



# SFTP Bulk Upload Guide

**Electronic Taxpayer Service Center**



*Revised September 2020*

**Indiana Department of Revenue**

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# Overview of Bulk Upload

The bulk upload facility provides taxpayers submitting files with large numbers of transactions the ability to electronically submit these records to the Indiana Department of Revenue (DOR). Bulk upload files are created by the customer and then submitted to DOR for processing. The files are processed sequentially within a couple of hours. During high-volume processing, there can be an increased turnaround time. When the process is complete, an acknowledgment email is sent to the authorized representative with the results of the submission.

The Indiana Department of Revenue is transitioning to a new modernized tax system, [INTIME](#). Due to this transition we now have a new expanded file size limit of 10MB for many of the files submitted. DOR recommends INTIME as the preferred method for file submission.

There are three options for a WH-3 bulk upload file submission

- Submission of less than 1MB should be uploaded directly through INtax for Alcohol, Cigarette and Other Tobacco Products for filing year 2020
- Submission of less than 10MB should be uploaded directly through [INTIME](#) (Indiana Tax Information Management Engine) for Withholding and Motor Vehicle Rental Tax
- Submission larger than 10MB must be uploaded via Bulk SFTP (Secure File Transfer Protocol) for all file types.

Exception: WH-1 and MVR-103 returns can be filed via bulk SFTP (Secure File Transfer Protocol) upload only. There is no size limitation to submit with the SFTP for these form types.

Both XML and flat file formats are accepted:

- XML file formats are accepted for WH-3, WH-1, and MVR-103 tax returns.
- Flat file formats are accepted for wage statements.

## ACH Debit Payments — Debit Block Option

As part of the transition process to a modernized Indiana tax system, customers who use an Automated Clearing House (ACH) debit to make tax payments to DOR will be required to provide their business' bank with a new **Debit Block: 9207000TAX**.

A Debit Block protects your business's bank account from unauthorized electronic charges. This additional safeguard is completely optional and is used by some customers that elect to allow only ACH debits with a matching Debit Block number to draft payments from their bank account.

Customers who have an existing debit block on their business account to authorize debit payments to DOR will need to communicate directly with their bank to ADD the debit block number for transitioned tax types. The new debit block: **9207000TAX**, must be added as of **Sept. 8, 2020**, or before submitting your next file for the tax types impacted after that date. For more information, visit [intime.dor.in.gov/eServices/WebFiles/ACHDebitBlockGuide.pdf](http://intime.dor.in.gov/eServices/WebFiles/ACHDebitBlockGuide.pdf).

**NOTE:** Do NOT remove the current debit block for non-transitioned tax types, the old debit block will continue to be used for those filings. The request is that you ADD this debit block to the account from which you make your ACH payments to DOR for transitioned tax types only as of Sept. 8, 2020. You may use two debit blocks for a period of time until all tax types are transitioned to DOR's new tax system.

If a payroll service provider submits an ACH payment with your business' bank account number and you have an existing debit block on the account, then you DO need to ADD the debit block number with your bank. If the payroll service provider is submitting a payment with their bank account number, then you do NOT need to update the debit block. In this scenario, the service provider will need to update their own debit block number.

If the debit block number **9207000TAX** is not added as of Sept. 8, 2020 for transitioned tax types, ACH debit requests from the new Indiana Tax System will fail bank validation and will show as returned by the bank. This means your payment cannot be withdrawn as requested, and DOR will not receive the payment. Delayed payments posting past the payment due date can lead to unintended penalties and interest.

# Taxpayer Registration

Before you can file your bulk returns, all submitters or customers with files being submitted on their behalf, must be registered with the State of Indiana, and have a valid 10-digit TID number with a 3-digit location. If you need to obtain your Indiana State ID (TID), you can register at [inbiz.in.gov/taxes-fees/tax-registration](http://inbiz.in.gov/taxes-fees/tax-registration).

## Registration

To file WH-3 using bulk upload via INTIME, all submitters should be registered on our INTIME website. If you do not file one of the forms listed in Appendix G, please contact the department at ([BulkFiler@dor.IN.gov](mailto:BulkFiler@dor.IN.gov)). If you are a third party provider, you do not need to register your clients on INTIME, only the company submitting the file must be a registered INTIME/INTAX user.

## Certification to File

Contact DOR to obtain our file naming conventions, DOR's public pgp key, certificate of registration and your SFTP username and password as well as other information needed to file via our SFTP channel.

You also will be sent a link to download software you can use to connect to the SFTP site. If your company has software used to connect to SFTP sites, it can be used in place of the one provided.

To request a certification to file, visit [dor.in.gov/business-tax/bulk-filing-your-indiana-business-taxes](http://dor.in.gov/business-tax/bulk-filing-your-indiana-business-taxes) or send an email to [BulkFiler@dor.IN.gov](mailto:BulkFiler@dor.IN.gov).

## References to Prepare Your File for Upload

To help prepare your file and review the schema needed, visit [dor.in.gov/business-tax/bulk-filing-your-indiana-business-taxes](http://dor.in.gov/business-tax/bulk-filing-your-indiana-business-taxes). Under the new withholding schema, utilize the following for your XML formats:

- DORReturnINWH-1withTranHdr.xsd
- DORReturnINWH-3withTranHdr.xsd

## Testing your File for Submission

For new SFTP Bulk Files for Alcohol, Other Tobacco Products, or Cigarettes, a test file must be submitted, and an auto acknowledgement will be sent once received and loaded with errors to be resolved prior to Certification. Two test files must be passed before a submitter can be certified.

**Note:** Testing for INTIME supported tax types is no longer required.

**Note:** Bulk File for INTIME supported tax types will be processed as a production file **UNLESS** you change the file type to a T instead of a P and you notify the BulkFiler mailbox that you wish to submit a test file.

# Filing Bulk WH-3 Returns Less Than 10MB with INTIME Direct Upload

Following is an outline of the steps for submission of bulk WH-3 returns with a file size of less than 10MB directly through INTIME.

1. Log into INTIME
2. Click the “All Actions” tab
3. Scroll down to the “Payments & Returns” section
4. Click the “Upload bulk WH-3 files” link
5. Follow the instructions on screen

## Filing Bulk Returns with SFTP more than 10MB

Following is an outline of the steps needed to submit bulk returns through DOR’s secure SFTP site for all WH- 1 and MVR-103 files, and WH-3 files with a file size larger than 10Mb. The file layout of the specific return being filed must be followed exactly as published.

### Encryption for SFTP Submission

All files MUST be encrypted using PGP or GPG when sent to our secure SFTP site. The steps in this process are as follows:

- Step 1:** Create your own public/private key pair using PGP/GPG.
- Step 2:** Request DOR’s public key.
- Step 3:** Import the DOR’s key into your encryption software for your use.
- Step 4:** Encrypt the data using only the DOR’s public key.
- Step 5:** Upload the data to the secure SFTP site.

PGP/GPG encryption works between two parties, each of which has a pair of encryption keys: one of which is public, the other private. The data to be encrypted is encoded using the recipient’s public key. The recipient checks the validity of the sender data by checking the encryption against the recipient’s private key. If that step passes, the data can be decrypted using the recipient’s private key. In this way, the public key can be made public and there is no need for the private key to be sent to the submitter, thus improving security.

### PGP or GPG Software

This type of activity might be the responsibility of your IT department. Instructions on how to setup and use PGP/GPG software is available below beginning on page 11.

### Secure File Transfer

Files transmitted via the bulk upload process MUST be named using the convention shown on page 9 below. The file should be encrypted using PGP or GPG encryption. Please follow the guidelines in Appendix A, or, for encrypting a file, use Appendix B.

With the file named according to specifications provided in your certificate of registration and encrypted using PGP or GPG, it can be uploaded to the SFTP site designated by DOR. You can accomplish this programmatically or use SFTP software to connect to the site. You can download software to connect to the SFTP site at [in.gov/iot/customer-service/myshareingov/secure-file-transfer-sftp](https://in.gov/iot/customer-service/myshareingov/secure-file-transfer-sftp) then select the GUI (Winscp Install) option.

