



Closing Business with DOR

Business Scenario

If you've closed a business, make sure you close your business accounts and pay any outstanding liabilities with the Indiana Department of Revenue (DOR). This is required even if you've dissolved it with the Secretary of State or you have not operated your business for years.

Close a business with DOR

If you do not have an INTIME account, you can create an account to close a business with DOR. Review the [INTIME Guide for Business Tax Customers](#) for help in setting up a business account.

If you have a business INTIME account, log in and follow these steps:

1. Select the "All Actions" tab and navigate to the Tax account registration panel.
2. Select "Close business tax account."
3. Choose the option to close All Tax Accounts, a Specific Location, or a Specific tax type. It will ask you to enter the close date for the tax account.
 - a. Reminder: The close date is the last day your business was open.
4. Follow the steps provided.

If you do not wish to create an INTIME account to close a business, you can complete and submit Form BC-100 and mail the form to:

- P.O. BOX 6197
Indianapolis, IN 46206-6197

For additional help in closing a business with DOR, [we've created this video](#).

How long will it take to process the closing of my business account?

Allow 1-2 days to process your request.

Log in to INTIME to check the status of your business tax accounts after closing your business:

- If you have no missing returns and no outstanding balance.
 - Business Tax Account closed, and no further action is needed.
- If you have missing returns to file.
 - Select "File a return" on the tax account panel and file the missing return(s)
 - Allow 1-2 days to process. Log back in to ensure your return(s) has been processed.
 - If you did not owe any sales tax for the return(s), you may enter zero in that line on the form.
- If you have outstanding liabilities.
 - Pay those outstanding liabilities.

- A section on INTIME under the Summary tab will show amnesty-eligible liabilities.

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