Using DORpay - A Customer's Guide

November 2019

DORpay - Indiana's online tax payment system guide

Indiana Department of Revenue

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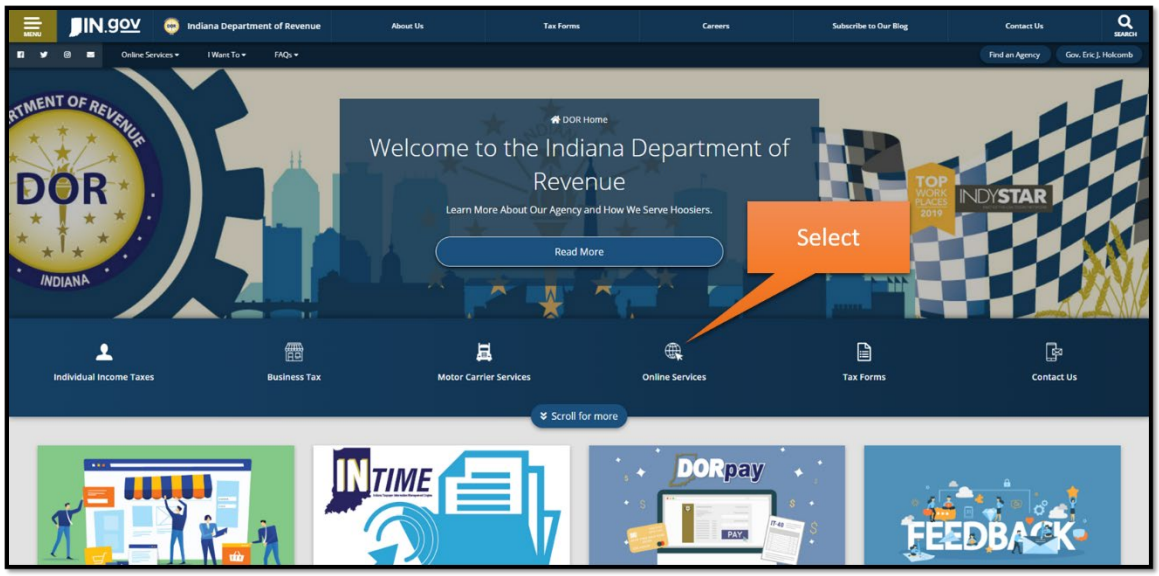
Locating DORpay

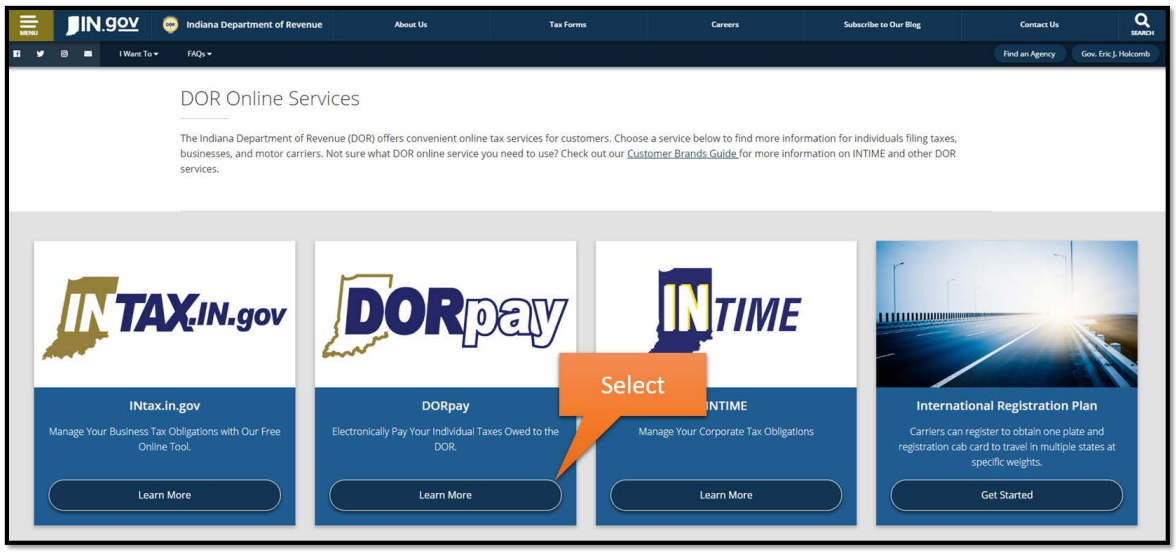
The DORpay system is a convenient and secure way to verify, make or cancel scheduled payments online.

To begin, go to the DORpay website directly at: http://www.in.gov/dor/4340.htm **or**

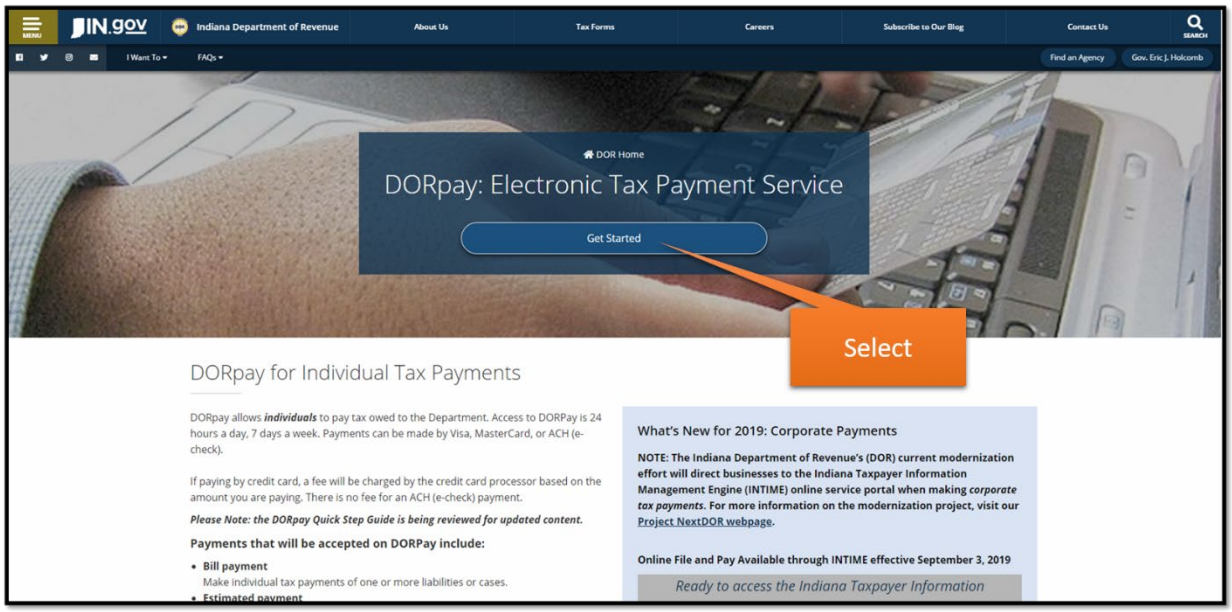
Go to the Indiana DOR website at www.in.gov/dor and select "Online Services".



Select the "DORpay" link



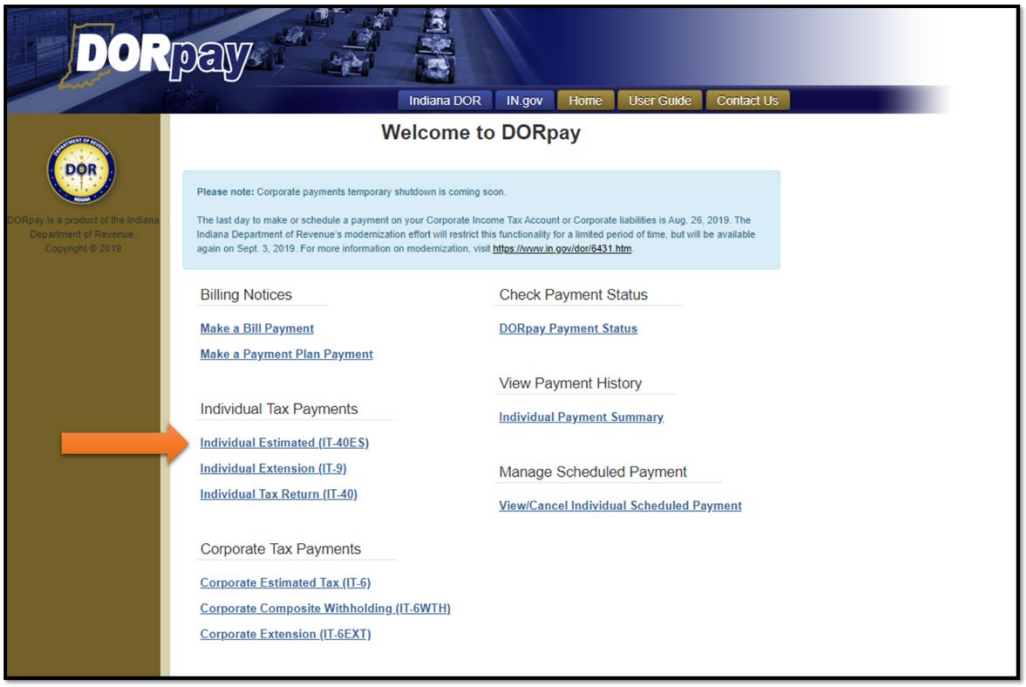
Select the “Get Started” link under “DORpay: Electronic Tax Payment Service” in the middle of the page.



Making Individual Tax Payments

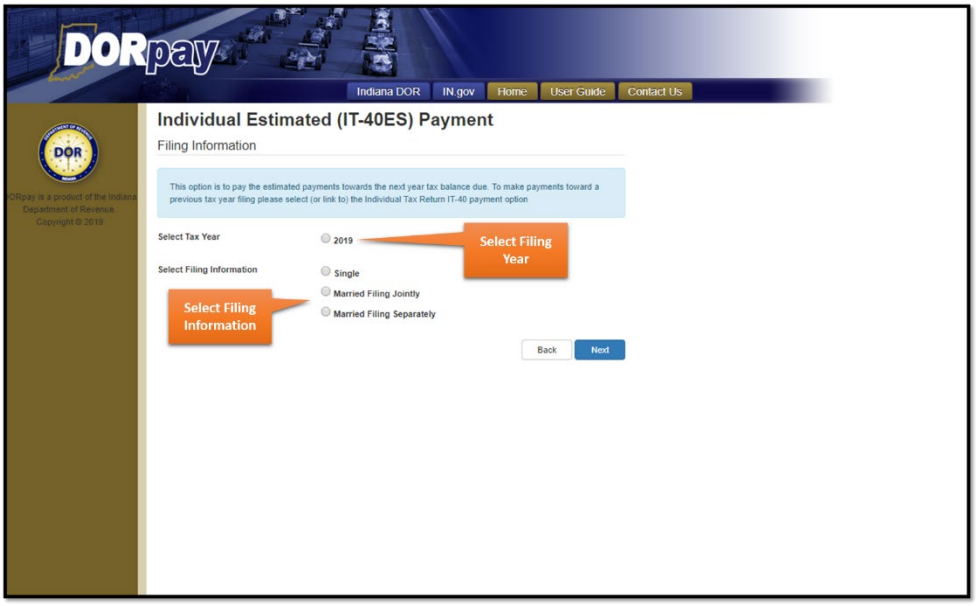
Individual Estimated Payment (IT-40ES)

On the "Welcome to DORpay" home page, select "Individual Estimated (IT-40ES)".

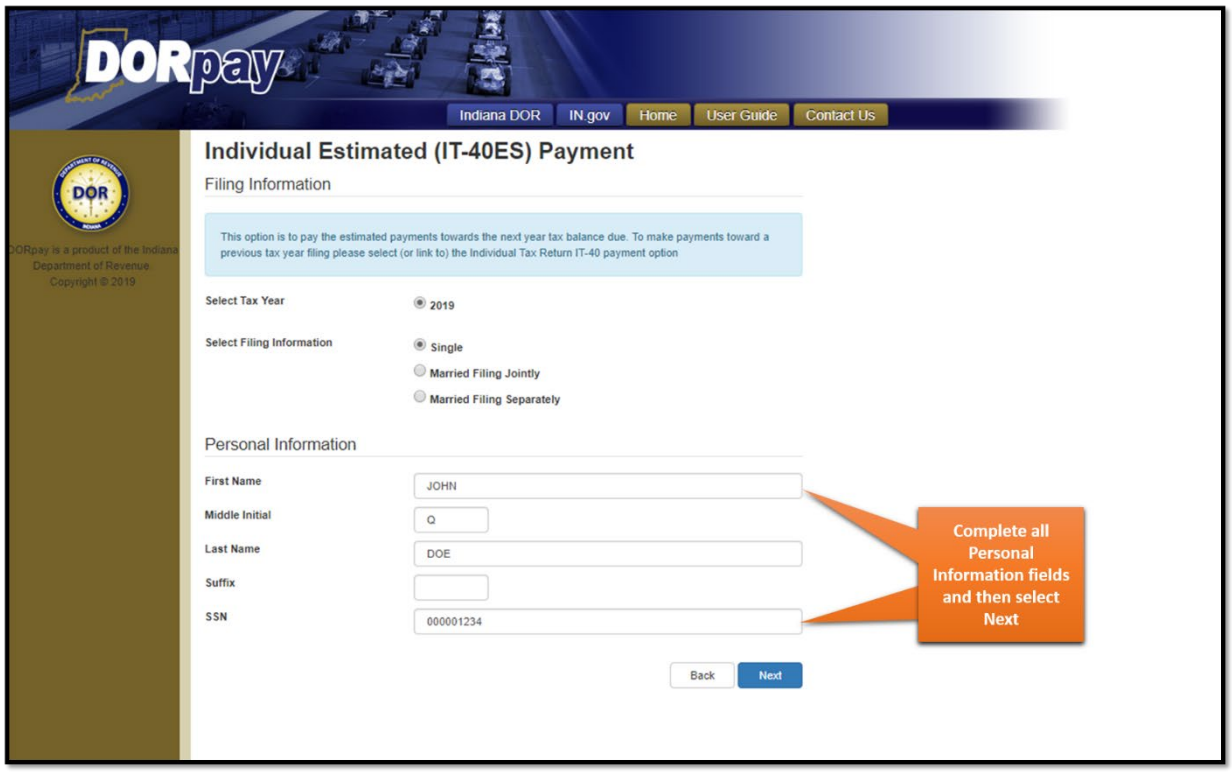


This will take you to the "Individual Estimated (IT-40ES) Payment" screen.

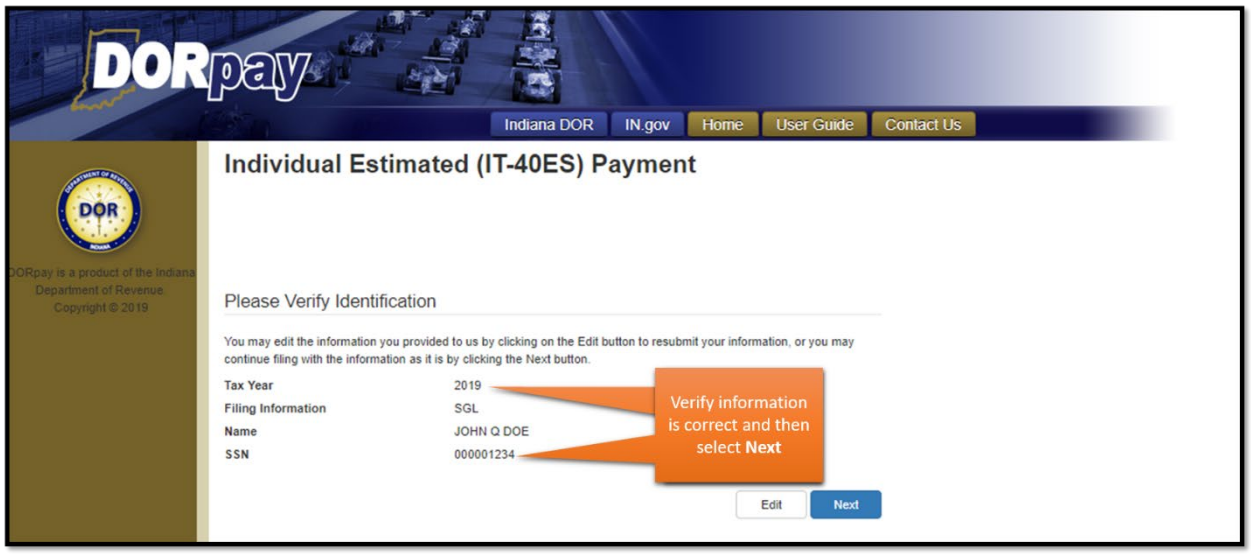
Select the filing year then select your filing information using the radio button options.



