

INtax

QuickStart Guide



June 2012

Indiana Department of Revenue

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.
- **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 a 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

The screenshot shows the Indiana Department of Revenue's INTax website. The header features the word "Indiana" in large letters, with the state capitol dome and other landmarks in the background. Below the header, there's a navigation bar with "DEPARTMENT OF REVENUE", "Indiana.DOR", "IN.gov", and a "Contact Us" button. On the left side, there's a "Sign Up for INTax" button. The main content area has the INTax logo and a welcome message: "Welcome to the Indiana Tax Center. Manage your Indiana tax obligations all in one convenient place. The Indiana Tax Center gives you immediate access to file and pay various business tax types, order coupon vouchers, register a new business, reinstate retail merchant certificates and much more." Below this, it says "To get started, click on the appropriate link:" and lists three options: "INTax - (Log In or Register)", "Case Payment or Registered Retail Merchant Reinstatement", and "Order Coupons". On the right side, there's a "Related Tools/Resources" section with links to "Review the Site Demo Tutorial", "New and Small Business Education Center", "Register a New Business", "Download Tax Forms", "File Motor Carrier Transactions", and "Register with Secretary of State". At the bottom, there's a date "Today is: 4/16/2012" and a small graphic of the state of Indiana with stars. A footer note says "INTAX is a product of the Indiana Department of Revenue | Copyright © 2004".

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

The screenshot shows the "About Your Business" page on the Indiana INTax website. The header is the same as the previous page. The main content area has the INTax logo and a welcome message: "Welcome to INTAX, your portal for online business tax management! INTAX is pleased to offer services for the following tax types:". Below this, it lists several tax types: Retail Sales Tax, Withholding Tax, Tire Fee Tax, Prepaid Sales Tax, Fuel Tax, Type II Gaming, and Wireless Prepaid. It then says "Look for more INTAX-eligible tax types and services coming online soon." Below this, it asks "So that we may better serve you during the registration process, please answer a few pre-registration questions to help us understand your business needs." and lists two questions: "Does your business provide tax services for other businesses (clients)?" and "Has your business previously filed taxes with the Indiana Department of Revenue?". Both questions have radio button options for "Yes" and "No". Below the questions, it says "Thank you. You are now ready to register for INTAX. Click Next to continue." and there is a "Next" button. At the bottom, there's a date "Today is: 4/16/2012" and a small graphic of the state of Indiana with stars. A footer note says "INTAX is a product of the Indiana Department of Revenue | Copyright © 2004".

The next screen asks you to answer a brief series of questions about your business. Once you have answered the questions, click Next.

Indiana

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Sign Up for INTAX

Today is: 4/16/2012

Register to Use INTAX

Start | User Profile | Business Information | Verify Business | Complete

Expectations

When using INTAX for filing taxes, you must make associated payments electronically so that the correct return period will be credited with the payment. It is essential to file a return for each period regardless of whether tax is due. Failure to do so will result in estimated billings being issued for the missing returns.

Items Needed

The following item(s) for your business will be needed during the registration process. Please have these on hand before continuing:

Business Identification Number. One of the following is required:

- Federal Employer ID Number (FEIN or FID)
- Indiana State Taxpayer ID (TID)

Verification Information for this Business. One of the following will enable quick access to INTAX:

- Total amount due on a recently filed Indiana business tax return
- Amount of a recently submitted Indiana business tax payment
- Preapproved INTAX Access Code

Cancel 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.

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Sign Up for INTAX

Register to Use INTAX

Start | **User Profile** | Business Information | Verify Business | Complete

Step 1: Create your INTAX username below. Usernames must begin with a letter, be 6-25 letters and numbers in length and include no special characters, except an underscore or a period.

Username
JohnUserTestBiz

Step 2: Create your user profile below.

First John	MI <input type="text"/>	Last User	Suffix <input type="text"/>
Phone Number (317) 555 - 1234		Ext. <input type="text"/>	
Email Address (click here to test delivery) johnuser@testbiz.com		Re-enter Email johnuser@testbiz.com	

Cancel Previous Next

Today is: 4/16/2012

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.

