upload XML return |
| | Account CIG-0000169294 Balance \$500.00 | Make a payment View all returns and periods |

| | | |
|--|---|--|
| Cigarette Tax Stamps Location 001 SAMPLE LOCATION 123 SAMPLE STREET APT 1 SAMPLE IN 46204 | CT-4A for April 1, 2022 Use this form to order cigarette stamps | File now |
| | Account CTS-0000152910 Balance \$0.00 | Make a payment View all returns and periods |

Other Tobacco Products Tax Accounts

| | | |
|--|--|--|
| Other Tobacco Products Location 001 SAMPLE LOCATION 123 SAMPLE STREET APT 1 SAMPLE IN 46204 | OTP-M for July 2022 Monthly return due: Aug 15, 2022 | File now Upload XML return |
| | CT-19 for July 2022 Monthly return due: Aug 15, 2022 | File now Upload XML return |
| | Account OTP-0000176849 Balance \$25.00 | Make a payment View all returns and periods |

| | | |
|--|---|--|
| Other Tobacco Products Location 001 SAMPLE LOCATION 123 SAMPLE STREET APT 1 SAMPLE IN 46204 | OTP-PACT for July 2022 Monthly return due: Aug 10, 2022 | File now |
| | Account OTP-0000176849 Balance \$25.00 | Make a payment View all returns and periods |

Step 3: Submission of returns and schedules of transaction can be done by manually typing in information (Step 3A) or by uploading XML return files up to 10 MB in size (Steps 3B/3C).

Step 3A: To **manually type in** return and schedules of transaction information, select "File now" in the corresponding tax account. Alternatively, if uploading files, skip to Step 3B.

Step 3B: To **upload** files, select the "Upload XML return" hyperlink to submit files up to 10 MB. Select return type and filing period, then add attachment.

The screenshot shows a web interface for XML upload. At the top, it says '< SAMPLE COMPANY'. Below that, the title is 'XML upload' with subtext: 'Alcohol', 'ALC-0000193233', and 'SAMPLE LOCATION'. A progress bar shows two steps: 'Upload Files' (active) and 'Summary'. The main content area is titled 'Upload forms' and contains the following text: 'You may upload your files below. The only acceptable file type is XML. Converting/formatting a PDF or Excel spreadsheet to .XML is not accepted. You can find the specification in the below link: <https://www.in.gov/dor/business-tax/electronic-filing-for-alcohol-taxpayers/> Please note that the file upload process may take some time depending on the size of the file. Larger files can take up to 30 seconds to load. There is a Max file size limit of 10MB per file.' Below this, there are form fields for 'Return type' (ALC-W), 'Filing period' (Required, dropdown menu), and a 'Files' section with a 'File name' input field. A red error message at the bottom of the file section reads 'Please add an attachment to continue'. At the bottom of the page, there are 'Cancel', 'Previous', and 'Next' buttons.

Note: If there are any issues with the attachment, information about the error will appear at the bottom of the page.

< SAMPLE COMPANY

XML upload

Alcohol
ALC-0000193233
SAMPLE LOCATION

XML upload

Upload Files Summary

Upload forms

You may upload your files below. The only acceptable file type is XML.

Converting/formatting a PDF or Excel spreadsheet to .XML is not accepted. You can find the specification in the below link:
<https://www.in.gov/dor/business-tax/electronic-filing-for-alcohol-taxpayers/>

Please note that the file upload process may take some time depending on the size of the file. Larger files can take up to 30 seconds to load.

There is a Max file size limit of 10MB per file.

Return type
ALC-W

Filing period
31-Jul-2022

Files

| File name |
|-----------|
| |

Upload

Please add an attachment to continue

Attachment errors

Please visit <https://www.in.gov/dor/business-tax/electronic-filing-for-alcohol-taxpayers/> for general file upload issues and information.

Please review and correct before resubmitting. Your file contains the following errors:

| File Name | Line Number | Error |
|-----------------------------------|-------------|---|
| My ALC-W Return for July 2022.xml | 12 | The 'TaxPeriodEndDate' element is invalid - The value '2022-07-32' is invalid according to its datatype 'DateType' - The string '2022-07-32' is not a valid Date value. |

Cancel Previous Next

Step 3C: Once you are certain all information is correct and the file has been uploaded successfully, you are ready to "Submit."

< SAMPLE COMPANY

XML upload

Alcohol
ALC-0000193233
SAMPLE LOCATION

XML upload

Upload Files Summary

Summary

Your request is ready to submit. Please ensure all information is correct before submitting.

Cancel Previous Submit

Making Payments via INTIME

Payments can be made by going to the associated tax account on the "Summary" tab and clicking on the "Make a payment" hyperlink.

Select the preferred payment method type:

Bank Account: If bank account is selected, the customer will proceed to the next step to enter the payment details. There is no fee for an ACH (e-check) payment.

Credit Card: If a debit or credit card is selected, after entering the required information, a confirmation screen will appear. Select the "Make a credit card payment" button on the confirmation screen.

Note: If paying by credit/debit card, additional fees will be charged by the processor based on the amount of the payment.

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 |

Contact Us

DOR Special Tax

317-615-2710
Monday – Friday
8 a.m. – 4:30 p.m. ET
dor.in.gov

INTIME

Questions? Log in to INTIME and [send a message to Customer Service](#).

Tax Bulletin

[Monthly newsletter](#) for tax practitioners & businesses

Tax Talk Blog

The [Tax Talk Blog](#) has tax tips, DOR programs & info for tax practitioners