



Responding to a Letter, Notice, or Bill from DOR

INTIME Quick Guide

The Indiana Department of Revenue (DOR) provides an efficient system to respond to a letter, notice or bill using INTIME, DOR's e-services portal.

Respond to a letter, notice or bill as a [non-logged-in user, using your letter ID](#), or log in to [INTIME](#) and go to "All Actions." Under "Letters," select "Respond to a letter, notice, or bill."

A screenshot of the INTIME portal's "All Actions" page. The top navigation bar includes "Favorites", "Summary", "Requires Attention", "Settings", and "All Actions" (which is highlighted with a blue box and has a red arrow pointing to it). Below the navigation is a search bar with the placeholder "Search our online services". The main content area is divided into three sections: "Letters", "Messages", and "Payment plan". The "Letters" section is circled in red and contains a sub-section titled "Respond to a letter, notice, or bill" with a hand cursor icon pointing to it. Other options in the "Letters" section include "View letters". The "Messages" and "Payment plan" sections are also shown.

The next screen will require a letter ID, which can be found on the correspondence from DOR.

A screenshot of the "Enter letter ID" page. At the top, there is a "Letter" navigation item with a right-pointing arrow. The main content area is titled "Enter letter ID". It contains instructions: "Enter the letter ID of the letter, notice, or bill you are responding to in the box below. The letter ID can be found near the top right in the header of the letter you received. See the picture below for an example of a letter ID." Below this, a note says "On the next page, include a detailed response to this correspondence and optionally attach any documentation that pertains to your response." The page then displays a sample letter header from the Indiana Department of Revenue. The header includes the DOR logo, the address "INDIANA DEPARTMENT OF REVENUE, PO BOX 6032, INDIANAPOLIS IN 46206-6032", a barcode, and the text "TAXPAYER NAME: 123 MAIN STREET, INDIANAPOLIS IN 46202". To the right of the header, it shows "Indiana Department of Revenue, Mike Braun, Governor". Below the header, it lists "FEIN: 12-3456789", "Taxpayer ID: 0123456789", "Letter ID: L9999999999" (which is highlighted with a red box and has a red arrow pointing to it), and "Date Issued: January 31, 2025". At the bottom, there is a "Letter ID * Required" input field with a red circle around it, and buttons for "Cancel", "Previous", "Next", and "Next >".

Compose your message. You can also upload an attachment or provide supporting documentation.

Reply

Letter Response

Respond to letter

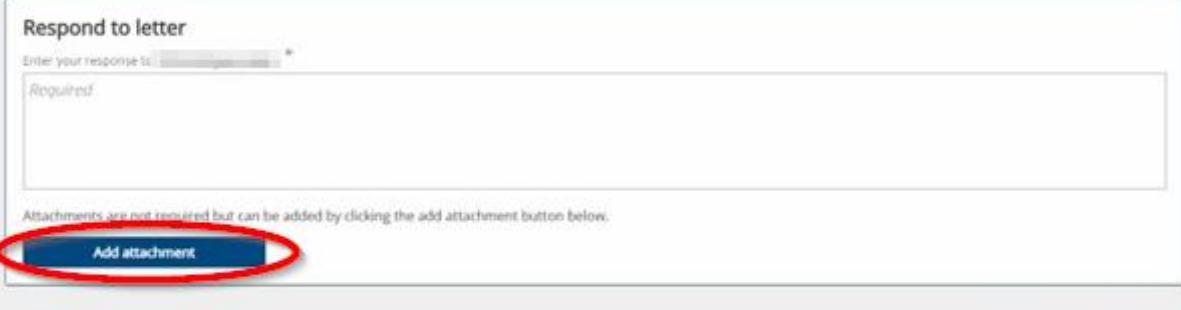
Enter your response to:

Required

Attachments are not required but can be added by clicking the add attachment button below.

