

INtax QuickStart Guide



December 2016

Indiana Department of Revenue

Table of Contents

Introduction.....	3
Registering for INtax	4
Creating your username	5
Verifying your business	6
Completing the registration	10
Log in to INtax.....	11
Change your temporary password.....	13
What's New page	14
Quick Overview of INtax	15
Add an Additional Business.....	16
Electronic Funds Transfer Registration	17
Additional Information and Resources	20

Introduction

Welcome to INtax, Indiana's free online tool to manage business tax obligations for Indiana retail sales tax, withholding tax, out-of-state sales tax, gasoline use tax, metered pump sales tax, tire fees, fuel tax, wireless prepaid fees, type II gaming fees, food and beverage tax, county innkeeper's tax, alcohol excise tax, and other tobacco products excise tax.

INtax supports the following tax forms: ST-103, ST-103MP, ST-103P, ST-103CAR, WH-1, WH-3, TF-103, SF-900, SF-401, MF-360, WPC-103, TTG-103, GT-103DR, FAB-103, CIT-103, ALC-W, ALC-FW, ALC-DWS, ALC-M, ALC-PS, (OTP) CT-19, OTP-M, and OTP-PACT.

The *INtax QuickStart Guide* is designed to be an easy, step-by-step guide to getting started in INtax to report and remit taxes.

This straightforward guide uses images of active INtax screens to walk you through registering for INtax and for Electronic Funds Transfer (EFT), as well as to provide you a quick overview of the application.

If you'd prefer, an online INtax registration video tutorial also is available. You can access the video at www.in.gov/dor/4844.htm.

Before you begin the INtax registration process, you'll need a couple items:

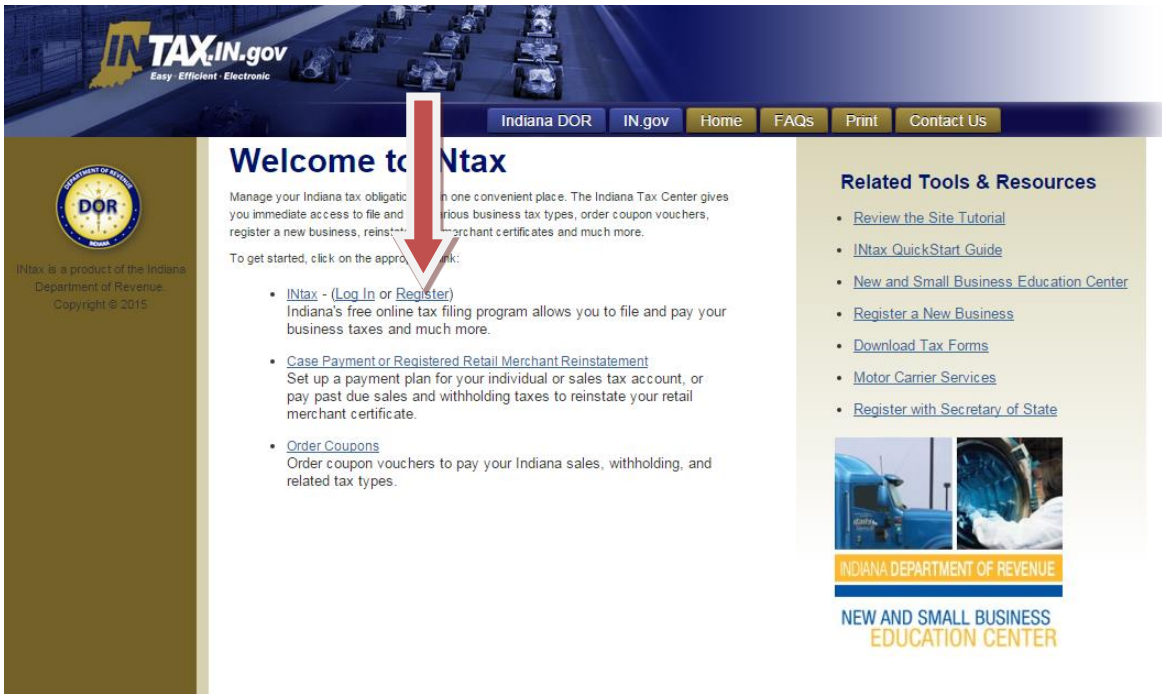
1. Your Indiana Tax Identification Number (TID). You received this when you registered your business with the state by completing the business tax application.
2. Your previous tax return, payment amount, or an INtax Access Code.

Note: Using your INtax Access Code is the preferred method to verify your business.

