



# INTIME User Guide for Fuel Tax Customers

Effective November 2024



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# Welcome to INTIME

The Indiana Department of Revenue's (DOR) e-services portal, [INTIME](#), offers Fuel Tax customers the ability to manage Alternative Fuel, Aviation Fuel, Fuel Inventory, Motor Fuel, Petroleum Severance, Special Fuel, Terminal Operator, Transporter License, and Gasoline Use Tax accounts in one convenient location, 24/7. This includes filing returns, making payments, secure messaging with Customer Service, and more:

## INTIME Functionality

	Register New Tax Account 	File Returns 	Amend Returns 	Make Payments 	View Correspondence & Send Messages 	Update Names & Addresses 
<b>Alternative Fuel User</b>	✓	✓		✓	✓	✓*
<b>Aviation Fuel</b>	✓	✓	✓	✓	✓	✓*
<b>Fuel Inventory</b>	✓	✓	✓	✓	✓	✓
<b>Gasoline Use</b>	✓	✓	✓	✓	✓	✓*
<b>Motor Fuel</b>	✓	✓	✓	✓	✓	✓*
<b>Petroleum Severance</b>	✓	✓	✓	✓	✓	✓*
<b>Special Fuel</b>	✓	✓	✓	✓	✓	✓*
<b>Terminal Operator</b>	✓	✓	✓	✓	✓	✓*
<b>Transporter</b>	✓	✓	✓	✓	✓	✓*
<b>Alcohol Tax</b>		✓	✓	✓	✓	✓
<b>Cigarette</b>	✓	✓	✓		✓	✓*
<b>Cigarette Stamps</b>	✓	✓		✓	✓	✓*
<b>Electronic Cigarette</b>	✓	✓	✓	✓	✓	✓*
<b>Other Tobacco Products</b>	✓	✓	✓	✓	✓	✓*
<b>Employment Agency</b>						
<b>Rail, Commuter or Electric</b>				✓	✓	✓*
<b>Vehicle Sharing Excise</b>		✓	✓	✓	✓	✓

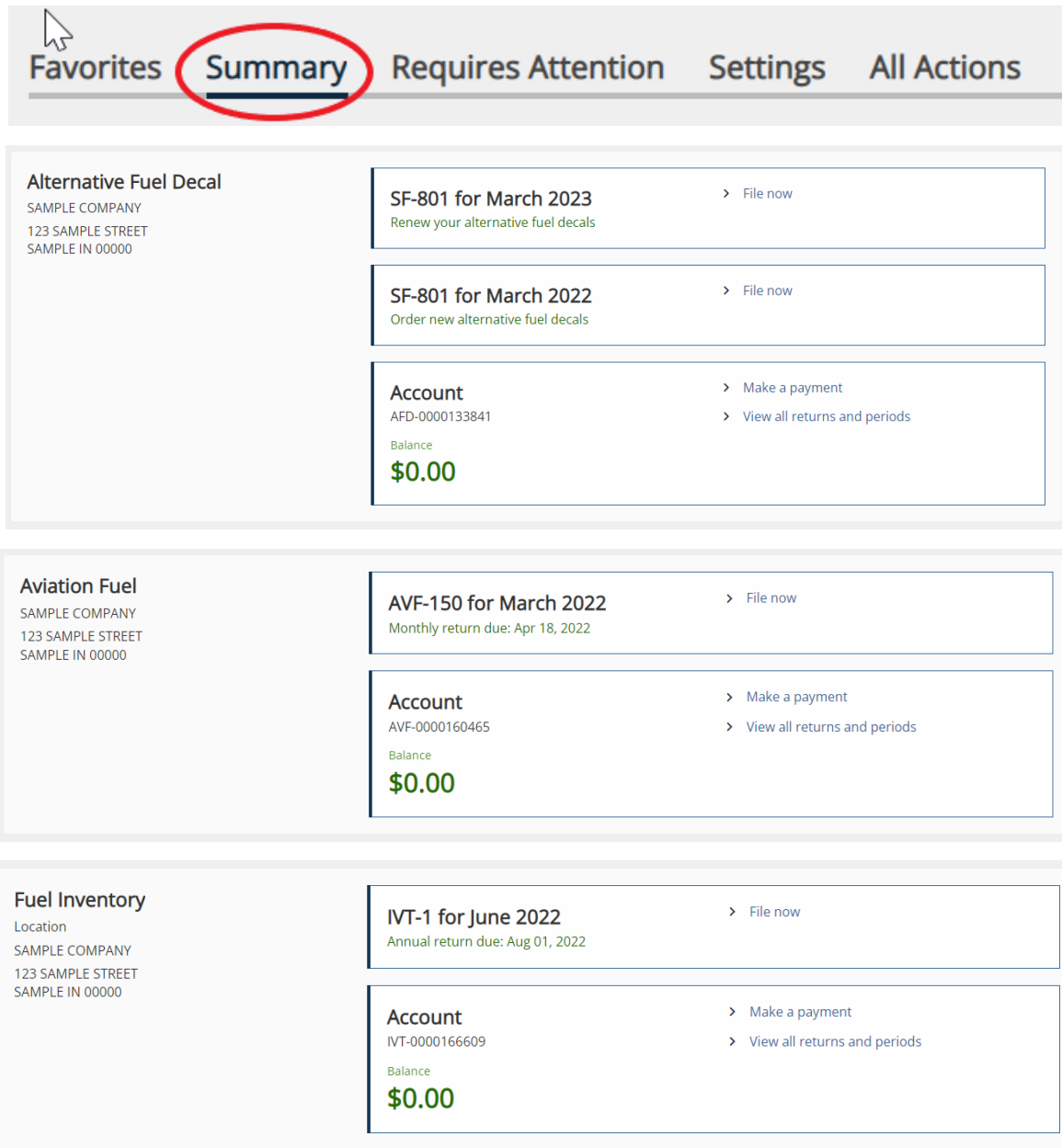
\* Names and address for Cigarette, Tobacco, and Fuel tax accounts can be updated via INTIME. However, these updates will be reviewed by the Special Tax division and are subject to approval. A new license may be issued when approved.

