



INTIME User Guide for Fuel Tax Customers

Effective July 2022



Last Revised: June 2023

Welcome to INTIME

The Indiana Department of Revenue's (DOR) e-services portal, [INTIME](#), offers Fuel Tax customers the ability to manage Alternative Fuel, Aviation Fuel, Fuel Inventory, Motor Fuel, Petroleum Severance, Special Fuel, Terminal Operator, Transporter License, and Gasoline Use Tax accounts in one convenient location, 24/7. This includes filing returns, making payments, secure messaging with Customer Service, and more:

INTIME Functionality

	Register New Tax Account 	File Returns 	Amend Returns 	Make Payments 	View Correspondence & Send Messages 	Update Names & Addresses 
Alternative Fuel User	✓	✓		✓	✓	✓*
Aviation Fuel	✓	✓	✓	✓	✓	✓*
Fuel Inventory	✓	✓	✓	✓	✓	✓
Gasoline Use	✓	✓	✓	✓	✓	✓*
Motor Fuel	✓	✓	✓	✓	✓	✓*
Petroleum Severance	✓	✓	✓	✓	✓	✓*
Special Fuel	✓	✓	✓	✓	✓	✓*
Terminal Operator	✓	✓	✓	✓	✓	✓*
Transporter	✓	✓	✓	✓	✓	✓*
Alcohol Tax		✓	✓	✓	✓	✓
Cigarette	✓	✓	✓		✓	✓*
Cigarette Stamps	✓	✓		✓	✓	✓*
Electronic Cigarette	✓	✓	✓	✓	✓	✓*
Other Tobacco Products	✓	✓	✓	✓	✓	✓*
Employment Agency						
Rail, Commuter or Electric				✓	✓	✓*
Vehicle Sharing Excise		✓	✓	✓	✓	✓

* Names and address for Cigarette, Tobacco, and Fuel tax accounts can be updated via INTIME. However, these updates will be reviewed by the Special Tax division and are subject to approval. A new license may be issued when approved.

New Feature Previously Available

This guide provides step-by-step instructions, images, and tips specific to Fuel Tax accounts, instructions and serves as an additional resource to the [INTIME Guide for Business Customers](#).

Get Started with INTIME

Step 1: Log in to [INTIME.dor.in.gov](https://intime.dor.in.gov). (Sign up information available in the [INTIME User Guide for Business Customers](#).)

Step 2: Fuel tax accounts appear on the "Summary" (tab) page.

The screenshot shows the 'Summary' tab selected in a navigation bar. Below the navigation bar, there are three main sections, each representing a different fuel tax account type. Each section contains a list of items with their respective due dates and actions.

Account Type	Item	Due Date	Action
Alternative Fuel Decal	SF-801 for March 2023	Renew your alternative fuel decals	File now
	SF-801 for March 2022	Order new alternative fuel decals	File now
	Account (AFD-0000133841)	Balance: \$0.00	Make a payment, View all returns and periods
Aviation Fuel	AVF-150 for March 2022	Monthly return due: Apr 18, 2022	File now
	Account (AVF-0000160465)	Balance: \$0.00	Make a payment, View all returns and periods
Fuel Inventory	IVT-1 for June 2022	Annual return due: Aug 01, 2022	File now
	Account (IVT-0000166609)	Balance: \$0.00	Make a payment, View all returns and periods

Gasoline Use

SAMPLE COMPANY
123 SAMPLE STREET
SAMPLE IN 00000

GT-103 for March 2022

Bi-Monthly return due: Apr 11, 2022

> [File now](#)

GT-103DR for March 2022

Bi-Monthly return due: May 02, 2022

> [File now](#)

> [Upload XML return](#)

Account

GUT-0000144181

Balance

\$100.00

> [Make a payment](#)

> [View all returns and periods](#)

Motor Fuels

SAMPLE COMPANY
123 SAMPLE STREET
SAMPLE IN 00000

MF-360 for June 2022

Monthly return due: Jul 20, 2022

> [File now](#)

Account

MFT-0000185141

Balance

\$100.00

> [Make a payment](#)

> [View all returns and periods](#)

