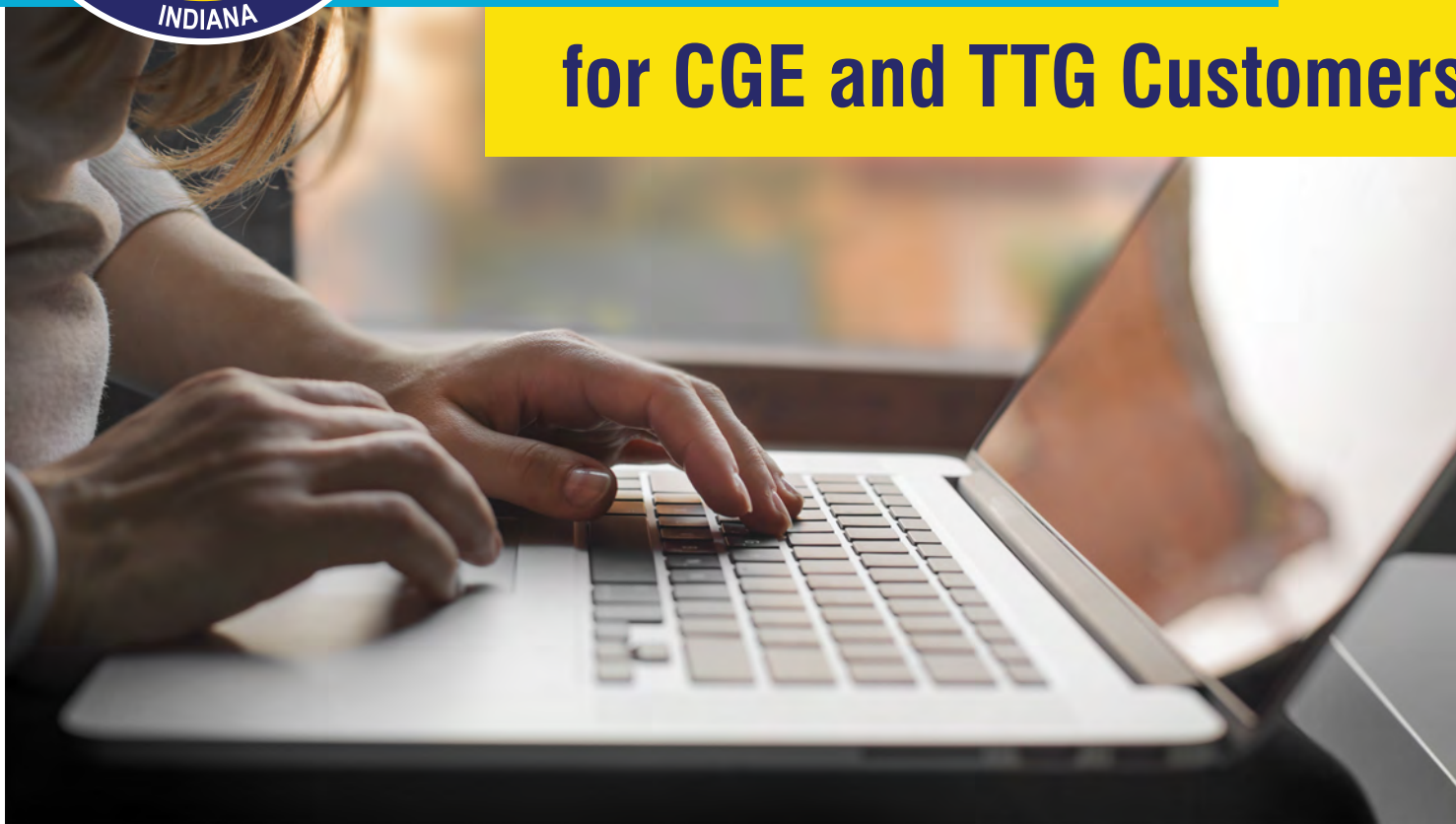




INTIME Instructions

for CGE and TTG Customers



Indiana Department of Revenue

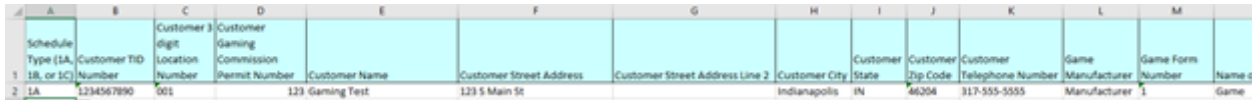
Submitting Sales Transactions Information

Sales transactions can be submitted via INTIME in one of two ways:

- Manually key in transaction information by clicking on the “Manually add a row” link (as shown in the screenshot above).
- Enter transaction information into an Excel template and then upload it via INTIME:

Step 1: To upload from Excel, the transactions must be entered onto a formatted spreadsheet. A template is provided by selecting the “Download CGE-103 Template” option button displayed above.