New Features Existing Features

This guide provides step-by-step instructions, images, and tips specific to Fuel Tax accounts, instructions and serves as an additional resource to the [INTIME Guide for Business Customers](#).

# Get Started with INTIME

1. Log in to [INTIME.dor.in.gov](https://intime.dor.in.gov). (Sign up information is available in the [INTIME User Guide for Business Customers](#).)
2. Fuel tax accounts appear on the “Summary” (tab) page.



The screenshot displays the INTIME Summary page. At the top, a navigation bar includes links for Favorites, Summary (highlighted with a red circle and a mouse cursor), Requires Attention, Settings, and All Actions. Below this, three sections are visible: Alternative Fuel Decal, Aviation Fuel, and Fuel Inventory. Each section contains a list of accounts with their respective details and actions.

Account Type	Account ID	Balance	Actions
Alternative Fuel Decal	SF-801 for March 2023		File now
	SF-801 for March 2022		File now
	Account AFD-0000133841	\$0.00	Make a payment, View all returns and periods
Aviation Fuel	AVF-150 for March 2022		File now
	Account AVF-0000160465	\$0.00	Make a payment, View all returns and periods
Fuel Inventory	IVT-1 for June 2022		File now
	Account IVT-0000166609	\$0.00	Make a payment, View all returns and periods

### Gasoline Use

SAMPLE COMPANY  
123 SAMPLE STREET  
SAMPLE IN 00000

#### GT-103 for March 2022

Bi-Monthly return due: Apr 11, 2022

> [File now](#)

#### GT-103DR for March 2022

Bi-Monthly return due: May 02, 2022

> [File now](#)

> [Upload XML return](#)

#### Account

GUT-0000144181

Balance

**\$100.00**

> [Make a payment](#)

> [View all returns and periods](#)

### Motor Fuels

SAMPLE COMPANY  
123 SAMPLE STREET  
SAMPLE IN 00000

#### MF-360 for June 2022

Monthly return due: Jul 20, 2022

> [File now](#)

#### Account

MFT-0000185141

Balance

**\$100.00**

> [Make a payment](#)

> [View all returns and periods](#)

### Petroleum Severance

SAMPLE COMPANY  
123 SAMPLE STREET  
SAMPLE IN 00000

#### MF-600 for June 2022

Monthly return due: Aug 01, 2022

> [File now](#)

