The Department hopes you find registering for and using INtax easy. This QuickStart guide outlines the registration process in detail, but if any questions arise, there are other resources that can help you. If you have any further questions, you are encouraged to use the following:

- **FAQs.** You can get answers to frequently asked questions by clicking the FAQ button in the upper-right corner of your INtax screen.

- **Tutorials.** The Department has created several video tutorials to help you navigate INtax. You can find these video tutorials at [www.INtax.in.gov/Web/Tutorial/Default.htm](http://www.INtax.in.gov/Web/Tutorial/Default.htm).

- **Hotline.** When you have a specific question that our FAQs or tutorials do not answer, call the temporary INtax registration hotline at (317) 232-2337.
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Welcome to INtax, Indiana’s free online tool where your business can manage tax obligations for Indiana retail sales, withholding, out-of-state sales, prepaid sales, metered pump sales, tire fees, fuel taxes, wireless prepaid fees and type II gaming taxes.

The tax forms supported in INtax include the following: ST-103, ST-103MP, ST-103P, WH-1, WH-3, TF-103, SF-900, SF-401, MF-360, WPC-103 and TTG-103.

This QuickStart Guide is designed to be an easy, step-by-step guide to getting started in INtax to report and remit taxes. Most of our current users find INtax easy to use and are highly satisfied with it. In fact, 93 percent of INtax users recently surveyed said they would recommend INtax to others.

This straightforward guide uses images of active INtax screens to walk you through registering in INtax and for Electronic Funds Transfer (EFT), as well as providing you a quick overview of the service.

You also can use our sophisticated online tutorials in INtax to learn how to report and remit your taxes.

Before you begin, you’ll need a couple of verification items:

1. Your Indiana Tax Identification Number (TID). You received this when you registered your business with the state on the BT-1 business tax application.

2. Your previous tax return/payment info or an INtax access code.
Registering in INtax

To begin registering your business, go to www.INtax.in.gov. Click the Register link in the center of the page.

The next screen asks you to answer a brief series of questions about your business. Once you have answered the questions, click Next.
This screen reminds you that, before you register, you need to be sure that you have received your Indiana Tax Identification Number (TID). Also, have available your INtax Access Code that was provided by the Indiana Department of Revenue, the amount of your last payment, or the total amount due on a recently filed Indiana business tax return. This cannot be an amount submitted to the Department in the last 30 days.

If you have that information, you are ready to proceed.

Click Next.
This screen begins your registration. Simply complete all the applicable fields to create your User Profile.

Create a unique username. You will use this to access your INtax User Account. Pay close attention to the requirements for creating your username. Once created, make sure you remember it for future reference.

Once complete, click Next.
This screen asks you to enter your specific business information, including Business Name, Federal ID Number (FID) or State Tax ID (TID).

Note: You can add additional businesses to your User Profile after your original registration is processed.

Once complete, click Next.

“The process was so easy and there was helpful information along the way. I just love that I was able to efficiently initiate this requirement with minimal effort.”
Now you must verify your business. You have three options to choose from. Simply select the one most appropriate for you:

- Previous tax return or payment information, or
- INtax access code that is found on a recently received Retail Merchant Certificate or a Department letter, or
- Request an INtax access code be sent to you via USPS if you cannot find the code that the Department mailed you.

When you click one of the options in Step 1, additional information will appear on the screen. Read on to learn more about each option.
In Step 1, select the first option if you know a tax due amount or payment amount (you must know the exact amount). This cannot be an amount submitted to the Department in the last 30 days.

In Step 2, select the amount type you would like to enter: Amount Due or Payment Amount.

Then enter the exact amount. Remember: do not round your numbers and be sure to include cents.

Once complete, click Next.
In Step 1, select the second option if you have an Access Code that was provided by the Department in a letter, or you have your Registered Retail Merchant Certificate available. In Step 2, enter your access code, and click Next.
In Step 1, select the third option if you need to have a new or replacement INtax Access Code sent to you via the United States Postal Service. This option takes the longest and requires you to pause your registration and come back to the website once you have received your code.

Note: The Access Code will be mailed within 3-7 days to the address the Department has on file, so be sure we have your most current address.

After you receive your code, follow the instructions in the letter to complete your registration process.

In Step 2, select the check box to confirm you want an Access Code mailed to you. Then click Next.
This screen completes your registration process. You must certify that you are authorized to provide the information and the information is correct. Select “I agree” to continue through the registration process, and then click Submit.

“I find INtax very easy to use and the best way for me to file business taxes and not be late on filing. Love the site!”
Congratulations!

Your registration is now complete. You're almost done!