## Acknowledgements

When filing via INTIME, INTAX or uploading an encrypted file to the SFTP site, you will receive an email to notify you that your file has been processed. You can also elect to have detailed XML sent to your OUT SFTP folder.

An attachment will indicate if the file and returns have been accepted, partially accepted, or completely rejected. It will also provide the details of what has been accepted and what has been rejected, along with the reason for the rejection. The absence of any error messages or codes indicates the return processed successfully. The base filename will be the same as that of the file submitted.

If any of the records submitted in flat file format have invalid or incorrectly formatted data, the entire file is rejected. If there are multiple returns in an XML format file, each return can be accepted or rejected independently of each other. The error message lists the returns that require correction.

### Example of **rejected** file email:

*The Indiana Department of Revenue (DOR) received a bulk file named [FileName] from you or on your behalf. The file has been rejected for validation errors. An XML formatted file detailing the errors is attached to this email. Please resubmit a corrected file.*

### Example of **partially accepted** within file (XML format files only):

*The Indiana Department of Revenue (DOR) received a bulk file named [FileName] from you or on your behalf. Of the [X] submissions included in the file, [Y] were accepted and [Z] were rejected. An XML formatted file detailing which submissions were accepted and which require correction is attached to this email. Please resubmit a corrected file with submissions previously flagged for validation errors.*

**NOTE:** After correcting these returns, a new file with only those previously flagged for errors should be resubmitted. Resubmitting a file that includes the accepted returns from the original file will cause duplicate submissions which will lead to delays in processing.

### Example of **successfully** processed file:

*The Indiana Department of Revenue (DOR) received a bulk file named [FileName] from you or on your behalf. The file was fully processed without errors. An XML formatted file detailing the processing results is attached to this email for your records.*

**NOTE:** If you do not receive an acknowledgment file you should NOT assume your file has been received and or accepted.

If you do not receive an acknowledgement within two hours, verify the following:

- File was named correctly, which includes your accurate Vendor Code as shown in your Certificate of Registration along with the other name parts.
- File was encrypted using only DOR's public key.

If these are correct, email DOR at [BulkFiler@dor.IN.gov](mailto:BulkFiler@dor.IN.gov) to verify reception.

This is an example of a return with no errors and indicates the return processed.

The diagram shows an XML block for an acknowledgment of a return. A yellow callout box on the right contains the text "Filing Status = 'A' or 'Accepted'". An arrow points from this box to the red-colored XML element `<FilingStatus>A</FilingStatus>` within the XML block.

```
<Acknowledgement>
  <submissionId>2397174</submissionId>
  <EFIN>000000</EFIN>
  <GovernmentCode>INST</GovernmentCode>
  <SubmissionType>005</SubmissionType>
  <TaxYear>2009</TaxYear>
  <SubmissionCategory>FSET</SubmissionCategory>
  <FilingStatus>A</FilingStatus>
  <ContainedAlerts>0</ContainedAlerts>
  <StatusDate>2009-6-18</StatusDate>
  <EIN>1234567890001</EIN>
</Acknowledgement>
```

The following example shows a return that was rejected due to an invalid TID and location in the EIN element. When a return is submitted through the bulk upload process, the Indiana ID and location are verified against our main database. If this TID and location do not match any active accounts in our database, the return is rejected. This return should be corrected and resubmitted.

The diagram shows an XML block for an acknowledgment of a rejected return. A yellow callout box on the right contains the text "Filing Status = 'R' or 'Rejected'". An arrow points from this box to the red-colored XML element `<FilingStatus>R</FilingStatus>` within the XML block.

```
<Acknowledgement>
  <submissionId>2398002</submissionId>
  <EFIN>000000</EFIN>
  <GovernmentCode>INST</GovernmentCode>
  <SubmissionType>005</SubmissionType>
  <TaxYear>2009</TaxYear>
  <SubmissionCategory>FSET</SubmissionCategory>
  <FilingStatus>R</FilingStatus>
  <ContainedAlerts>0</ContainedAlerts>
  <StatusDate>2009-6-18</StatusDate>
  <EIN>0123456789001</EIN>
  <ErrorList errorCount="1">
    <Error errorId="0001">
      <XPath>828</XPath>
    </Error>
  </ErrorList>
  <ErrorCategory>E</ErrorCategory>
  <ErrorMessage>Taxpayer Existence Check Failed:
  0123456789001</ErrorMessage>
  <RuleNumber>60003</RuleNumber>
  <Severity>FAIL</Severity>
```

# File Naming Conventions

**NOTE:** File names must be 21 characters in length, not including the file extensions. Incorrectly named files will not be processed or acknowledged.

Position	Numbers of Characters	Values
1	1	<b><u>File Type Indicator</u></b> Valid Indicators: P = Production
2-11	10	<b><u>Submitter Identifier</u></b> as assigned through DOR's registration process. Left Zero padding is required.
12-14	3	<b><u>Tax Form Code</u></b> 005 = Form WH-1 201 = WH-3 (xml files) and EFW2 Specification (flat files) 202 = 1099R/W2G 027 = MVR-103
15	1	<b><u>File format code</u></b> that is used to represent the data in the file. This is the file format that was certified. 1 = XML 2 = ASCII
16-21	6	<b><u>Sequence Number</u></b> incremented from 000001 for each transmission of the specified Tax Form Code made by the Submitter in a given tax year.
22-25	4	<b><u>Extension</u></b> depending on the file format. File format extensions .xml .txt
26-26	4	<b><u>File Extension</u></b> after encryption .psp .gpg

**NOTE:** Duplicate filenames in a calendar year will be rejected.

**Examples:** File name of production file (P), submitter identifier 12345678, tax type WH-1 (005), file type - xml (1), sequence 7,

Before Encryption:

P00123456780051000007.xml

After Encryption:

P00123456780051000007.xml.gpg

# Quick Reference

## Registration Steps

**Step 1:** All customers must be registered on INBIZ to receive their 10 digit TID number with a 3-digit location. you can register at <https://inbiz.in.gov/taxes-fees/tax-registration>.

**Step 2:** All submitters must be registered on INTIME or INTAX prior to SFTP registration. For assistance with registration, go to <https://www.in.gov/dor/4035.htm> or you can send an email request to [BulkFiler@dor.IN.gov](mailto:BulkFiler@dor.IN.gov) . This process is where you will be provided your file naming convention as well as your certificate of registration and SFTP user name and password.

**Step 3:** Get instructions on how to download and install the PGP or GPG software by referring to Appendix A for PGP or Appendix B for GPG.

**Step 4:** Download and install the client SFTP software from <https://www.in.gov/iot/customer-service/myshareingov/secure-file-transfer-sftp/>. See instructions in Appendix C.

## Steps to File

**Step 1:** Create a file containing the returns to be submitted. The file must be in accordance with the specifications. The filename must be in accordance with the certificate of registration.

**Step 2:** Encrypt the file using our public key. The filename should be the same as the original except with the additional suffix of .pgp or .gpg.

**Step 3:** Connect to our secure SFTP site using your software or the software downloaded from <https://www.in.gov/iot/customer-service/myshareingov/secure-file-transfer-sftp/>. Follow the instructions in Appendix C.

