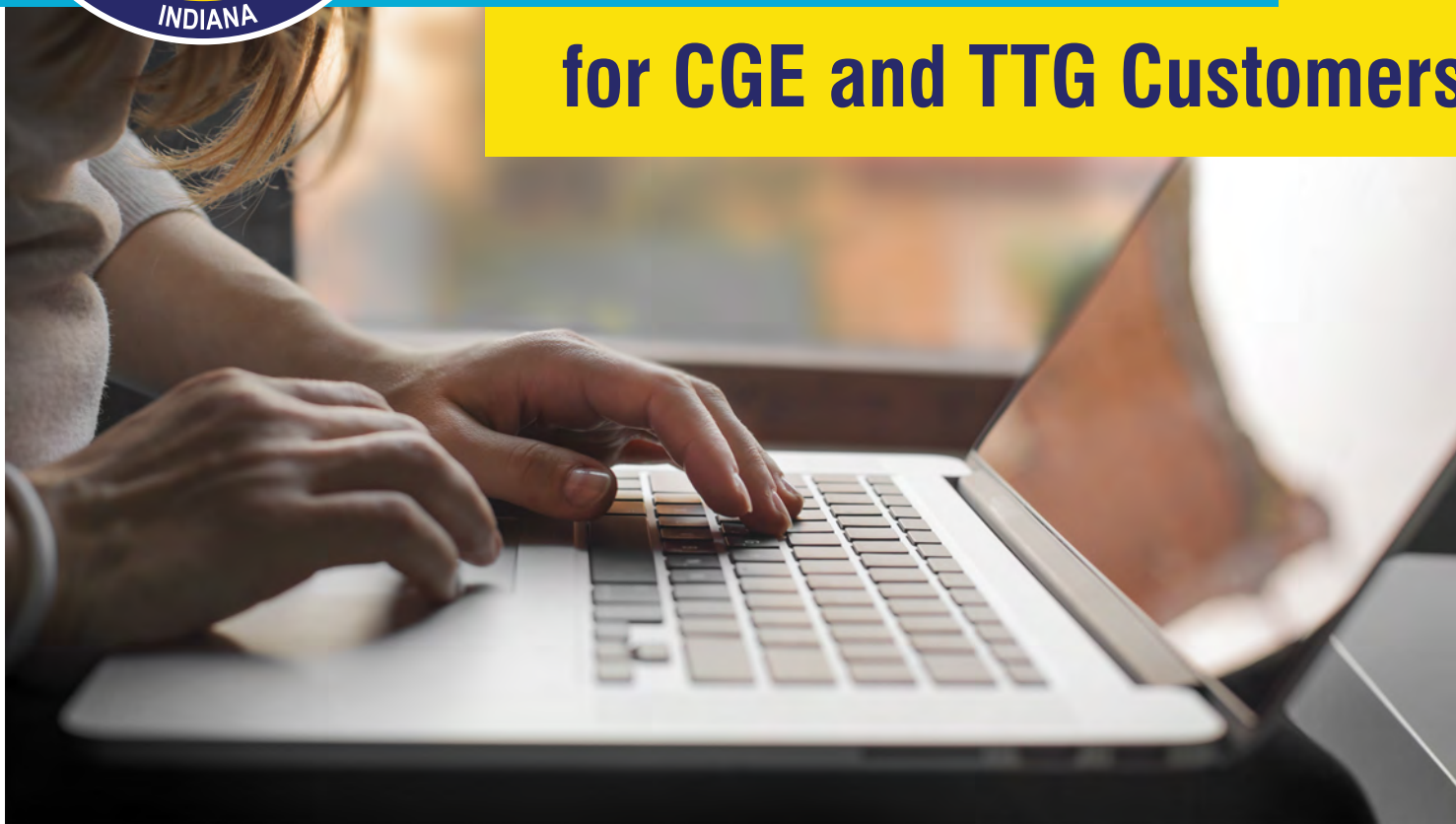




# INTIME Instructions

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.

The screenshot displays two main sections for tax accounts. The top section is for Charity Gaming Excise, showing a company name and address, a notification for items requiring attention, and two sub-sections: 'CGE-103 for September 2021' with a 'File now' link and a due date of Oct 20, 2021; and an 'Account' for CGE-0000121561 with a balance of \$5,471.75 and links for 'Make a payment' and 'View all returns and periods'. The bottom section is for Type II Gaming, showing the same company information and notification, and two sub-sections: 'TTG-103 for September 2021' with a 'File now' link and a due date of Oct 20, 2021; and an 'Account' for TTG-0000080601 with a balance of \$3,782.85 and links for 'Make a payment' and 'View all returns and periods'. A blue arrow points down at the bottom center of the screenshot.