The screenshot shows the 'Register to Use INTAX' page on the Indiana Department of Revenue website. The header includes the word 'Indiana' in large letters, the 'DEPARTMENT OF REVENUE' logo, and navigation links for 'Indiana DOR', 'IN.gov', 'Print', 'Contact Us', 'FAQs', and 'Site Map'. A sidebar on the left contains a 'Sign Up for INTAX' link and a date stamp 'Today is: 4/16/2012' above a graphic of the Indiana state flag. The main content area is titled 'Register to Use INTAX' and features a progress bar with steps: 'Start', 'User Profile', 'Business Information', 'Verify Business', and 'Complete'. Below the progress bar, a message states: 'Please enter the required business information to continue the registration process. You can add additional businesses to your user profile after your original registration is processed.' The form contains three sections: 'Business Name' with a text field containing 'John's Test Biz'; 'Type of Business Identification' with two radio buttons, 'Federal ID Number (FD or FEIN)' (selected) and 'State Tax ID (TID)'; and 'Business Identification Number' with a text field containing '000000357'. At the bottom of the form are 'Cancel', 'Previous', and 'Next' buttons.

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."

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Sign Up for INTAX

Register to Use INTAX

Start User Profile Business Information Verify Business Complete

Step 1: Select your desired method to verify the business.

☒ Enter previous tax return or payment information for quick access to INTAX

☐ Enter your preapproved INTAX Access Code for quick access to INTAX.

☐ Request a new or replacement INTAX Access Code via the USPS.

Cancel Previous Next

Today is: 4/16/2012

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.

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Sign Up for INTAX

Register to Use INTAX

Start | User Profile | Business Information | Verify Business | Complete

Step 1: Select your desired method to verify the business.

- ☒ Enter previous tax return or payment information for quick access to INTAX.
- ☐ Enter your preapproved INTAX Access Code for quick access to INTAX.
- ☐ Request a new or replacement INTAX Access Code via the USPS.

Step 2: Based on your selected method, enter the information requested below.

Enter previous tax return or payment information for quick access to INTAX.

Verify an amount due or payment amount for a return submitted more than 30 days in the past. If the Department has not had adequate time to process your return or payment containing the information supplied, your registration could fail.

Choose an amount type	<input checked="" type="radio"/> Amount Due <input type="radio"/> Payment Amount
Enter an amount greater than zero	\$99

Cancel Previous Next

Today is: 4/16/2012

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.

"This is a great way to file my returns! Thanks for making it so easy! Very well organized site and so easy to use! Thanks!"

The screenshot shows the 'Register to Use INTAX' page on the Indiana Department of Revenue website. The page has a blue header with the Indiana state seal and the text 'Indiana DEPARTMENT OF REVENUE Indiana DOR | IN.gov'. Below the header, there are links for 'Print', 'Contact Us', 'FAQs', and 'Site Map'. The main content area is titled 'Register to Use INTAX' and features a progress bar with steps: 'Start', 'User Profile', 'Business Information', 'Verify Business', and 'Complete'. The 'Verify Business' step is currently active. Step 1 asks the user to select a method to verify the business, with three options: 'Enter previous tax return or payment information for quick access to INTAX.', 'Enter your preapproved INTAX Access Code for quick access to INTAX.' (which is selected), and 'Request a new or replacement INTAX Access Code via the USPS.'. Step 2 instructs the user to enter their preapproved INTAX Access Code. A text box labeled 'Preapproved INTAX Access Code:' contains five empty fields for the code. Below the text box are 'Cancel', 'Previous', and 'Next' buttons. On the left side of the page, there is a vertical sidebar with a 'Sign Up for INTAX' button and a date indicator 'Today is: 4/16/2012' above the Indiana state seal.

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Sign Up for INTAX

Register to Use INTAX

Start User Profile Business Information Verify Business Complete

Step 1: Select your desired method to verify the business.

☐ Enter previous tax return or payment information for quick access to INTAX.

☒ Enter your preapproved INTAX Access Code for quick access to INTAX.

