



INTIME Guide to Filing Withholding Taxes

For Bulk WH-1 & WH-3 File(s)
Under 10 MB



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Important Information: Read before proceeding

The Indiana Department of Revenue (DOR) has created this guide to provide business customers with information regarding the electronic filing and amending of Withholding tax obligations in INTIME.

For information about current withholding rates for state and county income tax, see [Departmental Notice #1](#).

If a file size is under 10 MB, manually enter or upload [via INTIME](#).

When filing securely via INTIME, bulk files do **not** require a file naming convention **or** encryption.

If a file size exceeds 10 MB or more, [upload via SFTP](#).

When bulk filing via SFTP, it is **required** to follow the file naming convention and file(s) **must be encrypted**.

Important

There is no requirement to sign up for SFTP.

If you do not have an SFTP account, disregard the SFTP annual renewal process request and follow the INTIME renewal process below.

SFTP is only used for file sizes that exceed 10 MB.
INTIME accepts files up to 10 MB, but if a file exceeds that limit, then SFTP must be used.

Note: A vendor code is not required when uploading XML files via INTIME. Leave "Vendor Code" field blank (XML file example: <VendorCode></VendorCode>) or enter all ones (example: <VendorCode>11111</VendorCode>.)

[Chart: All Tax Types and Bulk Filing Methods and Options](#)

Note: Testing for [INTIME-supported tax types](#) is no longer required. However, you can test your file in INTIME by uploading it and viewing the errors it provides or, if it passes that validation, you will be able to proceed to the next step to submit the file. If you do not wish to submit the file at that time, you can cancel (or hit the back button) before fully submitting. This process is considered "testing" your submission before submitting.

To see totals a production file would need to be submitted to your account. If the figures are incorrect, an amended return would need to be submitted to make the corrections.

INTIME Bulk Filing Renewal for Payroll Providers Submitting Withholding

With the passing of Bill 234 (effective January 2022), there is a new INTIME bulk filing renewal process for payroll service providers who file withholding.

Indiana Code 6-8.1-18-1

“A payroll service provider must certify and acknowledge that the bank account that is used by the payroll service provider for employer withholding tax deposits shall only be used for employer withholding tax liabilities and other payroll obligations of client employers that the payroll service provider is holding and is required to remit to the appropriate agency, employee of the employer, or other payee as authorized by the employer, and may not be used for any other purpose (other than using the account as a sweep account), including for the payment of operating expenses or personal use, and that a payroll service provider's withdrawal or use of funds in the account for any unauthorized purpose constitutes fraud.”

Annual Renewal for INTIME Bulk Filers

The annual renewal for INTIME bulk filers is completed by registered preparers (who are filing via INTIME on behalf of their clients) by agreeing to the Fraud Attestation statement by clicking in the checkbox with each submission before submitting any returns.

Notice to service providers

As the responsible party listed for a payroll service provider or bulk filer, you are seeing this as part of the registration process. You do not need to take any additional action. Before continuing to submit withholding electronically via INTIME to DOR, you must acknowledge and agree to the following statement:

A payroll service provider must certify and acknowledge that the bank account that is used by the payroll service provider for employer withholding tax deposits shall only be used for employer withholding tax liabilities and other payroll obligations of client employers that the payroll service provider is holding and is required to remit to the appropriate agency, employee of the employer, or other payee as authorized by the employer, and may not be used for any other purpose (other than using the account as a sweep account), including for the payment of operating expenses or personal use, and that a payroll service provider's withdrawal or use of funds in the account for any other purpose constitutes fraud.

Upload forms

You may upload your files below. The only acceptable file type is XML file format.

Converting/formatting the PDF or Excel spreadsheets to .XML file are not accepted. You can find the schema and business rules in the below link:
<https://www.in.gov/dor/business-tax/bulk-filing-your-indiana-business-taxes>

Please ensure that your WH-1 file is in proper format as per the schema and business rule.

Please note that the file upload process may take some time depending on the size of the file. Larger files can take up to 30 seconds to load.

There is a Max file size limit of 10MB per file.

File name

Upload

Please add an attachment to continue

Annual Renewal for SFTP Bulk Filers

See [SFTP Bulk Filing guide](#) for more information.

Withholding Schemas for WH-1 & WH-3

DOR has XML schemas to service WH-1 and WH-3 filings for prior and current years on DOR's [Withholding Income Tax webpage](#).

File Withholding via INTIME

The following steps outline how to submit WH-1 and WH-3 bulk withholding returns with a file size of less than 10 MB directly through INTIME:

- Step 1. [Log in to INTIME](#).
- Step 2. Go to the "All Actions" (tab) page.
- Step 3. Locate the "Payments & Returns" panel.
- Step 4. Click the "Upload bulk WH-1 file" or "Upload bulk WH-3 file" link.
- Step 5. Follow the instructions on screen.

Note: As an alternative to submitting a wage statement through a spreadsheet template or file upload, wage statements can also be entered manually by clicking on the "+ Add another W-2" to go to the page to enter W-2 wage statements.