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

This is a close-up of a button for a 'CGE-103 for June 2021' tax account. The button text includes 'CGE-103 for June 2021', a right-pointing chevron, and 'File now'. Below the main text, it says '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.

The screenshot shows the 'Return' page with a progress indicator. Below the header, there is a section for 'Import CGE-103 File' with two buttons: 'Import' and 'Download CGE-103 Template'. Below this is a 'Sales Transactions' table with a header row and a data row. The table has 12 columns: Schedule, TID, Location, Gaming Com, Customer Na, Manufacture, Form Numbe, Name of Gam, Serial Numbe, Invoice Date, Invoice Amount, and Quantity Sold. There are three '+ Manually add a row' links.

Schedule	TID	Location	Gaming Com	Customer Na	Manufacture	Form Numbe	Name of Gam	Serial Numbe	Invoice Date	Invoice Amount	Quantity Sold

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

The screenshot shows the 'Return' page for TTG-103 File import. It has a section for 'Import TTG-103 File' with two buttons: 'Import' and 'Download TTG-103 Template'. Below this is a 'Sales Transactions' table with a header row and one data row. The table has 12 columns: Schedule, TID, Location, ATC Number, Customer Na, Manufacture, Form Numbe, Name of Gam, Serial Numbe, Invoice Date, Invoice Amount, and Quantity Sold. The data row contains: 1A, 6436, 34634, 6436, 346, 346, 43634, 01-Jun-2021, 5,000.00, 1. There are three '+ Manually add a row' links.

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

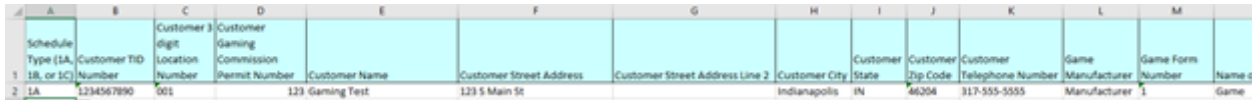
## Submitting Sales Transactions Information

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.

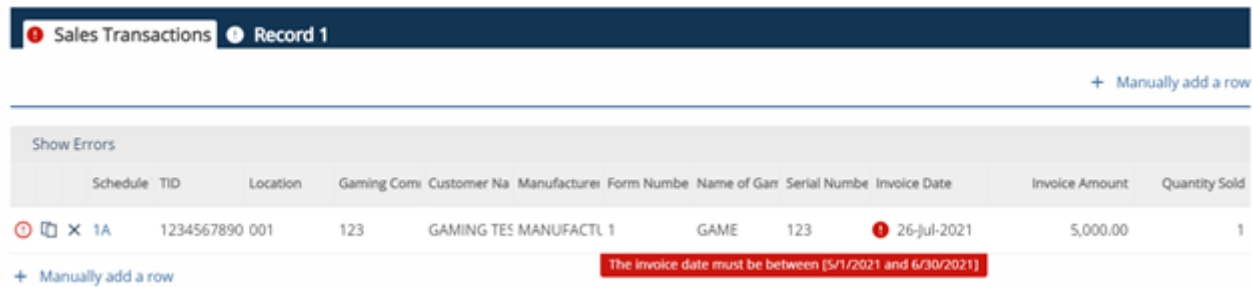


A	B	C	D	E	F	G	H	I	J	K	L	M	
Schedule Type (1A, 1B, or 1C)	Customer TID Number	Customer 3 digit Location	Customer Gaming Commission Permit Number	Customer Name	Customer Street Address	Customer Street Address Line 2	Customer City	Customer State	Customer Zip Code	Customer Telephone Number	Game Manufacturer	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										
+ Manually add a row												
Show Errors												
Schedule	TID	Location	Gaming Com	Customer Na	Manufactur	Form Numbe	Name of Gam	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		
+ 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?

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.

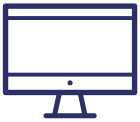
## Contact Us



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](http://ProjectNextDOR.dor.in.gov)

**For DOR news and announcements, subscribe to:**

- Tax Bulletin - [dor.in.gov/news-media-and-publications/indiana-tax-bulletin-e-newsletter/](http://dor.in.gov/news-media-and-publications/indiana-tax-bulletin-e-newsletter/)
- Tax Talk Blog - [dor.in.gov/news-media-and-publications/tax-talk/](http://dor.in.gov/news-media-and-publications/tax-talk/)