☐ Request a new or replacement INTAX Access Code via the USPS.

Step 2: Based on your selected method, enter the information requested below.

Enter your preapproved INTAX Access Code for quick access to INTAX.

If you have recently received a Retail Merchant Certificate after filing a BT-1 application, your preapproved access code will be printed at the bottom of the certificate. For other tax types, a separate letter was mailed that contains the access code. Please enter this access code as a combination of the characters 0-9 and A-F only. If you do not have your access code, please select another option above.

Preapproved INTAX Access Code: [][][][][]

Cancel Previous Next

Today is: 4/16/2012

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.

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Sign Up for INTAX

Register to Use INTAX

Start | User Profile | Business Information | **Verify Business** | Complete

Step 1: Select your desired method to verify the business.

- ☐ Enter previous tax return or payment information for quick access to INTAX.
- ☐ Enter your preapproved INTAX Access Code for quick access to INTAX.
- ☒ Request a new or replacement INTAX Access Code via the USPS.

Step 2: Based on your selected method, enter the information requested below.

Request a new or replacement INTAX Access Code via the USPS.

If you do not have access to the business amount due and payment information or this information is not applicable to the business, and you do not have a preapproved INTAX Access Code, you must choose this option. Your INTAX Access Code will be mailed to the address your business has on file with the Department of Revenue. You must use the INTAX Access Code to activate your account before you are able to log in.

☐ Request a new or replacement INTAX Access Code via USPS.

Cancel Previous Next

Today is: 4/16/2012

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.

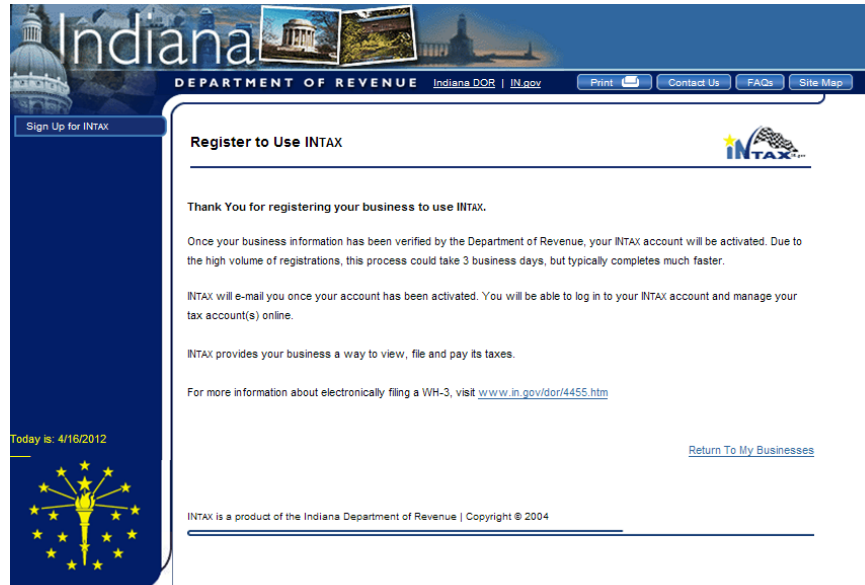
After you receive your code, follow the instructions in the letter to complete your registration process.

In Step 2, select the check box to confirm you want an Access Code mailed to you. Then click Next.

The screenshot shows the 'Register to Use INTAX' page on the Indiana Department of Revenue website. The header includes the word 'Indiana' in large letters, the Department of Revenue logo, and navigation links like 'Indiana DOR', 'IN.gov', 'Print', 'Contact Us', 'FAQs', and 'Site Map'. A sidebar on the left has a 'Sign Up for INTAX' link and a date 'Today is: 4/16/2012' above the Indiana state flag. The main content area has a progress bar with steps: 'Start', 'User Profile', 'Business Information', 'Verify Business', and 'Complete'. The 'Verify Business' step is active, showing a certification form. The form text reads: 'I certify that the business for which I am registering to use INTAX has granted me the authority to perform this action. I certify that all information and statements supplied on this application are true and correct.' Below this, it says 'I also agree to make payments electronically for the tax accounts managed on this site.' There are three radio button options: 'I agree.' (which is selected), 'I do not agree.', and 'I am registering to file WH-3's only at this time.' At the bottom of the form are 'Cancel', 'Previous', and 'Submit' buttons. A large, faint watermark of the Indiana state seal is visible in the background of the form area.