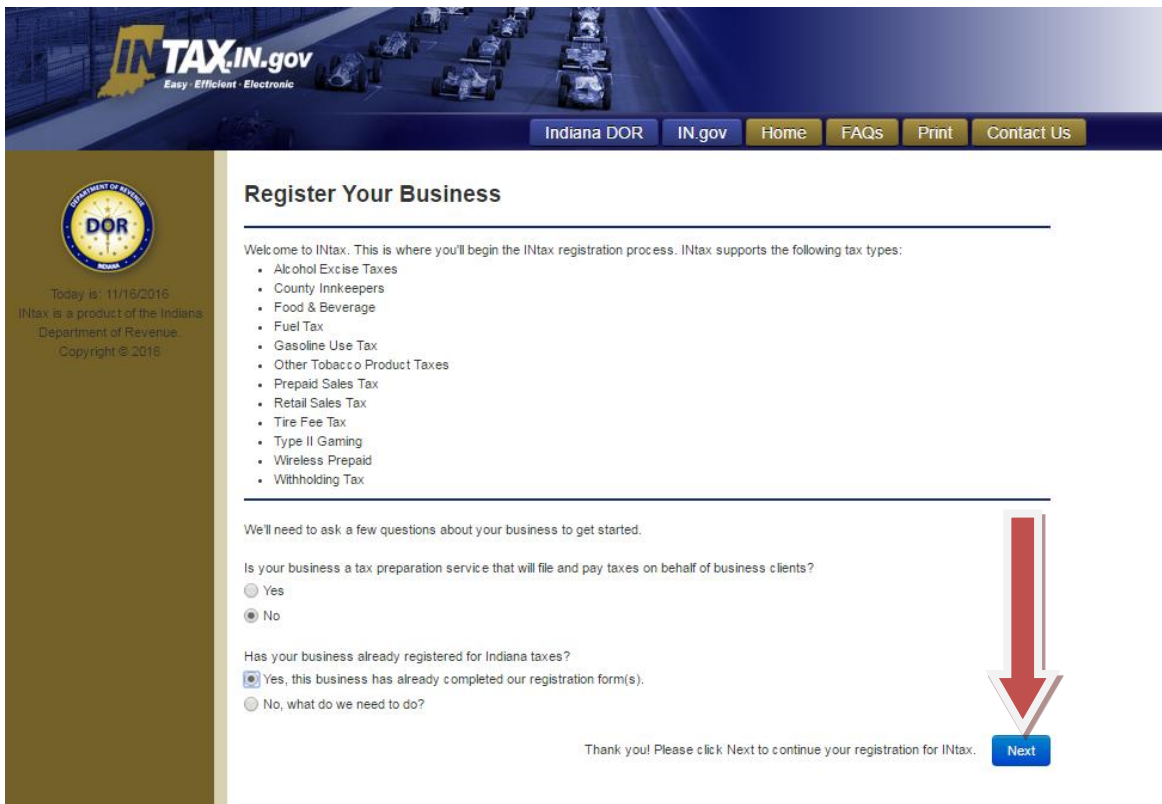
Note: If you are registering to use INtax for Alcohol (ALC) or Other Tobacco Products (OTP) taxes, you must have an Indiana TID and the Access Code provided by the department. You are not able to register for ALC or OTP taxes using the previous tax return amount due or previous payment amount. Those options are provided for other tax types only. If you are an ALC/OTP taxpayer and do not have a TID, please call (317) 233-8729 to obtain both your TID and Access Code. If you already have a TID, you can request your Access Code by calling (317) 233-8729. You also can request your Access Code be sent to you via the US Postal Service during the INtax registration process.

Registering for INtax

To register your business, go to www.INtax.in.gov. Select the **Register** link in the center of the page.



The next page asks you to answer a brief series of questions about your business. Once you have answered the questions, select **Next**.



Creating your username


This page begins your registration. Complete all applicable fields to create your User Profile.

Create a unique username. You will use this to access your INtax User Account. Pay close attention to the requirements for creating your username. Once created, make sure you remember it for future reference.

In the User Information section, enter your name and contact information, including phone number and email address.

Then, in the Business Information section, enter your specific business information, including business name and state tax ID (TID).

Once you have completed each field, select **Next**.



Today is: 11/16/2016
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Register to Use INtax

Filing and Paying [Instructions](#)

When using INtax for filing taxes, you must make associated payments electronically so that the correct return period will be credited with the payment. It is essential to file a return for each period regardless of whether tax is due. Failure to do so will result in estimated billings being issued for the missing returns.

Items Needed

When completing the registration process, you must have an Indiana taxpayer identification number (TID) and one of the following:

- Total amount due on a recently filed return
- Amount of a recently submitted payment
- Access code provided by the department

If you are registering to use INtax for Alcohol (ALC) or Other Tobacco Products (OTP) taxes, you must have an Indiana TID and the access code provided by the department. You are not able to register for ALC or OTP taxes using the total amount due on a recently filed return or the amount of a recently submitted payment. Those options are provided for other tax types only. If you are an ALC/OTP taxpayer and do not have a TID, please call [\(317\) 233-8729](tel:317-233-8729) to obtain both your TID and access code. If you already have a TID, you can request your access code by calling [\(317\) 233-8729](tel:317-233-8729). You also can request your access code be sent to you via the US Postal Service during the INtax registration process.

User Information

Create your INtax username below. Usernames must begin with a letter, be 6-25 letters and numbers in length and include no special characters, except an underscore or a period.