#### Account

PST-0000135989

Balance

**\$0.00**

> [Make a payment](#)

> [View all returns and periods](#)

### Special Fuel

SAMPLE COMPANY  
123 SAMPLE STREET  
SAMPLE IN 00000

#### SF-900 for March 2022

Monthly return due: Apr 20, 2022

> [File now](#)

#### Account

SFT-0000168757

Balance

**\$0.00**

> [Make a payment](#)

> [View all returns and periods](#)

<b>Terminal Operator</b> SAMPLE COMPANY 123 SAMPLE STREET SAMPLE IN 00000	<b>FT-501 for March 2022</b> > File now Monthly return due: Apr 20, 2022
	<b>Account</b> > Make a payment TOL-0000189797 > View all returns and periods Balance <b>\$300.00</b>

<b>Transporter License</b> SAMPLE COMPANY 123 SAMPLE STREET SAMPLE IN 00000	<b>SF-401 for March 2022</b> > File now Monthly return due: Apr 25, 2022
	<b>Account</b> > Make a payment TRP-0000152373 > View all returns and periods Balance <b>\$0.00</b>

**Note:** The "Make a payment" option will appear only when a payment is due.

- When manually typing in return and schedule information, select "File now" in the desired tax account.

## Submitting Returns and Schedule of Transactions

Fuel tax customers can submit returns and schedules of transactions by using one of these methods:

- Manually type in return and schedule of transaction information by selecting "File now" in the corresponding account listed on the "Summary" (tab) page.
- Submit Electronic Data Interchange (EDI) files containing return and transaction information from the "All Actions" tab. Locate the "Payments & returns" panel and select "Upload EDI files."
- Submit Gasoline Use tax return and transaction information in an XML file format (up to 10 MB) by selecting the "Upload XML return" option in the corresponding tax account listed in "Summary" tab.
- Gasoline Use tax XML files that exceed INTIME's 10 MB file upload limit can continue to be submitted via SFTP Bulk Upload filing. More information is [available on DOR's Bulk Filing Your Indiana Business Taxes](#) page.
- EDI files for MF-360, SF-900, SF-401 and FT-501 are only available for upload via INTIME.

# Submitting Electronic Data Interchange (EDI) Files

Electronic Data Interchange (EDI) allows Fuel tax customers to transmit electronic tax returns from their computer to DOR. [More information on the EDI process](#) and the [Fuel Tax EDI Implementation Guide is available](#). Fuel tax customers will submit EDI files via INTIME from the "All Actions" tab.

1. Locate the "Payments & returns" panel and click on "Upload EDI files."

The screenshot displays the INTIME portal interface. At the top, a navigation bar includes tabs for 'Favorites', 'Summary', 'Requires Attention', 'Settings', and 'All Actions' (which is circled in red). Below the navigation bar is a search bar with the placeholder text 'Search our online services'. The main content area is a grid of service panels. The 'Payments & returns' panel, located in the second row, third column, is highlighted with a red border. Within this panel, the 'Upload EDI files' option is indicated by a red arrow. Other panels visible include 'Letters', 'Messages', 'Payment plan', 'Where's my refund?', 'Names & addresses', 'Power of attorney', 'Manage account access', 'Submissions', 'Tax account registration', 'Refund for tax on purchases', 'ST-200 application', 'Records of compliance', 'Legal protests', 'SFTP filer registration', and 'Buying/Selling Business Assets?'.

