



Make a Payment on a Payment Plan

INTIME Quick Guide

The Indiana Department of Revenue (DOR) offers several ways to make a payment on a payment plan, but the easiest and most efficient option is electronically using [INTIME](#).

Customers who establish a payment plan **with a DOR customer service representative** will receive payment plan vouchers to make their payments. The Letter ID on these payment plan vouchers is needed to make a secure online payment using INTIME **without the need to log in to or create an account**.

Customers who opt to [set up a payment plan via INTIME](#) have the added convenience of scheduling automatic recurring payments, ensuring that they are made on time and eliminating the need for vouchers.

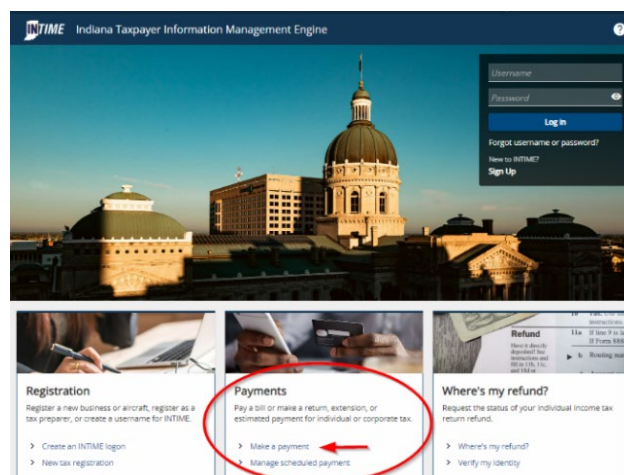
What You'll Need

- Your payment plan voucher with Letter ID. (If you pay without including the Letter ID, the payment may be incorrectly applied to your account, which will result in defaulting on your payment plan.)
- Tax Identification (TID) or Social Security Number (SSN)
- Payment amount
- Accepted forms of payment via INTIME:
 - Bank payment (ACH/e-check) (no fee)
 - Credit and debit cards (fee): Discover, MasterCard, Visa

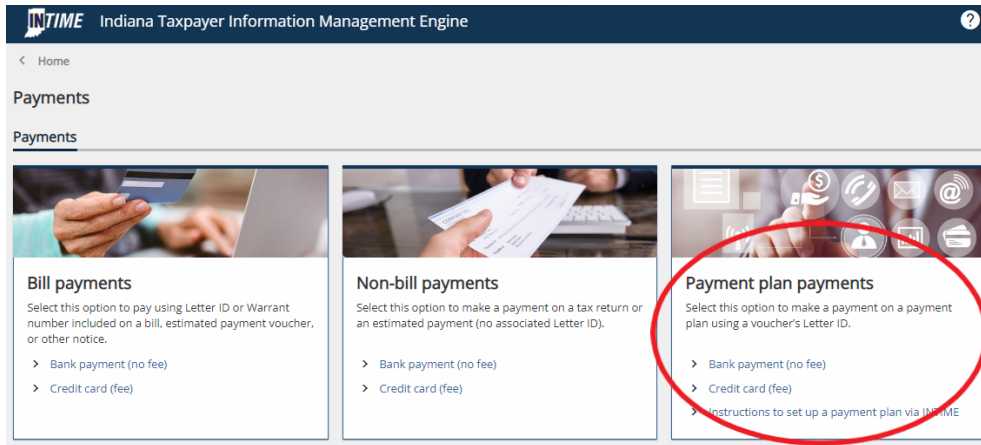
Customers who are currently on a payment plan and wish to incorporate their most recent tax bill will need to [contact DOR Customer Service](#).

Make a Payment on a Payment Plan via INTIME

Go to [INTIME](#). Under "Payments," select "Make a payment." Log in not required.



Under "Payment plan payments," select the method of payment: bank payment (no fee) or credit/debit card (fee). An [INTIME guide on how to set up a payment plan](#) is also available.



When making a payment using a credit/debit card, you will be directed to a third-party website to provide that information, then redirected back to INTIME to receive a confirmation number.

Select "Letter" as the bill type and then enter the Letter ID found on your payment plan voucher.

The screenshot shows the "Payment" form in INTIME. The form is titled "Payment" and has a sub-section "Bill item payment information". Under this, there is a "Select bill type" section. The "Bill type" dropdown is set to "Letter". Below the dropdown, there is a text box with the following text: "Correspondence you received from the Indiana Department of Revenue. If you do not have a Letter ID, the easiest and most efficient way to immediately view your balance and make a payment is to create an INTIME username." Below this, there is a sample voucher from the Indiana Department of Revenue. The voucher includes the following information: "INDIANA DEPARTMENT OF REVENUE", "PO BOX 6032", "INDIANAPOLIS IN 46206-6032", "Indiana Department of Revenue", "Eric J. Holcomb, Governor", "Bob Grennes, Commissioner", a barcode, "TAXPAYER NAME", "123 MAIN STREET", "INDIANAPOLIS IN 46202", "FEIN", "12-3456789", "Taxpayer ID", "0121456789", "Letter ID", "E59999999999", "Date Issued", "January 31, 2020". A red arrow points from the "Letter ID" field on the voucher to the "Letter ID" input field in the form. The "Letter ID" input field is circled in red and has a red asterisk and the word "Required" below it. At the bottom of the form, there are "Cancel", "Previous", and "Next" buttons.

Continue to follow the prompts to make a payment. Payment is not complete until a confirmation number is provided. Print or save the confirmation page for your records.

Additional [INTIME guides](#) are available.