



Filing Tax Returns for Previous Years

Individual Scenario

Unsure if you've filed previous returns?

For customers with an INTIME account – If you're unsure if you've filed or if your return(s) has processed, you can view its status on your INTIME account using the following steps:

1. Select the Summary tab.
2. Navigate to the relevant tax account.
3. Select "View financial summary, returns, and periods."
4. Select "Returns."

If the status of your return(s) says "Estimated" you need to file your return(s).

For customers without an INTIME account – If you haven't filed your return(s), you may have received:

- A letter about unreported income
- A "Notice of Proposed Assessment" letter

If you're still unsure, you can contact DOR's customer service.

Note: If you have already filed, allow up to 4 weeks for your return(s) to be processed.

File a missing Indiana tax return

1. Find the missing tax return form. You can go to [DOR: Individual and Fiduciary Prior Year Forms](#) and select the appropriate tax return.
 - If you are missing your wage statements, contact your employer or the [IRS](#).
2. Mail the completed tax return to:
 - If you are including payment:
Indiana Department of Revenue
P.O. BOX 7224
Indianapolis, IN 46207-7224
 - If you are requesting a refund:
Indiana Department of Revenue
P.O. BOX 40
Indianapolis, IN 46206-0040

Note: If you are unable to print or have a missing return older than 2009, you can order the form from [DOR: Order Tax Forms](#).

For additional help in filing a withholding tax return with DOR, [we've created this video](#).

Payment Options

- Pay on INTIME
 - Pay eligible liabilities in full, or
 - Set up a payment plan in the payment plan panel
 - The payment plan panel can only be accessed by logged in users
- Pay in full by check – mail to:

Indiana Department of Revenue
P.O. BOX 7224
Indianapolis, IN, 46207-7224
- In-person at one of our District Offices. Most locations require customers to make an appointment. [Check our website](#) for hours and availability

What to do while waiting for the Indiana tax return to be processed

If you don't have an INTIME account, you will need to create one to check on the status of specific amnesty eligible liabilities.

You'll need one or more of the following to create an INTIME account:

- ID: Social Security Number (SSN) or Individual Tax Identification Number (ITIN)
- Letter from DOR with the unique letter ID (top right in the header of the letter)
 - If you don't have a letter from DOR, you can request an INTIME Welcome Letter during the login creation process.
- Amnesty Case ID from United Collection Bureau (UCB)
- Recent tax return line item
- Refund amount

Steps to create an INTIME account:

- Select "Sign Up" underneath "New to INTIME?"
- Select "Create username."
- Review the information in the panels carefully, then select "Next."
- Select customer type "Individual" then follow the additional tests provided to complete registration.

Once an account has been created, DOR will send an acknowledgement letter to the email you provided.

Additional resources for creating an INTIME account:

- [Create an INTIME Logon: Individual Income Tax Customers](#)
- [INTIME for Individual Income Tax Customers](#)