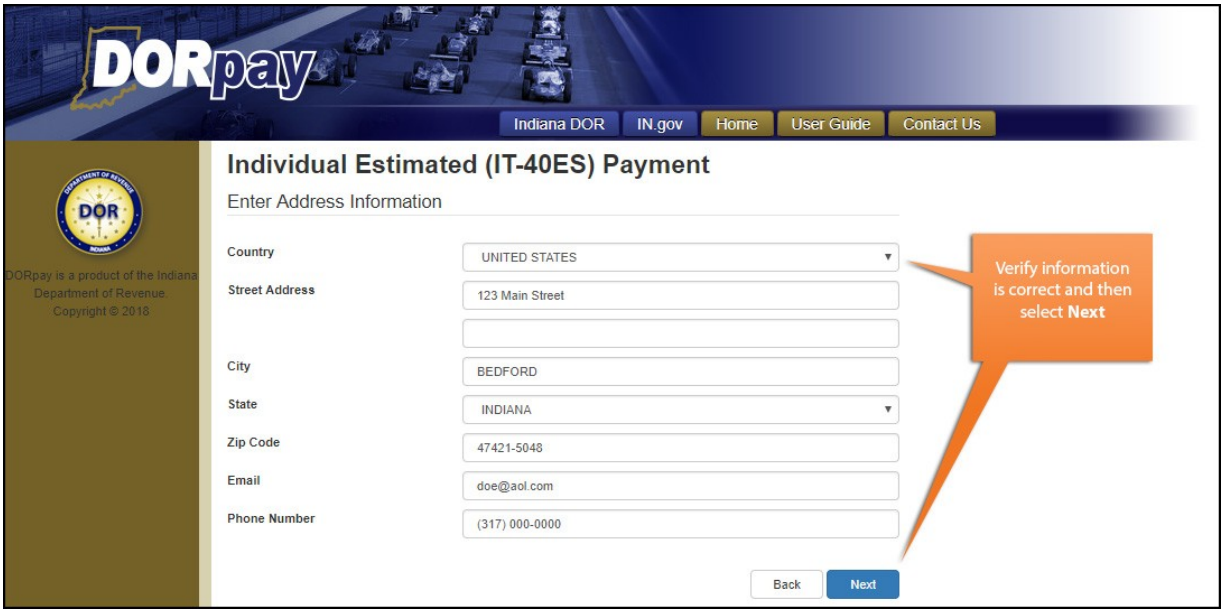
This will open the "Filing Information" fields. Complete all fields and then select "Next".



The "Please Verify Identification" screen opens. Verify all information displayed is correct and then select "Next".

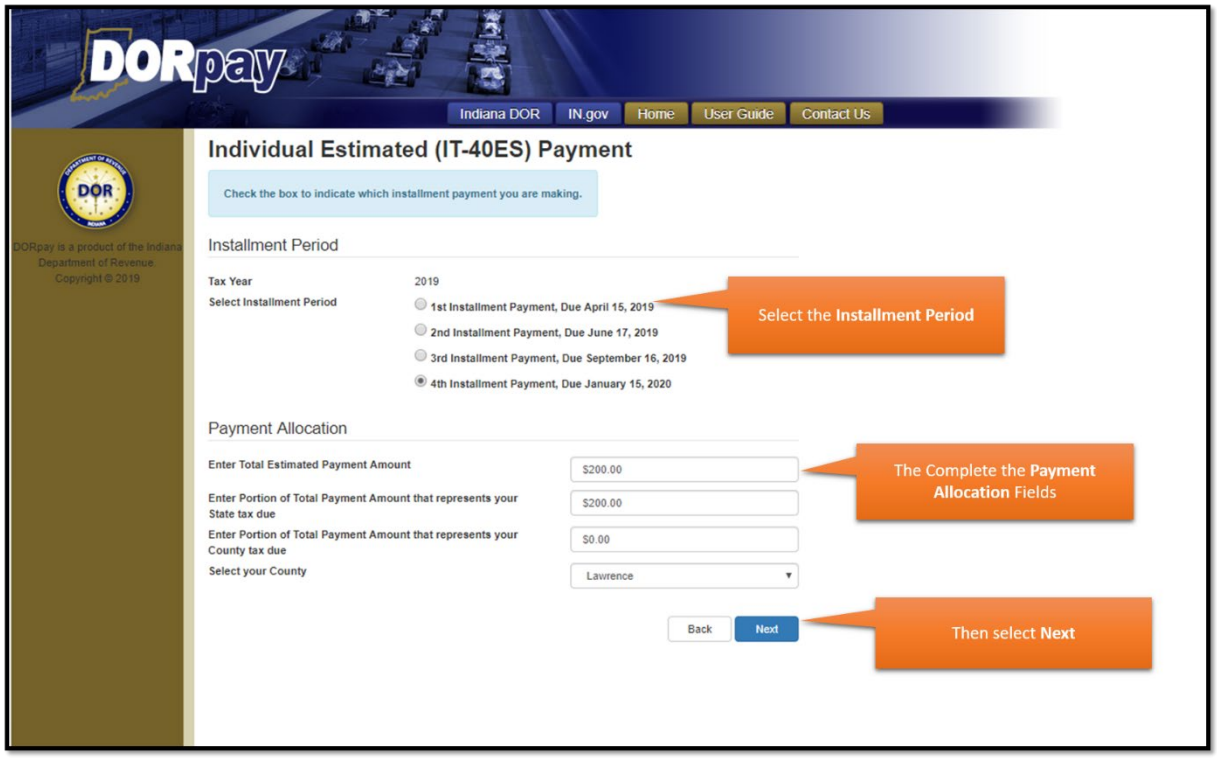


The "Enter Address Information" screen will open. Verify your contact information, completing the blank fields (e.g. email or telephone number), and then select "Next".

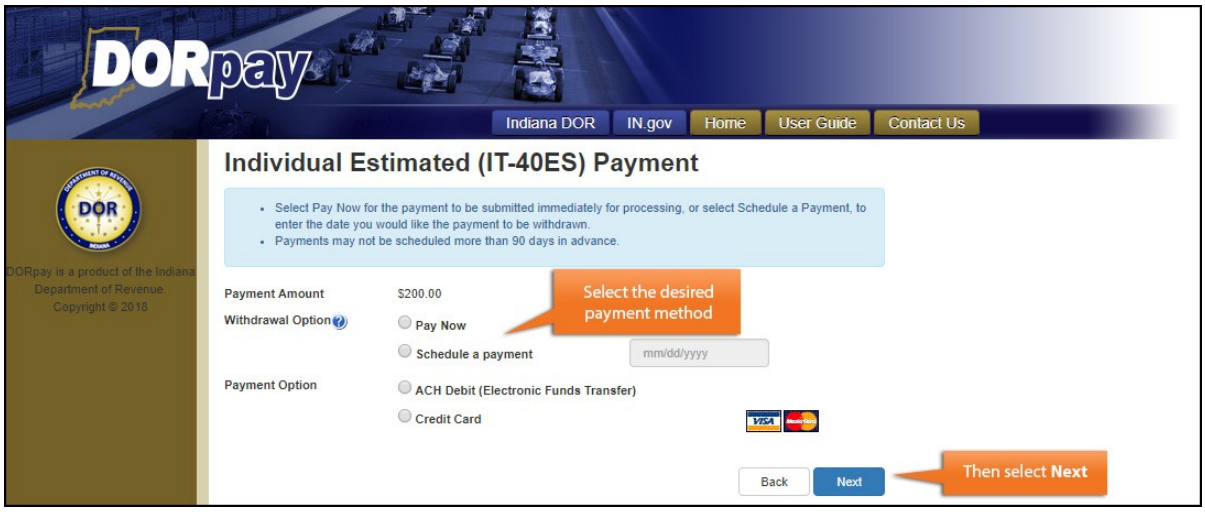


On the following screen, select the payment "Installment Period" and then enter the details about how your payment is to be allocated.

When these details are entered, select "Next".



Select your desired payment method and then select “Next”.

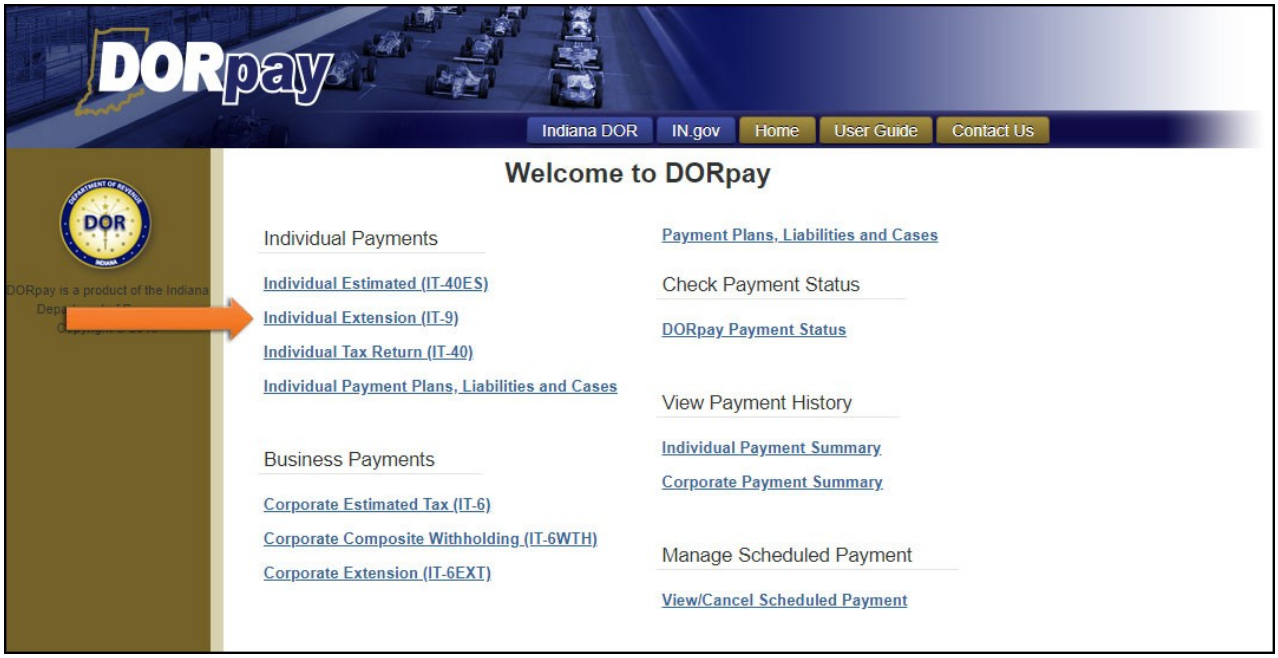


You will be directed to select your payment method and make the payment as explained on Page 28 called Payment Methods in this document.

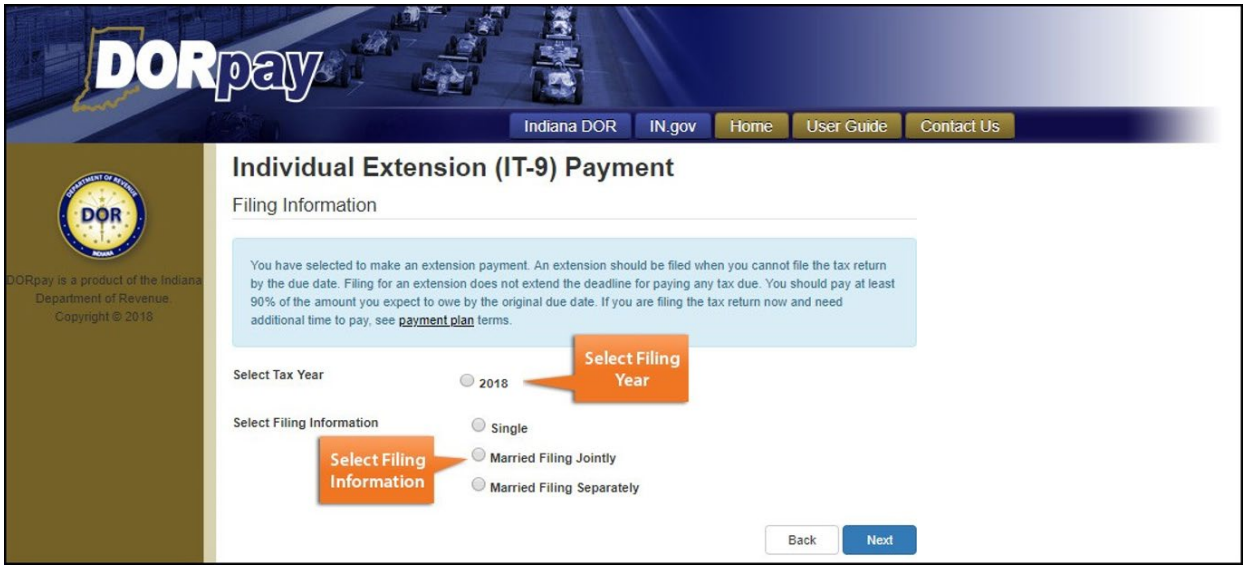
Individual Tax Extension Payment (IT-9)

When making an Individual Tax Extension Payment, follow the steps below:

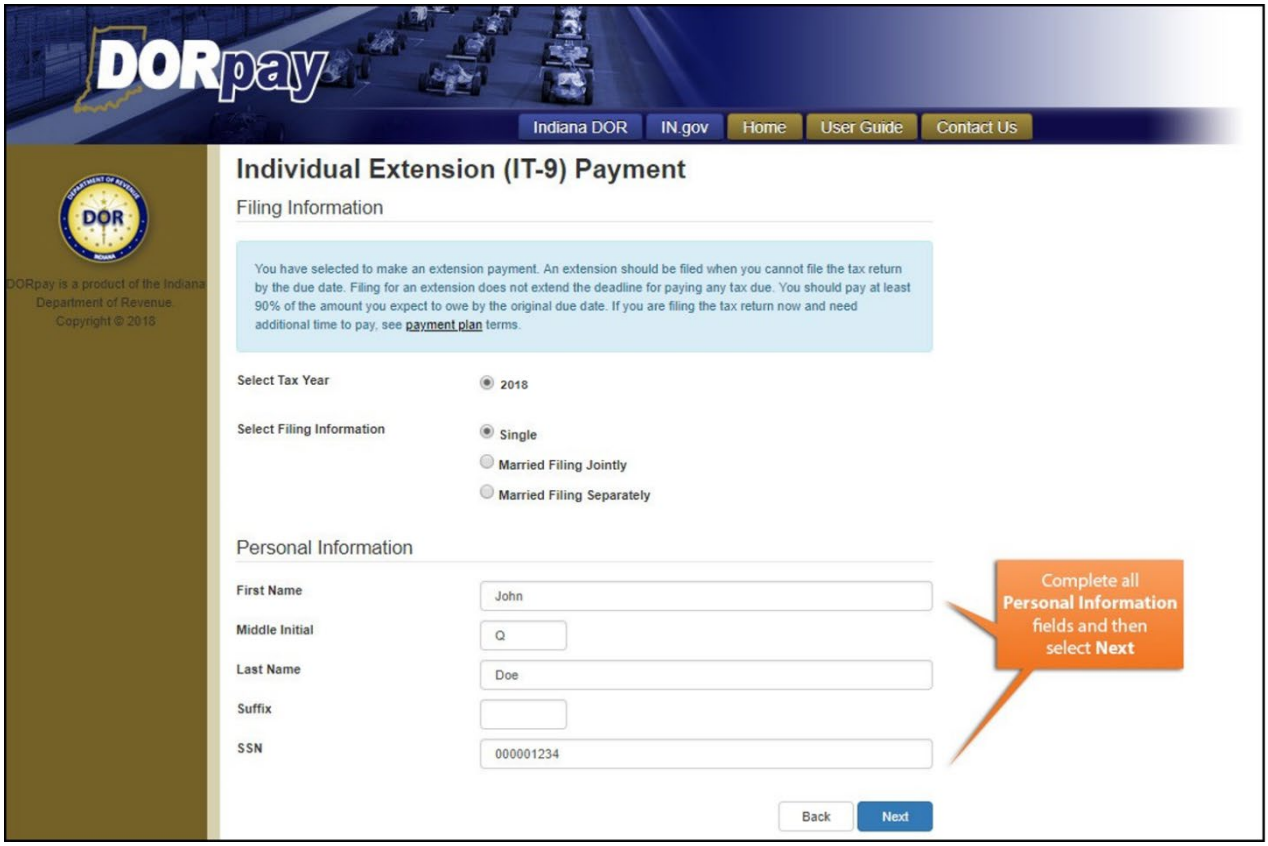
On the "Welcome to DORpay" home page, select "Individual Extension (IT-9)".