**Step 4:** Upload the file to the DOR SFTP site.

**Step 5:** You should receive an email with the acknowledgement XML attached.

**Step 6:** Fix and resubmit any returns that did not process because of errors.

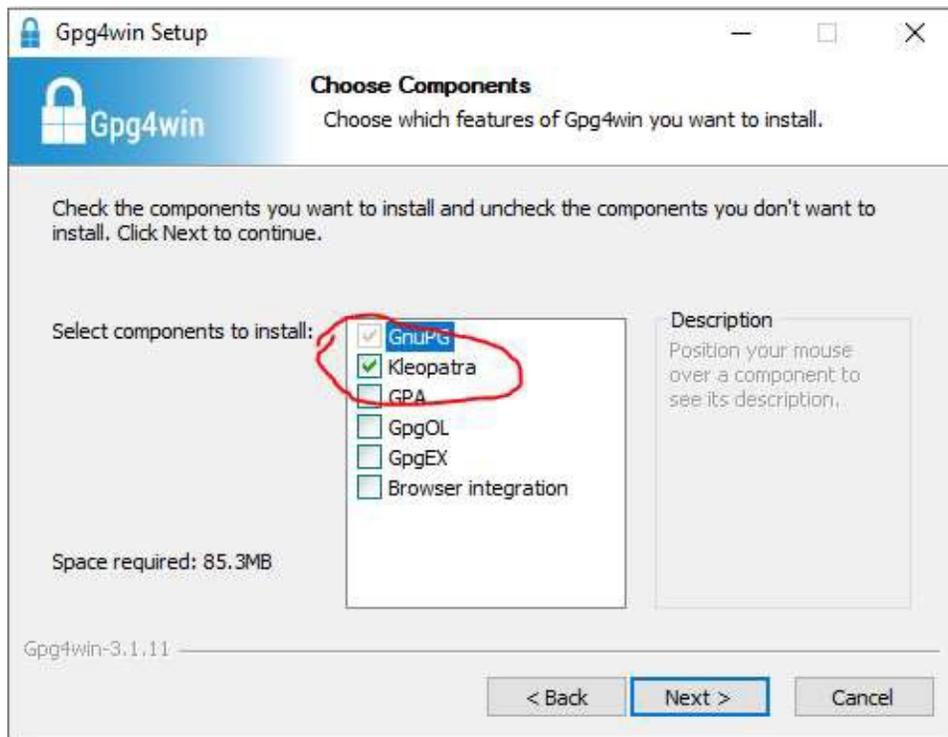
**NOTE:** Resubmit only the returns that failed. Do not resubmit the entire file.

# GPG Kleopatra Install and Key Generation

Download GPG / Kleopatra from <https://www.gpg4win.org/download.html>

Install the downloaded gpg4win-3.1.11.exe to install GPG / Kleopatra

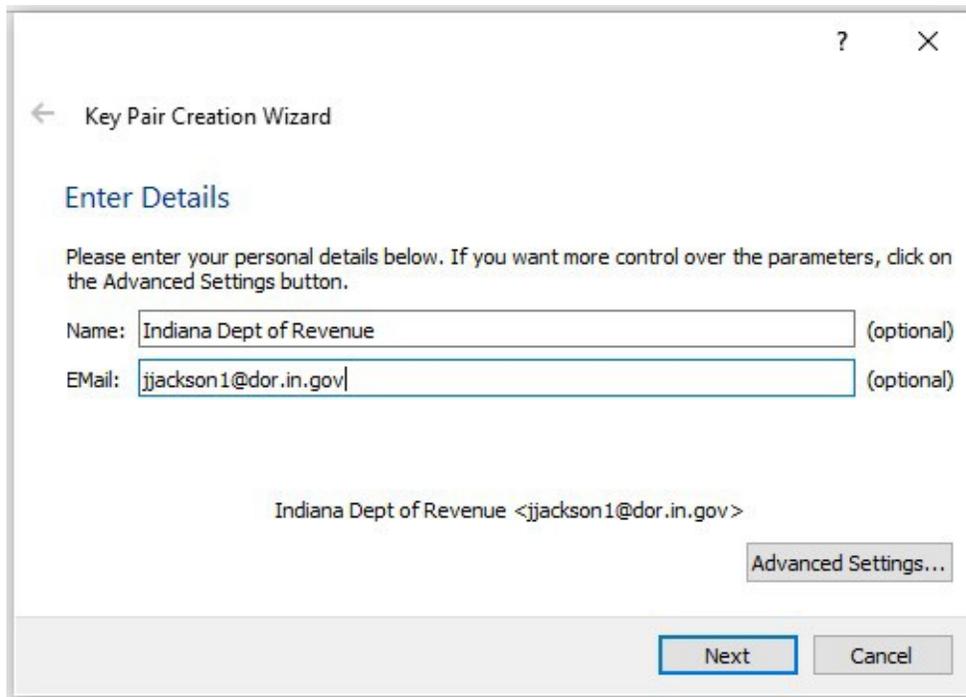
**Note:** select the option “Kleopatra” when installing Gpg4win



Once install has finished, run Kleopatra, then select to generate your key pair:



Provide your identifiers for your key pair:



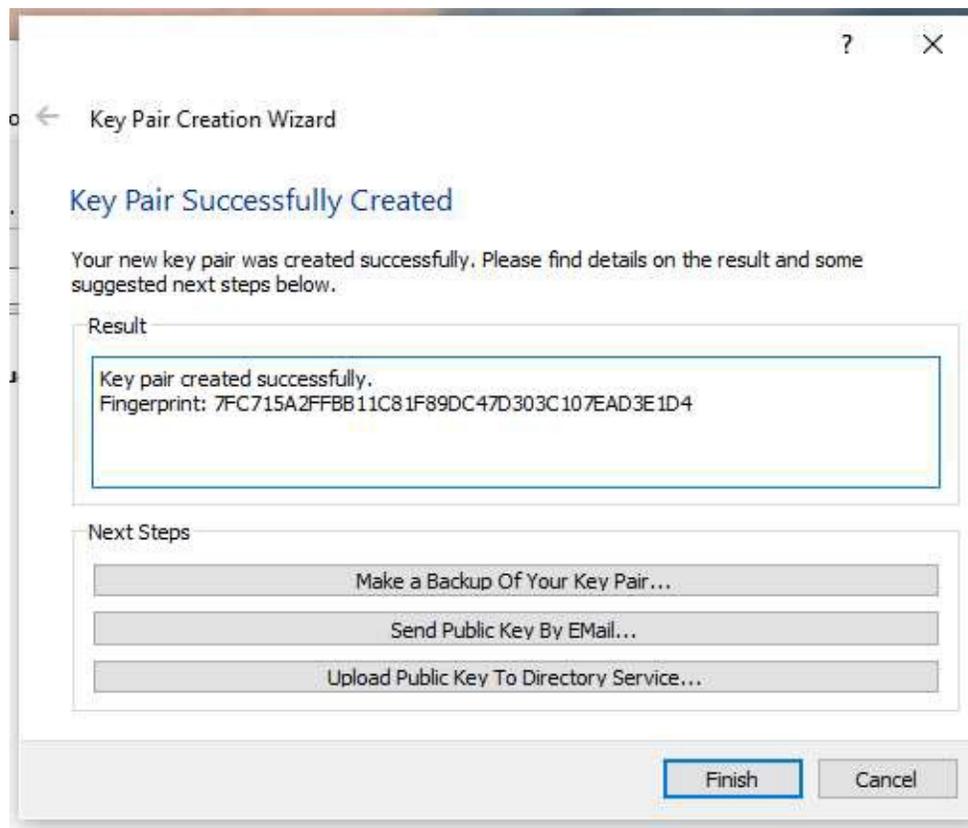
The image shows a 'Key Pair Creation Wizard' dialog box. It has a title bar with a question mark and a close button. The main content area is titled 'Enter Details' and contains the following text: 'Please enter your personal details below. If you want more control over the parameters, click on the Advanced Settings button.' Below this text are two input fields: 'Name: Indiana Dept of Revenue (optional)' and 'EMail: jjackson1@dor.in.gov (optional)'. Below the input fields, the text 'Indiana Dept of Revenue <jjackson1@dor.in.gov>' is displayed. To the right of this text is a button labeled 'Advanced Settings...'. At the bottom of the dialog box are two buttons: 'Next' and 'Cancel'.

When prompted for a passphrase for your keys, provide something that you will remember. You will need this passphrase when you add other keys to your key ring.