Username

First Name

Middle Initial

Last Name

Suffix

Phone Number

Phone Ext.

Email Address
[Click here to test delivery](#)


Re-enter Email

Business Information

Please enter the required business information to continue the registration process. You can add additional businesses to your use after your original registration is processed.

Business Name

State Tax ID (TID)



Note: You can add additional businesses to your User Profile after your original registration is processed.

Verifying your business

Now you must verify your business. You have four verification options from which to choose:

- Previous tax return amount due
- Previous payment amount
- INtax Access Code found on your Registered Retail Merchant Certificate or department letter
- Request an INtax Access Code be sent to you via the US Postal Service

When you select one of the options, additional information appears on the page.

Note: Using your INtax Access Code is the preferred method to verify your business.

Note: If you are registering to use INtax for Alcohol (ALC) or Other Tobacco Products (OTP) taxes, you must have an Indiana TID and the Access Code provided by the department. You are not able to register for ALC or OTP taxes using the previous tax return amount due or previous payment amount. Those options are provided for other tax types only. If you are an ALC/OTP taxpayer and do not have a TID, please call (317) 233-8729 to obtain both your TID and Access Code. If you already have a TID, you can request your Access Code by calling (317) 233-8729. You also can request your Access Code be sent to you via the US Postal Service during the INtax registration process.

Previous tax return amount due

Select the first option (see arrow #1 below) if you would like to use a previous tax return amount due to verify your business. (You must know the exact amount.) After selecting this option, a field appears where you can enter the amount.

In the Legal Disclaimer section, select “I agree” to certify that you are authorized to register for INtax on behalf of the business (see arrow #2 below), and then select **Submit** (see arrow #3 below).

The screenshot shows the 'Register to Use INtax' page. At the top, there is a navigation bar with links for 'Indiana DOR', 'IN.gov', 'Home', 'FAQs', 'Print', and 'Contact Us'. The main content area is titled 'Register to Use INtax' and includes the following sections:

- Select your desired method to verify the business.** This section has four radio button options. A red arrow labeled '1' points to the first option: 'Previous tax return amount due'.
- Enter amount due for quick access to INtax.** This section contains a text input field for entering an amount greater than zero.
- Legal Disclaimer.** This section contains a paragraph of text and two radio button options. A red arrow labeled '2' points to the first option: 'I agree'.
- At the bottom right, there are three buttons: 'Cancel', 'Previous', and 'Submit'. A red arrow labeled '3' points to the 'Submit' button.

Previous payment amount

Select the second option (see arrow #1 below) if you would like to use a previous payment amount to verify your business. (You must know the exact amount.) This cannot be an amount submitted to the department in the last 30 days. After selecting this option, a field appears where you can enter the amount.

In the Legal Disclaimer section, select "I agree" to certify that you are authorized to register for INtax on behalf of the business (see arrow #2 below), and then select **Submit** (see arrow #3 below).

The screenshot shows the "Register to Use INtax" page. At the top, there is a navigation bar with links for "Indiana DOR", "IN.gov", "Home", "FAQs", "Print", and "Contact Us". The main content area is titled "Register to Use INtax" and includes the following sections:

- Select your desired method to verify the business.** This section contains four radio button options:
 - Previous tax return amount due
 - Previous payment amount (indicated by arrow #1)
 - Enter your preapproved INtax Access Code for quick access to INtax.
 - Request a new or replacement INtax Access Code via the US Postal Service.
- Enter payment amount for quick access to INtax.** This section includes a text box for entering an amount, with a note: "Verify a payment amount for a return submitted more than 30 days in the past. If the department has not had adequate time to process your payment containing the information supplied, your registration could fail." (indicated by arrow #3).
- Legal Disclaimer** section with a certification statement and two radio button options:
 - I agree. (indicated by arrow #2)
 - I am registering to use INtax only at this time.

At the bottom of the form, there are three buttons: "Cancel", "Previous", and "Submit".

Preapproved INtax Access Code

Select the third option (see arrow #1 below) if you have an INtax Access Code, which can be found on your Registered Retail Merchant Certificate or a department issued letter, and would like to use this Access Code to verify your business. Using an Access Code is the preferred method of verifying your business. After selecting this option, a field for the Access Code appears. Enter your Access Code.

In the Legal Disclaimer section, select “I agree” to certify that you are authorized to register for INtax on behalf of the business (see arrow #2 below), and then select **Submit** (see arrow #3 below).

The screenshot shows the 'Register to Use INtax' page. At the top, there is a navigation bar with links for 'Indiana DOR', 'IN.gov', 'Home', 'FAQs', 'Print', and 'Contact Us'. The main content area is titled 'Register to Use INtax' and includes the following sections:

- Select your desired method to verify the business.** This section has four radio button options:
 - Previous tax return amount due
 - Previous payment amount
 - Enter your preapproved INtax Access Code for quick access to INtax. (Indicated by arrow #1)
 - Request a new or replacement INtax Access Code via the US Postal Service.
- Enter your preapproved INtax Access Code for quick access to INtax.** This section provides instructions and a text input field for the 'Preapproved INtax Access Code'. (Indicated by arrow #3 pointing to the input field)
- Legal Disclaimer** This section contains two paragraphs of text and two radio button options:
 - I agree. (Indicated by arrow #2)
 - I am registering as a sole proprietor.

