



# Extension of time to file

## INTIME User Guide

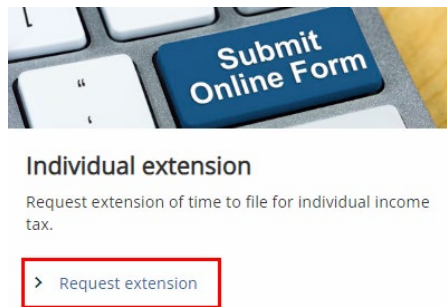
Customers can request an extension of time to file their Individual income tax return through INTIME, DOR's customer portal.

Filing for an extension does not extend the deadline for **paying** any tax due. You should pay at least 90% of the amount you expect to owe by the original return due date. Interest is due on all amounts paid after that.

Penalty will be waived if you:

- Pay at least 90% of your total tax due by the original due date
- File your return by the extended due date
- Pay any remaining tax and interest due when you file your return

1. From the [INTIME home page](#), locate "Individual extension" and select "Request extension."



2. Follow the prompts to provide information on the primary taxpayer (and spouse, if applicable). Select, "Next," to continue following the prompts.

A screenshot of the INTIME "Extension of time to file" form. The header reads "INTIME Indiana Taxpayer Information Management Engine". The page title is "Extension of time to file". Below the title, there is a progress indicator and a section for "Customer Information". The form is divided into two columns: "Primary information" and "Spouse information". Under "Primary information", there are fields for "Primary ID type", "Primary ID", and "Primary first name", all marked as "Required". Under "Spouse information", there are fields for "Spouse ID type", "Spouse ID", and "Spouse's first name", with "Spouse ID" and "Spouse's first name" marked as "Required".

3. Extension payments:
  - a. To make an extension payment, select, "Yes," and choose a payment option.
  - b. If you do **not** expect to owe, select, "No." On the next screen, enter your email address and then select, "Submit."
  - c. If the amount of the extension payment is unknown, select, "Yes," and then, "I do not know my extension payment." A worksheet will be provided.

- 4. Provide payment allocation information, select a payment method of either bank account (no fee) or credit/debit card (fee applies).

The screenshot shows a web form titled "Extension of time to file". At the top, there is a sub-section labeled "Extension" with a progress bar below it. The progress bar has four steps: "Customer Information", "Address Information", "Payment", and "Extension Payment". Each step has a small circle with a checkmark above it, indicating that all steps are completed. Below the progress bar is a section titled "Payment allocation" which contains a label "State tax:" followed by a text input field containing the number "0".

A confirmation message will be displayed once payment has been submitted, and you will receive an email. A "print view" is available.