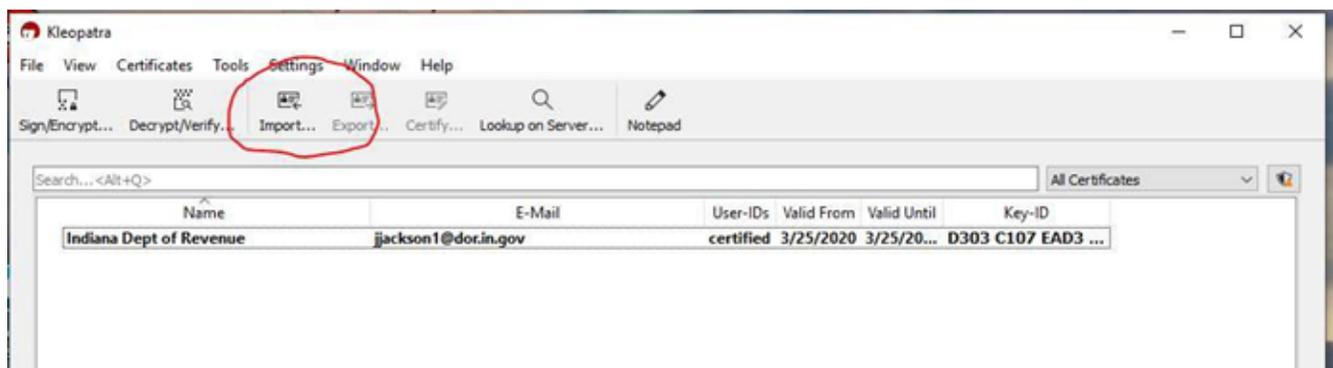


The image shows a 'pinentry-qt' dialog box. It has a title bar with a lock icon and the text 'pinentry-qt'. The main content area contains the text: 'Please enter the passphrase to protect your new key'. Below this text is a yellow padlock icon. To the right of the padlock icon are three input fields: 'Passphrase: [masked]', 'Repeat: [masked]', and 'Quality: [80%]'. Below the input fields are two buttons: 'OK' and 'Cancel'.

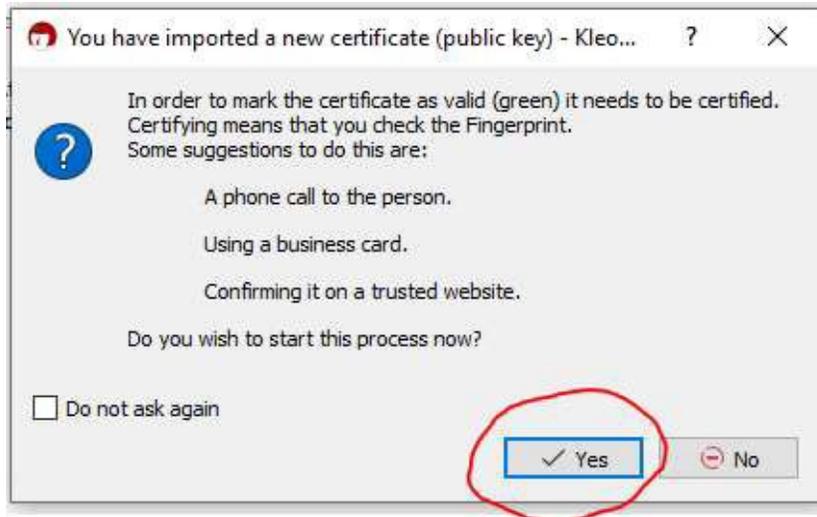
Your key pair generation confirmation screen:



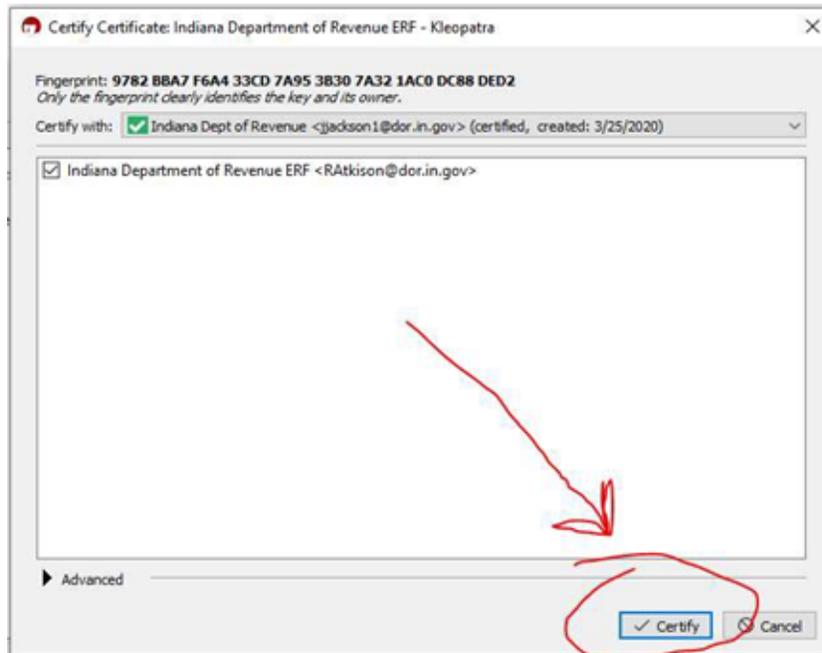
Once you have created your key pair, Kleopatra shows the contents of your key ring as below: Select the "Import" button and select the Indiana State public key (Indiana Department of Revenue ERF.asc)



After importing the State public key you will be prompted to verify it's validity, Select "Yes"



When prompted to certify this new key, select "Certify"



You will be prompted for your passphrase of your key pair:



When importing the State key you will be prompted to verify, select "Continue"

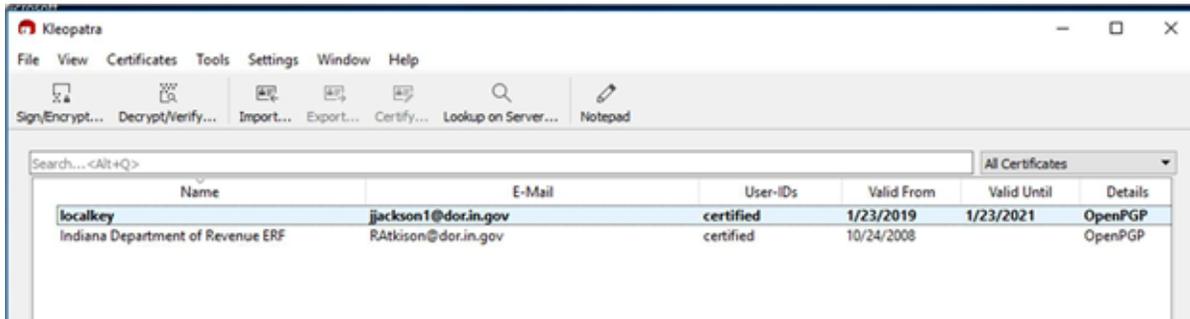


# Kleopatra Usage

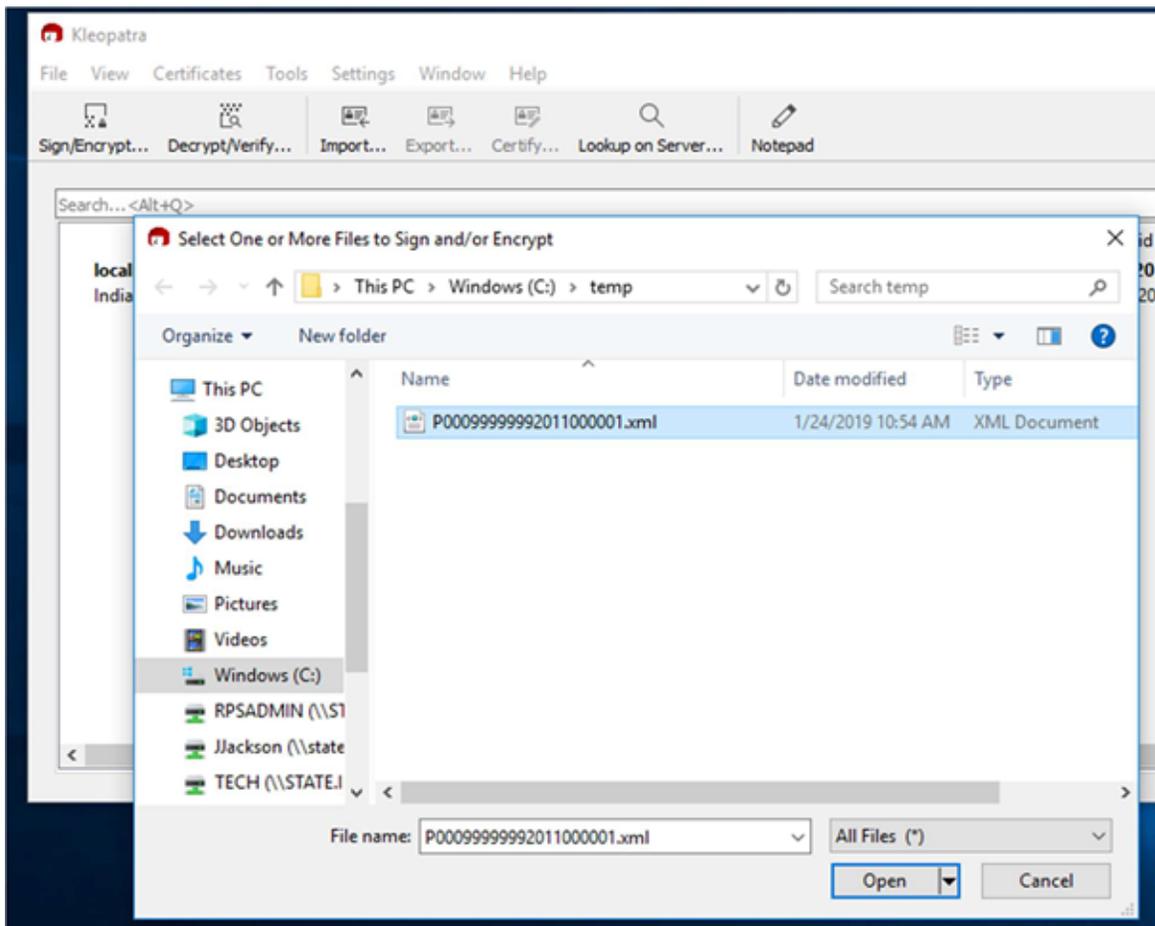
To encrypt a file using GPG and Kleopatra for submission to Indiana Bulk file via SFTP, start Kleopatra