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

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Sign Up for INtax

INtax

Welcome to the Indiana Tax Center

Manage your Indiana tax obligations all in one convenient place. The Indiana Tax Center gives you immediate access to file and pay various business tax types, order coupon vouchers, register a new business, reinstate retail merchant certificates and much more.

To get started, click on the appropriate link:

- ▶ **INtax - (Log In or Register)**
Indiana's free online tax filing program allows you to file and pay your business taxes and much more.
- ▶ **Case Payment or Registered Retail Merchant Reinstatement**
Set up a payment plan for your individual or sales tax account, or pay past due sales and withholding taxes to reinstate your retail merchant certificate.
- ▶ **Order Coupons**
Order coupon vouchers to pay your Indiana sales, withholding, and related tax types.

Related Tools/Resources

- ▶ Review the Site Demo Tutorial
- ▶ New and Small Business Education Center
- ▶ Register a New Business
- ▶ Download Tax Forms
- ▶ File Motor Carrier Transactions
- ▶ Register with Secretary of State

Today is: 4/16/2012

INDIANA DEPARTMENT OF REVENUE

NEW AND SMALL BUSINESS EDUCATION CENTER

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- 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."

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Logout

Change Password

Show/Hide Page Instructions

- :: A valid password is a combination of alphabetic and numeric characters excluding '<', '>', '\', ':' and ','; must be 6 to 16 characters long, and must contain at least 1 letter.
- :: Letters in password are case-sensitive.
- :: For security reasons, a valid password is not allowed to be your E-mail address, INTax Username, or any combination of your first name, middle initial and last name.

Your have logged in with your temporary password generated by INTax. For security reasons, you are required to change your password immediately.

Change Password	
Username:	<input type="text" value="myuser_admin"/>
Old Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

Submit

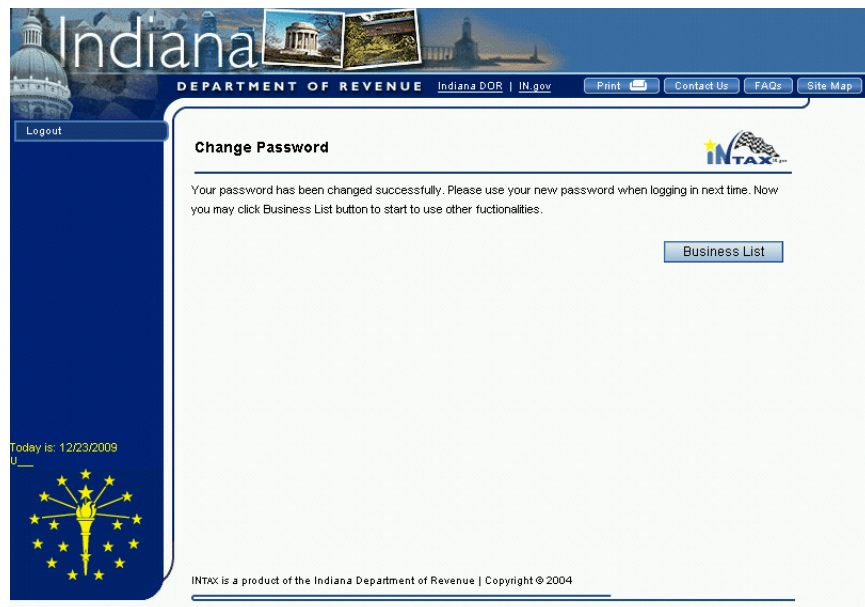
Today is: 12/23/2009
U_

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.