If you chose either of the first two options to verify your business (providing previous tax return or payment information or providing your INtax Access Code) your registration process is almost complete. Once the Department verifies the information you submitted, you will receive two emails:

- The first email confirms that your INtax registration completed successfully. This email will also contain the username you created for your records.
- The second email will contain a temporary password to access your account.

If the Department could not verify your submitted information, you will receive an email and a letter indicating that your registration did not complete successfully.

If you requested a new or replacement Access Code, the Department will mail to you the Access Code and specific instructions. You have 30 days to complete your registration.
Log into INtax

- Once you receive your confirmation emails with your username and a temporary password, you can log in to INtax. Go to www.INtax.in.gov and select the first option to log in.

“Very easy to use for both filing and electronic payments. Having filing & payment history helpful for accounting audits.”
You will need to change your temporary password for security reasons. Change the temporary password provided by the Department to a new password that only you know. Pay close attention to the password requirements. Remember your new password for future reference.

Once complete, click Submit.

“I love your INtax system! I have to file sales taxes in 9 states and BY FAR, INtax is the quickest, simplest, and easiest of all of them.”
"I love this website, I can see everything that I have done since I first obtained my tax account, and it is so easy to file each month."

The next page simply confirms that your password change was successful. Click Business List to view your account information.
Before viewing your business list, you will see an important notice page. Make sure you review this information.

Once reviewed, you can check the check box to opt out of viewing this notice each time you log into INtax. If the Department adds additional notices, you will automatically be rerouted to this screen to view the updated information.

Click Continue to see your business list.
You can now use the menu on the left to add businesses, update your User Profile (such as phone number and email), make payments, and much more.

If you need to add a new business to your User Profile, select My Profile and then Add Additional Business.

The FAQs button at the top of the screen provides answers to common questions. If you don’t find the information you need and still have a question, you can click the Contact Us button and email us your question.
Quick Overview of INtax

With INtax, you can do many things to manage your taxes efficiently and effectively, in addition to filing and paying your taxes.

You can:

- View a history of all the returns you have filed with INtax
- Send a secure message to the Department
- Manage users who can see your business information (for example, if you’ve changed preparers)
- Register for the Electronic Funds Transfer (EFT) option
- And more
Electronic Funds Transfer (EFT) is a fast and secure way for businesses to transfer funds. Businesses using INtax to file returns are also required to register for and submit tax payments by EFT. The tax types that can be registered for EFT in INtax are listed below:

- Gasoline Distributors Tax (MFT)
- Prepaid 911 Enhancement Fee (WPC)
- Prepaid Sales Tax on Gasoline (PPD)
- Retail Sales and Use Tax (RST)
- Special Fuel Tax (SFT)
- State and County Withholding (WTH)
- Streamlined Sales Tax (SST)
- Tire Fee (TIF)
- Type II Gaming (TTG)

Registering your business for EFT is fast and simple. The next pages will walk you through the registration process.
In the menu on the left side of the screen, click EFT Registration.

This screen lists your accounts and indicates whether they are registered for EFT. Select the account you want to register by clicking Add.
This screen asks for some specific information about your business. Fill in the required information, and click Submit to complete your EFT registration.
Congratulations! You have successfully completed your EFT registration.

“Thank you for making this site so easy to use! We are a small nonprofit and really appreciate the fact that it doesn’t take a lot of our resources to keep up to date.”
The Department provides online video tutorials to help you through the registration process at [www.INtax.in.gov](http://www.INtax.in.gov).

To access the tutorials, click the Review the Site Demo Tutorial link in the upper-right corner under Related Tools/Resources. This link takes you to a page where you can select a tutorial to view.
Additional Information

- **Filing Frequency Status May Have Changed:** The Department reviews taxpayer accounts annually. Based on these reviews, your filing frequency status might change, which can affect your due dates. To avoid penalty and interest fees, please review the 2012 due dates on your returns.

- **Temporary Hotline:** For help specifically registering for INtax, call our temporary hotline at (317)232-2337.

- **Closed Business:** If your business has closed, you must complete Form BC−100 and attach the required documentation. Form BC−100 is available at www.in.gov/dor/3489.htm or by calling (317) 615−2581.

- **Incorrect Information:** If the address listed is not correct, contact the Department at (317) 233−4015 or online at www.in.gov/dor/3392.htm.

- **No Tax Is Due:** You must file a return even when you have no tax due, unless your account has been closed. If you do not file a return, the Department will issue you a tax bill based on the best information available.

- **Due date:** If the due date on your return falls on a weekend or legal holiday, your payment and return are due on the next business day.

- **Tutorial:** If you have any questions about using or registering for INtax, please refer to the Department’s video tutorials at www.INtax.in.gov/Web/Tutorial/Default.htm.

- **FAQ:** The FAQs button at the top of the screen provides answers to common questions. If you don't find the information you need and still have a question, you can click the Contact Us button and email us your question.