At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Submit'. (Indicated by arrow #3 pointing to the 'Submit' button)

Request a replacement INtax Access Code

Select the fourth option (see arrow #1 below) if you need to have a new or replacement INtax Access Code sent to you via the United States Postal Service and would like to use this Access Code to verify your business. This option takes the longest and requires you to pause your registration until you receive your code.

Note: The INtax Access Code will be mailed within three to seven days to the address the department has on file, so be sure we have your most current address.

After you receive your Access Code, follow the instructions in the letter to complete your registration process.

In the Legal Disclaimer section, select “I agree” to certify that you are authorized to register for INtax on behalf of the business (see arrow #2 below), and then select **Submit** (see arrow #3 below).

The screenshot shows the 'Register to Use INtax' page. At the top, there is a navigation bar with 'Indiana DOR', 'IN.gov', 'Home', 'FAQs', 'Print', and 'Contact Us'. The main content area is titled 'Register to Use INtax' and includes a section for selecting a verification method. Three red arrows with numbers 1, 2, and 3 point to specific elements: Arrow 1 points to the radio button for 'Request a new or replacement INtax Access Code via the US Postal Service.'; Arrow 2 points to the radio button for 'I agree.' in the Legal Disclaimer section; Arrow 3 points to the 'Submit' button at the bottom right.

Register to Use INtax

Select your desired method to verify the business.

- Previous tax return amount due
- Previous payment amount
- Enter your preapproved INtax Access Code for quick access to INtax.
- Request a new or replacement INtax Access Code via the US Postal Service.

Request a new or replacement INtax Access Code via the US Postal Service.

If you do not have access to the business amount due and payment information or this information is not applicable to the business you do not have a preapproved INtax Access Code, you must choose this option. Your INtax Access Code will be mailed to the address your business has on file with the Department of Revenue. You must use the INtax Access Code to activate your account before you are able to log in.

Legal Disclaimer

I certify that the business for which I am registering to use INtax has granted me the authority to perform this action. I certify that the information and statements supplied on this application are true and correct.

I also agree to file tax returns and make payments electronically for the tax accounts managed on this site.

- I agree.
- I am registering to use WH-3s only at this time.

Buttons: Cancel, Previous, Submit

Completing the registration

Your registration is now complete. You're almost done!

If you chose to verify your business using a previous tax return amount due, a previous payment amount, or an INtax Access Code, you are almost finished. Once the department verifies the submitted information, you will receive two emails:

- The first email confirms that your INtax registration was successful. This email also contains the username you created for your records.
- The second email contains a temporary password to access your account.

If the department cannot verify your submitted information and it is your first registration attempt, you will receive an email stating your registration was not successful. Following your second registration attempt, if the department cannot verify your submitted information, you will receive a second email and a letter indicating your registration was not successful.

If you requested a new or replacement Access Code or have had two or more failed registration attempts, the department will mail you an Access Code with specific instructions. Once you receive the Access Code, you have 30 days to complete your registration.

Log in to INtax

After you receive the confirmation emails with your username and temporary password, you can log in to INtax. Go to www.INtax.in.gov and select Log In.

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Welcome to INtax

Manage your Indiana tax obligations all in one convenient place. The Indiana Tax Center gives you immediate access to file and pay various business tax types, order coupon vouchers, register a new business, and reinstate retail merchant certificates and much more.

To get started, click on the appropriate link:

- [INtax - \(Log In or Register\)](#)
Indiana's free online tax filing program allows you to file and pay your business taxes and much more.
- [Case Payment or Registered Retail Merchant Reinstatement](#)
Set up a payment plan for your individual or sales tax account, or pay past due sales and withholding taxes to reinstate your retail merchant certificate.
- [Order Coupons](#)
Order coupon vouchers to pay your Indiana sales, withholding, and related tax types.

Related Tools & Resources

- [Review the Site Tutorial](#)
- [INtax QuickStart Guide](#)
- [New and Small Business Education Center](#)
- [Register a New Business](#)
- [Download Tax Forms](#)
- [Motor Carrier Services](#)
- [Register with Secretary of State](#)

INDIANA DEPARTMENT OF REVENUE

NEW AND SMALL BUSINESS EDUCATION CENTER

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Enter your username and temporary password, and select **Login**.

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Welcome to INtax

The Indiana Department of Revenue offers INtax as a means to fully manage your business tax obligations. Take control of your tax accounts, file & pay online, request Electronic Funds Transfer and more - all in one convenient place.

