



INTIME Guide to Setting Up a Payment Plan

For Business and Individual Income Tax Customers

The Indiana Department of Revenue (DOR) offers payment plan options for individuals who owe more than \$100 or businesses that owe more that \$500. A payment plan can be set up easily and efficiently via INTIME without the need to contact customer service.

Step 1: Log in to INTIME at intime.dor.in.gov, go to the “All Actions” (tab) page and locate the “Payment Plan” panel. Click on the “Add a payment plan” hyperlink.

The screenshot shows the INTIME web application interface. At the top, it says "INTIME Indiana Taxpayer Information Management Engine". The user is identified as "SAMPLE, JOHN" with a welcome message and login details. The navigation menu includes "Summary", "Requires Attention", "Settings", and "All Actions" (which is highlighted with a red box and a red arrow pointing down to it). Below the navigation is a search bar and a grid of service panels. The "Payment plan" panel is circled in red, and a red arrow points to the "Add a payment plan" link within it. Other panels include "Letters", "Messages", "Where's my refund?", "Names & addresses", "Power of attorney", "Manage account access", "Submissions", "Tax account registration", "Refund for tax on purchases", "ST-200 application", and "Individual extension".

Step 2: Click the checkbox at the bottom of the “Is a payment plan right for me?” to proceed with requesting a payment arrangement, then click “Next.”

< SAMPLE, JOHN

Payment plan
SAMPLE, JOHN
***-**-2222

Payment

Information

Is a payment plan right for me?

The Indiana Department of Revenue understands that making a full payment for outstanding tax liabilities may not be possible. We offer flexible terms to meet the needs of most customers, but also wish to make you aware of some important information regarding payment plans.

- Although we do not charge an additional fee for a payment plan, **interest will continue to accrue** throughout the course of the payment arrangement. Penalty and interest is included in your installment payment. Making a down payment and/or establishing a shorter payoff time will reduce the total amount you pay over time.
- **Payments will be withdrawn automatically** on the date you specify for the amount due.
- If you make payments after the due date of your arrangement, additional **interest will accumulate**, which will result in extra payments due.
- **The Department may be forced to cancel your payment arrangement** if you do not make payments by the established due dates.
- If a lien has been filed on personal or business property, **the lien will remain in place until the balance has been paid in full.**

There may be additional requirements needed in order to avoid the protest of a professional license or to release a vehicle title.

I understand and wish to proceed with requesting a payment arrangement.

Cancel Previous Next >

Step 3: The next screen provides details on the choice of the payment plan: monthly or bi-weekly installment payments, number of payments and payment amount. Follow the prompts and click “Next” to continue.

ITIME Indiana Taxpayer Information Management Engine

< SAMPLE, JOHN

Payment plan
SAMPLE, JOHN
***-**-2222

Payment

Information Payment Plan

Select payment plan details

Your balance, plus any penalty and interest, can be paid in fixed monthly or bi-weekly installments. A checking or savings account will be required to set up ACH Debit payments. Payment dates after the first payment will vary depending on the payment frequency selected.

If you have any more questions regarding payment plan requirements, please call the DOR Payment Services Division at (317) 232-2240.

Please note that after you enter your payment plan information and click next, your payments plan will be forecasted. Depending on the age and number of your liabilities as well as the length of the plan, this may take a few moments.

Balance
396,189,678.48

Payment Frequency
Monthly Bi-Weekly

Install Type
Number Of By Amount

Total Number of Payments
Required

The down payment being added with this payment plan will be processed on the day it is submitted.
The first payment due field refers to the first installment date, not including the down payment.
If you elect to make a down payment and enter today's date in the first payment due field, both payments will be processed today.

I will make a down payment today

Down Payment Amount
79,237,935.70

First Payment Due Date
Required

Cancel Previous Next >

Step 4: After selecting payment options, a payment plan schedule agreement will be provided.

< SAMPLE, JOHN

Payment plan
SAMPLE, JOHN
***.**-2222

Payment

Information ✓ Payment Plan ✓ Forecast

View payment plan forecast

By creating a payment plan, you will be required to make every payment in full based on the payment schedule provided below. Defaulting on the payment plan will result in additional collection efforts to satisfy outstanding liabilities. A down payment is not required, but making one will decrease the monthly payment amount.

This payment plan agreement is not considered binding against you or the Department unless and until you submit your first payment which may include an optional down payment.

Installments

Installment	Due	Starting	Interest	Penalty	Payment	Ending
0	29-Jul-2021	396,015,280.03	0.00	0.00	79,237,935.70	316,777,344.33
1	30-Jul-2021	316,777,344.33	34,715.33	0.00	63,792,930.88	253,019,128.78
2	30-Aug-2021	253,019,128.78	859,571.83	0.00	63,792,930.88	190,085,769.73
3	30-Sep-2021	190,085,769.73	645,770.84	0.00	63,792,930.88	126,938,609.69
4	01-Nov-2021	126,938,609.69	445,154.57	0.00	63,792,930.88	63,590,833.38
5	30-Nov-2021	63,590,833.38	202,096.90	0.00	63,792,930.28	0.00

Cancel < Previous Next >

Step 5: Enter bank information for making the payments.

< SAMPLE, JOHN

Payment plan
SAMPLE, JOHN
***.**-2222

Payment

Information ✓ Payment Plan ✓ Forecast ✓ Bank Information

Enter bank information

Bank Account Type *
Required

Routing Number *
Required

Account Number *
Required

Confirm Account Number *
Required

Cancel < Previous Next >

Step 6: A summary of the payment plan schedule agreement will be provided. It will include information on payment frequency, installment type, number of payments, down payment amount and when the first payment will be due. Review the terms, click the checkbox to agree to the terms, and then “Submit” to continue.

< SAMPLE, JOHN

Payment plan

SAMPLE, JOHN
***.**-2222

Payment

Information Payment Plan Forecast Bank Information Summary

Summary

I authorize the Indiana Department of Revenue to debit the bank account identified in the previous step on the dates specified for the agreed upon payment amounts. I certify that I am an authorized user of this bank account. I understand that the Indiana Department of Revenue will reference this authorization for any future transactions and this authorization is applicable for the duration of the agreed upon payment arrangement. I understand that insufficient funds in this bank account may lead to additional penalties, interest, cancellation of this payment arrangement, and further collection activities. I understand the Indiana Department of Revenue and State of Indiana will not be responsible for any bank fees incurred as a result of the authorized recurring payments included as part of this payment arrangement.

Payment Frequency	: Monthly
Install Type	: Number Of
Total Number of Payments	: 5
Down Payment Amount	: 79,237,935.70
First Payment Due Date	: 30-Jul-2021

By clicking Submit, you affirm that you agree to the terms provided in this payment plan agreement.

Cancel < Previous Submit

Step 7: Once the request has been submitted, a confirmation number will be provided for your records. Be sure to print or take note of the confirmation number. Click “OK” to finalize.

< SAMPLE, JOHN

Confirmation

Your request has been submitted.

Your confirmation number is 0-000-061-842

As a reminder, your installment payments will be withdrawn automatically from your bank on the dates you requested. If you have any questions or concerns please call us at (317) 232-2240 for assistance Monday - Friday, 8:00am - 4:30pm.

Printable View

OK