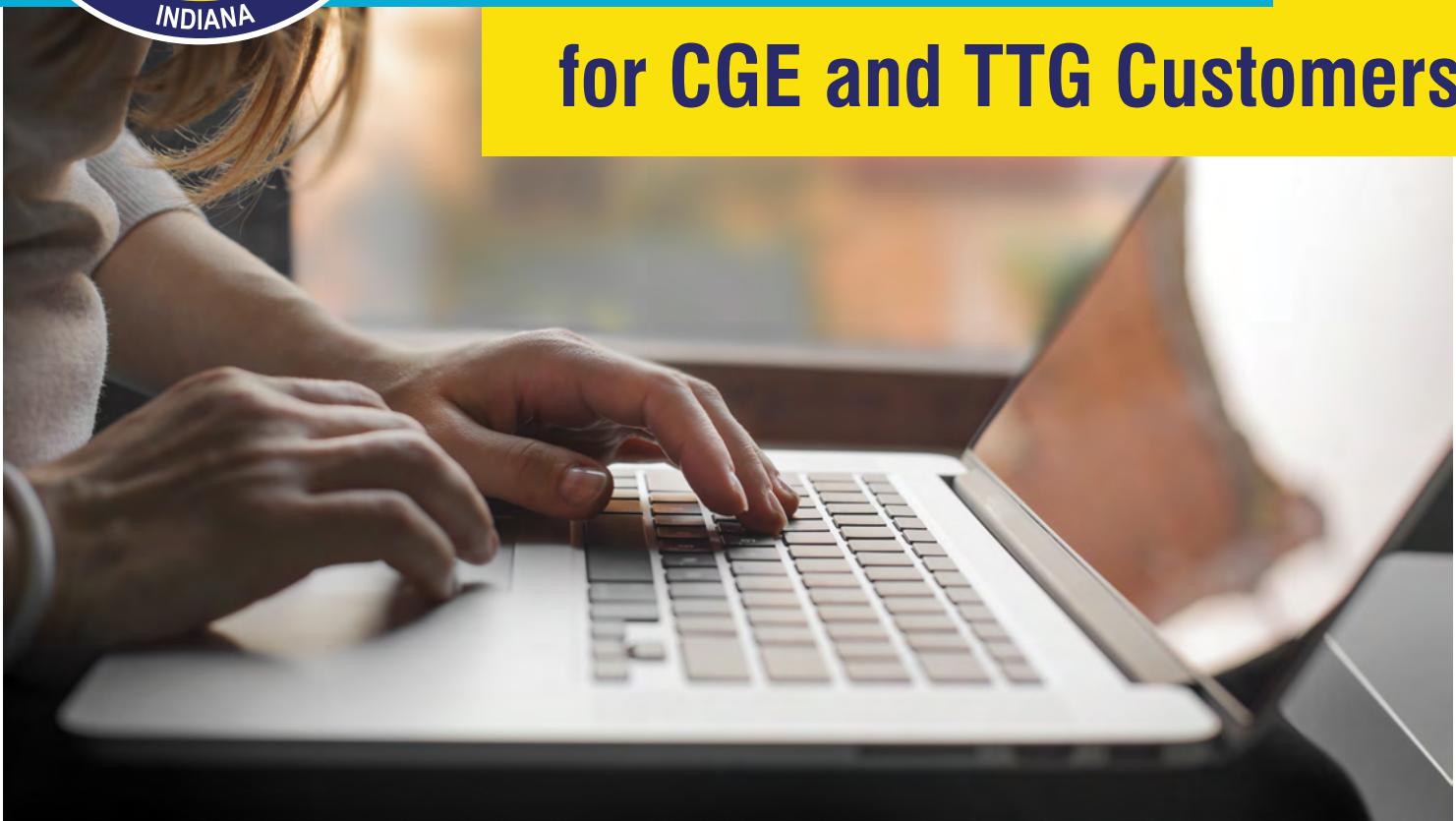




INTIME Instructions

for CGE and TTG Customers



Indiana Department of Revenue

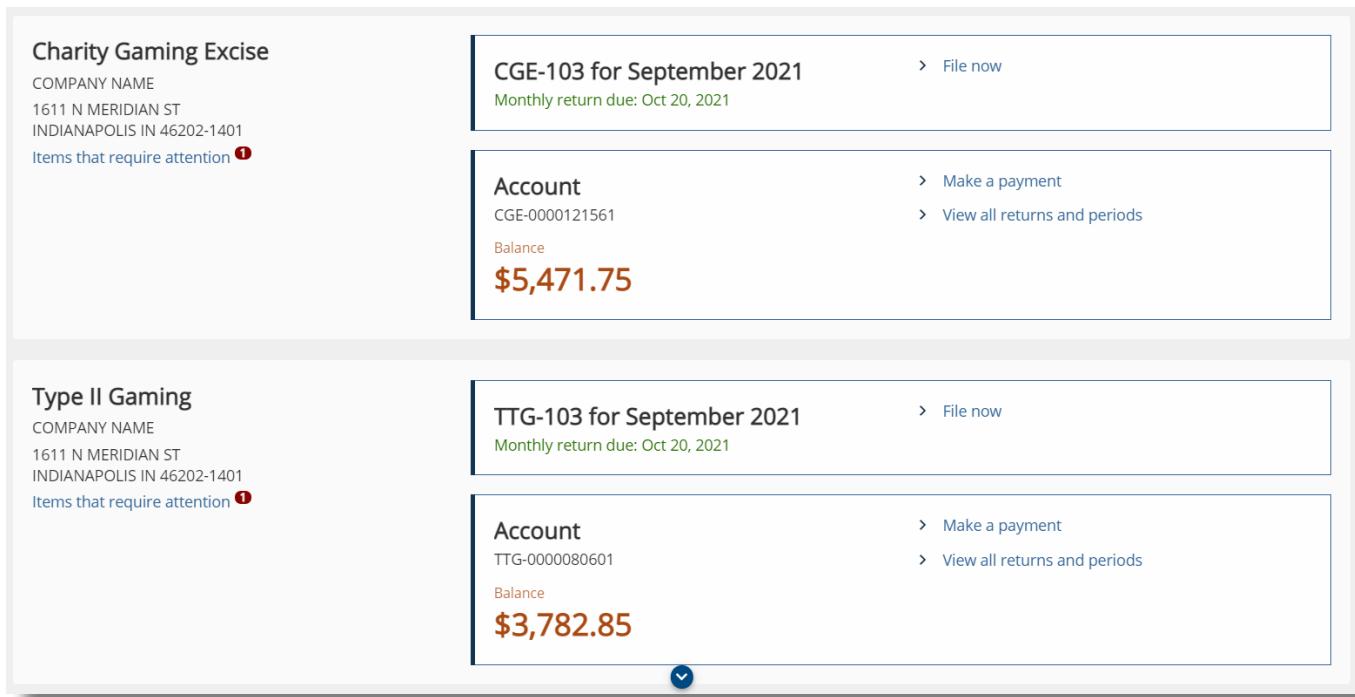
Welcome to INTIME

DOT'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/) 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.

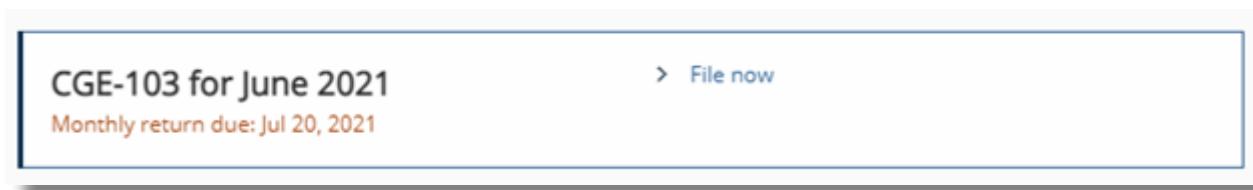
Step 2: Once DOR has added all the tax accounts, they will appear in the "Summary" tab.



The screenshot shows the 'Summary' tab of the INTIME portal. It displays two tax accounts: 'Charity Gaming Excise' and 'Type II Gaming'. Each account section includes the account name, monthly return due date (Oct 20, 2021 for CGE, Oct 20, 2021 for TTG), and a balance amount (\$5,471.75 for CGE, \$3,782.85 for TTG). Each account section also has a 'File now' button and a 'Make a payment' button.

Charity Gaming Excise	Type II Gaming
CGE-103 for September 2021 Monthly return due: Oct 20, 2021	TTG-103 for September 2021 Monthly return due: Oct 20, 2021
File now	File now
Make a payment	Make a payment
View all returns and periods	View all returns and periods
Account CGE-0000121561 Balance \$5,471.75	Account TTG-0000080601 Balance \$3,782.85

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



The screenshot shows the 'File now' button for the CGE-103 tax account. The button is highlighted with a blue border, indicating it is the active or selected option.

CGE-103 for June 2021
Monthly return due: Jul 20, 2021

[File now](#)

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 Gar	Serial Numbe	Invoice Date	Invoice Amount	Quantity Sold
+ Manually add a row											

+ 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 Gar	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, or 1C) Number	Customer TID	Customer digit Location Number	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
1 1A	1234567890	001	123-Gaming Test	123 S Main St			Indianapolis	IN	46204	317-555-5555	Manufacturer 1	Name of Game
2 1A												

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	Comi	Customer Na	Manufacturer	Form Numbe	Name of Gam	Serial Numb	Invoice Date	Invoice Amount	Quantity Sold	
0	1234567890	001	123	GAMING	TES MANUFACT	1	GAME	123	1	26-Jul-2021	5,000.00	1	
+ Manually add a row													

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?	<input checked="" type="button"/> Yes <input type="button"/> No
Select a payment method *	<input type="button"/> Bank account <input type="button"/> 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](#)

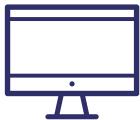
Contact Us



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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