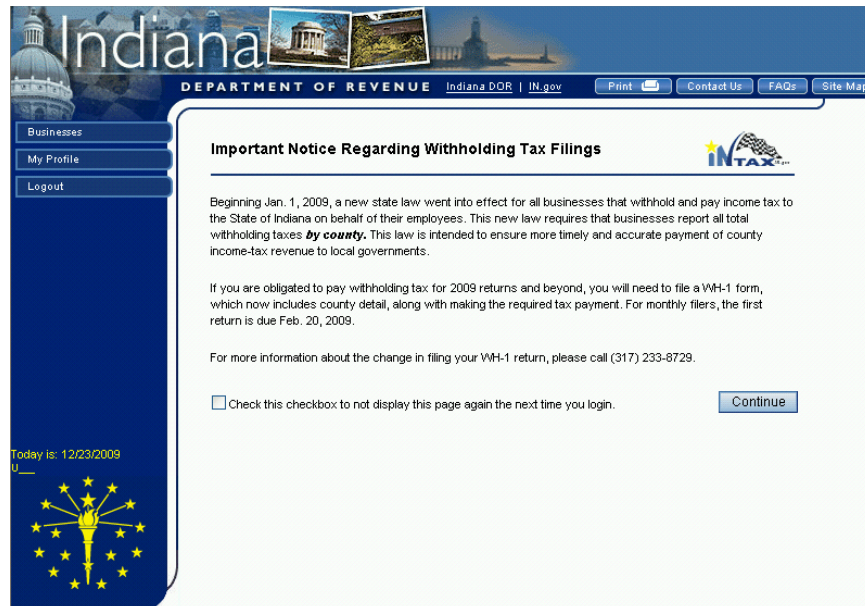
Once complete, click Submit.

"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.

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Businesses
Pay
Payment History
EFT Registration
Messages
Security
My Profile
Logout

Business Details

MY TEST BUSINESS
State Tax ID: 0001234567 Primary Address: EASY STREET INDPLS, IN 99999

Show/Hide Page Instructions
 • To view the account financial details by tax period, click on the underlined account tax type in the list below.
 • To make a payment for an account, select "Pay" from the menu or select "Pay" in the list below.
 • To file a return for an account, select "File" in the list below.

State Tax & Location ID: Zip Code: Tax Type: [Search](#)

Account	Address	Registered for EFT	Currently Consolidated	Status	Filing Frequency	Actions
Sales Location: 001	EASY STREET INDPLS, IN 99999	Yes	No	Open	Early Filer	File Pay
Withholding Location: 001	EASY STREET INDPLS, IN 99999	Yes	No	Open	Early Filer	File Pay

Please share a few words with us about your experience with INtax.

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

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Today is: 4/16/2012
JUL ADMIN

Business Details

MY TEST BUSINESS

State Tax ID: 0001234567 Primary Address: EASY STREET INDPLS, IN 99999

Show/Hide Page Instructions

- To view the account financial details by tax period, click on the underlined account tax type in the list below.
- To make a payment for an account, select "Pay" from the menu or select "Pay" in the list below.
- To file a return for an account, select "File" in the list below.

State Tax & Location ID: 0001234567 Zip Code: Tax Type: Search

Account	Address	Registered for EFT	Currently Consolidated	Status	Filing Frequency	Actions
<u>Sales</u> Location: 001	EASY STREET INDPLS, IN 99999	Yes	No	Open	Early Filer	File Pay
<u>Withholding</u> Location: 001	EASY STREET INDPLS, IN 99999	Yes	No	Open	Early Filer	File Pay

Please share a few words with us about your experience with 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 Registration

The screenshot shows the Indiana Department of Revenue's INtax portal. The header includes the Indiana state seal and the text "Indiana DEPARTMENT OF REVENUE Indiana DOR | IN.gov". A navigation menu on the left lists: Businesses, Pay, Payment History, **EFT Registration**, Messages, Security, My Profile, and Logout. The main content area is titled "Business Details" and shows "MY TEST BUSINESS" with State Tax ID: 0001234567 and Primary Address: EASY STREET INDPLS, IN 99999. Below this, there are instructions on how to use the portal. A search bar allows filtering by State Tax & Location ID, Zip Code, and Tax Type. A table lists registered accounts for EFT.