Step 2: After downloading the template, key in or copy the values into the formatted spreadsheet.

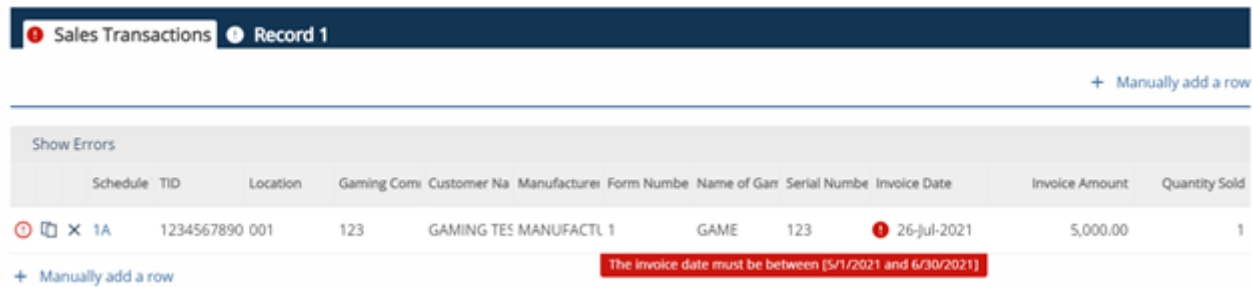


A	B	C	D	E	F	G	H	I	J	K	L	M	
Schedule Type (1A, 1B, or 1C)	Customer TID Number	Customer 3 digit Location Number	Customer Gaming Commission Permit Number	Customer Name	Customer Street Address	Customer Street Address Line 2	Customer City	Customer State	Customer Zip Code	Customer Telephone Number	Game Manufacturer	Game Form Number	Name of Game
1A	1234567890	001	123	Gaming Test	123 S Main St		Indianapolis	IN	46204	317-555-5555	Manufacturer 1	1	Game

Note: Do not edit the layout of the spreadsheet or the column headers or the submission will be rejected.

Step 3: After completing the spreadsheet, save it to your computer and then use the “import” button to upload it to INTIME.

Step 4: INTIME will validate the data entered. If exclamation marks appear in the submission, that indicates a correction is needed.




Sales Transactions											Record 1
Show Errors											+ Manually add a row
Schedule	TID	Location	Gaming Com	Customer Na	Manufacturer	Form Numbe	Name of Garr	Serial Numbe	Invoice Date	Invoice Amount	Quantity Sold
1A	1234567890	001	123	GAMING TES	MANUFACTL 1	GAME	123	26-Jul-2021	5,000.00	1	

The invoice date must be between [5/1/2021 and 6/30/2021]

Step 5: In the event of an error, do not re-upload the spreadsheet to make the correction. Errors can be edited directly in INTIME by selecting the “Record” tab. Any field(s) that has an error will be indicated with a red exclamation mark icon and an error description. Make the correction and then click “Next” to proceed to the next step.



Invoice date  26-Jul-2021 

The invoice date must be between [5/1/2021 and 6/30/2021]

Invoice amount 5,000.00

Step 6: The submission will automatically calculate the totals and tax due based on the sales transactions entered. Verify the totals and click “Next” to proceed.

Charity Gaming Excise Tax	
Pull tab sales	5,000.00
Punch board sales	0.00
Tip board sales	0.00
Taxable sales	5,000.00
Tax due (10.0%)	500.00

Step 7: A payment can now be made with the submission. Select the preferred payment method type (bank account or credit card):

Payment

Amount due 500.00

Do you want to make a payment now?

Select a payment method *

- **Bank Account:** If bank account is selected, the user will proceed to the next step to enter the payment details.
- **Credit Card:** If credit card is selected, after entering the required information, a confirmation screen will appear. Select the “Make a credit card payment” button on the confirmation screen.

Note: If paying by credit card, a fee will be charged by the credit card processor based on the amount you are paying. The online transaction fee is \$1 plus 1.99% of the total payment. There is no fee for an ACH (e-check) payment.

To make a credit card payment, click on the “Make a credit card payment” button below.

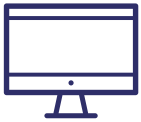
Contact Us



If you have questions, contact DOR Customer Service via INTIME using secure messaging by logging into your INTIME account.



DOR Special Tax at 317-615-2710
Monday through Friday, 8 a.m. - 4:30 p.m. EST.



Project NextDOR - ProjectNextDOR.dor.in.gov

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