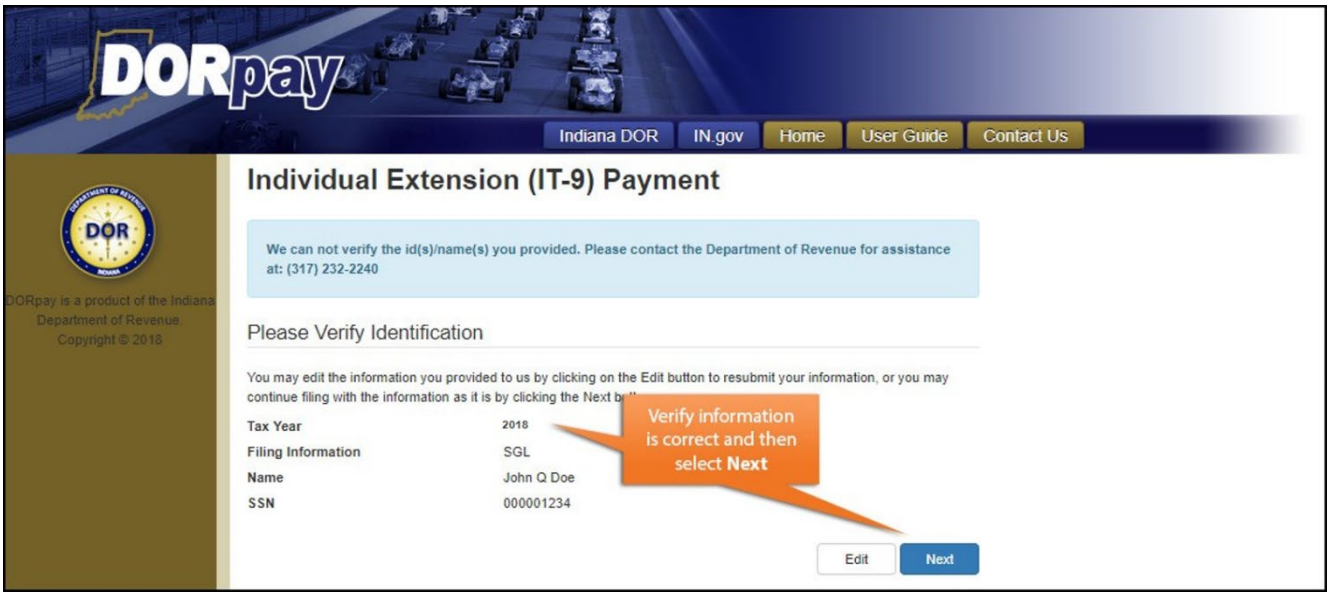
Select the radio button for the tax year, and then select your filing information using the radio button options next to the filing status.



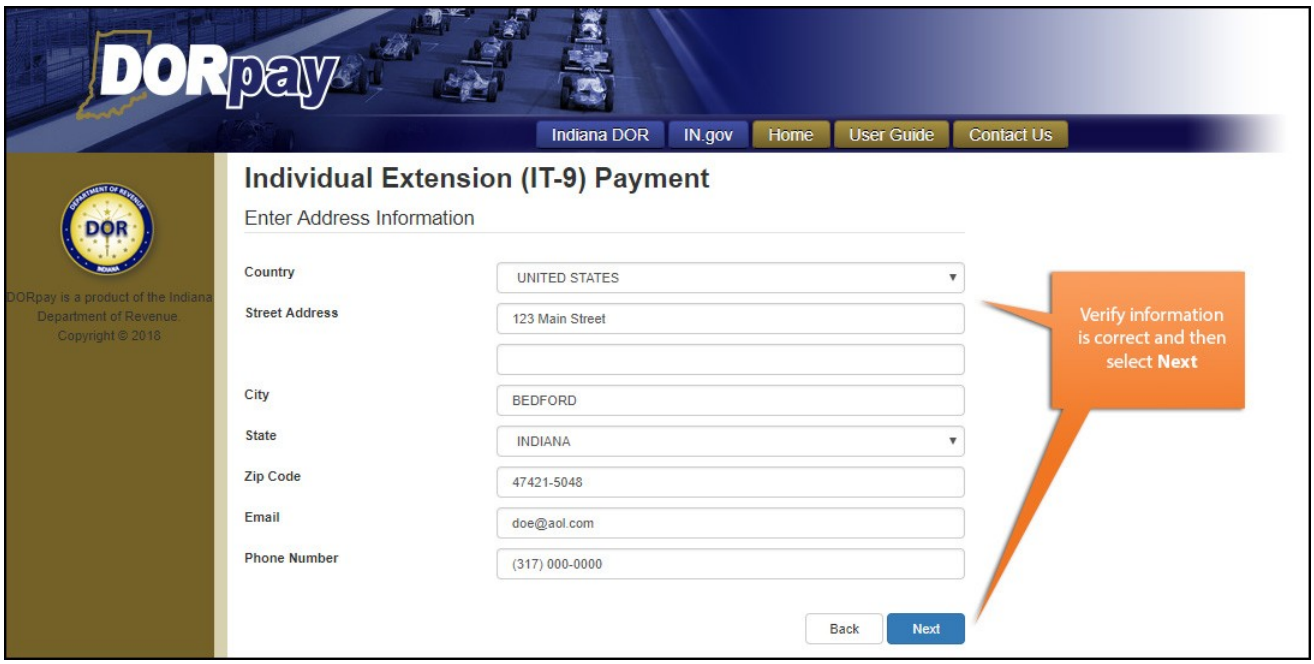
This will open the "Filing Information" fields. Complete all fields and then select "Next".



The "Please Verify Identification" screen opens. Verify all information displayed is correct and then select "Next".



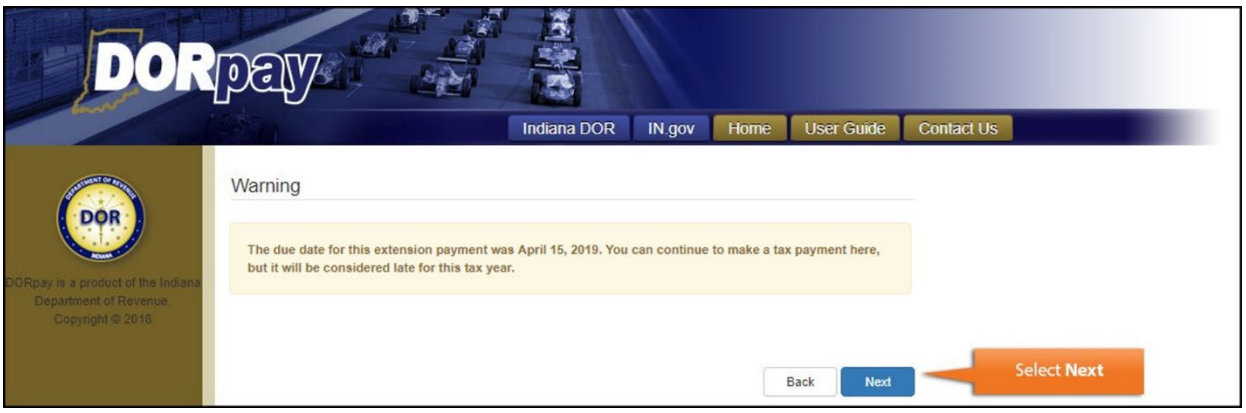
The "Enter Address Information" screen opens. Verify your contact information, completing the blank fields (e.g. email or telephone number), and then select "Next".



Note: In the example below, our customer is making a payment on a past-due return. A warning screen is activated in this case, advising the customer the payment is considered late for the tax year.

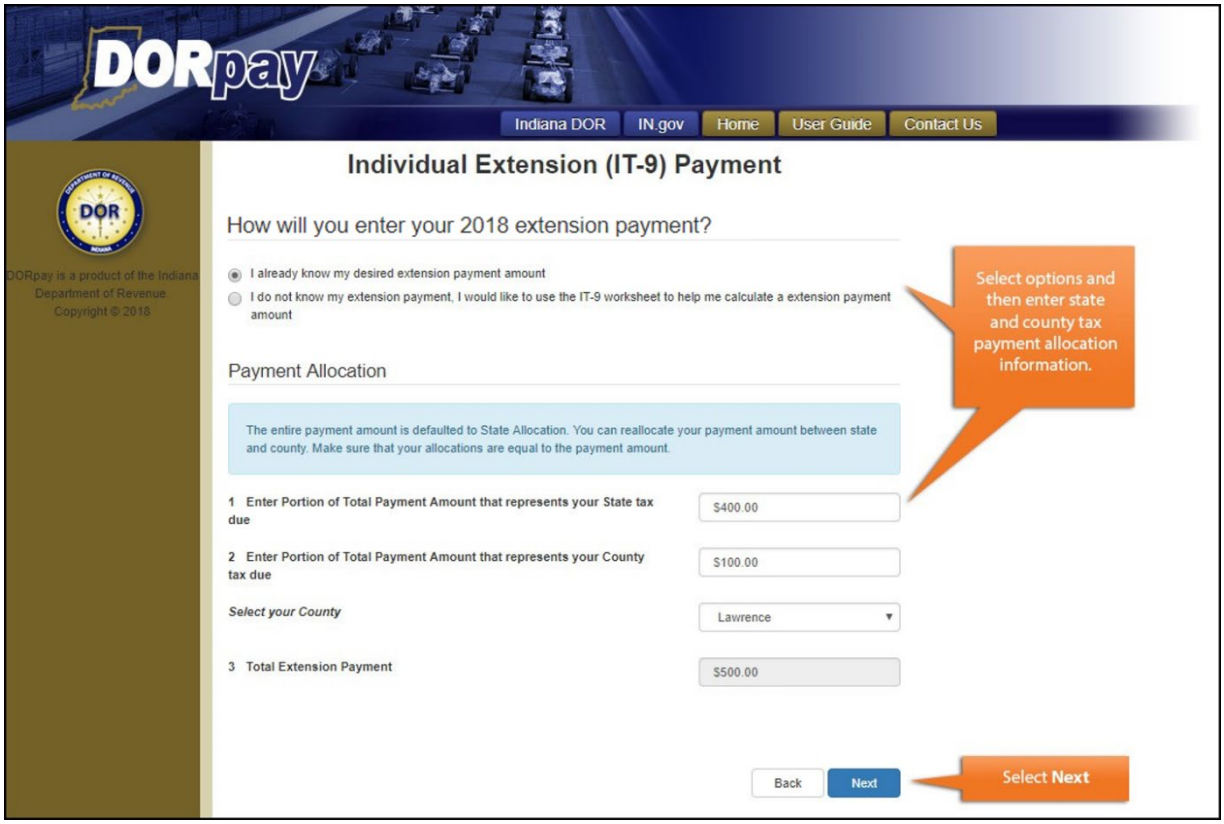
If the customer is making a payment to the current tax year, this screen will <u>not</u> activate.

Select "Next".

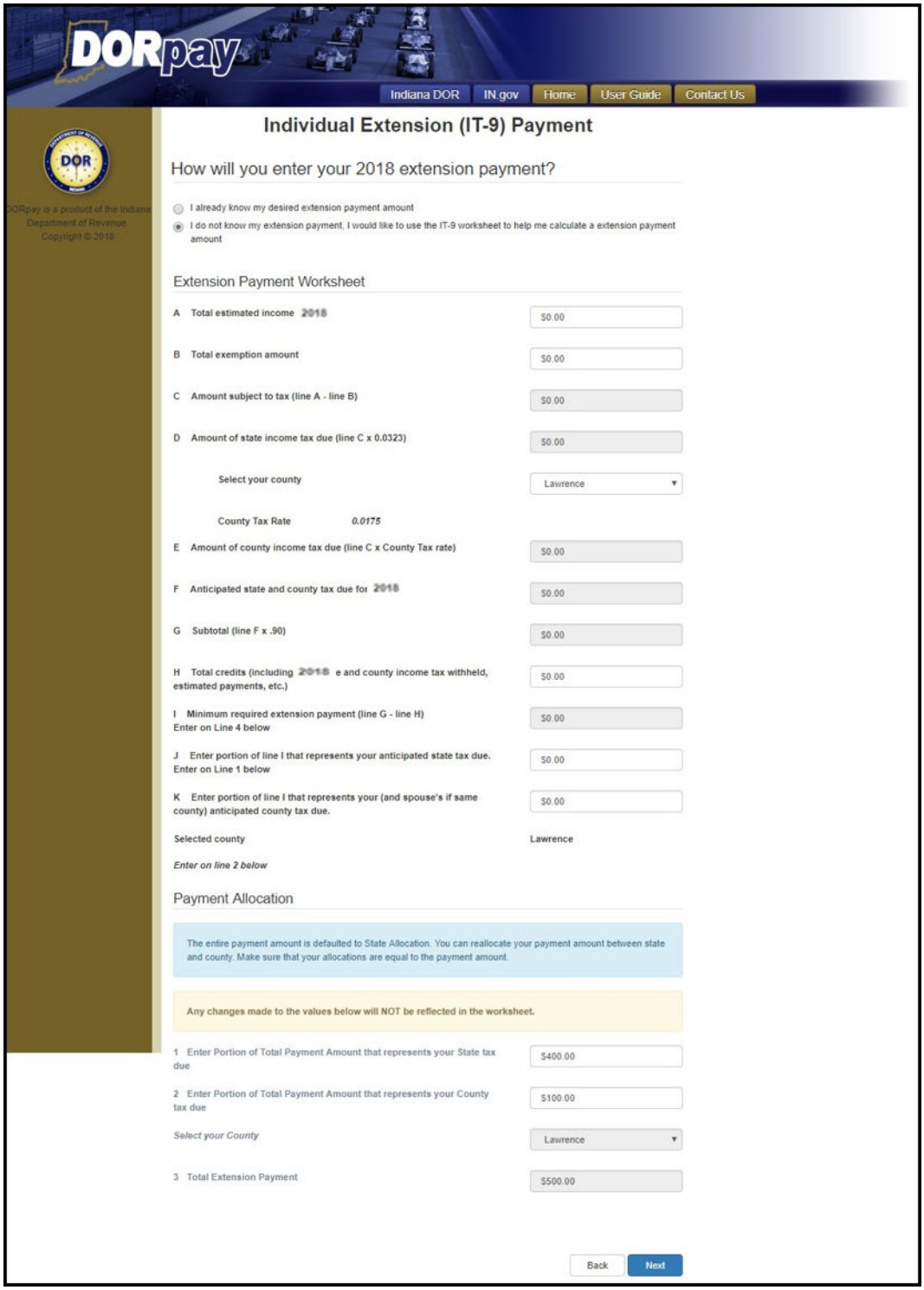


On the "Payment Allocation" screen, if you know the extension amount to pay, enter your state and county tax payment allocation amounts, the county of residence and check the "Total Extension Payment" field is correct.

Then select "Next".



Note: If the amount of the extension payment is not known, choose the "I Do Not Know My Extension Payment" radio button to complete the "Individual Extension (IT-9) Payment" worksheet and calculate the amount due.

