



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."

Navigation tabs: Favorites, Summary, Requires Attention ³, Settings, **All Actions**

Search:

Letters
View all letters you've received from the agency.
- [Respond to a letter, notice, or bill](#) (highlighted with a hand cursor)
- [View letters](#)

Messages
View all messages you've received from the agency.
- [Send a message](#)
- [View messages](#)

Payment plan
Manage payment plans for all accounts.
- [View all payment plans](#)
- [Add a payment plan](#)
- [Cancel a payment plan](#)

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

Letter

Enter letter ID

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.

On the next page, include a detailed response to this correspondence and optionally attach any documentation that pertains to your response.

INDIANA DEPARTMENT OF REVENUE
PO BOX 6032
INDIANAPOLIS IN 46206-6032

Indiana Department of Revenue
Mike Braun, Governor

TAXPAYER NAME
123 MAIN STREET
INDIANAPOLIS IN 46202

FEIN 12-3456789
Taxpayer ID 0123456789
Letter ID **L9999999999** (highlighted with a red box and arrow)
Date Issued January 31, 2025

Letter ID ^{*}

Cancel Previous **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

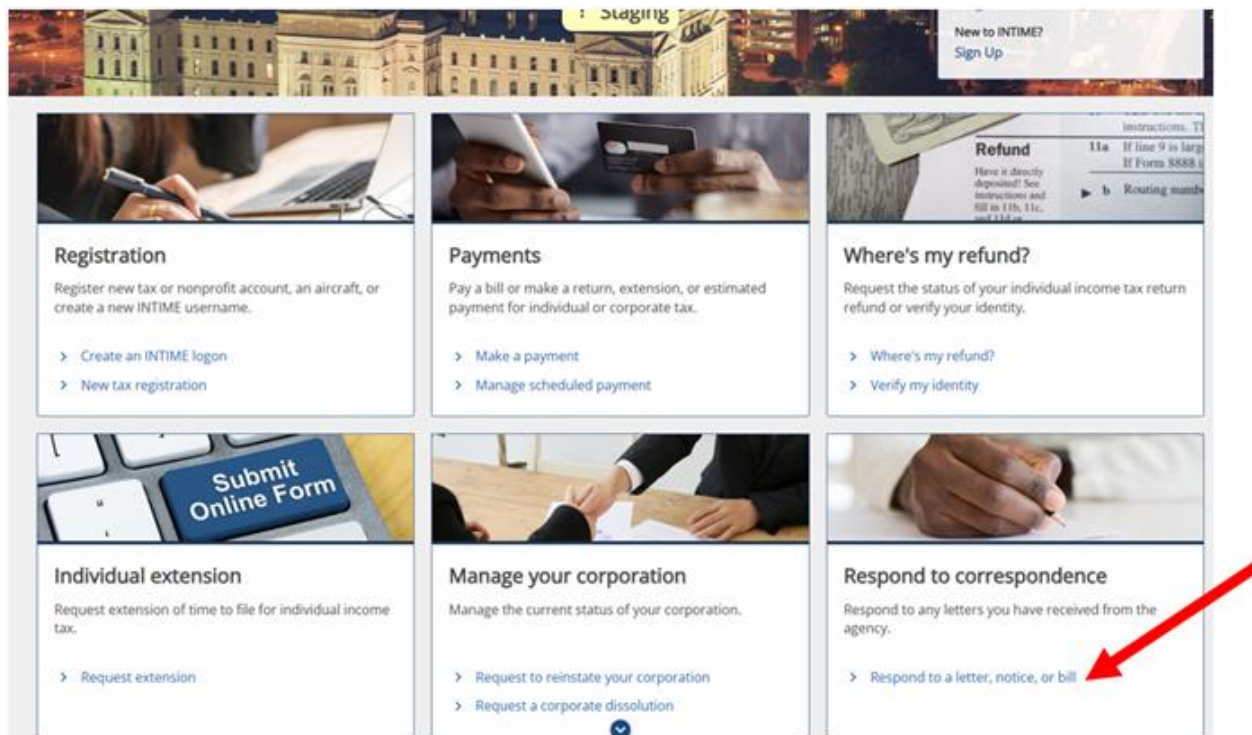
Attachments are not required but can be added by clicking the add attachment button below.

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.



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

This screenshot shows the top section of a web form. At the top left is a barcode. To its right, taxpayer information is displayed: TAXPAYER NAME (123 MAIN STREET, INDIANAPOLIS IN 46202), FEIN (12-3456789), Taxpayer ID (0123456789), Letter ID (L9999999999, highlighted with a red box), and Date Issued (January 31, 2020). Below the taxpayer name is a text input field labeled 'Letter ID' with a red asterisk and the word 'Required' below it. A red arrow points to this field. At the bottom of the form are three buttons: 'Cancel', '< Previous', and 'Next >'. A red arrow points to the 'Next >' button.

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

This screenshot shows the 'Respond to letter' section of the form. It has a progress bar at the top with 'Letter' and 'Response' steps; 'Letter' is checked, and 'Response' is the current step. The main area is titled 'Respond to letter' and contains the instruction 'Enter your response to Freeform Correspondence Period Level'. Below this is a large text input box containing the word 'Testing'. A red arrow points to this text box. Below the text box is the text 'Attachments are not required but can be added by clicking the add attachment button below.' and a blue button labeled 'Add attachment'. A red arrow points to this button. At the bottom are 'Cancel', '< Previous', and 'Next >' buttons.

Select the "Next" button.

This screenshot is identical to the previous one, showing the 'Respond to letter' section with the text box containing 'Testing' and the 'Add attachment' button. In this version, a red arrow points to the 'Next >' button at the bottom right of the form.

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