Business Details

MY TEST BUSINESS
 State Tax ID: 0001234567 Primary Address: EASY STREET INDPLS, IN 99999

Show/Hide Page Instructions

- To view the account financial details by tax period, click on the underlined account tax type in the list below.
- To make a payment for an account, select "Pay" from the menu or select "Pay" in the list below.
- To file a return for an account, select "File" in the list below.

State Tax & Location ID: 0001234567 Zip Code: Tax Type: Search

Account	Address	Registered for EFT	Currently Consolidated	Status	Filing Frequency	Actions
<u>Out of State Use</u> Location: 001	EASY STREET INDPLS, IN 99999	Yes	No	Open	Early Filer	File Pay
<u>Withholding</u> Location: 001	EASY STREET INDPLS, IN 99999	No	No	Open	Early Filer	File Pay

Please share a few words with us about your experience with INtax.

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.

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Business Details

MY TEST BUSINESS
State Tax ID: 0001234567 Primary Address: EASY STREET INDPLS, IN 99999

Show/Hide Page Instructions

- To view the account financial details by tax period, click on the underlined account tax type in the list below.
- To make a payment for an account, select "Pay" from the menu or select "Pay" in the list below.
- To file a return for an account, select "File" in the list below.

State Tax & Location ID: 0001234567 - Zip Code: Tax Type: Search

Account	Address	Registered for EFT	Currently Consolidated	Status	Filing Frequency	Actions
Out of State Use Location: 001	EASY STREET INDPLS, IN 99999	Yes	No	Open	Early Filer	File Pay
Withholding Location: 001	EASY STREET INDPLS, IN 99999	No	No	Open	Early Filer	File Pay Add

Please share a few words with us about your experience with INTax.

In the menu on the left side of the screen, click EFT Registration.

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Maintain EFT Debit - Choose an Account

MY TEST BUSINESS
State Tax ID: 0001234567 Primary Address: EASY STREET INDPLS, IN 99999

The following lists the business tax accounts and general EFT debit registration information


- Click on an account to register for EFT debit transactions.
- Filter the displayed accounts by entering data in the State ID, Zip Code, and/or Tax Type fields and clicking "Search"

State Tax & Location ID: 0001234567 - Zip Code: Tax Type: Search

Account	Address	Registered for EFT	Bank Account Number	Actions
Out of State Use Location: 001	EASY STREET INDPLS, IN 99999	Yes	*****2469	Edit Delete
Withholding Location: 001	EASY STREET INDPLS, IN 99999	No	N/A	Add


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This screen lists your accounts and indicates whether they are registered for EFT. Select the account you want to register by clicking Add.




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Businesses
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Today is: 4/16/2012
U_BA ADMIN


Maintain EFT - ACH Debit Registration



MY TEST BUSINESS

Tax Type: Withholding Location Address: EASY STREET INDPLS, IN 99999

State Tax ID: 0001234567-001 Current Filing Frequency: Early Filer

All fields must be completed. The ACH debit registration must be authorized (in the check box below) by a person in the business who is an authorized signatory on the account specified below.

☒ Business' Bank Account
☐ Service Provider's Account

Bank Information

Bank Account Type Checking	Bank Routing Number	Bank Account Number	Confirm Bank Account Number

Will the funds from this transaction originate from a source outside the United States? ☐ Yes ☐ No

Contact Information

EFT Contact Name

Email

Country Name: United States

Address

Address Line 2

Address Line 3

City State: IN Zip

Phone: () - EXT:

This screen asks for some specific information about your business. Fill in the required information, and click Submit to complete your EFT registration.

The screenshot shows the Indiana Department of Revenue website. The header includes the word "Indiana" in large letters, followed by "DEPARTMENT OF REVENUE" and a link to "Indiana.DOR | IN.gov". There are buttons for "Print", "Contact Us", "FAQs", and "Site Map". A left sidebar contains a menu with options: "Businesses", "File", "Filing History", "Pay", "Payment History", "EFT Registration" (highlighted), "Messages", "Security", "My Profile", and "Logout". Below the menu, it says "Today is: 4/16/2012" and "U_BA ADMIN" next to a graphic of the Indiana state flag.