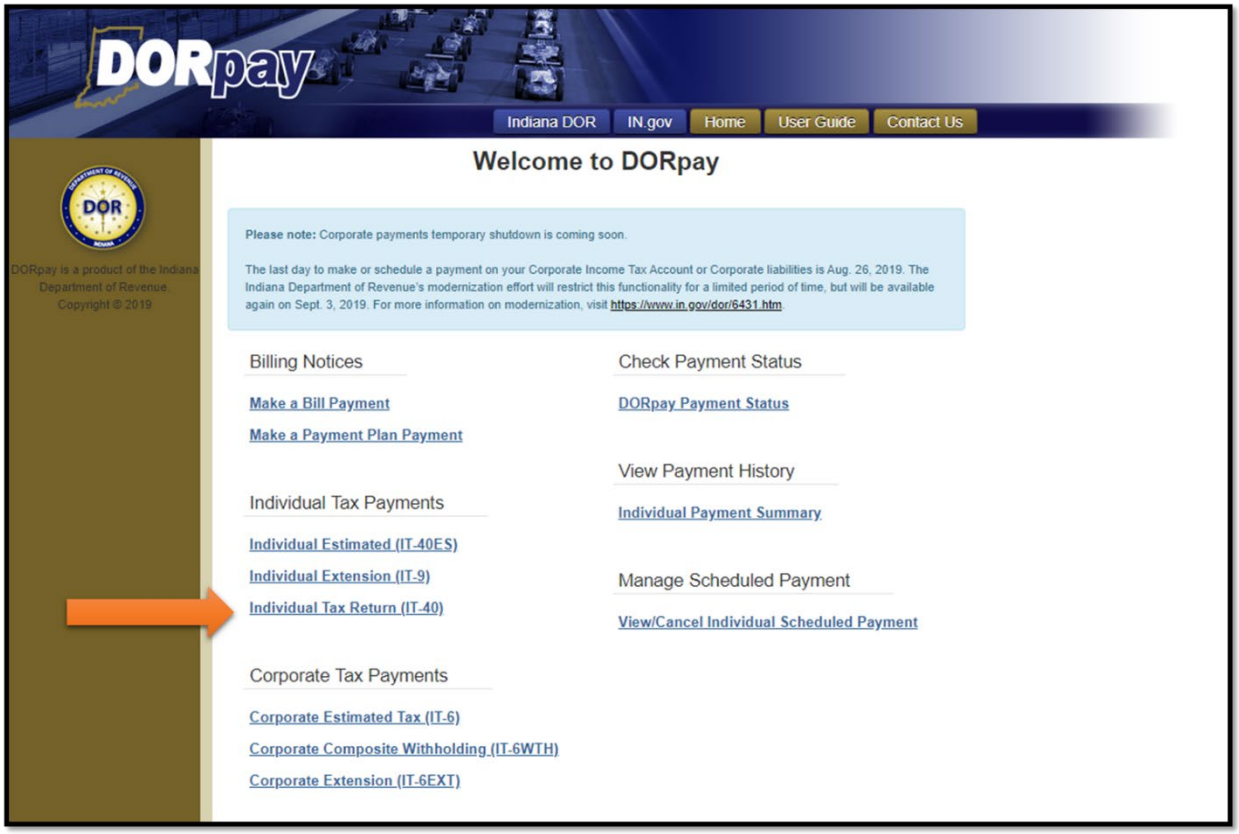


You will be directed to select your payment method and make the payment as explained on Page 28 called Payment Methods, in this document.

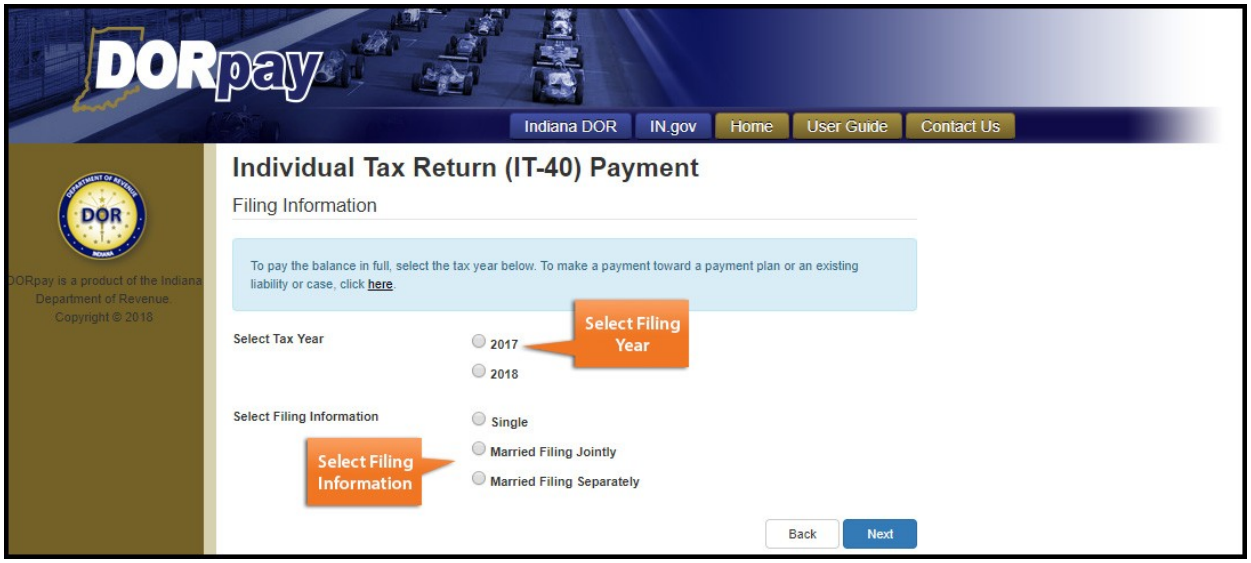
Individual Tax Return Payment (IT-40)

If making an Individual Tax Return Payment, follow the steps below:

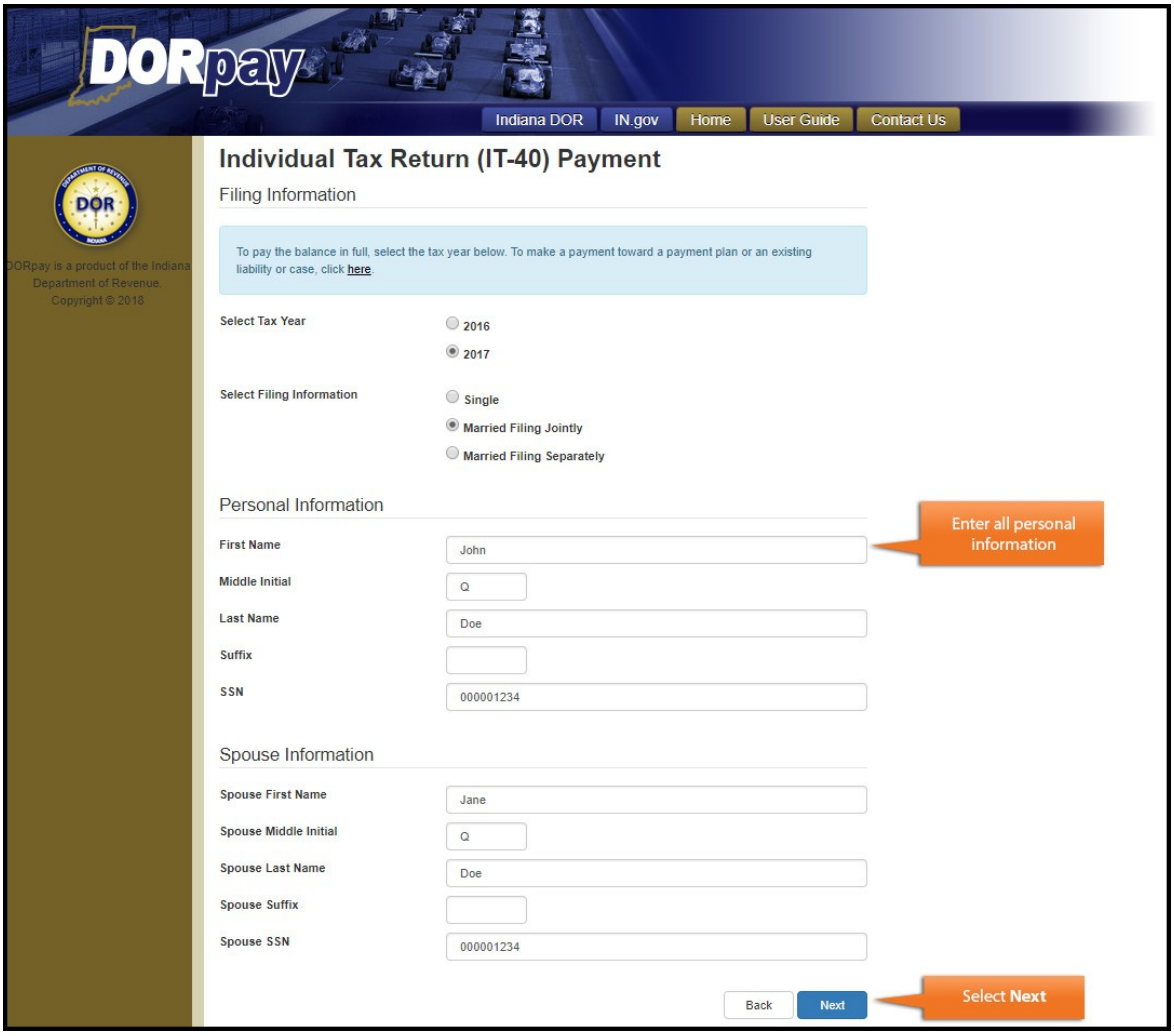
On the "Welcome to DORpay" home page, select "Individual Tax Return (IT-40)".



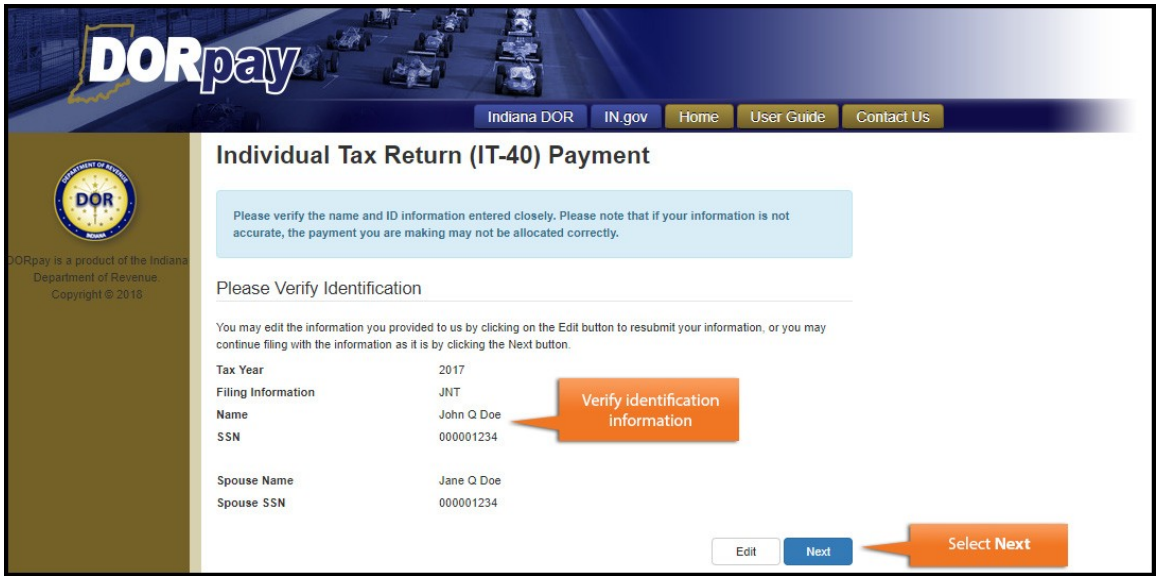
Select the radio button for the correct year, and then select your filing information using the radio button options next to the filing status.



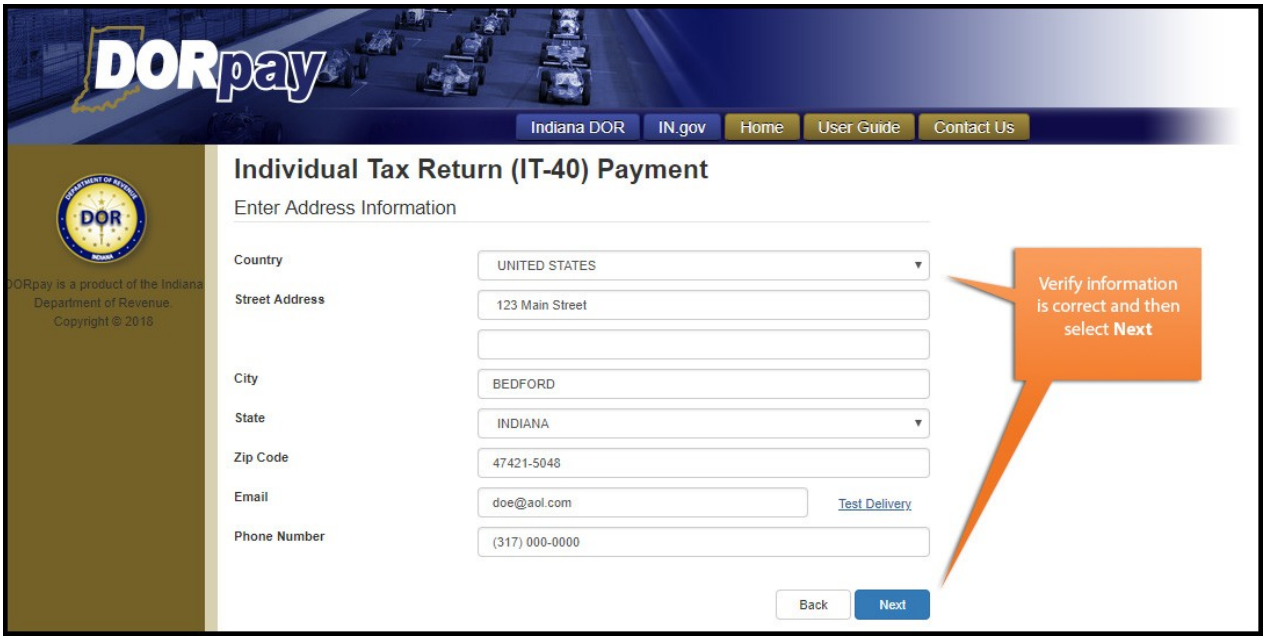
This will open the "Filing Information" fields. Complete all fields and then select "Next".



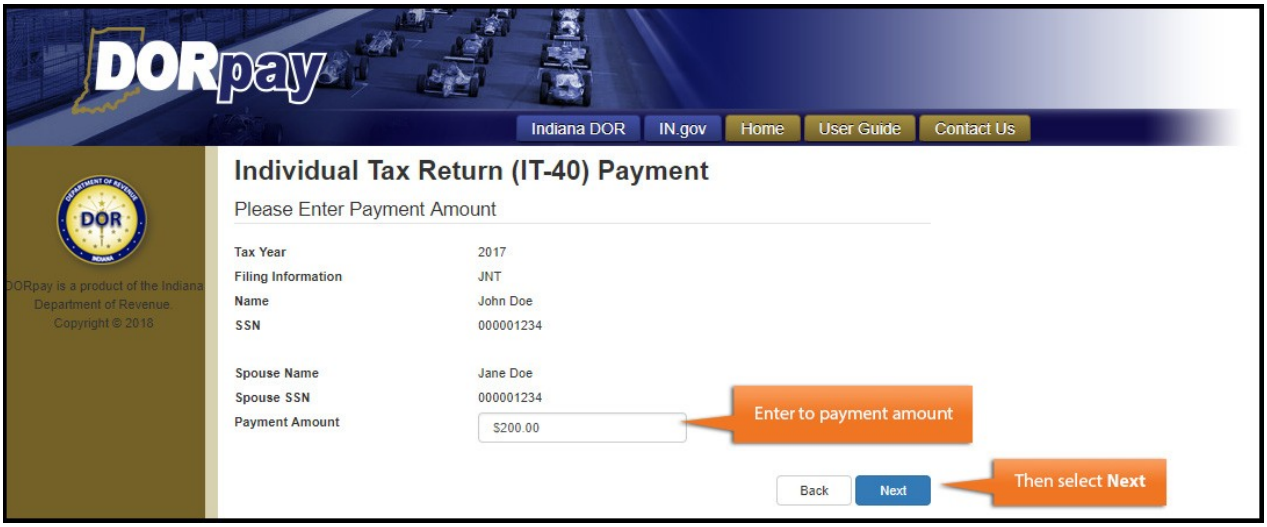
The "Please Verify Identification" screen opens. Verify that all information displayed is correct and then select "Next".