Return

File Upload Wage Statements

Information on "Multiple-County Reporting" is available in the [W-2 and WH-3 Electronic Filing Requirements: 2022 and Prior Tax Years guide](#)

W-2

Import

Download W-2 Template

Filter

Form Type	Full Name	State Tax Withheld	County Tax Withheld	County
+ Add another W-2				

+ Add another W-2

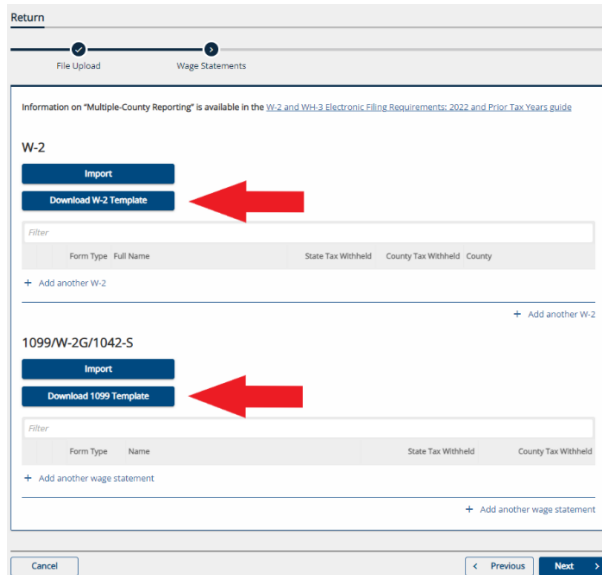
WH-3 for W-2/1099 Templates Available in INTIME

The following steps outline the option to download a properly formatted template to then upload or manually key your W-2 and/or 1099s into INTIME:

- Step 1: [Log in to INTIME](#).
- Step 2: Go to the "All Actions" (tab) page.
- Step 3: Locate the "Manage payments & returns" panel.
- Step 4: Select the period for which you are filing.
- Step 5: Select "I will be entering them manually or uploading INTIME downloaded W2/1099 excel template".
- Step 6: Information can be keyed in manually, or by inputting data into a DOR approved template. Templates are available for download by selecting "Download W-2 Template" or "Download 1099 Template."

Step 7: Upload the spreadsheet by following steps 1 to 5 (above) and then select "Import" and continue to follow the prompts. An error message will appear if this path is not followed.

Note: DOR-approved template must be saved in .xlsx format for it to be accepted.



Entering Other States' Withholding on W-2 Template

The following steps outline how to enter other states' withholding via the INTIME W-2 downloadable excel template:

For other "resident" address, enter the information as follows:

- Column G (Street): Enter "Street info."
- Column I (City): Enter "City."
- Column J (State): Enter "State" or select the state in the drop-down options by clicking the down arrow in the cell. See sample data snapshots below.

If No State taxes are withheld, enter as follows:

- Column L (No state withholding) – Enter **TRUE** or select from the drop-down options by clicking the down arrow in the cell
- Column M and N (State Wages and State Tax Withheld) – Enter **0** (stating no state tax withheld)

G	H	I	J	K	L	M	N
Street	Street	City	State	Zip Code	No state withholding	State Wages	State Tax Withheld
355 Oak ave		Louisville	KY		TRUE	0	0
		KY					
		LA					
		MA					
		MD					
		ME					
		MH					
		MI					
		MN					

If No County taxes are withheld, enter as follows:

- Column O (No county withholding) – Enter TRUE or select from the drop-down options by clicking the down arrow in the cell
- Column Q and R (County Taxable Wage and County Tax Withheld) – Enter 0 (stating no county tax withheld)

O	P	Q	R
No county withholdin TRUE	County (More Info)	County Taxable Wage 0	County Tax Withhel 0

For County selection:

- Column O (No county withholding) – Enter FALSE
- Column P (County (More Info)) – Select Indiana county in the drop-down options by clicking the down arrow in the cell. (Note: Amounts in column Q and R are examples only)

O	P	Q	R
No county withholdin FALSE	County (More Info) Tippecanoe County	County Taxable Wage 999.99	County Tax Withhel 9.99

Entering Other States' Withholding for 1099 Template

The following steps outline how to enter other states' withholding via the INTIME 1099 downloadable excel template:

For other "resident" address, enter the information as follows:

- Column G (Street) – Enter "Street info."
- Column H (City) – Enter "City."
- Column I (State) – Enter "State" or select the state in the drop-down options by clicking the down arrow in the cell.

D	E	F	G	H	I	J	K
SSN/FEIN	Indiana State Id	Country	Street	City	State	Zip Code	Nonemployee Compensatio
		USA	1 Main	Troy	MI		

If No State taxes are withheld, enter as follows:

- Column L (State Income) – Enter 0 or (stating no state income)
- Column M (State Tax Withheld) – Enter 0 (stating no state tax withheld)

K	L	M
Nonemployee Compensatio	State Incom 0	State Tax Withhel 0

If No County taxes are withheld, enter as follows:

- Column N (County Income) – Enter **0** (stating no county income)
- Column O (Indiana County Code) and P (County Tax Withheld) – Can be left blank

N	O	P
County Income	Indiana County Code	County Tax Withheld (More Info)
0		

Multiple-County Reporting

The following steps outline multiple-county reporting. [See Departmental Notice #1:](#)

- Report it all under one county on the WH-3.
- If W-2 has not yet been issued to employee, correct the W-2.
- If W-2 has already been issued to employee, a corrected W-2 may be issued but is not required.
- Withhold for the entire year based on the county that was established on Jan. 1 of that year.