Kleopatra startup screen should show at least your key and our public key (Indiana Department of Revenue ERF) that has been imported

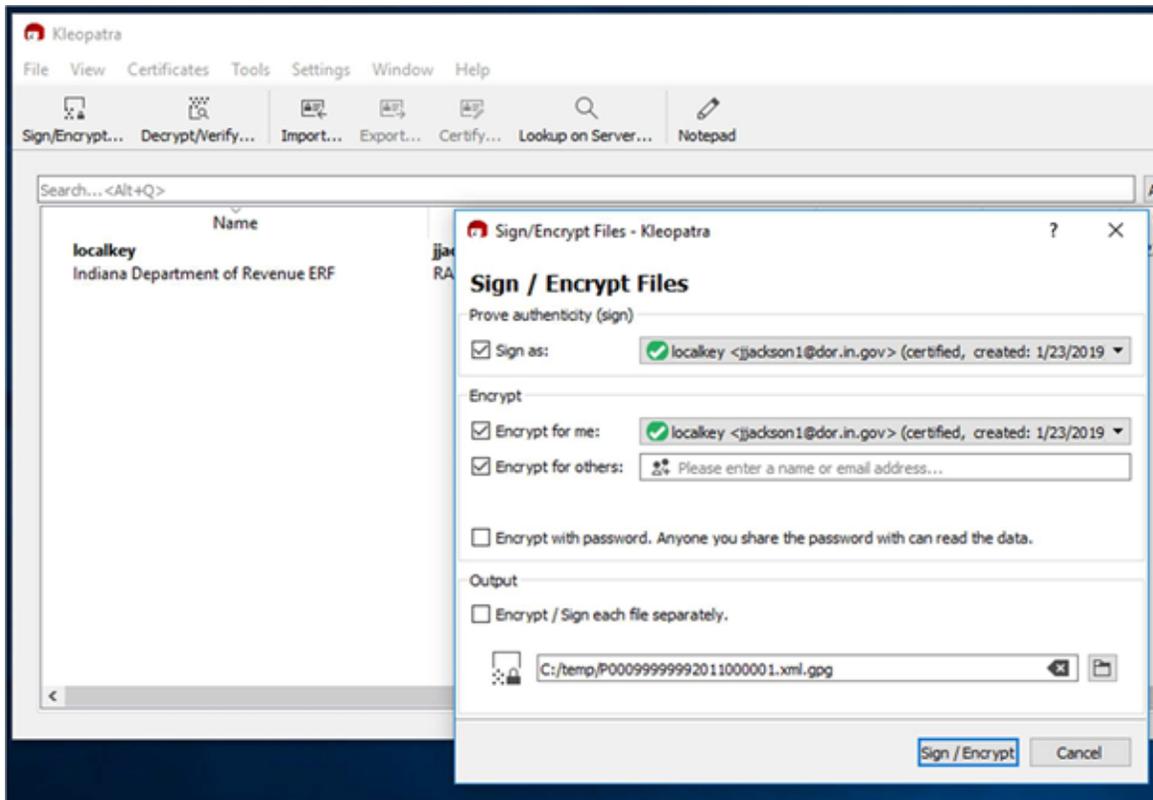
Select top left menu icon “Sign/Encrypt”



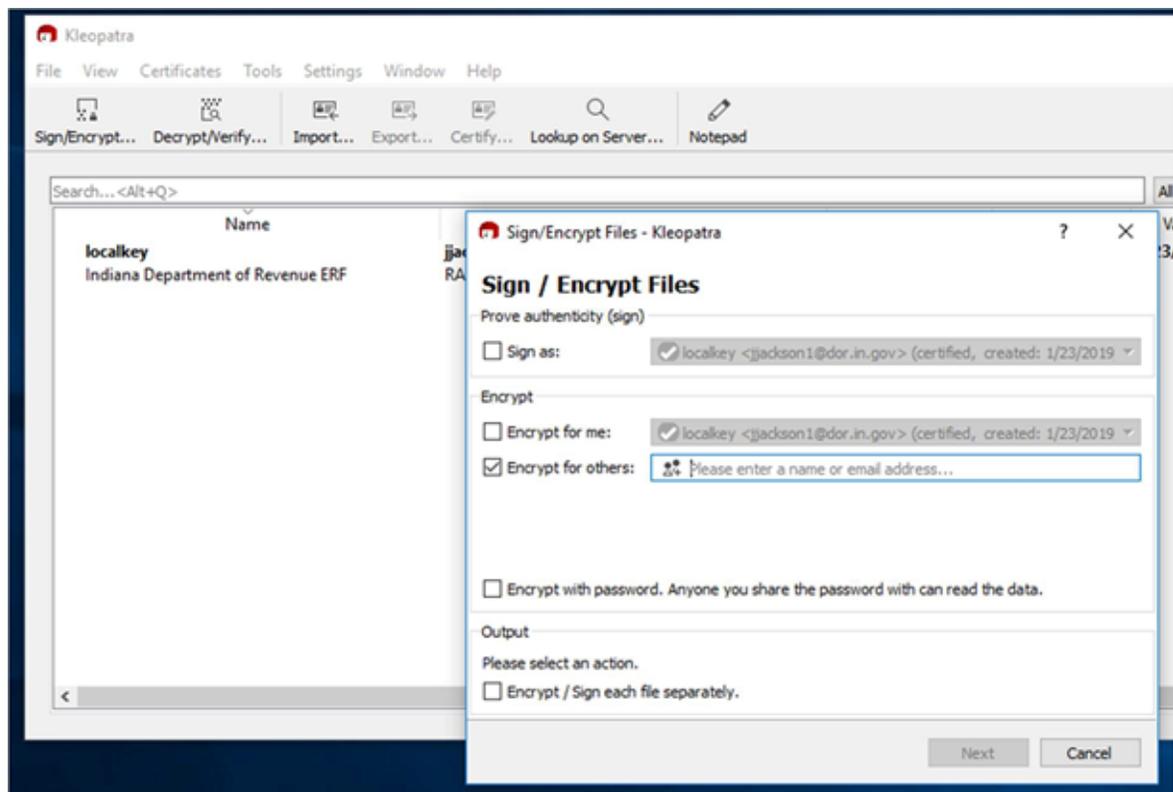
Navigate to your file and select file to be encrypted, select “Open” button