Username

Password

[Forgot Password or Username?](#)

[New User? Register for INtax](#)

[Login](#)

About INtax

- [Register for INtax](#)
- [Review the Site Tutorial](#)
- [INtax QuickStart Guide](#)
- [INtax System Requirements](#)

Related Tools & Resources

- [Retail Merchant Certificate Reinstatement](#)
- [INtax Pay](#)
- [Order Coupons](#)
- [New and Small Business Education Center](#)
- [More...](#)

COMODO SECURE

Change your temporary password

The first time you log in to INtax, the Change Password page automatically displays.

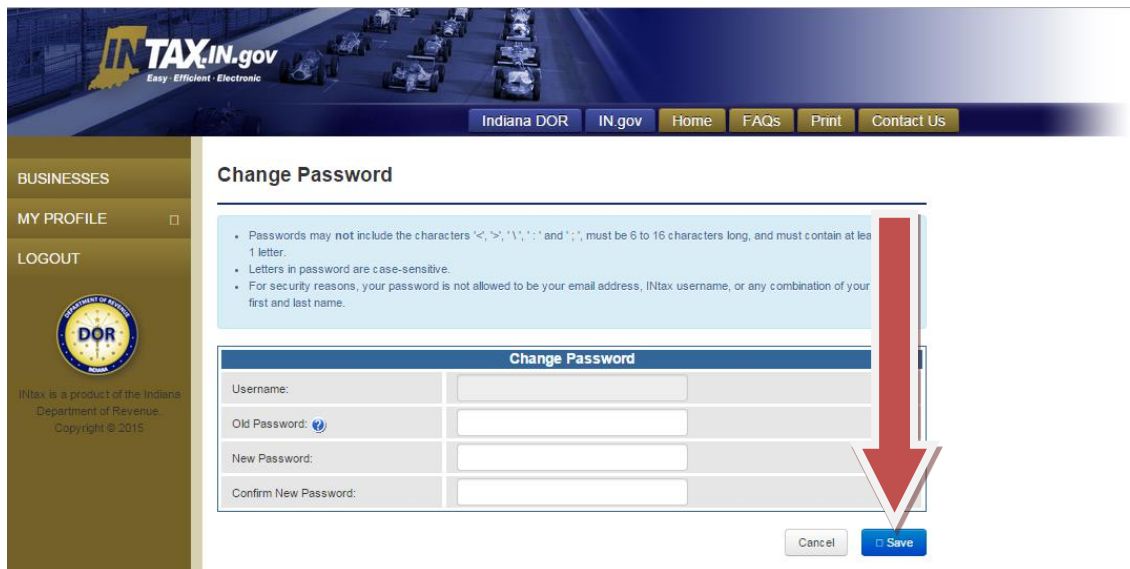
For security reasons, you need to change the temporary password provided by the department to a new password only you know. Remember your new password for future reference.

To change your password, first enter the temporary password in the Old Password field.

In the New Password field, enter the new password you would like to use. Pay close attention to the password requirements in the blue box.

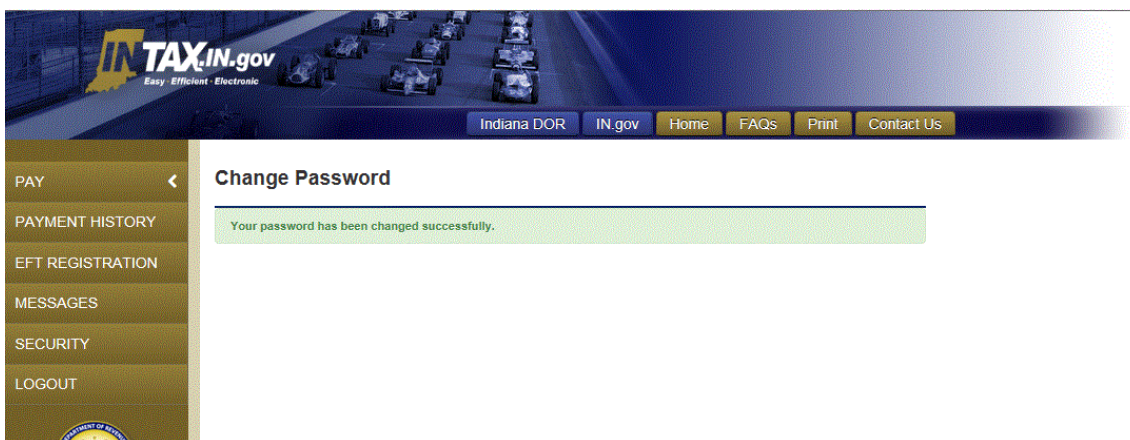
Next, you have to confirm your new password by typing it again.

Once you've completed these steps, select **Save**.



The screenshot shows the INtax website's "Change Password" page. The header includes the INtax logo and navigation links: Indiana DOR, IN.gov, Home, FAQs, Print, and Contact Us. A left sidebar contains links for BUSINESSES, MY PROFILE, and LOGOUT, along with the Indiana DOR logo and copyright information. The main content area is titled "Change Password" and features a blue box with password requirements: "Passwords may not include the characters '<', '>', '\', ':' and '|', must be 6 to 16 characters long, and must contain at least 1 letter." Below this are four input fields: Username, Old Password, New Password, and Confirm New Password. A red arrow points to the "Save" button at the bottom right of the form.

