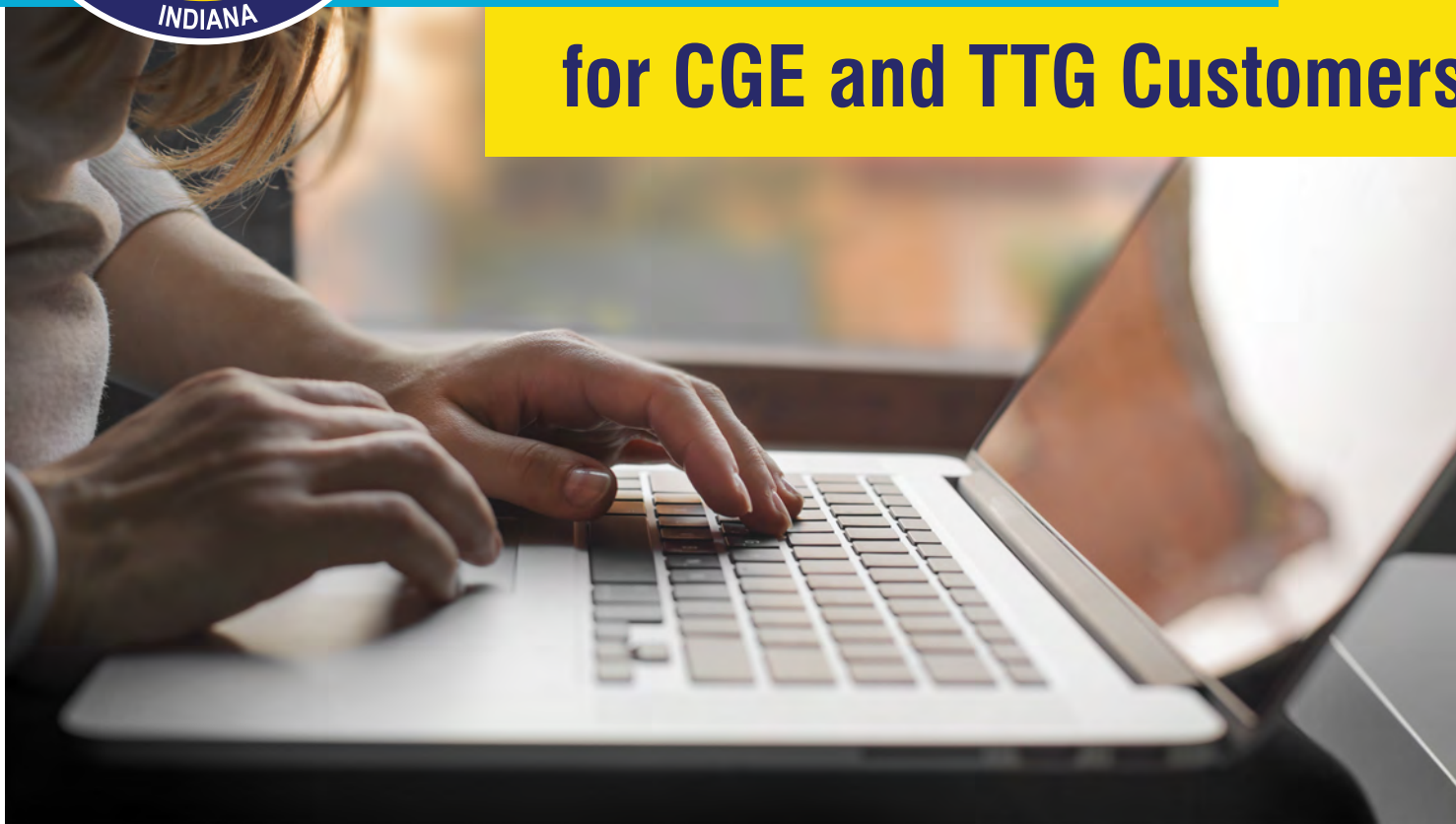




# INTIME Instructions

for CGE and TTG Customers



Indiana Department of Revenue

# Welcome to INTIME

DOR's online e-services portal, the Indiana Taxpayer Information Management Engine (INTIME), now offers Charity Gaming Excise (CGE) tax and Type II Gaming (TTG) tax customers the ability to manage CGE-103 and TTG-103 tax accounts in one convenient location, 24/7.