The "Enter Address Information" screen opens. Verify your contact information, completing the blank fields (e.g. email or telephone number), and then select "Next".



The "Please Enter Payment Amount" screen appears. Enter the amount of the payment you are making and then select "Next".



You will be directed to select your payment method and make the payment as explained on Page 28 called Payment Methods, in this document.

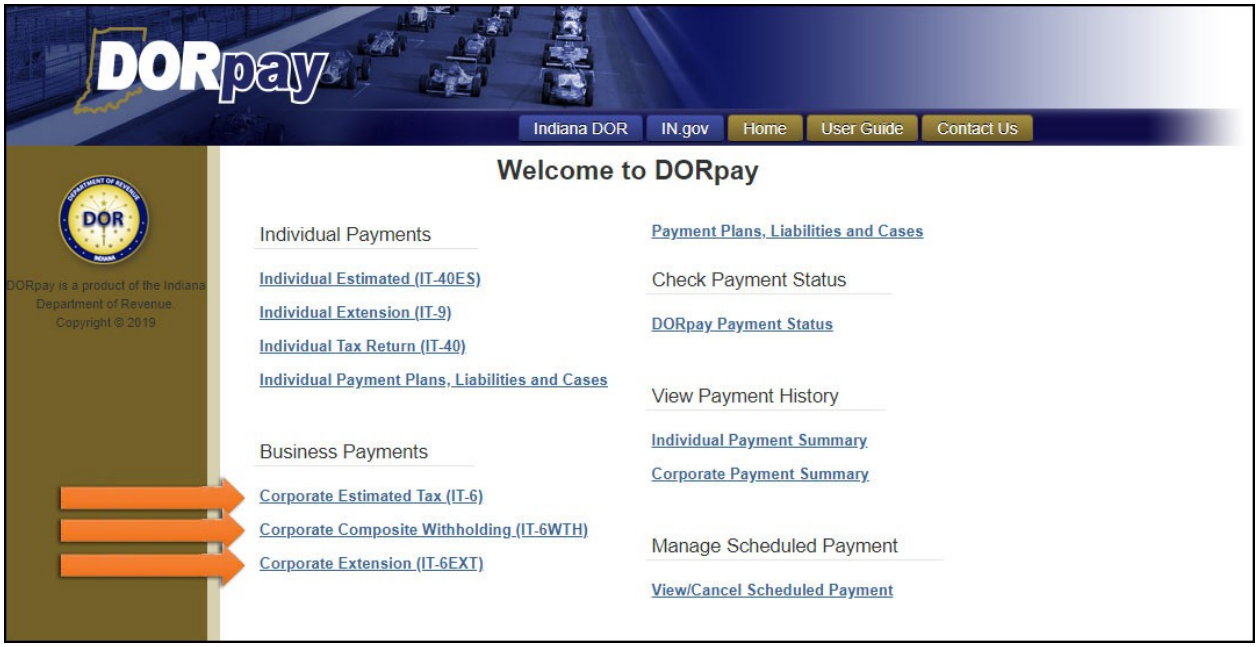
Making Corporate Tax Payments

Corporate Estimated Tax (IT-6)/Corporate Composite Withholding (IT-6WH)/Corporate Extension (IT-6EXT)

Effective Sept 3, 2019, the Indiana Department of Revenue (DOR) implemented the Indiana Taxpayer Information Management Engine (INTIME), which is the online service portal for customers to use when making corporate tax payments.

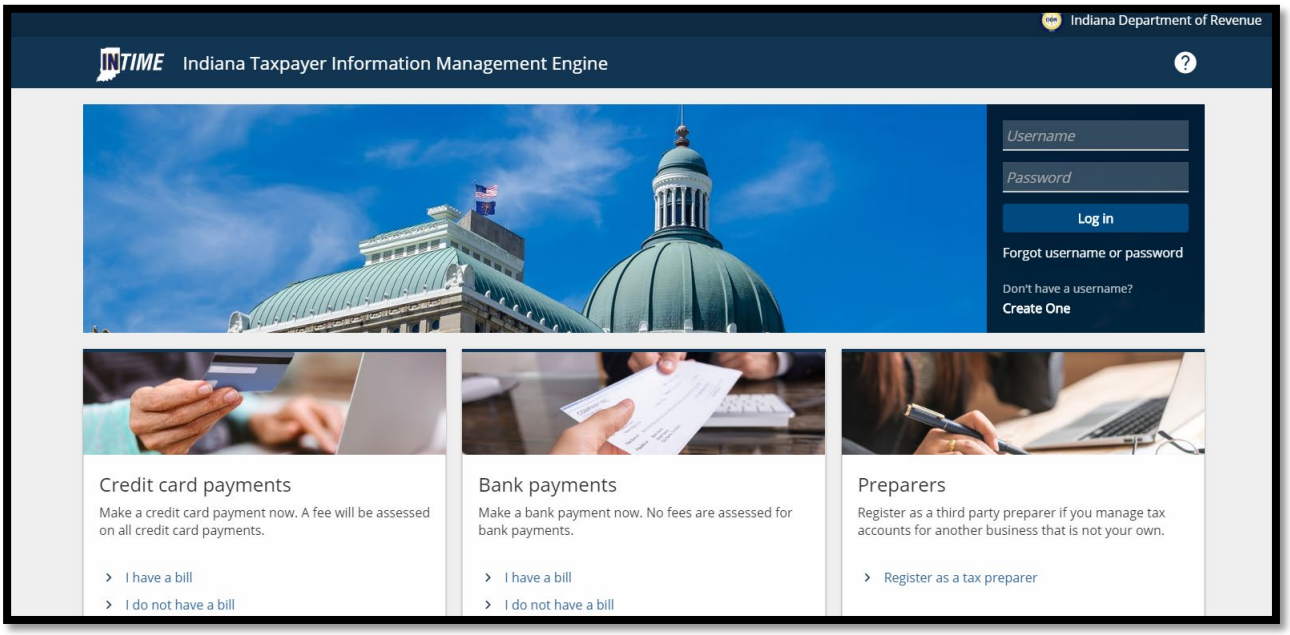
INTIME is available for these specific tax types: Aircraft Dealer, Aircraft Excise, C Corporation, Financial Institution, Nonprofit, Partnership, S Corporation, and Utility Receipts.

On the "Welcome to DORpay" home page, selecting either the "Corporate Estimated Tax (IT-6)", the "Corporate Composite Withholding (IT-6WH)", or "Corporate Extension (IT-6EXT)" links, will take your directly to https://www.in.gov/dor/6750.htm INTIME site.



The “Indiana Taxpayer Information Management Engine” screen appears.

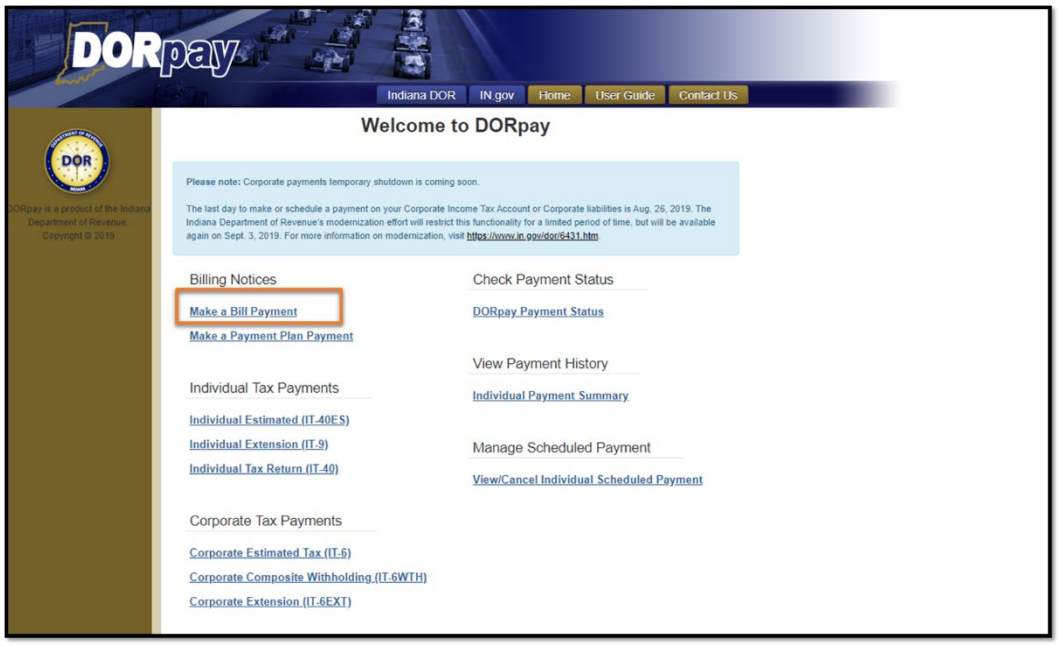
Select the Applicable Credit Card or Bank Payment Method.



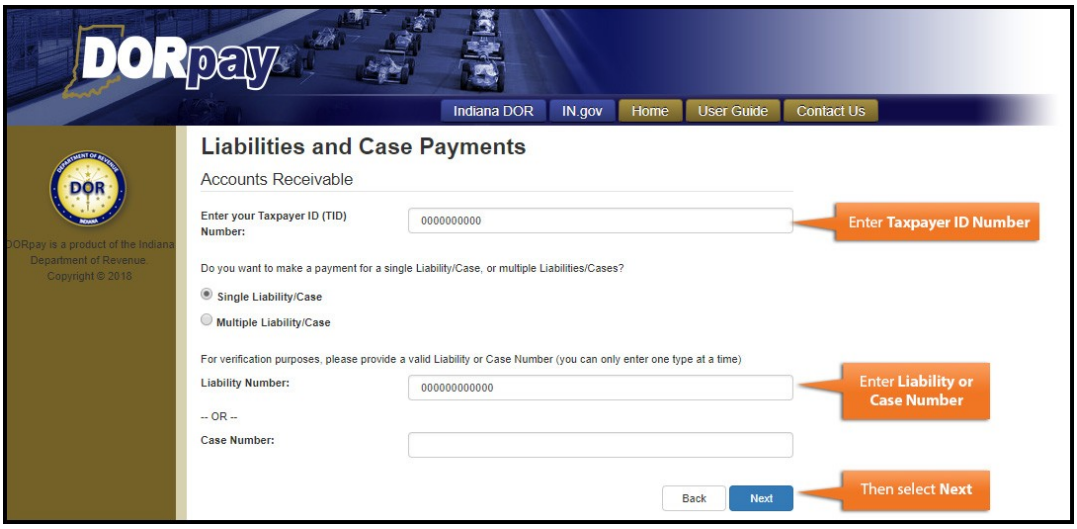
Making Bill and Payment Plan payments

Bill Payments

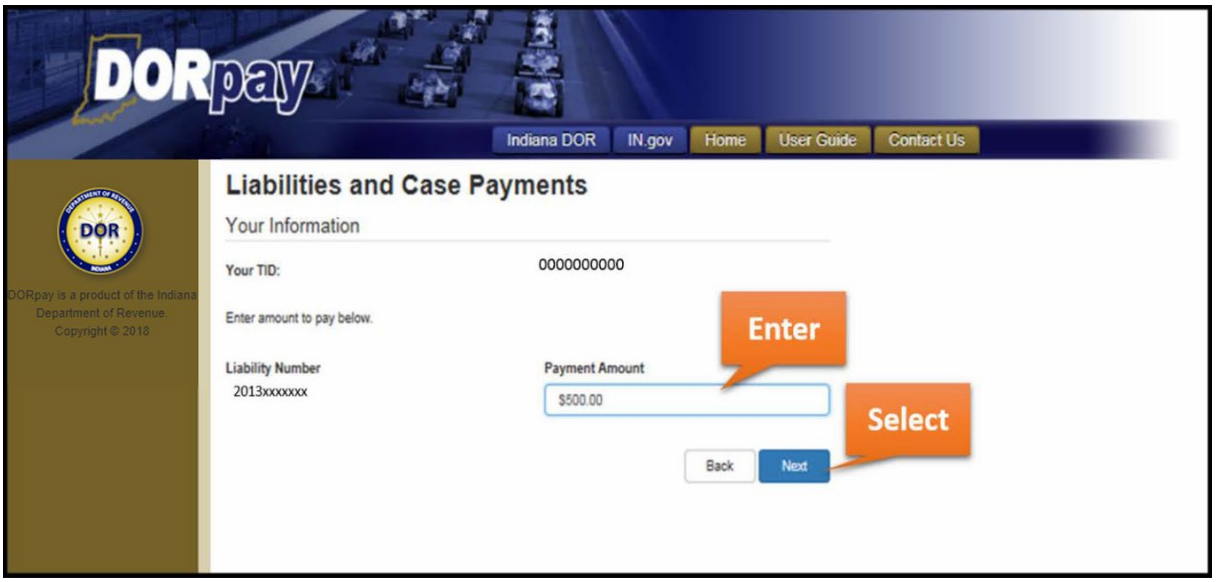
When making a payment to a specific liability, follow the steps below. On the "Welcome to DORpay" home page, select "Make a Bill Payment".



Enter your taxpayer identification number (TID), select single liability, enter the liability number and then select "Next".



Enter the payment amount and then select “Next”.

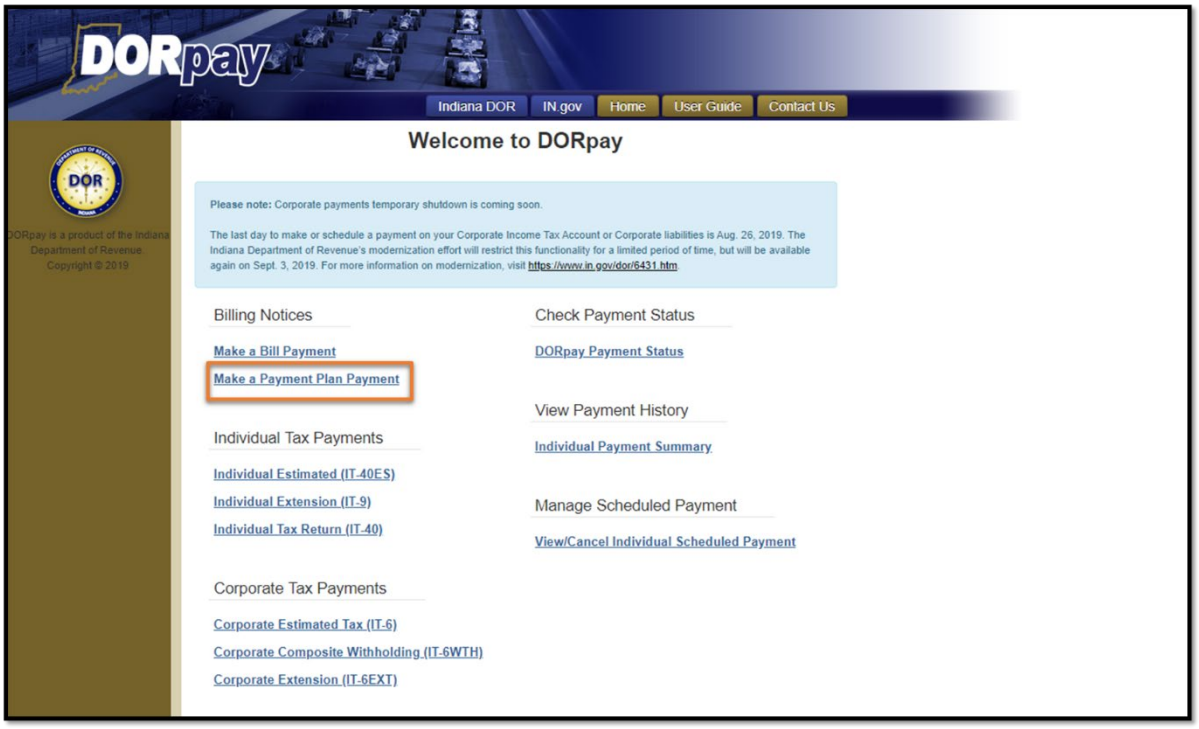


You will be directed to select your payment method and make the payment as explained on Page 28 called [Payment Methods,](#) in this document.

