



# Set Up a Payment Plan with INTIME

## Individual Income Tax Customers

The Indiana Department of Revenue (DOR) offers payment plan options for individual income tax customers who owe more than \$100. A payment plan can be set up easily and efficiently via INTIME without the need to contact customer service.

**Step 1:** Log in to INTIME at [intime.dor.in.gov](http://intime.dor.in.gov), go to the "All Actions" (tab) page and locate the "Payment Plan" panel. Click on the "Add a payment plan" hyperlink.

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". The user is logged in as "SAMPLE, JOHN" with a welcome message and a "Manage My Profile" link. The navigation menu includes "Summary", "Requires Attention", "Settings", and "All Actions" (which is highlighted with a red arrow). Below the navigation is a search bar labeled "Search our online services". The main content area is a grid of service panels. The "Payment plan" panel is circled in red, and a red arrow points to the "Add a payment plan" link within it. Other panels include "Letters", "Messages", "Where's my refund?", "Names & addresses", "Power of attorney", "Manage account access", "Submissions", "Tax account registration", "Refund for tax on purchases", "ST-200 application", and "Individual extension".

**Step 2:** Click the checkbox at the bottom of the “Is a payment plan right for me?” to proceed with requesting a payment arrangement, then click “Next.”

The screenshot shows a web form titled "Payment plan" for a user named "SAMPLE, JOHN" with ID "\*\*\*-\*\*-2222". The form is in the "Information" step of a two-step process. The main heading is "Is a payment plan right for me?". Below this, there is explanatory text and a bulleted list of terms and conditions. At the bottom of the list, there is a checkbox labeled "I understand and wish to proceed with requesting a payment arrangement." which is circled in red. Navigation buttons for "Cancel", "Previous", and "Next" are visible at the bottom of the form.

**Step 3:** The next screen provides details on the choice of the payment plan: monthly or bi-weekly installment payments, number of payments and payment amount. Follow the prompts and click “Next” to continue.

The screenshot shows the "Select payment plan details" form. It includes a balance of 1,500.00 and options for "Monthly" and "Bi-Weekly" payment frequencies. Under "Install type", "Number Of" is selected. The "Total number of payments" field is marked as required. A blue information box contains details about down payments and processing dates. The checkbox "I will make a down payment today" is checked, with a down payment amount of 300.00. The "First payment due date" field is also marked as required. Navigation buttons for "Cancel", "Previous", and "Next" are at the bottom.

**Step 4:** After selecting payment options, a payment plan schedule agreement will be provided.

### Payment plan

SAMPLE, JOHN  
\*\*\*.\*\*-2222

#### Payment

Information ✓
Payment Plan ✓
Forecast >

#### View payment plan forecast

By creating a payment plan, you will be required to make every payment in full based on the payment schedule provided below. Defaulting on the payment plan will result in additional collection efforts to satisfy outstanding liabilities. A down payment is not required, but making one will decrease the monthly payment amount.

This payment plan agreement is not considered binding against you or the Department unless and until you submit your first payment which may include an optional down payment.

#### Installments

Installment	Due	Starting	Interest	Penalty	Payment	Ending
0	11-May-2022	1,500.00	0.00	0.00	300.00	1,200.00
1	16-May-2022	1,200.00	0.43	0.00	241.00	959.43
2	16-Jun-2022	959.43	2.05	0.00	241.00	720.48
3	18-Jul-2022	720.48	1.49	0.00	241.00	480.97
4	16-Aug-2022	480.97	0.77	0.00	241.00	240.74
5	16-Sep-2022	240.74	0.21	0.00	240.95	0.00

Cancel
< Previous
Next >

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**Step 5:** Enter bank information for making the payments.

< SAMPLE, JOHN

### Payment plan

SAMPLE, JOHN  
\*\*\*.\*\*-2222

#### Payment

Information ✓
Payment Plan ✓
Forecast ✓
Bank Information >

#### Enter bank information

Bank Account Type \*  
*Required*

Routing Number \*  
*Required*

Account Number \*  
*Required*

Confirm Account Number \*  
*Required*

Cancel
< Previous
Next >

**Step 6:** A summary of the payment plan schedule agreement will be provided. It will include information on payment frequency, installment type, number of payments, down payment amount and when the first payment will be due. Review the terms, click the checkbox to agree to the terms, and then "Submit" to continue.

**Payment plan**  
SAMPLE, JOHN  
\*\*\*.\*\*-2222

**Payment**

Information    Payment Plan    Forecast    Bank Information    Summary

**Summary**

I authorize the Indiana Department of Revenue to debit the bank account identified in the previous step on the dates specified for the agreed upon payment amounts. I certify that I am an authorized user of this bank account. I understand that the Indiana Department of Revenue will reference this authorization for any future transactions and this authorization is applicable for the duration of the agreed upon payment arrangement. I understand that insufficient funds in this bank account may lead to additional penalties, interest, cancellation of this payment arrangement, and further collection activities. I understand the Indiana Department of Revenue and State of Indiana will not be responsible for any bank fees incurred as a result of the authorized recurring payments included as part of this payment arrangement.

Payment frequency : Monthly  
Install type : Number Of  
Total number of payments : 5  
Down payment amount : 300.00  
First payment due date : 30-Jul-2021

By clicking Submit, you affirm that you agree to the terms provided in this payment plan agreement. \*

Cancel    < Previous    Submit

**Step 7:** Once the request has been submitted, a confirmation number will be provided for your records. Be sure to print or take note of the confirmation number. Click "OK" to finalize.

< SAMPLE, JOHN

**Confirmation**

Your request has been submitted.

Your confirmation number is 0-000-061-842

As a reminder, your installment payments will be withdrawn automatically from your bank on the dates you requested. If you have any questions or concerns please call us at (317) 232-2240 for assistance Monday - Friday, 8:00am - 4:30pm.

Printable View

OK