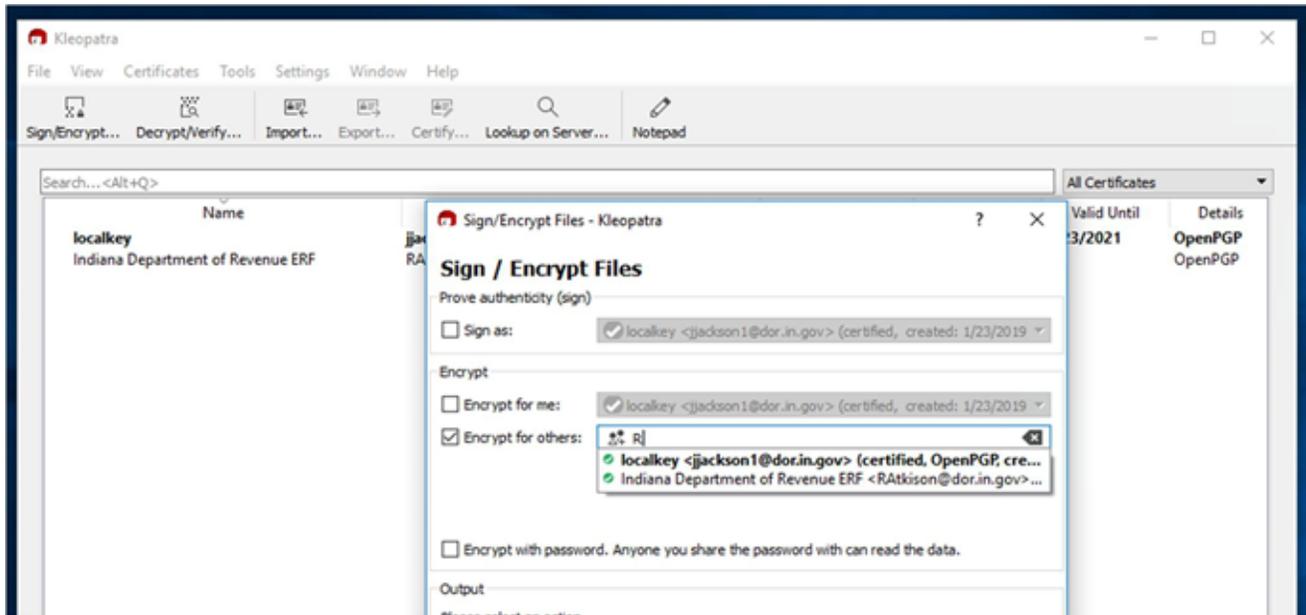
Sign / Encrypt screen when first opened with defaulted check boxes



De-Select "Sign as:" and "Encrypt for me:" so that only "Encrypt for others" is left checked



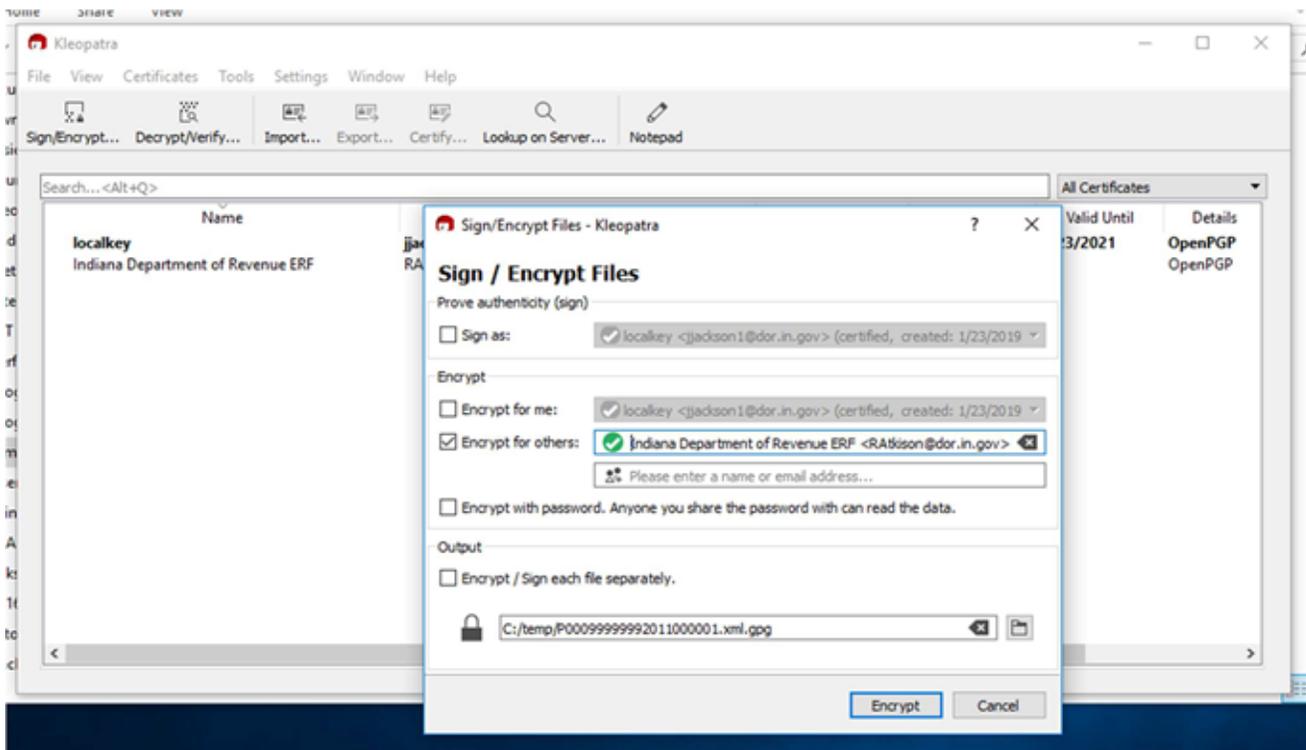
Pick into the “Encrypt for others” text box



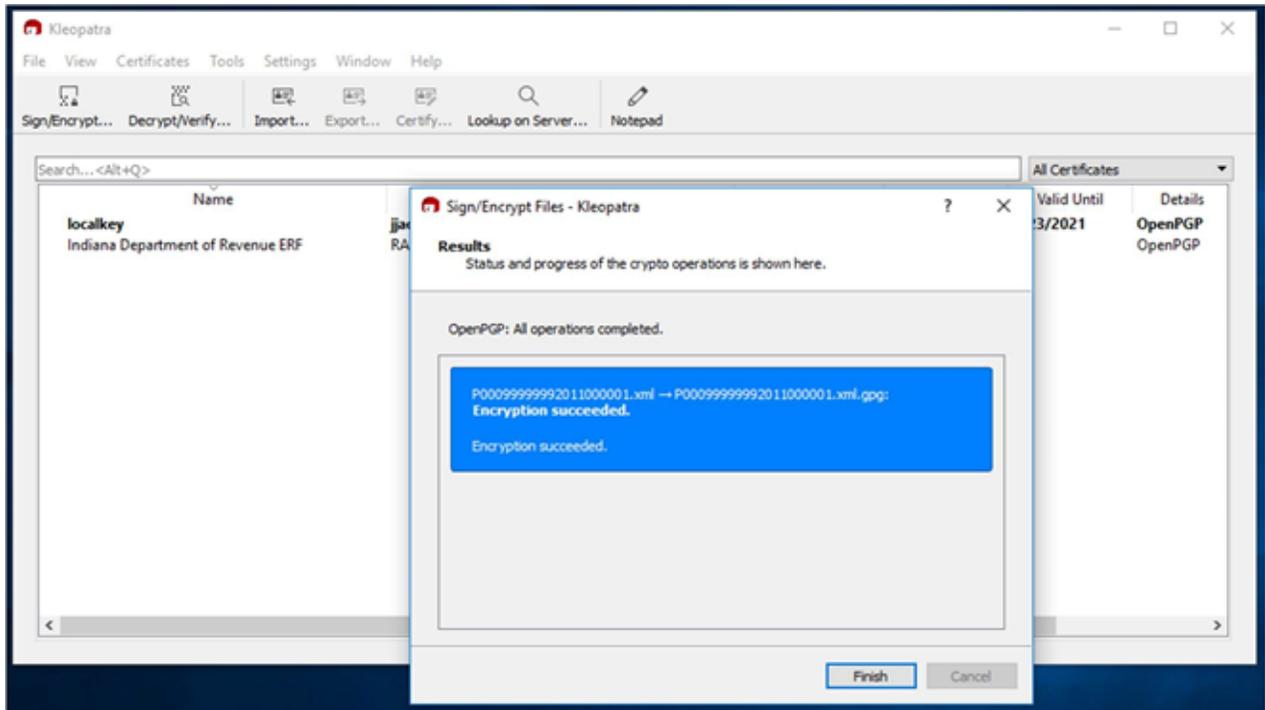
Start typing “RAtkison@dor.in.gov”, select that key