Petroleum Severance

SAMPLE COMPANY
123 SAMPLE STREET
SAMPLE IN 00000

MF-600 for June 2022

Monthly return due: Aug 01, 2022

> [File now](#)

Account

PST-0000135989

Balance

\$0.00

> [Make a payment](#)

> [View all returns and periods](#)

Special Fuel

SAMPLE COMPANY
123 SAMPLE STREET
SAMPLE IN 00000

SF-900 for March 2022

Monthly return due: Apr 20, 2022

> [File now](#)

Account

SFT-0000168757

Balance

\$0.00

> [Make a payment](#)

> [View all returns and periods](#)

Terminal Operator SAMPLE COMPANY 123 SAMPLE STREET SAMPLE IN 00000	FT-501 for March 2022 > File now Monthly return due: Apr 20, 2022
	Account > Make a payment TOL-0000189797 > View all returns and periods Balance \$300.00

Transporter License SAMPLE COMPANY 123 SAMPLE STREET SAMPLE IN 00000	SF-401 for March 2022 > File now Monthly return due: Apr 25, 2022
	Account > Make a payment TRP-0000152373 > View all returns and periods Balance \$0.00

Note: The "Make a payment" option will appear only when a payment is due.

Step 3: When manually typing in return and schedule information, select "File now" in the desired tax account.

Submitting Returns and Schedule of Transactions

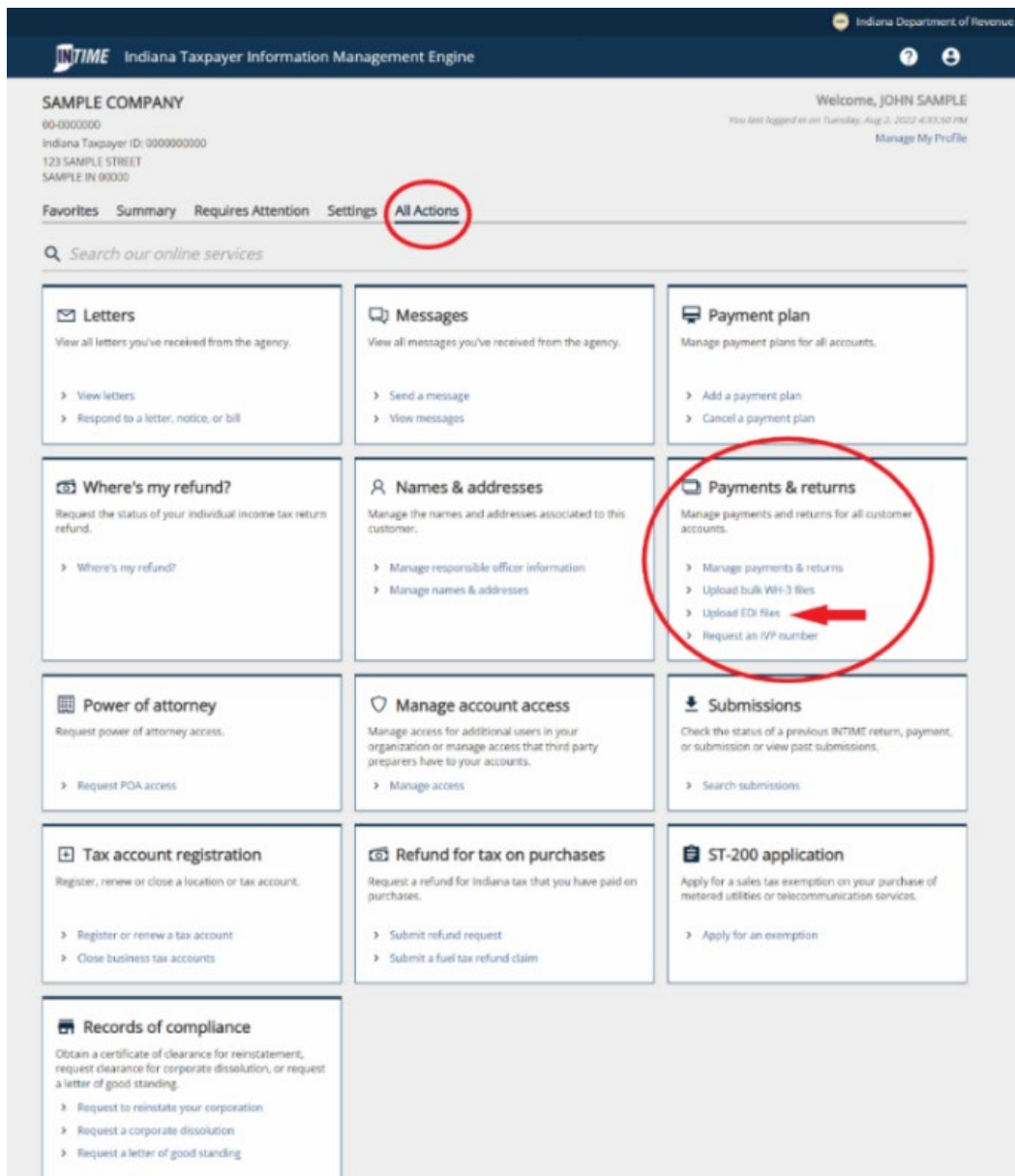
Fuel tax customers can submit returns and schedules of transactions by one of these methods:

- Manually type in return and schedule of transaction information by selecting "File now" in the corresponding account listed on the "Summary" (tab) page.
- Submit Electronic Data Interchange (EDI) files containing return and transaction information from the "All Actions" tab. Locate the "Payments & returns" panel and select "Upload EDI files"
- Submit Gasoline Use Tax return and transaction information in an XML file format (up to 10 MB) by selecting the "Upload XML return" option in the corresponding tax account listed in "Summary" tab.
- Gasoline Use Tax XML files that exceed INTIME's 10 MB file upload limit can continue to be submitted via SFTP Bulk Upload filing. More information is [available on DOR's Bulk Filing Your Indiana Business Taxes](#) page.
- EDI files for MF-360, SF-900, SF-401 and FT-501 are only available for upload via INTIME.

Submitting Electronic Data Interchange (EDI) Files

Electronic Data Interchange (EDI) allows Fuel tax customers to transmit electronic tax returns from their computer to DOR. [More information on the EDI process](#) and the [Fuel Tax EDI Implementation Guide is available](#). Fuel tax customers will submit EDI files via INTIME from the "All Actions" tab.

Step 1: Locate the "Payments & returns" panel and click on "Upload EDI files."



Step 2: Attach and upload your EDI file (up to 10 MB).

< SAMPLE COMPANY

EDI File upload

SAMPLE COMPANY
00-0000000

Fuels file upload

Upload Files Summary

Upload forms

You may upload your files below. The only acceptable file types are text files in the EDI format.

EDI files may contain the following return types: MF-360, SF-900, SF-401, and FT-501.

Converting/formatting PDF or Excel spreadsheets to .XML or .TXT files is not accepted. You can find the specification in the below link:
<https://www.in.gov/dor/online-services/edi-fuel-tax-electronic-initiatives/>

Please note that the file upload process may take some time depending on the size of the file. Larger files can take up to 30 seconds to load.

There is a Max file size limit of **10MB** per file.

If you need assistance with uploading your EDI files, you may call our Special Tax Unit at (317) 615-2630 or email at fetax@dor.in.gov.

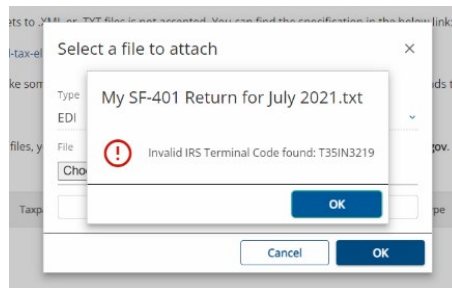
File name	Taxpayer ID Type	Taxpayer ID	Terminal Code	Return Type	Account Type	Filing Period
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Upload

Please add an attachment to continue

Cancel < Previous Next >

Note: If there is an error in the EDI file, a pop-up alert with information identifying the issue will appear.