This includes filing returns, making payments, and secure messaging. This instruction booklet serves as an additional resource to the INTIME Guide for Business (available at [dor.in.gov/online-services/intime-tax-center/](https://dor.in.gov/online-services/intime-tax-center/)) and provides step-by-step instructions, images and tips specific to CGE and TTG tax accounts to ensure an easy transition to the new system.

**Step 1:** Log in to INTIME at [INTIME.dor.in.gov](https://intime.dor.in.gov).

**Step 2:** Once DOR has added all the tax accounts, they will appear in the "Summary" tab.

|   |  |
|---|--|
| <b>Charity Gaming Excise</b><br>COMPANY NAME<br>1611 N MERIDIAN ST<br>INDIANAPOLIS IN 46202-1401<br>Items that require attention <b>1</b> | <b>CGE-103 for September 2021</b> > File now<br>Monthly return due: Oct 20, 2021                                 |
|   | <b>Account</b> > Make a payment<br>CGE-0000121561 > View all returns and periods<br>Balance<br><b>\$5,471.75</b> |
| <b>Type II Gaming</b><br>COMPANY NAME<br>1611 N MERIDIAN ST<br>INDIANAPOLIS IN 46202-1401<br>Items that require attention <b>1</b>        | <b>TTG-103 for September 2021</b> > File now<br>Monthly return due: Oct 20, 2021                                 |
|   | <b>Account</b> > Make a payment<br>TTG-0000080601 > View all returns and periods<br>Balance<br><b>\$3,782.85</b> |

**Step 3:** Select "File now" to file a return for the desired tax account.

|   |
|---|
| <b>CGE-103 for June 2021</b> > File now<br>Monthly return due: Jul 20, 2021 |
|---|

**Note:** Monthly return due date for both CGE and TTG is now the 20th day of each month.

## Submitting a Schedule of Transactions for CGE or TTG

As of September 2021, all CGE customers will need to complete and submit a schedule of transactions, which can then be uploaded easily via INTIME.

TTG customers will now upload or input return and schedule information via INTIME as previously done in the legacy system.

Return

Import File / Manual Entry

Import CGE-103 File

Import

Download CGE-103 Template

Sales Transactions

+ Manually add a row

| Schedule             | TID | Location | Gaming Com | Customer Na | Manufacture | Form Numbe | Name of Gam | Serial Numbe | Invoice Date | Invoice Amount | Quantity Sold |
|----------------------|-----|----------|------------|-------------|-------------|------------|-------------|--------------|--------------|----------------|---------------|
| + Manually add a row |     |          |            |             |             |            |             |              |              |                |               |
| + Manually add a row |     |          |            |             |             |            |             |              |              |                |               |

**Note:** The instructions that follow are the same for both TTG and CGE. Only the column headers will be different.

Import TTG-103 File

Import

Download TTG-103 Template

Sales Transactions

Record 1

+ Manually add a row

| Schedule   | TID | Location | ATC Number | Customer Na | Manufacture | Form Numbe | Name of Gam | Serial Numbe | Invoice Date | Invoice Amount | Quantity Sold |
|--|-----|----------|------------|-------------|-------------|------------|-------------|--------------|--------------|----------------|---------------|
|   1A |     |          | 6436       | 34634       | 6436        | 346        | 346         | 43634        | 01-jun-2021  | 5,000.00       | 1             |
| + Manually add a row   |     |          |            |             |             |            |             |              |              |                |               |

## 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 | Game Name |
| 1A                            | 1234567890          | 001                              | 123                                      | Gaming Test   | 123 S Main St           |                                | Indianapolis  | IN             | 46204             | 317-555-5555              | Manufacturer      | 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

+ Manually add a row

Show Errors

| Schedule   | TID        | Location | Gaming Com | Customer Na | Manufacturer | Form Numbe | Name of Gam | Serial Numbe | Invoice Date  | Invoice Amount | Quantity Sold |
|--|------------|----------|------------|-------------|--------------|------------|-------------|--------------|---|----------------|---------------|
| <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> 1A | 1234567890 | 001      | 123        | GAMING TES  | MANUFACTL    | 1          | GAME        | 123          | <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> 26-Jul-2021 | 5,000.00       | 1             |

+ Manually add a row

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?

Yes

No

Select a payment method \*

Bank account

Debit or credit card

- 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.

Printable View

OK

Make a credit card payment

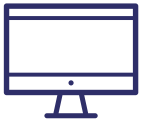
## Contact Us



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.



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