# 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.


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.
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).
**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).
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).
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).
**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.
Enter your username and temporary password, and select Login.
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 next page confirms your password change is successful.
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.

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

- **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.