Amending Information for All Withholding File Types

Review the information for amending the withholding file types listed below. If this guidance is not followed, it will cause the return(s) within the file to amend for the wrong period.

WH-3/WH-1 .xml (W-2/1099/WH-1)

The two elements within the file that tells the system which period the file is amending or appending to. Example of January period:

```
<TaxPeriodBeginDate>2010-01-01</TaxPeriodBeginDate>  
<TaxPeriodEndDate>2010-01-31</TaxPeriodEndDate>
```

1220 .txt file (W-2g/1099)

The records within the file that tells the system which period the file is amending or appending to. T,A,B all records must have the correct year for which you are amending for.

EFW2 .txt File (W-2)

The record within the EFW2 file that tells DOR which period the file is amending or appending to. The RE record must have the year for which you are amending for.

Amending Bulk WH-3 File(s) via INTIME

Corrections to WH-3 do not have an amended return indicator in the schema. To replace a previously filed wage statement(s), simply submit a new or updated file, with a new filename for the year you are amending or appending to.

- If submitting an amended WH-3, you must amend the WH-1's (one period can be amended or each period) before the WH-3 is amended. If only the WH-3 is amended and not the WH-1's, it could cause a bill.

Note: Do not submit an amended file the same day the original file was submitted. You must allow one full business day from the time you submitted the original file before submitting an amended file, as this could cause duplicate submissions.

INTIME steps for submitting WH-3 amended file

- Step 1. Summary -> "View all returns and periods" -> "Upload or amend wage statements"
- Step 2. Choose "I am adding wage statements not previously filed" or "I am changing previously filed wage statements"
- Step 3. Choose "I will be uploading a file" or "I will be entering them manually or uploading INTIME downloaded W2/1099 template"
- Step 4. Follow the prompts to finish the WH-3 amended submission.

Amending Bulk WH-1 File(s) via INTIME

Amended Return Indicator Required

Bulk filers can amend WH-1 returns by using the Indiana withholding schema and the amended checkbox in the bulk submission. This self-service option replaces the current method of requesting an amendment by email.

Note: Only provide the new data needed to amend your WH-1 as it will replace the returns within the previously filed record. If you provide returns in your amended WH-1 that are not amended, duplicate WH-1 returns will be created.

- Amended returns are indicated with the "AmendedReturnIndicator" node.
- The "AmendedReturnIndicator" should only be used when submitting a full replacement for a WH-1 that was submitted previously with incorrect information.
- The AmendedReturnIndicator node is under the ReturnHeaderState which defines the separation between returns, so the amendedreturnindicator needs to be in each return, in case of multiple returns in the file.

Example

```
</n1:InternetProtocol>  
<n1:PINEnteredBy>Taxpayer</n1:PINEnteredBy>  
<n1:SignatureOption>PIN Number</n1:SignatureOption>  
<n1:AmendedReturnIndicator>X</n1:AmendedReturnIndicator>  
<n1:OriginalSubmissionId>00000000000000000000</n1:OriginalSubmissionId>  
<n1:OriginalSubmissionDate>1957-08-13</n1:OriginalSubmissionDate>  
<n1:ReturnType>WH-1</n1:ReturnType>  
<n1:Filer><n1:IndividualEntity>
```

Correcting a Social Security Number (SSN) on a Wage Statement

To correct a previously filed wage statement with an incorrect Social Security Number (SSN) on their original WH-3, the customer must do the following:

- Submit an amended zero wage statement using the incorrect SSN
- In the same submission, provide an amended wage statement with the correct SSN and wages.

Requesting an Extension of Time to File Withholding

The filing deadline for the previous year's withholding reporting is January 31 of the current year. If that date falls on a weekend the filing deadline moves to the following business day.

A request for an extension of time (WH-3) to file must be made prior to the deadline by submitting approved Form 8809 or a written request. Either can be submitted by one of the following methods:

INTIME

- Step 1. Log in to INTIME at intime.dor.in.gov
- Step 2. Go to the "All Actions" (tab) page
- Step 3. Under "Payment & Returns" select "File for WH-3 extension"
(Only available from Jan. 1 to the filing due date.)
- Step 4. Choose the WTH account for which you are submitting the extension of time to file request and click "Next"
- Step 5. Upload your approved federal Form 8809 or a written request on the same upload screen (The only accepted file types are .pdf and .doc files)

Postal Service

Withholding Tax Section
P.O. Box 6108
Indianapolis, IN 46206

Contact Us

Electronic Services Team

Indiana Department of Revenue
100 North Senate Avenue, IGC N286
Indianapolis, IN 46204-2253
Bulkfiler@dor.IN.gov