Note the file name and extension in the bottom text box which is showing the encrypted file that will be produced

Select the “Encrypt” button



## Result / Completion screen



# APPENDIX A – PGP setup and use

## Introduction

PGP (pretty good privacy) is a software package used for encryption of files and emails. PGP is now owned by Symantec and is available for a license fee. PGP is downloadable and available for purchase at <https://www.symantec.com/products/information-protection/encryption/command-line>

All of the commands in this document were executed in a Command (DOS) window. These commands can also be executed in a Powershell Window. All commands are shown in Courier New font. Answers to prompts are highlighted in **bold red** as in the example below:

```
C:\>pgp --gen-key "Your key Name" --key-type "RSA" --encryption-bits 2048
--passphrase "Your passphrase" --signing-bits 2048
```

```
Your key Name:generate key (2078:non-standard user ID)
Acquiring entropy from system state....done Generating key Your key
Name progress.....***** .....***** done
0x7CC44594:generate key (0:key successfully generated)
Acquiring entropy from system state....done Generating subkey
progress.....***** **
.....
.....
.....***** done
0xEF5C71EE:generate key (0:subkey successfully generated)
```

In order to use encryption, a key is required. Keys are composed of a private and a public part. When you encrypt a file for submission to DOR, you use the public part of our key; when decrypting you use the private part of your key. Below is the command to generate a key.

Conventions used in this tutorial:

- Commands are shown in Courier New type in black.
- Answers to prompts are shown in **bold red** type.
- Substitutions are shown in **bold blue** type

A transcript for each of the commands below can be found in Appendix I.

## Install PGP

Purchase the software and download the software from <https://www.symantec.com/products/informationprotection/encryption/command-line> and follow the installation instructions.

## Generate a key

Generating keys is an interactive process.

**\*\*NOTE: You need to remember the passphrase for your key!\*\***

Execute the following command:

```
C:\> pgp --gen-key "your key name" --key-type "RSA" --encryption-bits 2048
--passphrase "your passphrase for this key" --signing-bits 2048
```

# APPENDIX B - SFTP Client Installation and Setup Instructions (WinSCP)

## Installation and Setup

The following instructions will guide you through the process on how to install and set up the software to send the department your files.

- Go to <https://www.in.gov/iot/customer-service/myshareingov/secure-file-transfer-sftp/>
- Click GUI (Winscp Install).
- After installing, run WinSCP by double-clicking the desktop icon.

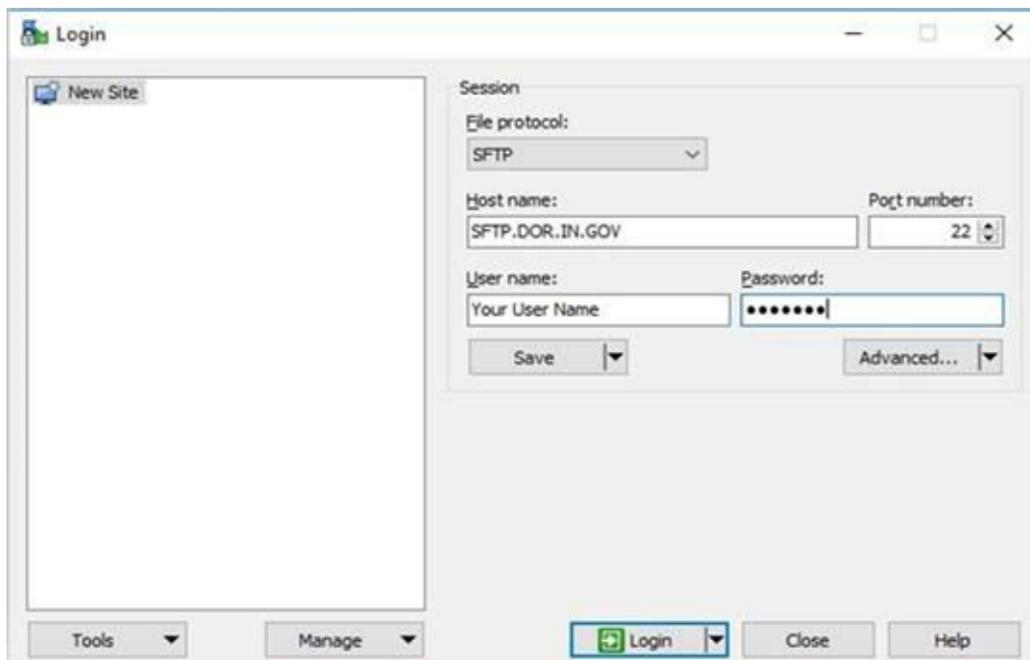


## Setting Up and Saving a SFTP Session (OPTIONAL)

- Select SFTP for the File Protocol
- Populate Host Name with: SFTPDOR.IN.GOV
- Populate Port number with 22
- Populate User name with user name supplied by DOR. Note this field is case sensitive, so copy paste from supplied email is preferred.
- Populate Password with password supplied by DOR.

**NOTE:** Due to the complexity of the password and case sensitivity, it is easier to cut and paste the password into the password field.

- Click the Save button, supply a site name and folder location (you may wish to save the password)



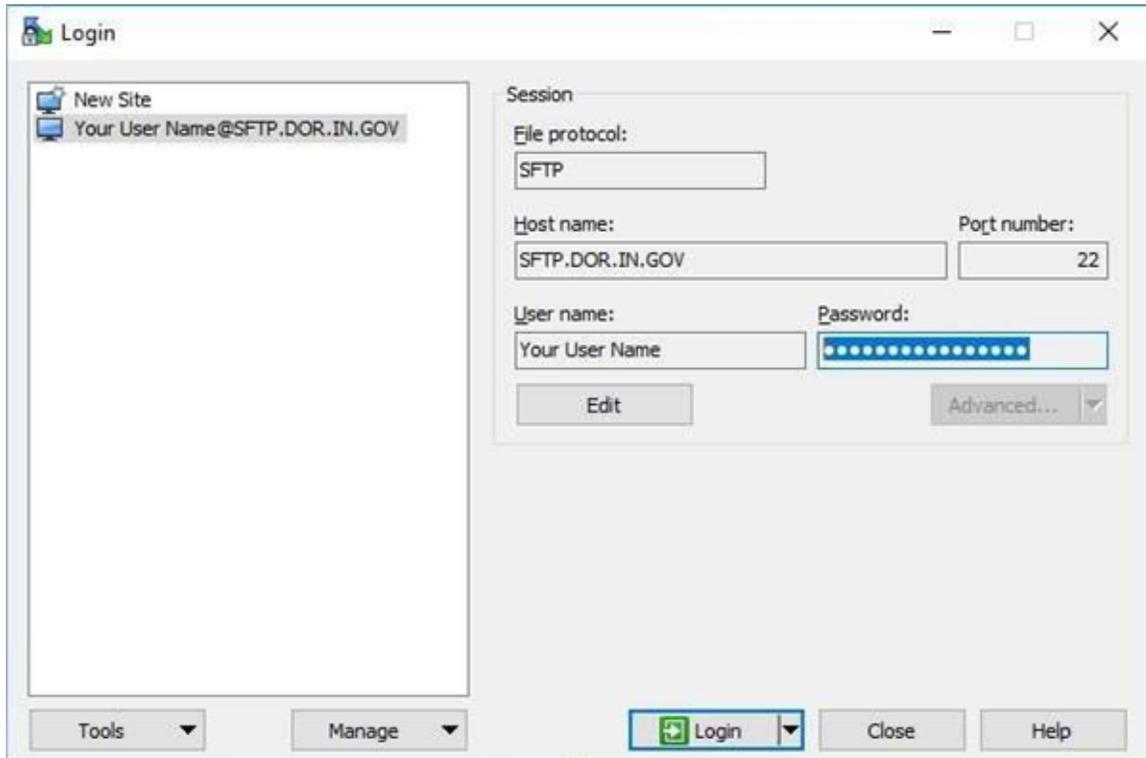
The screenshot shows the WinSCP 'Login' dialog box. On the left is a 'New Site' list. The 'Session' configuration area on the right includes:  
- File protocol: SFTP (dropdown)  
- Host name: SFTPDOR.IN.GOV (text field)  
- Port number: 22 (spin box)  
- User name: Your User Name (text field)  
- Password: [masked] (password field)  
- Save (button with dropdown arrow)  
- Advanced... (button with dropdown arrow)  
At the bottom, there are buttons for Tools (dropdown), Manage (dropdown), Login (button with dropdown arrow), Close, and Help.

