







Understanding a Demand for Payment Letter

Payments & Billing

If you receive mail from the Indiana Department of Revenue (DOR), read it carefully as soon as possible. Every letter, notice, and bill from DOR contains useful information about why you received it and what you need to do.

Example of Demand for Payment letter.

	INDIANA DEPARTMENT OF REVENUE PO BOX 6479 INDIANAPOLIS IN 46206-6479	Demand Notice For Payment Indiana Department of Revenue Mike Braun, Governor M. Kevin Gulley, Commissioner
		 Filing Period December 31, 2024 Letter ID L0016782042 Date Issued March 17, 2026
Demand for Payment		

This bill is sent when there has been no payment received or action taken after receiving the “Notice of Proposed Assessment” (NOPA).

Example: You file a tax return and indicate a balance is owed but don’t pay that amount. In addition, if you do not timely protest a proposed assessment or your protest of a proposed assessment is denied in or whole or in part, you will receive a demand for payment for the balance due.

If your bill is not paid you will be added to a collections process contracted by the Sheriff’s office or DOR’s collection partner, United Collection Bureau.

What you can do:

- Pay the bill
 - Pay on INTIME at intime.dor.in.gov. You will need your Letter ID, located in the top right header of the letter you received.
 - Pay by check – include payment voucher at the bottom of the payment form.
 - Pay in person at one of DOR’s district offices. [Check hours and availability.](#)
- Set up a payment plan
- If you cannot pay the bill in full, you may be eligible to set up a payment plan on INTIME.
 - If you need assistance in setting up a payment plan, contact [DOR Customer Service](#).
- Supporting documentation – If you can show reasonable cause for not paying the amount owed, you may provide supporting documents.
 - Examples of supporting documents:
 - Proof of payment

- Copy of the return
- Wage Statements
- Upload Supporting Documents on INTIME
 - From the “Respond to correspondence” panel, select “Respond to a letter, notice or bill.”
 - Provide the Letter ID and select the “Next” button.
 - Provide an explanation and any necessary supporting documentation using the “Add Attachment” button.
 - Select the “Next” button, followed by the “Submit” button.

If you do not take any action:

- DOR will issue a tax warrant for immediate collection action.
- Interest on all unpaid taxes will be calculated beginning on the due date of the return or payment and ending on the date the base tax liability is paid in full.
- Interest will be added to the assessment monthly.

Additional Resources

- [Responding to a Letter, Notice, or Bill from DOR](#)
- [DOR: Collection Stages](#)
- [DOR: Payments & Billing](#)
- [DOR: Payment Plans](#)
- [Make a Payment on a Payment Plan](#)