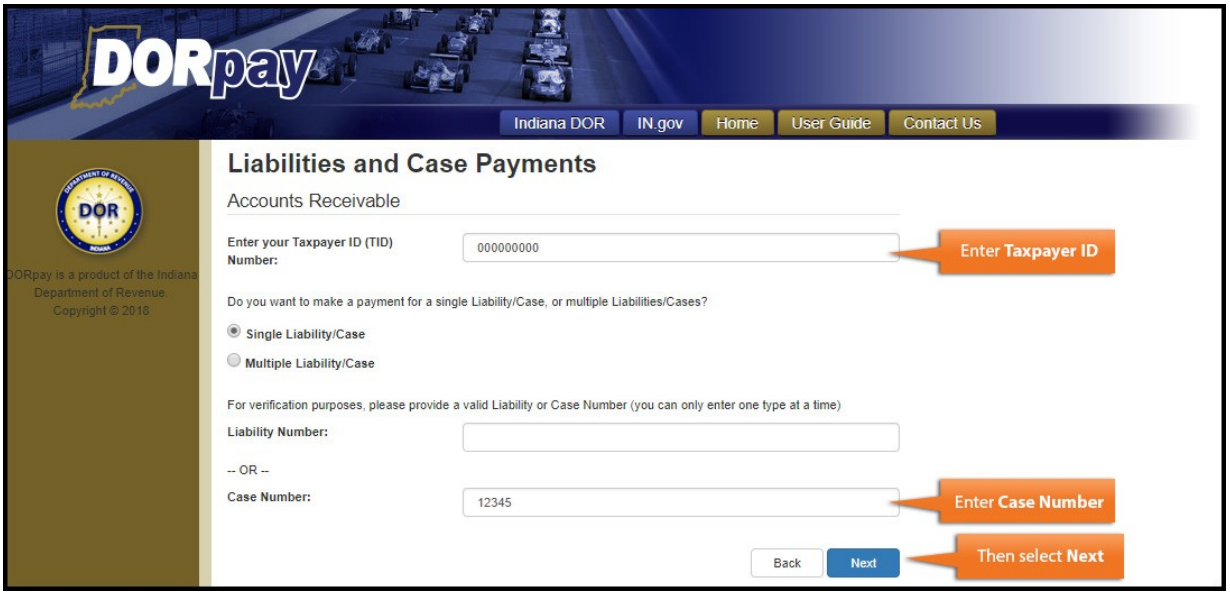
Payment Plan Payments

When making a Payment Plan Payment, follow the steps below. On the

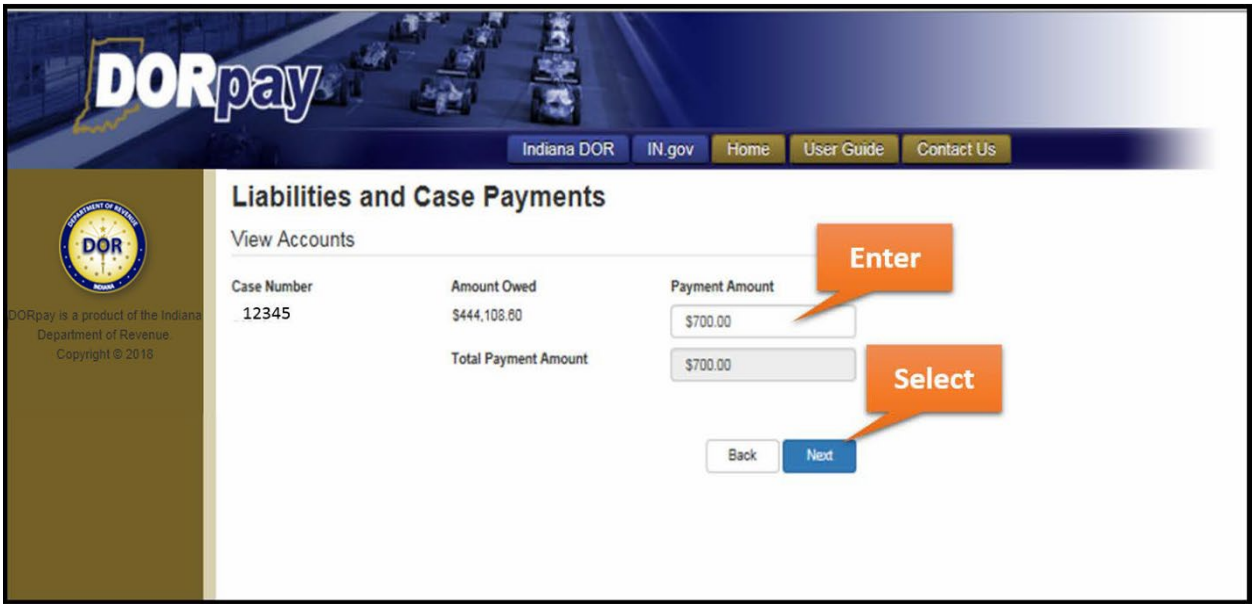
“Welcome to DORpay” home page, select “Make a Payment Plan Payment”.



At the "Accounts Receivable" screen, enter the Taxpayer ID (TID), select multiple liability/case and enter the liability number or the case number. Then select "Next".



On the "View Accounts" page, enter the payment amount and then select "Next".



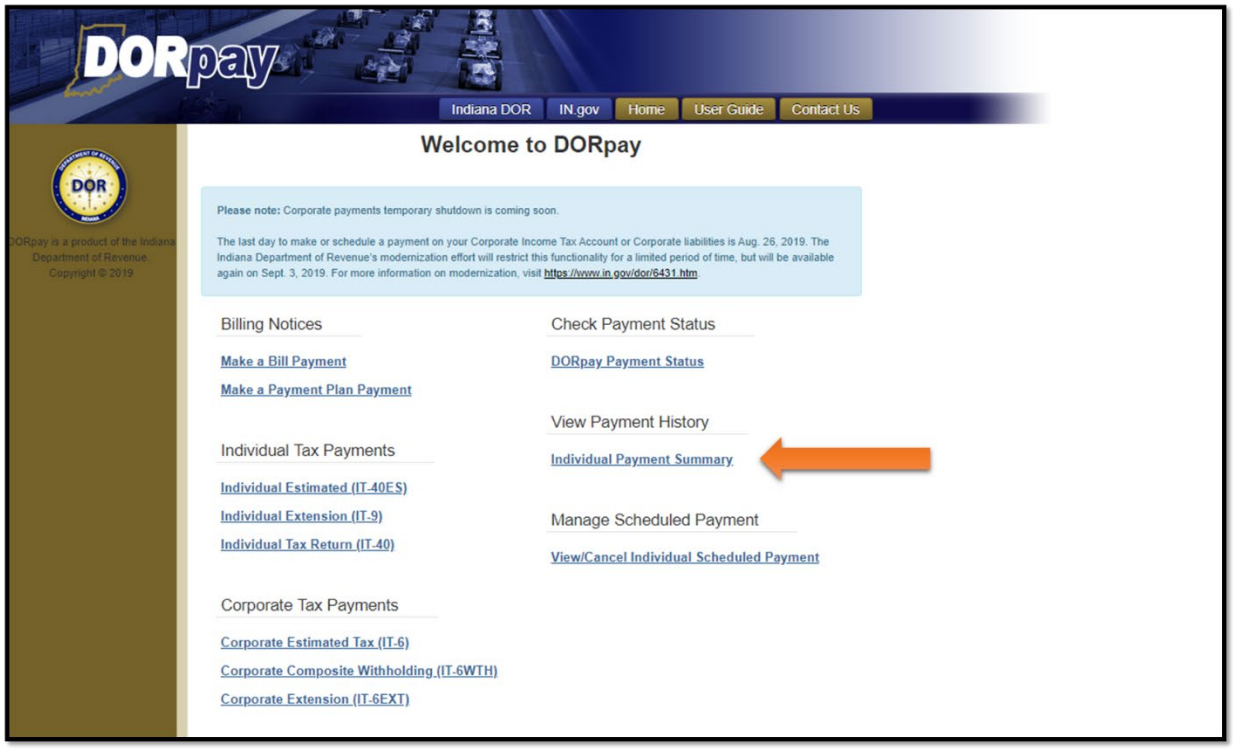
You will be directed to select your payment method and make the payment as explained on Page 28 called Payment Methods, in this document.

Viewing a Payment Summary

Individual Tax Payment Summary

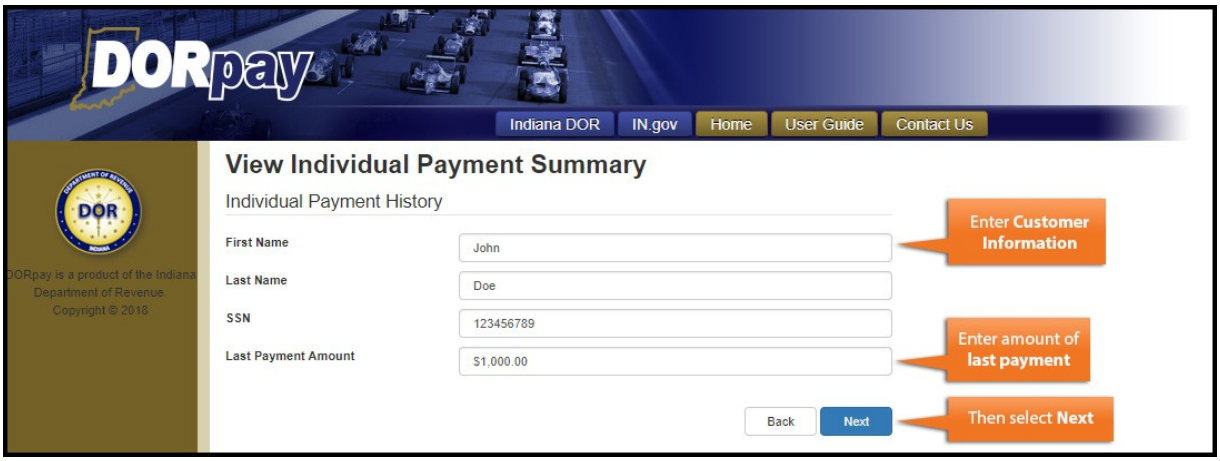
The steps to view an individual payment summary are as follows:

On the "Welcome to DORpay" home page, select "Individual Payment Summary".

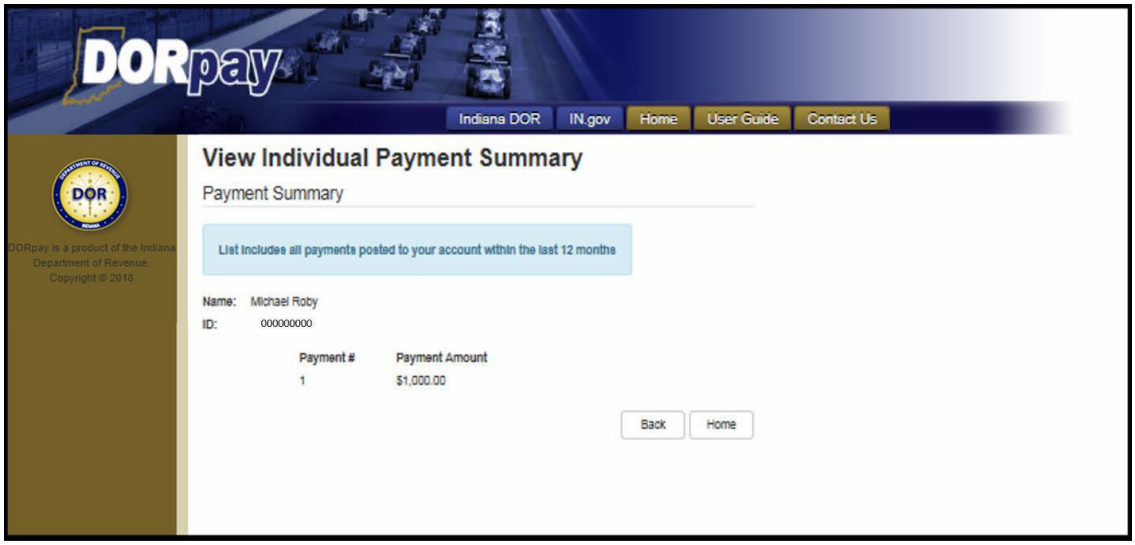


On the "Individual Payment History" screen enter your information (Name and SSN) and the last payment amount.

Then select "Next".

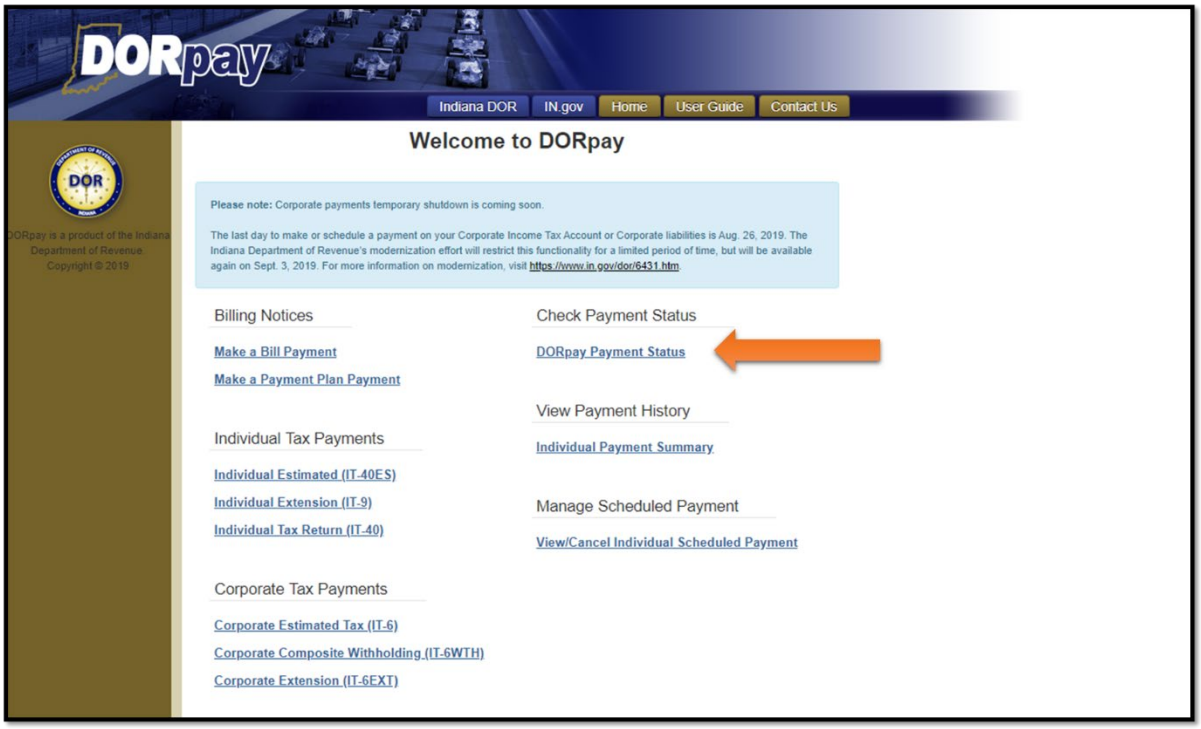


The “Payment Summary” screen will list all payments made to your account in the last 12 months.