EFT Registration Confirmation

MY TEST BUSINESS

Tax Type: Withholding	Location Address: EASY STREET INDPLS, IN 99999
State Tax ID: 0001234567-001	Current Filing Frequency: Early Filer

You have successfully registered for EFT ACH debit transactions.

If you have any questions concerning this transaction, please contact the Taxpayer Service Center for assistance.

INTAX Customer Service
Indiana Department of Revenue

Taxpayer Information and Assistance: (317)233-8729

Hours of Operation:
Monday - Friday
8:00am - 4:30pm ET

If you are able to login to INTax, you may also contact us 24 hours a day, 7 days a week through your Secure Mailbox by clicking the "Messages" menu option from within INTax. We will respond to electronic requests at our earliest availability within the working hours listed above.

[Return To My Businesses](#)

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."

Tutorial Videos

The screenshot shows the Indiana Department of Revenue website. At the top, there's a banner with the word "Indiana" and images of state landmarks. Below this is a navigation bar with "DEPARTMENT OF REVENUE", "Indiana.GOV", and "INTax" links. A "Contact Us" button is also present. On the left side, there's a "Sign Up for INTax" button. The main content area features the INTax logo and a "Welcome to the Indiana Tax Center" message. It explains that users can manage their Indiana tax obligations in one place, including filing and paying business taxes, ordering coupon vouchers, registering a new business, and reinstating retail merchant certificates. Below this, there's a section "To get started, click on the appropriate link:" with three options: "INTax - (Log In or Register)" (described as Indiana's free online tax filing program), "Case Payment or Registered Retail Merchant Reinstatement" (described as setting up a payment plan or paying past due sales and withholding taxes), and "Order Coupons" (described as ordering coupon vouchers for sales, withholding, and related tax types). On the right side, there's a "Related Tools/Resources" section with five links: "Review the Site Demo Tutorial", "New and Small Business Education Center", "Register a New Business", "Download Tax Forms", "File Motor Carrier Transactions", and "Register with Secretary of State". Below this is a small image of a truck and a person, followed by the text "INDIANA DEPARTMENT OF REVENUE" and "NEW AND SMALL BUSINESS EDUCATION CENTER". At the bottom left, there's a date "Today is: 4/16/2012" and a small Indiana state flag. At the bottom center, there's a small copyright notice: "INTax is a product of the Indiana Department of Revenue | Copyright © 2004".

Indiana

DEPARTMENT OF REVENUE Indiana.GOV | INTax Contact Us

Sign Up for INTax

INTAX

Welcome to the Indiana Tax Center

Manage your Indiana tax obligations all in one convenient place. The Indiana Tax Center gives you immediate access to file and pay various business tax types, order coupon vouchers, register a new business, reinstate retail merchant certificates and much more.

To get started, click on the appropriate link:

- ▶ **INTax - (Log In or Register)**
Indiana's free online tax filing program allows you to file and pay your business taxes and much more.
- ▶ **Case Payment or Registered Retail Merchant Reinstatement**
Set up a payment plan for your individual or sales tax account, or pay past due sales and withholding taxes to reinstate your retail merchant certificate.
- ▶ **Order Coupons**
Order coupon vouchers to pay your Indiana sales, withholding, and related tax types.

Related Tools/Resources

- ▶ Review the Site Demo Tutorial
- ▶ New and Small Business Education Center
- ▶ Register a New Business
- ▶ Download Tax Forms
- ▶ File Motor Carrier Transactions
- ▶ Register with Secretary of State

INDIANA DEPARTMENT OF REVENUE

NEW AND SMALL BUSINESS EDUCATION CENTER

Today is: 4/16/2012

INTax is a product of the Indiana Department of Revenue | Copyright © 2004

The Department provides online video tutorials to help you through the registration process at 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.

Notes



www.INtax.in.gov