Step 3: Once the EDI file is uploaded, a summary will appear to confirm that the file is ready for submission. Ensure all information is correct, then select "Submit."

< SAMPLE COMPANY

EDI File upload

SAMPLE COMPANY
00-0000000

Fuels file upload

Upload Files Summary

Summary

Your request is ready to submit. Please ensure all information is correct before submitting.

Be advised that there is no concept of submitting test files in INTIME.

All files submitted beyond this point will be treated and processed as real files.

Cancel < Previous **Submit**

Submitting XML Files (Gasoline Use Tax)

Gasoline Use Tax customers can submit XML files from the "Summary" tab.

Step 1: In the account options, select "Upload XML return."

Step 2: Select the return type (GT-103DR) and filing period, then add XML file attachment up to 10 MB in size.

The screenshot shows the INTIME Indiana Taxpayer Information Management Engine interface. The page title is "XML upload" for "Gasoline Use" with ID "GLT-000000000" for "SAMPLE COMPANY". A progress bar shows "Upload Files" as the current step. The "Upload forms" section contains instructions: "You may upload your files below. The only acceptable file type is XML. Converting/formatting a PDF or Excel spreadsheet to XML is not accepted. You can find the specification in the below link: <https://www.in.gov/dor/business-tax/fuel-tax/gasoline-use-tax/>. Please note that the file upload process may take some time depending on the size of the file. Larger files can take up to 30 seconds to load. There is a Max file size limit of 10MB per file." Below this, the "Return type" is set to "GT-103DR" and the "Filing period" is set to "Required". A "Files" section has a "File name" input field and a red message: "Please add an attachment to continue". Navigation buttons include "Cancel", "Previous", and "Next".

Note: If there are any issues with the attachment, information about the error will appear at the bottom of the page.

This screenshot shows the "Files" section of the INTIME interface. It features a "File name" input field, an "Upload" button, and a red message: "Please add an attachment to continue". Below this is the "Attachment errors" section, which includes a link to the specification page and a red message: "Please review and correct before resubmitting. Your file contains the following errors:". A table lists the error details:

File name	Line number	Error
My GT-103DR Return for July 2022.xml	12	The 'http://www.irs.gov/efile:TaxPeriodEndDate' element is invalid - The value '2022-07-32' is invalid according to its datatype 'http://www.irs.gov/efile:DateType' - The string '2022-07-32' is not a valid Date value.

Navigation buttons include "Cancel", "Previous", and "Next".

Step 3: Once you are certain all information is correct and the file has been uploaded, you are ready to "Submit."

XML upload
Alcohol
ALC-0000193233
SAMPLE LOCATION

XML upload

Upload Files Summary

Summary
Your request is ready to submit. Please ensure all information is correct before submitting.

Cancel Previous Submit

Making Payments Via INTIME

Once a return has been filed, a payment can be made by going to the associated tax account on the "Summary" (tab) page and selecting "Make a payment."

Select the preferred payment method type:

Bank Account: If bank account is selected, the customer will proceed to the next step to enter the payment details. There is no fee for a payment from a bank account (ACH/electronic check.)

Credit/Debit Card: If a debit or credit card is selected, after entering the required information, a confirmation screen will appear. Select the "Make a credit card payment" button on the confirmation screen. A processing fee will be assessed on all credit card payments. Only VISA, Mastercard, and Discover are accepted. The fees are structured as follows:

Credit Cards

Card Type	Percentage	Additional Fee
Individual	1.99%	\$1.00
Corporate	2.63%	\$1.00

Debit Cards

Payment Amount	Flat Fee
Less than \$100	\$2.99
Great than or equal to \$100	\$3.75

Contact Us

DOR Special Tax

317-615-2630
Monday – Friday
8 a.m. – 4:30 p.m. ET
dor.in.gov

INTIME

Questions? Log in to INTIME and [send a message to Customer Service](#).

Tax Bulletin

[Monthly newsletter](#) for tax practitioners & businesses

Tax Talk Blog

The [Tax Talk Blog](#) has tax tips, DOR programs & info for tax practitioners