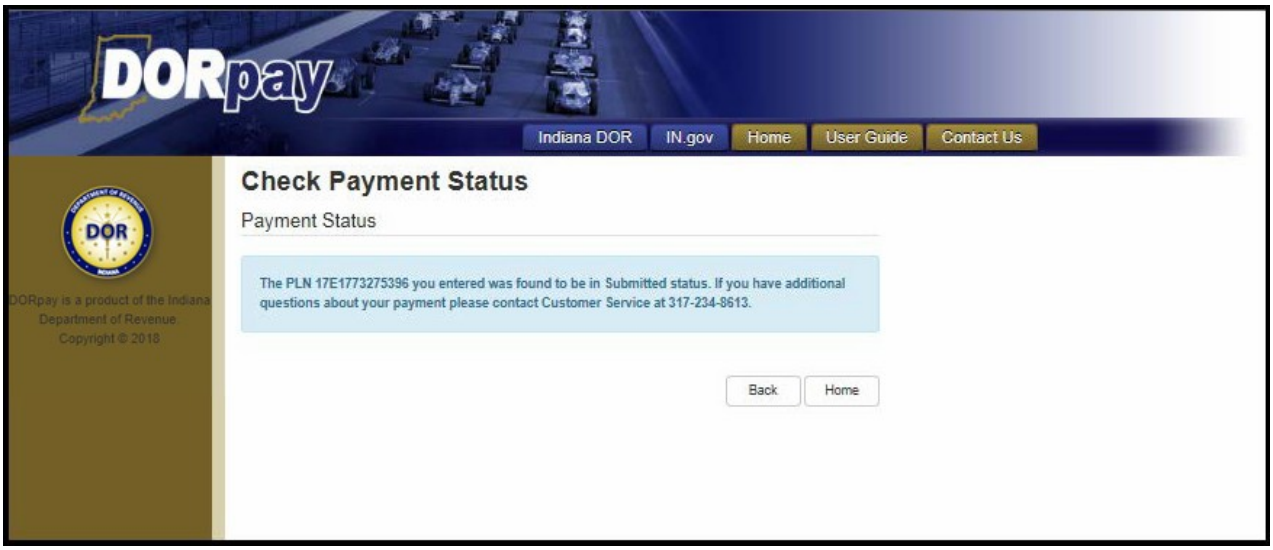
Viewing a Payment Status

To check a payment status in DORpay, select “DORpay Payment Status” on the “Welcome to DORpay” home page.



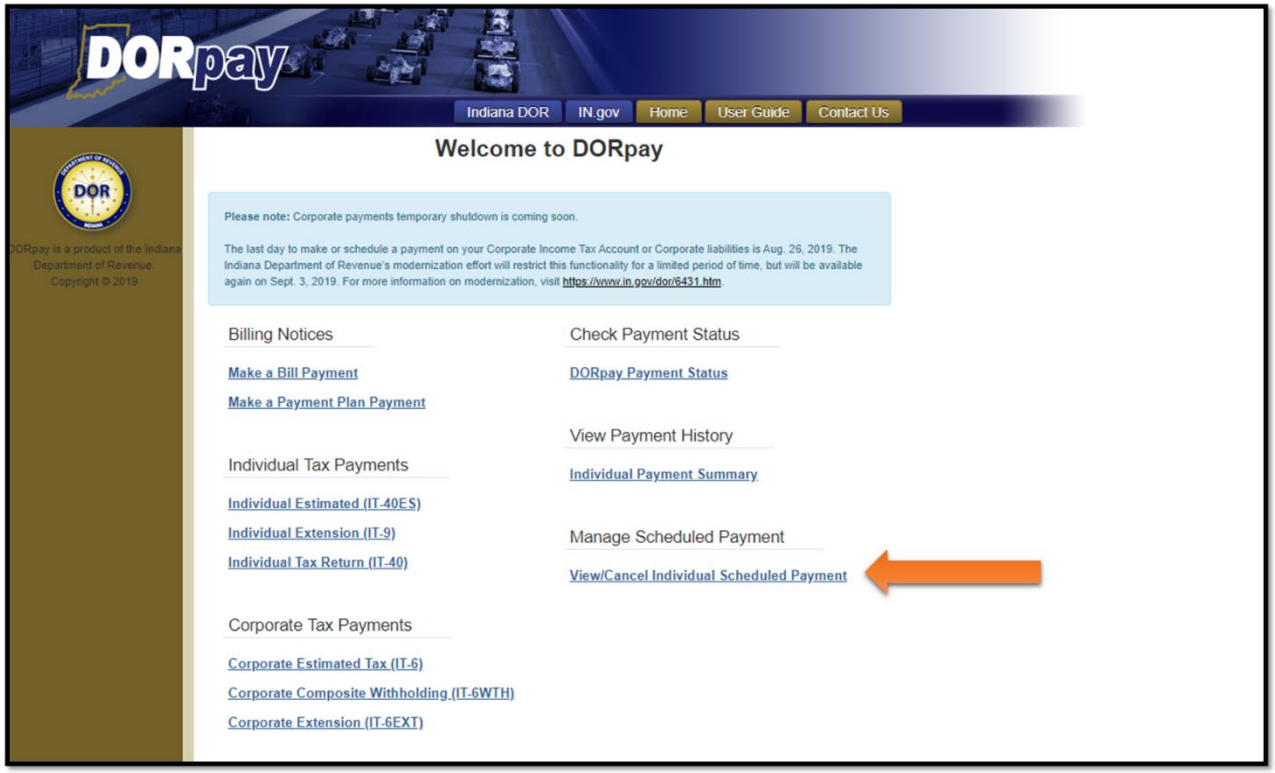
On the "Check Payment Status" screen, enter your payment locator number (PLN), provided to you at the time of payment, and then select "Next".

The "Payment Status" screen will provide the status of the payment made with the entered PLN in the blue box.

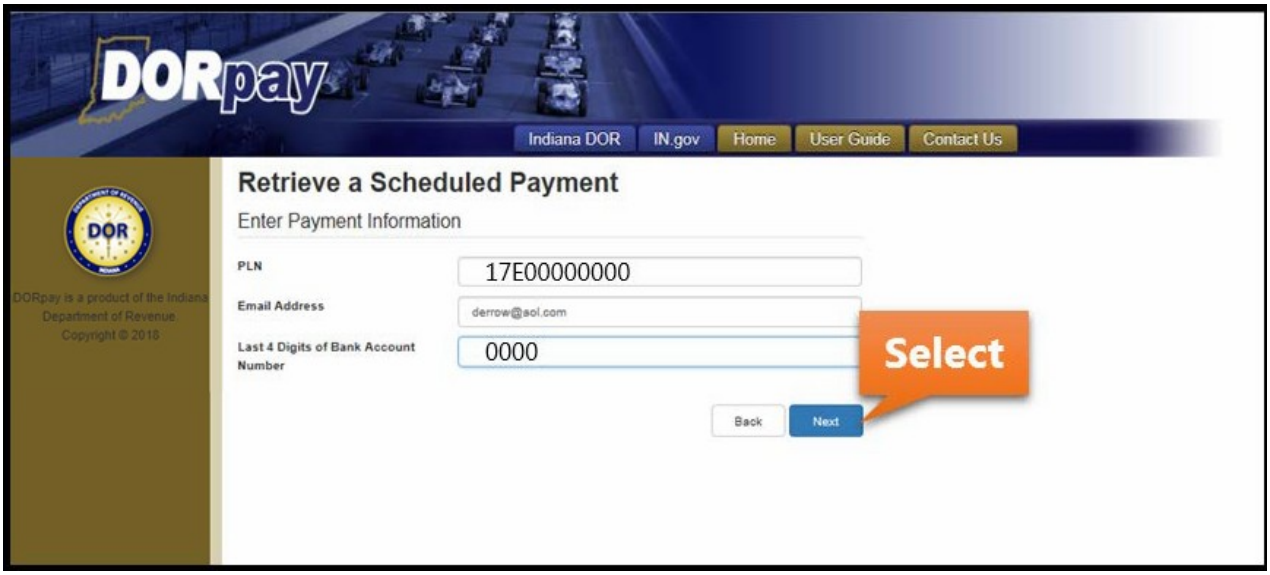


View or Cancel an Individual Scheduled Payment

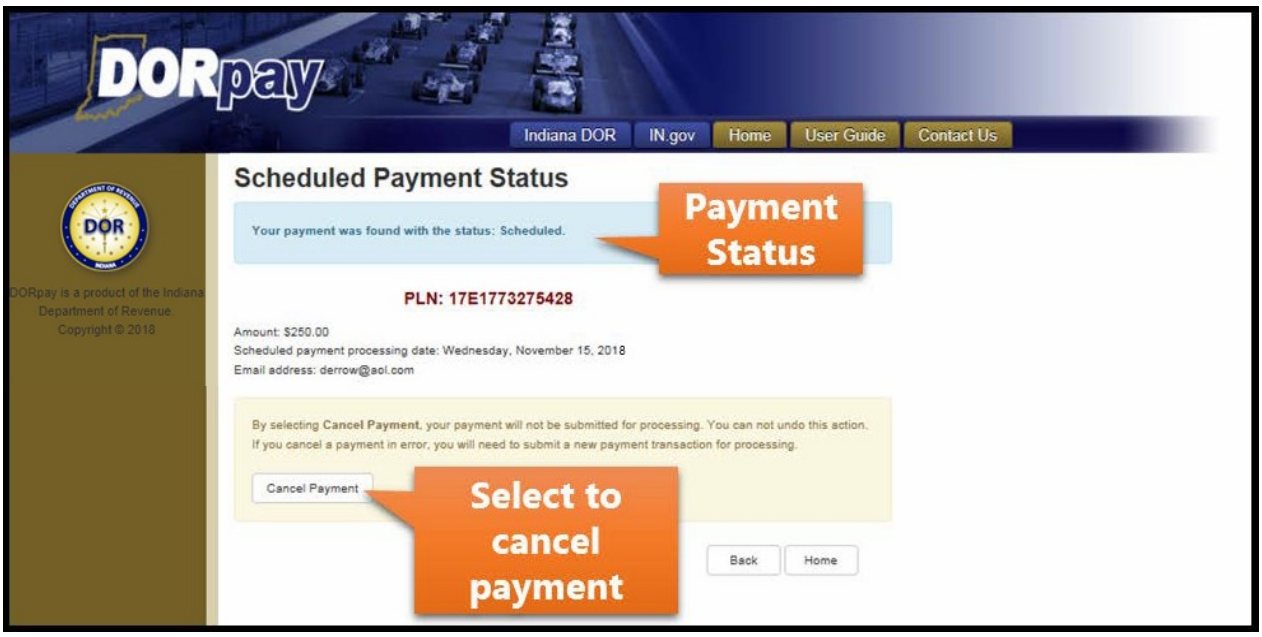
To view or cancel a scheduled payment in DORpay, select "View/Cancel Individual Scheduled Payment" on the "Welcome to DORpay" home page.



Enter the payment locator number (PLN) which was provided at the time of the payment. Enter your email address and the last 4-digits of the bank account from which the payment was made.



The "Scheduled Payment Status" screen will provide the status of the payment in the blue box.



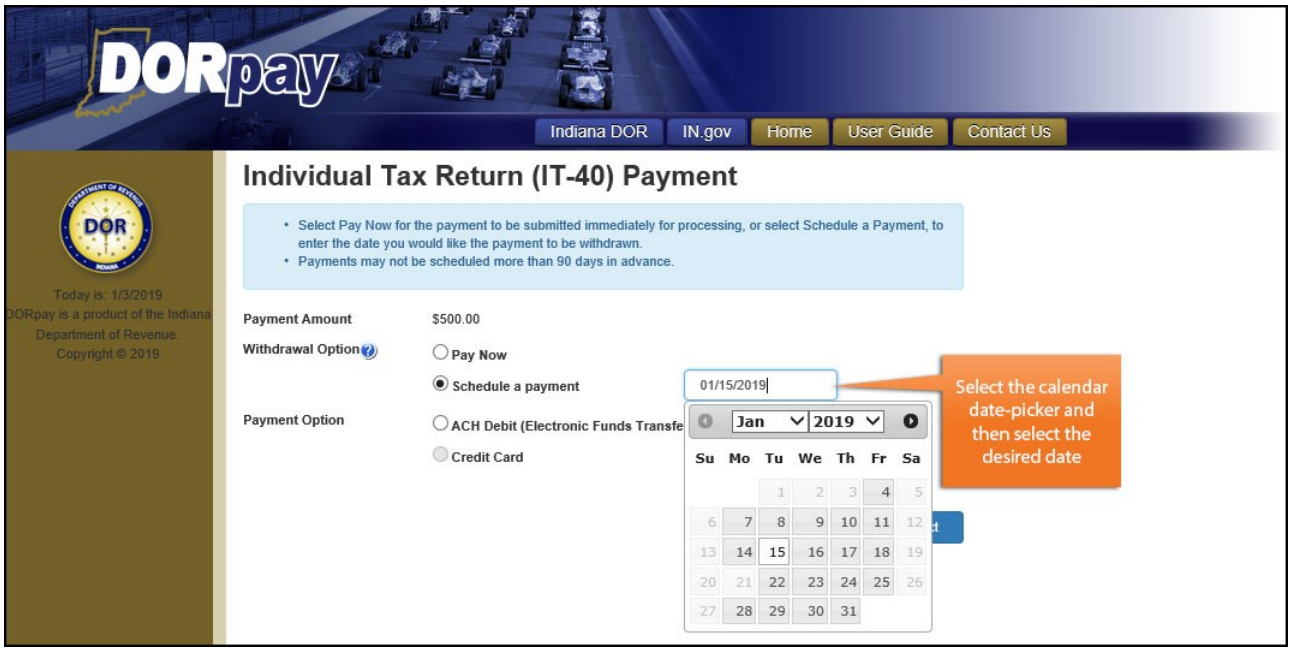
To cancel the scheduled payment, select "Cancel Payment" at the bottom of the "Scheduled Payment Status" screen.

Payment Methods

Pay Now/Schedule a Payment

Customers can select either to pay now, or to schedule a payment for later. If you choose to schedule the payment for later, you should enter the desired date of payment using the calendar menu as shown below.

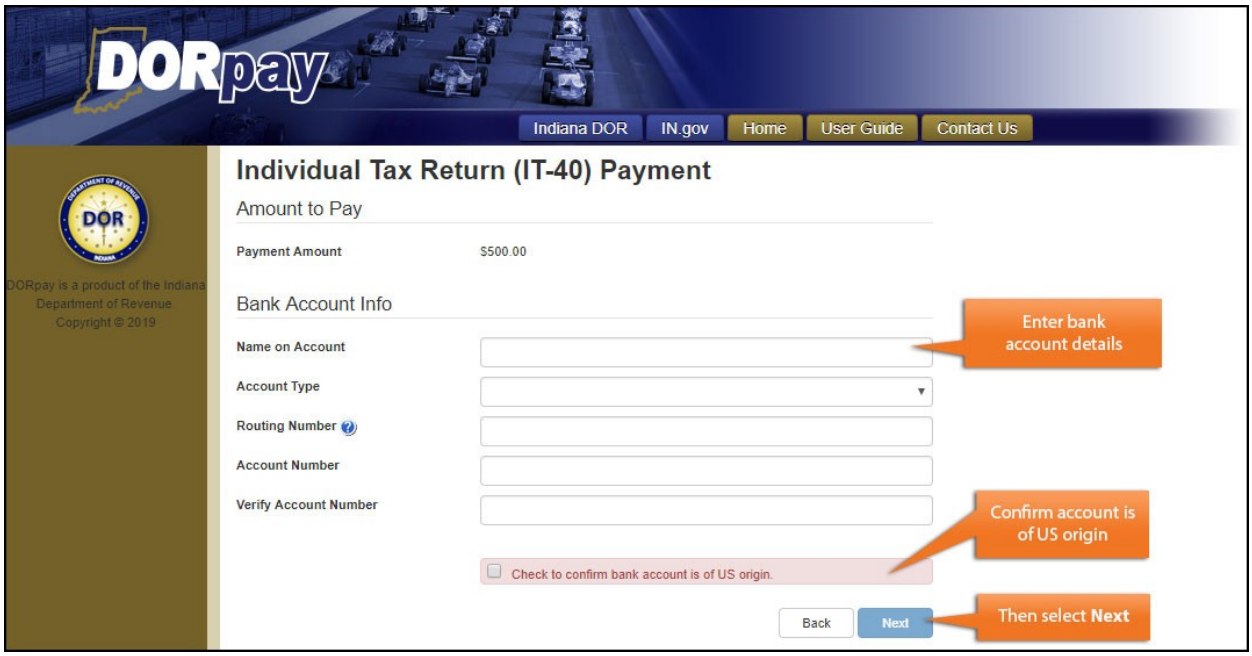
Note: Scheduled payments up to 90 days in advance are only available with an ACH Debit (Electronic Funds Transfer). This option is not available with credit card payments.