Add attachment

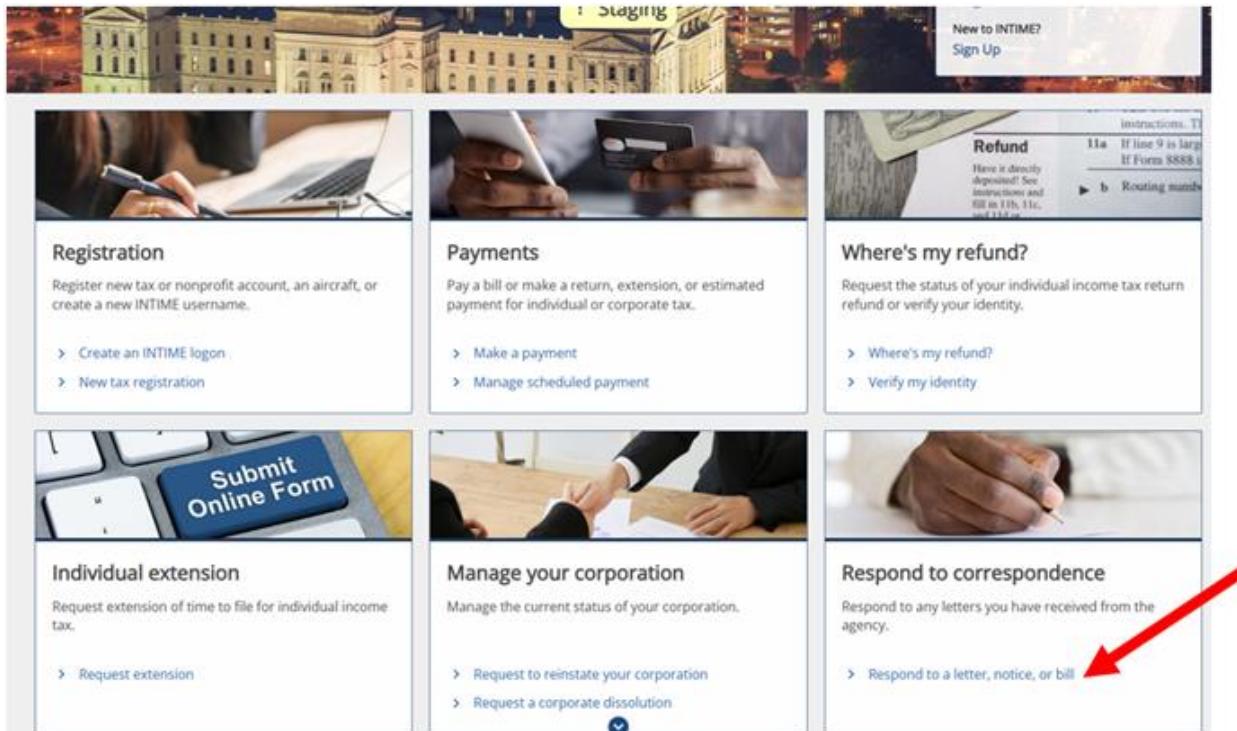
Cancel Previous Submit



Additional [INTIME guides](#) are available.

You may also respond to a letter, notice or bill as a non-logged-in user in INTIME, using your letter ID.

Select the "Respond to a letter, notice, or bill" hyperlink on the "Respond to correspondence" panel.



New to INTIME?
Sign Up

Refund

Where's my refund?

Request the status of your individual income tax return refund or verify your identity.

► Where's my refund?
► Verify my identity

Instructions: T1
11a If line 9 is large
If Form 8888 is
► b Routing numbers

Registration

Register new tax or nonprofit account, an aircraft, or create a new INTIME username.

- Create an INTIME logon
- New tax registration

Payments

Pay a bill or make a return, extension, or estimated payment for individual or corporate tax.

- Make a payment
- Manage scheduled payment

Where's my refund?

Request the status of your individual income tax return refund or verify your identity.

- Where's my refund?
- Verify my identity

Individual extension

Request extension of time to file for individual income tax.

- Request extension

Manage your corporation

Manage the current status of your corporation.

- Request to reinstate your corporation
- Request a corporate dissolution

Respond to correspondence

Respond to any letters you have received from the agency.

- Respond to a letter, notice, or bill

Provide the letter ID and select the "Next" button.

TAXPAYER NAME
123 MAIN STREET
INDIANAPOLIS IN 46202

FEIN 12-3456789
Taxpayer ID 0123456789
Letter ID **L9999999999**
Date Issued January 31, 2020

letter ID *
Required

Cancel < Previous Next >

Provide a response in the text box and any necessary attachments using the "Add Attachment" button.

Response to request for information

Letter Response

Respond to letter

Enter your response to Freeform Correspondence Period Level

Testing

Attachments are not required but can be added by clicking the add attachment button below.

Add attachment

Cancel < Previous Next >

Select the "Next" button.

Response to request for information

Letter Response

Respond to letter

Enter your response to Freeform Correspondence Period Level

Testing

Attachments are not required but can be added by clicking the add attachment button below.

Add attachment

Cancel < Previous Next >

Select the "Submit" button.

Response to request for information

Letter Response [Confirm Submission](#)

Confirm Submission

Are you sure you want to submit?

[Cancel](#) [Previous](#) **Submit**