Navigation: Favorites   Summary   Requires Attention   Settings   <b>All Actions</b>		
Search our online services		
<b>Letters</b> View all letters you've received from the agency. • Respond to a letter, notice, or bill • View letters	<b>Messages</b> View all messages you've received from the agency. • Send a message • View messages	<b>Payment plan</b> Manage payment plans for all accounts. • View all payment plans • Add a payment plan • Cancel a payment plan
<b>Where's my refund?</b> Request the status of your individual income tax return refund or verify your identity. • Where's my refund? • Verify my identity	<b>Names &amp; addresses</b> Manage the names and addresses associated to this customer. • Manage responsible officer information • Manage names & addresses	<b>Payments &amp; returns</b> Manage payments and returns for all customer accounts. • Manage payments & returns • Upload bulk WH-3 files • Upload bulk WH-1 files • <b>Upload EDI files</b> • File your IVT-1 fuel inventory report
<b>Power of attorney</b> Request power of attorney access. • Request POA access	<b>Manage account access</b> Manage access for additional users in your organization or manage access that third party preparers have to your accounts. • Manage access	<b>Submissions</b> Check the status of a previous INTIME return, payment, or submission or view past submissions. • Search submissions
<b>Tax account registration</b> Register, renew or close a location or tax account. • Register or renew a tax account • Close business tax accounts • Consolidate your filings	<b>Refund for tax on purchases</b> Request a refund for Indiana tax that you have paid on purchases. • Submit a refund request on purchases • Submit a fuel tax refund claim	<b>ST-200 application</b> Apply for a sales tax exemption on your purchase of metered utilities or telecommunication services. • Apply for an exemption
<b>Records of compliance</b> Obtain a certificate of clearance for reinstatement, request clearance for corporate dissolution, or request a letter of good standing. • Request a corporate dissolution • Request to reinstate your corporation • Request a letter of good standing	<b>Legal protests</b> Protest a notice of proposed assessment or refund denial. • Submit Protest Documentation	<b>SFTP filer registration</b> Registration for vendors with a file size over 10 MB to submit their files through SFTP with the Indiana Department of Revenue. • New SFTP Registration • Existing SFTP Registration
<b>Buying/Selling Business Assets?</b> File this form if you are the seller (transferor) or purchaser (transferee) that is transferring or receiving more than 50% of the tangible personal property of a business. This must be filed at least 45 days prior to the transfer or sale. • Submit Notice of Transfer in Bulk		



2. Attach and upload your EDI file (up to 10 MB).

< SAMPLE COMPANY

### EDI File upload

SAMPLE COMPANY  
00-0000000

#### Fuels file upload

Upload Files Summary

#### Upload forms

You may upload your files below. The only acceptable file types are text files in the EDI format.

EDI files may contain the following return types: MF-360, SF-900, SF-401, and FT-501.

Converting/formatting PDF or Excel spreadsheets to .XML or .TXT files is not accepted. You can find the specification in the below link:  
<https://www.in.gov/dor/online-services/edi-fuel-tax-electronic-initiatives/>

Please note that the file upload process may take some time depending on the size of the file. Larger files can take up to 30 seconds to load.

There is a Max file size limit of **10MB** per file.

If you need assistance with uploading your EDI files, you may call our Special Tax Unit at (317) 615-2630 or email at [fetax@dor.in.gov](mailto:fetax@dor.in.gov).

#### Returns

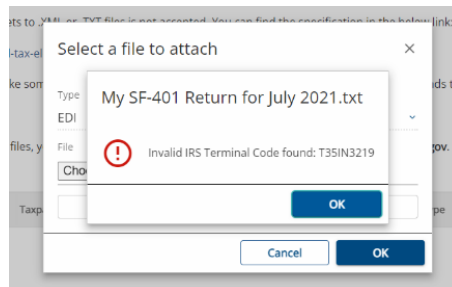
File name	Taxpayer ID Type	Taxpayer ID	Terminal Code	Return Type	Account Type	Filing Period
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**Upload**

Please add an attachment to continue

**Cancel** **Previous** **Next**

**Note:** If there is an error in the EDI file, a pop-up alert with information identifying the issue will appear.



3. Once the EDI file is uploaded, a summary will appear to confirm that the file is ready for submission. Ensure all information is correct, then select "Submit."

< SAMPLE COMPANY

### EDI File upload

SAMPLE COMPANY  
00-0000000

#### Fuels file upload

Upload Files Summary

#### Summary

Your request is ready to submit. Please ensure all information is correct before submitting.

**Be advised** that there is no concept of submitting test files in INTIME.

All files submitted beyond this point will be treated and processed as real files.

**Cancel** **Previous** **Submit**

# Submitting XML Files (Gasoline Use tax)

Gasoline Use tax customers can submit XML files from the “Summary” tab.

1. In the account options, select “Upload XML return.”
2. Select the return type (GT-103DR) and filing period, then add XML file attachment up to 10 MB in size.

Indiana Department of Revenue

IN TIME Indiana Taxpayer Information Management Engine

< FUEL COMPANY

**XML upload**

Gasoline Use  
GUT-0000000000  
FUEL COMPANY

Upload Files

**Upload forms**

You may upload your files below. The only acceptable file type is XML.

