



Understanding a Notice of Proposed Assessment 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 Notice of Proposed Assessment letter.

 INDIANA DEPARTMENT OF REVENUE PO BOX 1028 INDIANAPOLIS IN 46206-1028	Notice of Proposed Assessment Indiana Department of Revenue Mike Braun, Governor M. Kevin Gulley, Commissioner
 	 Filing Period December 31, 2024 Letter ID L0016825334 Date Issued March 17, 2026
Notice of Proposed Assessment	

Common reasons you may receive this letter from DOR:

- Unpaid balance due
- Estimated bill due to a missing return
- Return adjustment

Example: You filed your Indiana tax return but did not pay the taxes due by the April 15 deadline. You now owe the amount that was originally due, plus any penalties and interest that may apply.

A specific timeframe to take action will be listed on the letter before we contact you again.

What you can do:

- File or amend the return – Many taxpayers receive this letter because they did not file or make a change to their return.
 - Business – If you have a missing return or need to make a change to an existing return, you can complete this on INTIME under your business account.
 - Individual – If you did not file your taxes for a certain year, visit the [DOR: Individual Forms](#) page. If you need to adjust an existing return, visit the [Amend a Return](#) page.
- 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 instructions.
 - 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 believe this notice was sent in error or is inaccurate, 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” tile, select “Respond to a letter, notice or bill.”
 - Provide an explanation and any necessary supporting documentation using the “Add Attachment” button.
 - Select the “Next” button, followed by the “Submit” button.
- File a protest
 - If you disagree with the assessment and are unable to resolve it through the contact information listed on the letter, you will have 60 days from the date the letter was issued to protest in writing.
 - For more information, visit [DOR: Appeals](#).

If you do not take any action:

- DOR will demand payment.
- You will lose the right to protest this assessment.
- 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 was 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](#)