## APPENDIX C – Using WinSCP to Send a File

- Double-click the WinSCP icon on your desktop:



- If you previously saved a stored session, click on the name you saved (Your User Name@ SFTP.DOR.IN.GOV) and click Login.



- Enter your password (if not saved) and click OK
- This window will open, if you do not want to see this screen each time you login click the Never show this banner again check box.



- If you did not provide a password on the login screen you will get this window where you will be prompted to enter your password.

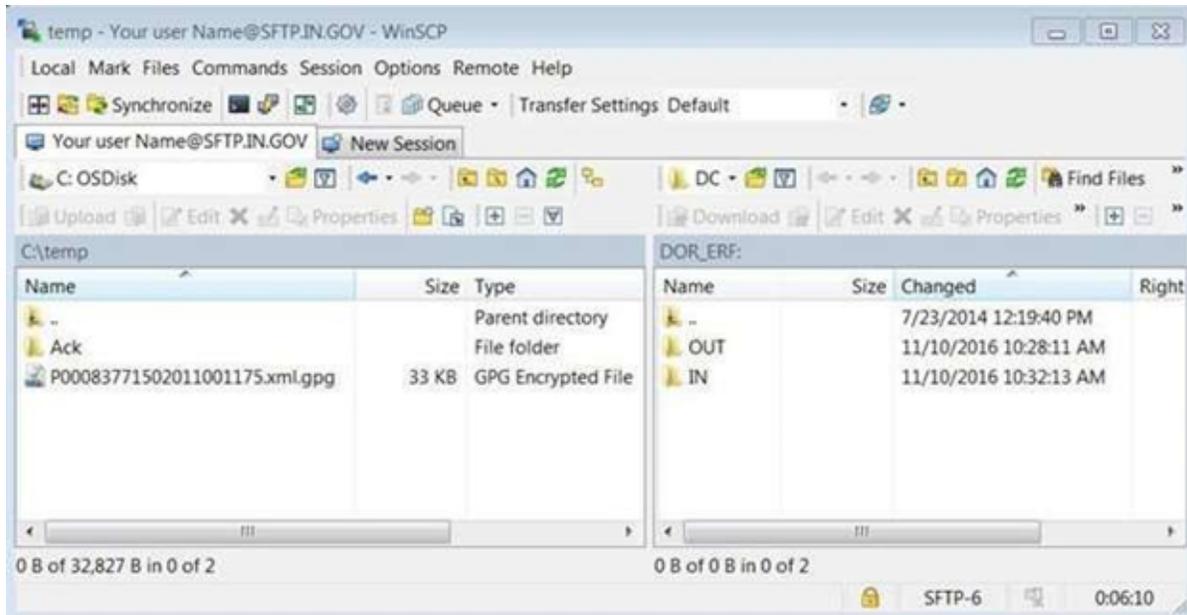
**NOTE:** Due to the complexity of the password, it is easier to cut and paste the password into the password field.



- Accept the host keys and Authorized User Policy. Click Continue.



- The program window will display and split the local directory and the remote directory as two side-by-side panes.



- Using the left pane, go to the location where you created your secure PGP/GPG file. Click and drag that file from the left pane and drop it into the IN folder in the right pane. Repeat as desired. When you are done, click the X in the upper-right corner to close this screen.

## APPENDIX D – Common Troubleshooting

I did not receive an acknowledgement email	File was not named correctly. Files not adhering to the naming convention will NOT be acknowledged or processed. If you do NOT receive an acknowledgement email, contact DOR at <a href="mailto:Bulkfiler@DOR.IN.GOV">Bulkfiler@DOR.IN.GOV</a> before resending any files.
“File not Found”	File was not encrypted using the department key. See Appendix A for instructions.
“Duplication filename this calendar year”	Each file submission must have a unique filename within a calendar year. Update file name and resubmit file.
I do not know the passphrase for PGP.	The passphrase is the phrase you entered when creating your private key. The department does not retain this information for your security. If you do not remember your passphrase, you can delete your private key and create a new one.
I cannot log into the SFTP server.	If you unsuccessfully attempt to login to <a href="http://sftp.dor.in.gov">sftp.dor.in.gov</a> , check that your firewall allows outbound traffic to host address “SFTP.DOR.IN.GOV”.
Indiana Department of Revenue key is disabled.	Bring up Symantec Encryption Desktop by clicking your start icon in Windows and clicking All Programs>Symantec Encryption>Symantic Encryption Desktop. Then click the view tab at the top. Then click PGP Keys. Find Indiana Department of Revenue ERF and right click it. Then select Enable. This should enable you to use the key.
Errors in acknowledgements	The three most common file errors are: <ol style="list-style-type: none"><li>1. Special characters in text fields - i.e. comma (,) period (.) semi-colon (;) colon (:) ampersand (&amp;) apostrophe (‘) number (#)</li><li>2. Putting decimals into fields that require whole numbers</li><li>3. Space at end of text field</li></ol>

## APPENDIX E – Common Acronyms

Acronym	Description
DOR	Indiana Department of Revenue
MVR	Motor Vehicle Rental
WTH	Withholding
PGP	Pretty Good Privacy (encryption technology)
GPG	GNU Privacy Guard (encryption technology)
SFTP	Secure File Transfer Portal
INTax	DOR Tax Processing System - OLD
INTIME	DOR Tax Processing System - NEW
ACH	Automated Clearing House
TID	Taxpayer State Identifier
EIN	Employee Identifier Number
ERF	Electronic Return Filing
MEF	Modernized E-File

## APPENDIX F – Supported Form Types

### INTIME Supported Form Types

<b>Tax Type</b>	<b>INtax Supported Forms</b>
Retail Sales Tax (including Out of State Sales)	RP-11, ST-103, ST-10MP, ST-103CAR
Withholding Tax	WH-1, WH-3
Tire Fee Tax	TF-103
Wireless Prepaid	WPC-103
County Innkeepers Tax	CIT-103
Food and Beverage Tax	FAB-103
Aircraft Dealer	AE-8
Heavy Equipment Rental	HRT-103
Motor Vehicle Rental Excise	MVR-103
Non-Profit	NP-20
Utility Receipts and Utility Services	URT-1, USU-103

### INtax Supported Form Types

<b>Tax Type</b>	<b>INtax Supported Forms</b>
Alcohol	ALC-DWS, ALC-FW, ALC-M, ALC-PS, ALC-W
Other Tobacco Products	OTP-PAC, OTP-CT19, OTP-M
Cigarettes	CIG-PT, CIG-CT19, CIG-M, CIG-TS

## APPENDIX G – SFTP Bulk Upload Business Rules

- WH-1 XML Business Rules - <https://www.in.gov/dor/files/WH-1-XML-business-rules.pdf>
- WH-3 XML Business Rules - <https://www.in.gov/dor/files/WH-3-XML-business-rules.pdf>
- W2 Flat File Business Rules - <https://www.in.gov/dor/files/W-2-flat-file-business-rules.pdf>
- 1220 Flat File Business Rules - <https://www.in.gov/dor/files/1220-flat-file-business-rules.pdf>