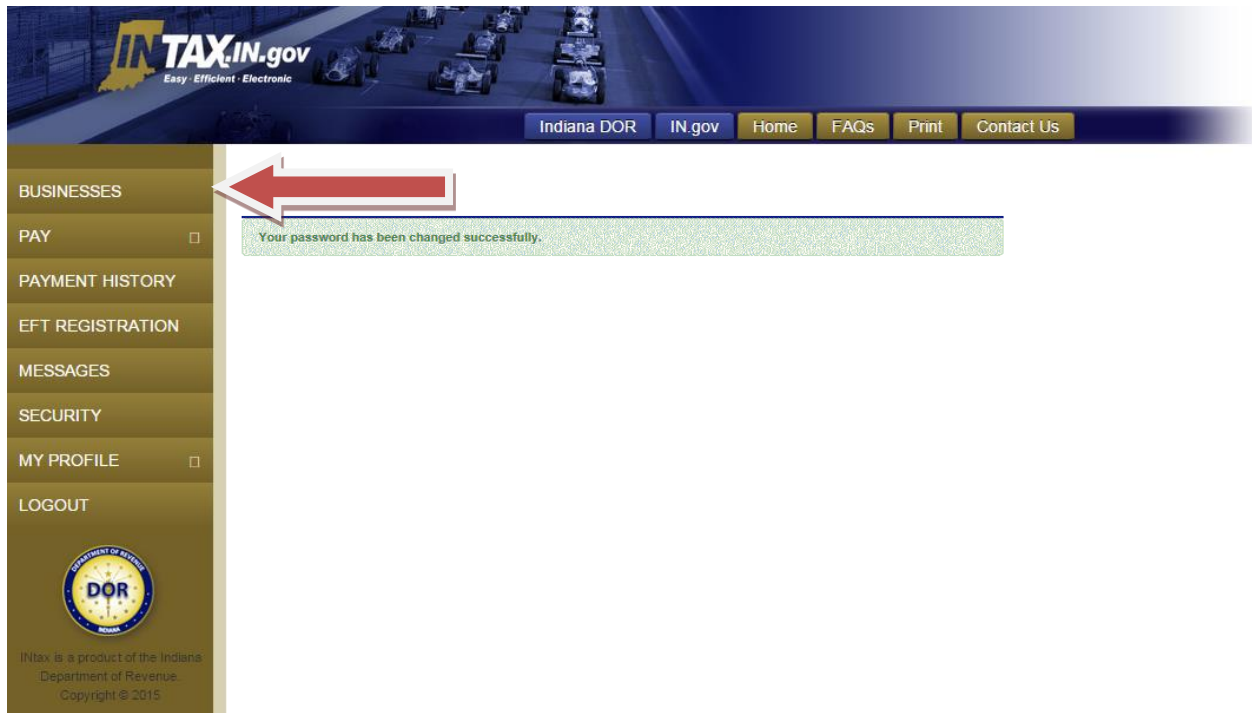
The next page confirms your password change is successful.



The screenshot shows the INtax website's "Change Password" page after a successful password change. The header and sidebar are identical to the previous screenshot. The main content area is titled "Change Password" and displays a green message box that says "Your password has been changed successfully."

What's New page

Once you change your temporary password, the Business Details page can be accessed by selecting **Businesses**. This page will be the default landing page when you log in to INtax in the future. From this page, you can manage your business account.



However, before you are able to view the Business Details page, the What's New page displays. Make sure to review the information provided on this page. The department uses this page to provide you with important updates.

Once reviewed, you can check the box to opt out of viewing this same notice each time you log in to INtax. If the department adds a new notice, you automatically will be rerouted to this page to view the updated information. You will be rerouted to this page when new information is available even if you have checked the opt out box.

From the What's New page, select **Continue** to access the Business Details page.