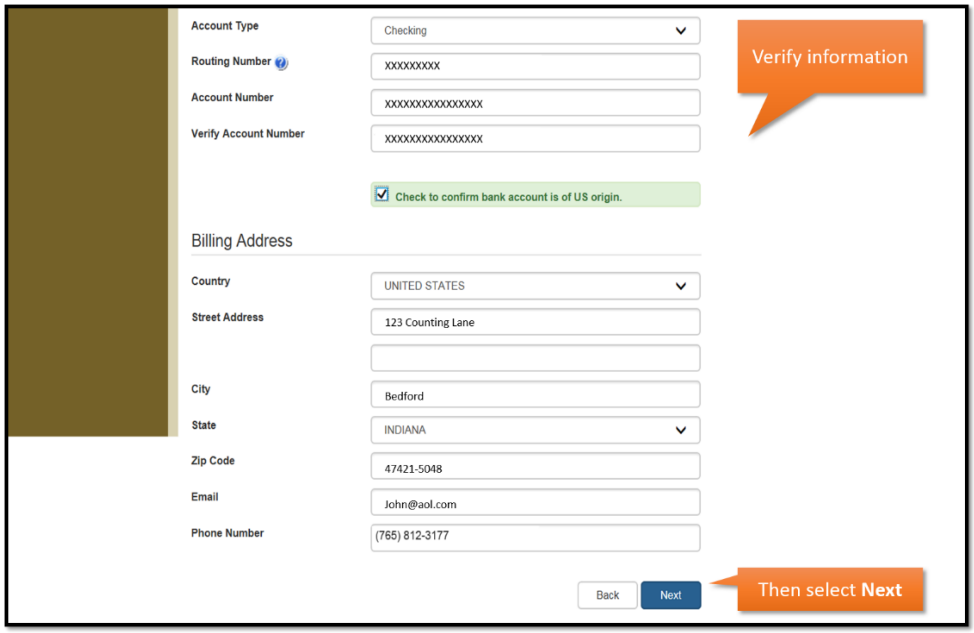
ACH Debit (Electronic Funds Transfer) Payment

You may choose to pay directly from your checking or savings bank account using the ACH Debit (Electronic Funds Transfer) payment option. If you choose this option, you will be taken to a screen that requires you to enter your bank account details.

You will need to check the box confirming that the account is of US origin, and then select "Next".

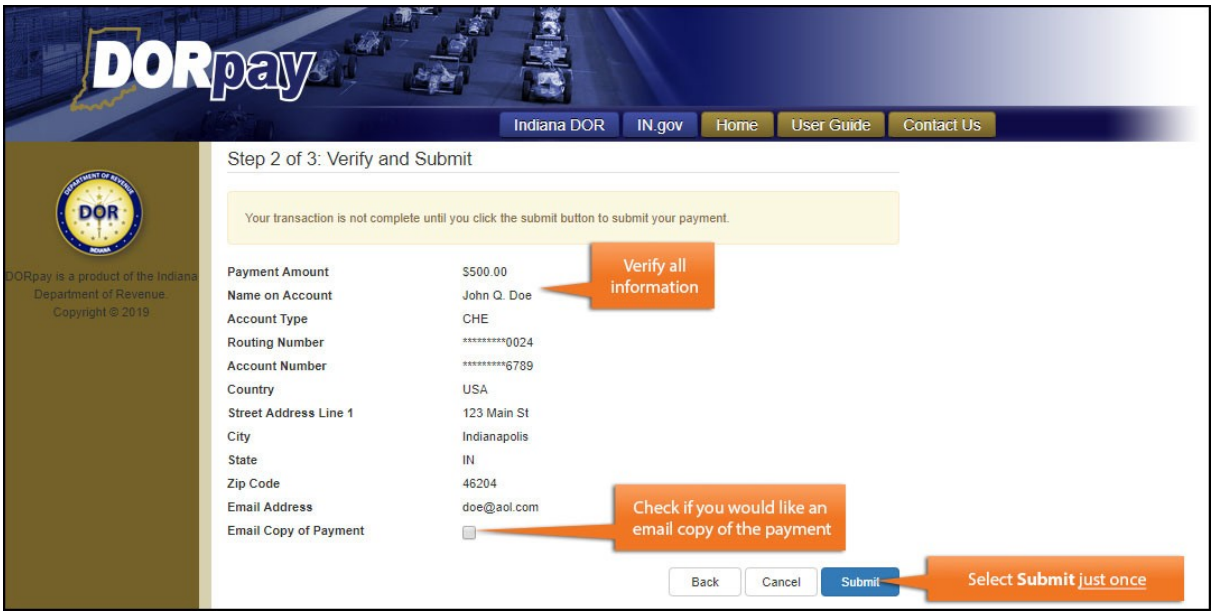


You will be taken to a screen where you should verify all your account and contact information before selecting "Next".



The verify and submit screen appears. Read the paragraph about verifying information before submitting, as changes cannot be made once the payment is submitted.

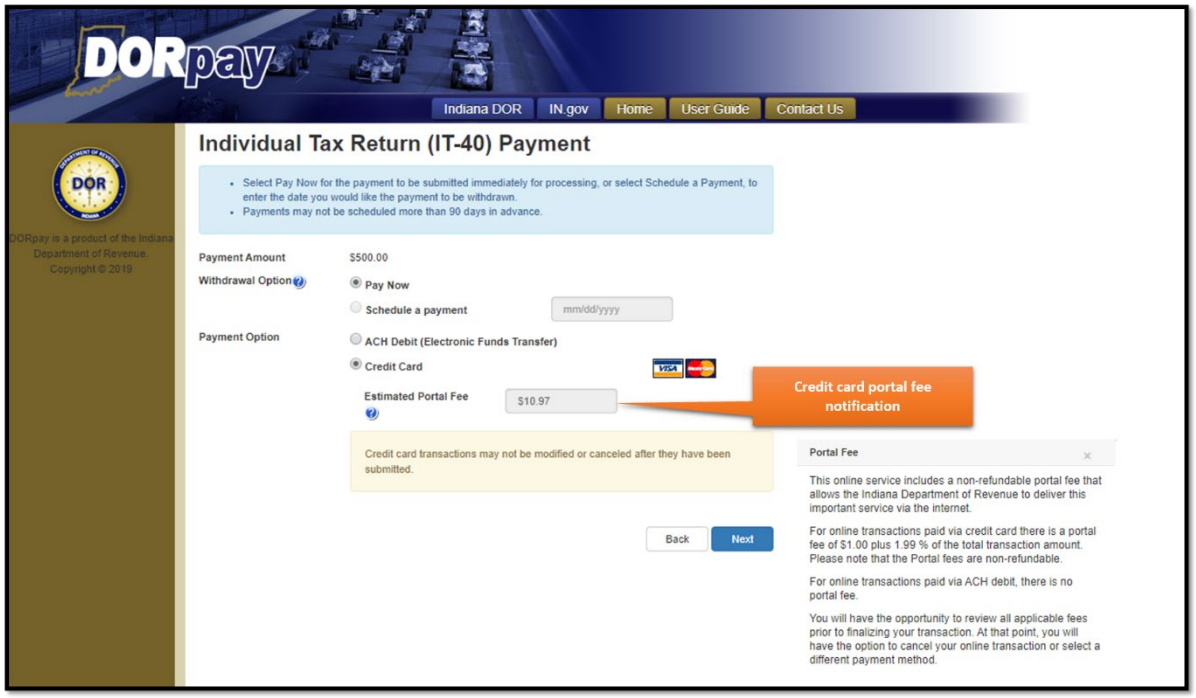
Only select "Submit" one time otherwise multiple payments may be made.



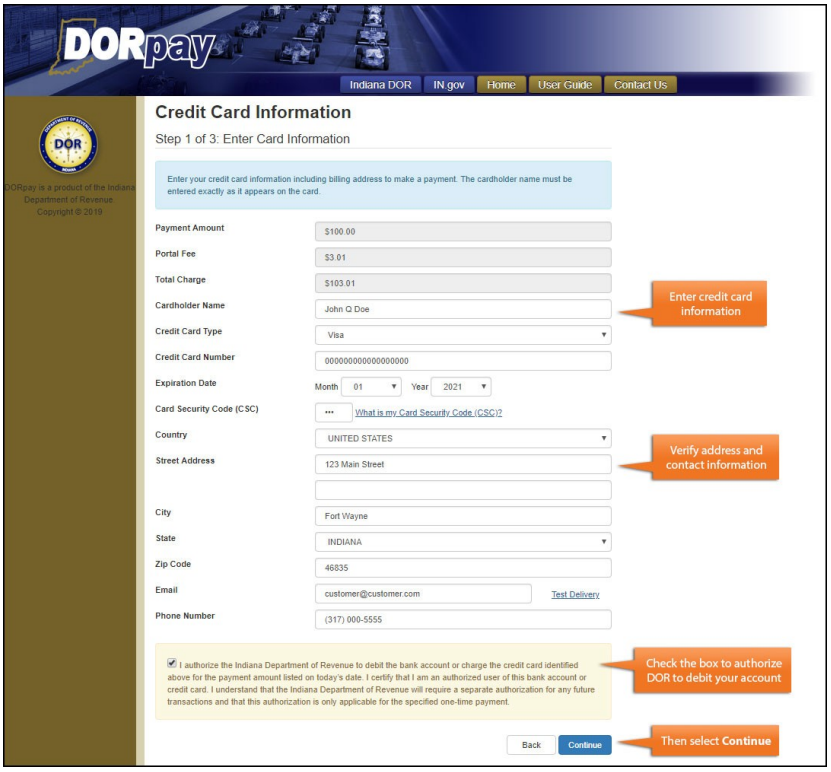
Credit Card Payment

If the credit card option is selected, a screen activates notifying you of the "Credit Card Portal Fee". This is the fee the Indiana Department of Revenue (DOR) is charged by the payment service to process credit cards.

The Portal Fee is not charged for ACH Debit (Electronic Funds Transfer) payment.

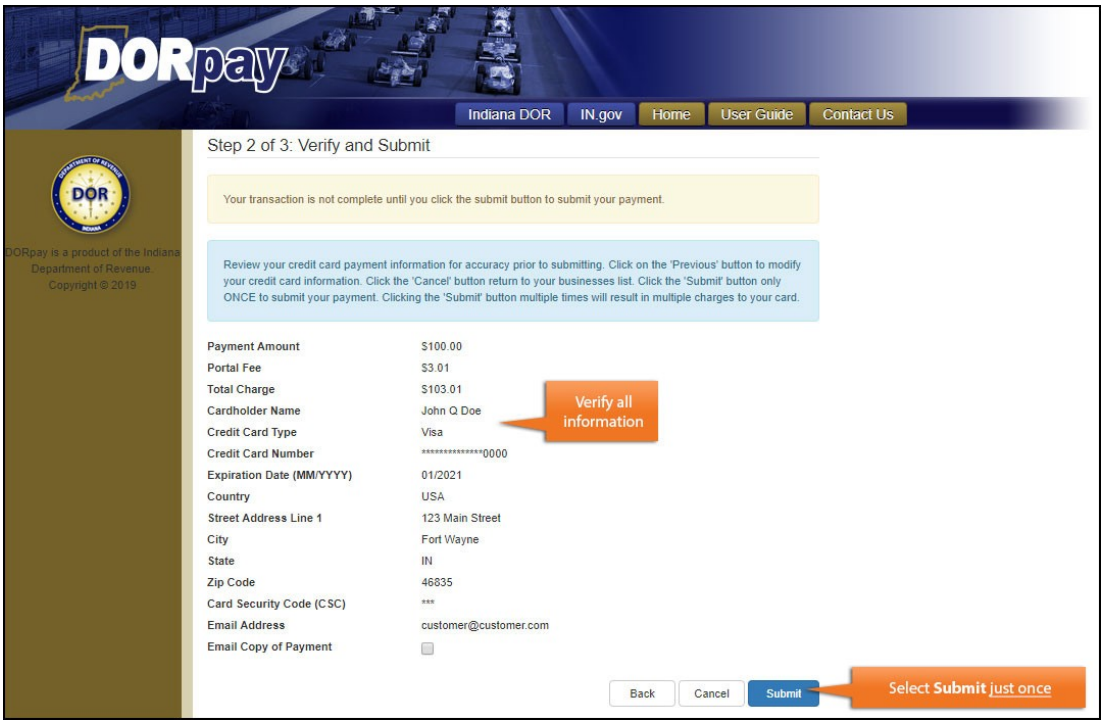


If the credit card option is selected, the “Enter Credit Card Information” screen appears. Enter your credit card information and verify your contact information. Then select “Continue”.



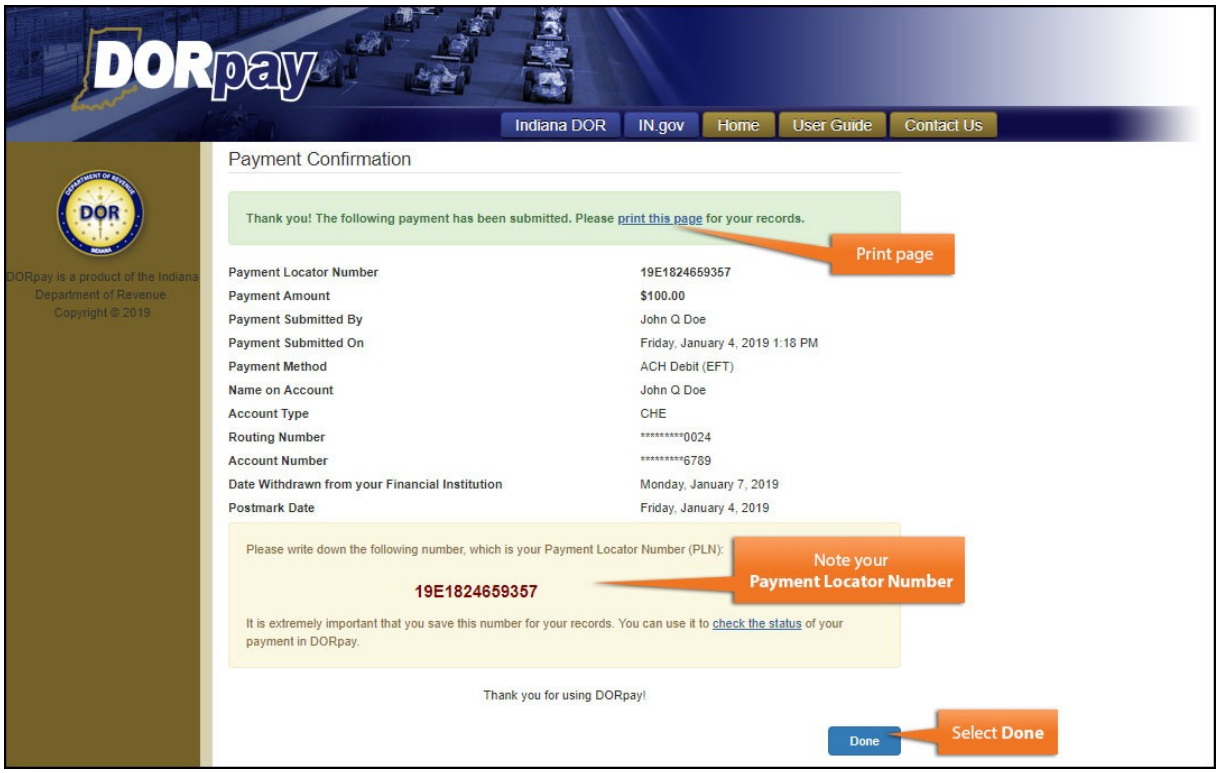
The “Verify and Submit” screen appears. Read the paragraph about verifying information before submitting, as changes cannot be made once the payment is submitted.

Only select “Submit” one time otherwise multiple payments may be made.



Payment Confirmation – All Methods

Once payment has been submitted using any of the payment methods, the "Payment Confirmation" screen appears.

Confirm the payment has been made in the green bar at the top of the page that states "The following payment has been submitted."

You may print the confirmation page or write down the Payment Locator Number (PLN) for future reference. Then select "Done".