Converting/formatting a PDF or Excel spreadsheet to XML is not accepted. You can find the specification in the below link:  
<https://www.in.gov/dor/business-tax/gasoline-use-tax/>

Please note that the file upload process may take some time depending on the size of the file. Larger files can take up to 30 seconds to load.

There is a Max file size limit of 10MB per file.

Return type  
GT-103DR

Filing period \*  
Required

⚠ Please upload an attachment to continue

**Files**

File name

Cancel Previous Next

**Note:** If there are any issues with the attachment, information about the error will appear at the bottom of the page.

**Files**

File name

Upload

Please add an attachment to continue

**Attachment errors**

Please visit <https://www.in.gov/dor/business-tax/fuel-tax/gasoline-use-tax/> for general file upload issues and information.

Please review and correct before resubmitting. Your file contains the following errors:

File name	Line number	Error
My GT-103DR Return for July 2022.xml	12	The 'http://www.irs.gov/efile:TaxPeriodEndDate' element is invalid - The value '2022-07-32' is invalid according to its datatype 'http://www.irs.gov/efile:DateType' - The string '2022-07-32' is not a valid Date value.

Cancel Previous Next



3. Once you are certain all information is correct and the file has been uploaded, you are ready to "Submit."

The screenshot shows the INTIME web application interface. At the top, the header includes the INTIME logo and the text "Indiana Taxpayer Information Management Engine". To the right of the header are icons for "Ask Indy", a help icon, and a user profile icon. Below the header, the breadcrumb navigation shows "< FUEL COMPANY". The main section is titled "XML upload" and displays the following information: "Gasoline Use", "GUT-0000000000", and "FUEL COMPANY". A progress bar below this information has two steps: "Upload Files" (marked with a checkmark) and "Summary" (marked with a right arrow). The "Summary" section contains a message: "Your request is ready to submit. Please ensure all information is correct before submitting." At the bottom of the screen, there are three buttons: "Cancel", "Previous", and "Next".

## Amending Returns via INTIME

The following steps outline how to amend returns through INTIME.

1. Log in to INTIME.
2. Go to the "Summary" (tab) page and locate the tax account.
3. Click on the hyperlink "View all returns and periods."
4. Click on the "View or Amend Return" hyperlink next to the tax period you want to amend.

Once the request has been submitted, the return will post and the information will be updated within 24-48 hours.

**Note:** To amend returns via EDI file, transmitters no longer need to notify DOR prior to submitting an amended return. The file contains a flag that indicates whether the return is an amendment or an original. Transmitters should indicate that the submission is an amendment by using the values shown in Table 9 of the Fuel Tax EDI Implementation Guide. Submit the new EDI file with the amended value and it will replace the previously accepted return.

## Making Payments Via INTIME

Once a return has been filed, a payment can be made by going to the associated tax account on the "Summary" (tab) page and selecting "Make a payment."

Select the preferred payment method type:

**Bank Account:** If bank account is selected, the customer will proceed to the next step to enter the payment details. There is no fee for a payment from a bank account (ACH/electronic check.)

**Credit/Debit Card:** If a debit or 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. A processing fee will be assessed on all credit card payments. Only VISA, Mastercard, and Discover are accepted. The fees are structured as follows:

#### Credit Cards

Card Type	Percentage	Additional Fee
Individual	1.99%	\$1.00
Corporate	2.63%	\$1.00

#### Debit Cards

Payment Amount	Flat Fee
Less than \$100	\$2.99
Great than or equal to \$100	\$3.75

## Contact Us

### DOR Special Tax

317-615-2630  
Monday – Friday  
8 a.m. – 4:30 p.m. ET  
[dor.in.gov](http://dor.in.gov)

DOR Bulk file  
317-233-5656  
[Bulkfiler@dor.IN.gov](mailto:Bulkfiler@dor.IN.gov)

### INTIME

Questions? Log in to INTIME and [send a message to Customer Service](#).

### SFTP Registration

See the SFTP Guide on [DOR: Resources for Bulk Filing your Indiana Taxes](#)

### Tax Bulletin

[Monthly newsletter](#) for tax practitioners & businesses