Quick Overview of INtax

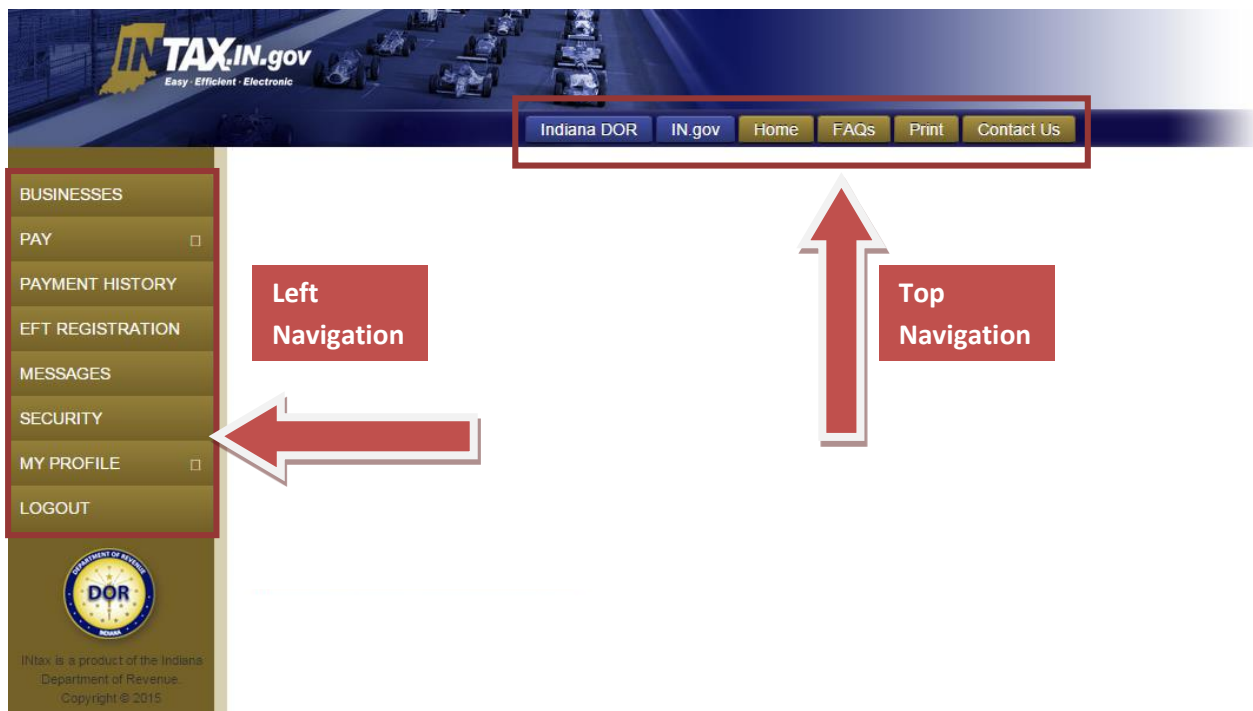
In addition to filing and remitting taxes, INtax allows you to do many things to manage taxes efficiently. There are two navigation menus in INtax, the top navigation and the left navigation.

The top navigation has links to helpful resources:

- **Indiana DOR** takes you to the Department of Revenue homepage.
- **IN.gov** takes you to the state of Indiana homepage.
- **Home** takes you to the INtax homepage, also called the Business Details or Business List page depending on the specifics of your INtax account.
- **FAQs** takes you to the Frequently Asked Questions page, which can help answer any questions you may have.
- **Print** creates a printer friendly version of the page you are viewing.
- **Contact Us** displays the various ways to contact the department.

The left navigation has links to the various functions of INtax. Using the left navigation, you can:

- See a list of your businesses
- Pay taxes
- View payment history
- Register and manage Electronic Funds Transfer (EFT) accounts
- Send a secure message to the department
- Manage users who can see your business information (for example, if you've changed preparers)
- Make changes to your profile, such as adding a business account, updating contact information, or changing your login information.
- Logout of your INtax account



Add an Additional Business

If you have more than one business, you can add more businesses to your INtax profile by selecting **My Profile** and then selecting **Add Business to My Account**.

The screenshot shows the INtax.IN.gov website interface. The top navigation bar includes 'Indiana DOR', 'IN.gov', 'Home', 'FAQs', 'Print', and 'Contact Us'. The left sidebar contains a menu with options: 'BUSINESSES', 'PAY', 'PAYMENT HISTORY', 'EFT REGISTRATION', 'MESSAGES', 'SECURITY', 'MY PROFILE', 'ADD BUSINESS TO MY ACCOUNT', 'ADD WIRELESS PREPAID', 'UPDATE CONTACT INFO', 'CHANGE PASSWORD', 'CHANGE USERNAME', and 'LOGOUT'. The main content area is titled 'Business Details' and includes fields for 'State Tax ID:' and 'Primary Address:'. Below these fields is a light blue box with instructions: 'To view the account financial details by tax period, click on the underlined account tax type in the list below.', 'To make a payment for an account, select Pay from the menu or select Pay in the list below.', and 'To file a return for an account, select File in the list below.'. A table lists account details with columns: Account, Address, Registered for EFT, Currently Consolidated, Status, Filing Frequency, and Actions. The first row shows 'Sales' with 'Yes' for EFT, 'No' for Consolidated, 'Open' status, and 'Monthly' frequency. A red arrow points to the 'ADD BUSINESS TO MY ACCOUNT' option in the sidebar. At the bottom of the page, there is a 'Provide feedback' section with the text 'Share a few words with us about your experience with INtax.'

Now you must answer questions about your additional business. These questions are the same questions asked during the INtax Registration process for your initial business. If you need guidance on this process, you can read the registration section of this guide, beginning on page four.

After you submit the information about your additional business, the department will verify the information. Once the information has been verified, the business appears on your Business List page.

Electronic Funds Transfer Registration

Electronic Funds Transfer (EFT) is a fast and secure way for businesses to transfer funds. Businesses using INtax to file returns also are required to register for and submit tax payments by EFT.

Note: Payment options for alcohol and other tobacco products (OTP) tax types are different. To submit an ACH credit payment for alcohol or OTP taxes, please refer to the electronic funds transfer (EFT) guide online at www.in.gov/dor/3976.htm. You may make a payment using an electronic check, credit card or debit card by visiting www.payINgov.com/specialtax. Convenience fees for these options apply. For more information, visit www.in.gov/dor/5162.htm (Alcohol) or www.in.gov/dor/5168.htm (OTP).

Registering your business for EFT is fast and simple. The next section walks you through the EFT registration process.

From the left navigation menu, select **EFT Registration**.

Business Details

State Tax ID: _____ Primary Address: _____

For details by tax period, click on the underlined account tax type in the list below.
For an account, select Pay from the menu or select Pay in the list below.
To file a return for an account, select File in the list below.

Account	Address	Registered for EFT	Currently Consolidated	Status	Filing Frequency	Actions
Sales		Yes	No	Open	Monthly	File Pay

Page 1 of 1 | 10 | View 1 - 1 of 1

Provide feedback
[Share a few words with us about your experience with INtax.](#)

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This page lists your accounts and indicates whether they are registered for EFT. Select the account you want to register by selecting **Add**.

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BUSINESSES
PAY <
PAYMENT HISTORY
EFT REGISTRATION
MESSAGES
SECURITY
MY PROFILE <
LOGOUT

Maintain EFT Debit - Choose an Account

State Tax ID: _____ Primary Address: _____

The following lists your business tax accounts and general EFT debit registration information.

- Click on an account to register for EFT debit transactions.

Account	Address	Registered for EFT	Bank Account Number	
County Innkeeper Loc: 001		No	N/A	Add
Sales Loc: 001		No	N/A	Add
Tire Fee Loc: 001		No	N/A	Add
Withholding Loc: 001		No	N/A	Add
Food and Beverage Loc: 001 - Marion		No	N/A	Add

Page 1 of 1 10 View 1 - 5 of 5

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The next page asks for specific banking information for your business. Fill in the required information, check the box authorizing the department to debit your account (see arrow #1 below), and select **Submit** (see arrow #2 below) to complete your EFT registration.

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Maintain EFT - ACH Debit Registration

Tax Type: [\(View Due Dates\)](#) | Location Address:

State Tax ID: | Current Filing Frequency: Monthly

All fields must be completed. The ACH debit registration must be authorized (in the check box below) by a person in the business who is an authorized signatory on the account specified below.
Check that your bank account does not have a debit block. A debit block results in your payment being returned to the department as unpaid by your bank. For more information about debit blocks reference the [FAQs](#) page.

Bank Information

Bank Account Type:

Bank Routing Number:

Bank Account Number:

Confirm Bank Account Number:

Contact Information

EFT Contact Name:

Email:

Country Name:

Address:

Address Line 2:

Address Line 3:

City:

State:

Zip:

Extension:

Does this transaction originate from a source outside the United States?
 Yes No

I hereby authorize the Indiana Department of Revenue to present debit entries into the bank account referenced above by Indiana Law. These debts will pertain to Electronic Funds Transfer requests that the taxpayer (or designated service provider on behalf of the taxpayer) has initiated.

Cancel | **Submit**

Additional Information and Resources

- *Filing Frequency Status Change:* The department reviews taxpayer accounts annually. Based on these reviews, your filing frequency status might change, which can affect your due dates. To avoid penalty and interest, please review the due dates on your returns and the filing status for each tax type in your INtax account.
- *Closing a Business:* To close a business, you must complete Form BC-100 and attach the required documentation. If you do not have the required supporting documentation, you can submit a notarized statement with the form. Form BC-100 is available at www.in.gov/dor/3489.htm, or you can call the department at (317) 615-2581 to have one mailed to you.
- *Incorrect Information:* If you need to update your contact information, select **My Profile**, and then select **Update Contact Info**. Make the necessary changes, then select **Save**. If the address listed in your INtax User Profile is not correct, send a message to the department using the INtax Message Center. Select **Messages**, and then select **Compose Message**. Be sure to include the TID number of the account to be changed and the correct address.
- *No Tax Is Due:* You must file a return even when you have no tax due, unless your account has been closed. If you do not file a return, the department will issue a tax bill based on the best information available.
- *Due Date:* If the due date on your return falls on a weekend or legal holiday, your payment and return are due on the next business day. For a list of state holidays, visit www.in.gov/spd/2555.htm.
- *FAQs:* The **FAQs** link at the top of the page provides answers to common questions. If you don't find the information you need and still have a question, you can select the **Messages** link from the left menu navigation to submit a question to the department.
- *Guides:* There are two other guides available. The *INtax User Guide* reviews the many functions of INtax in detail. The *INtax Tax Professionals Guide* contains instructions for a tax professional who may handle taxes on behalf of many different clients.
- *Video Tutorial:* A video tutorial is available to help you register for INtax. You can find this video at www.in.gov/dor/4844.htm.
- *INtax Phone Line:* If you have a specific question not addressed in the FAQs, guides, or video tutorial, call the INtax phone line at (317) 233-8729.