



INtax to INTIME

Migration Instructions



Indiana Department of Revenue

Migration from INTax to INTIME



- Beginning September 8, 2020, existing customers who currently file business sales and withholding taxes via INTax can begin migrating their accounts to INTIME. This document contains the step-by-step instructions to “migrate” your existing information to your new INTIME account.
- To provide adequate time for our customers to complete this transition, INTax will remain available to file and pay on current periods until Dec. 31, 2020. If you need to file past periods, you will need to migrate to INTIME.
- INTax will remain available to support the Indiana filing requirement for the 2020 WH-3 between Jan. 1 and Feb. 28, 2021.
- Customers will need to re-enter bank account information in INTIME once a new logon has been created. All banking information is encrypted for your protection.

Ready to move to INTIME?

Moving to INTIME as soon as it goes LIVE will allow customers to immediately benefit from the new system features including the flexibility to control access to accounts.



1.

Log in to INTax to obtain a migration code. This code is unique to the specific user and their business access. This migration code will be displayed in INTax beginning on Sept. 8th, 2020.



2.

Go to INTIME at intime.dor.in.gov.



3.

Select “Don’t have a username? Create one.” to create a username and password for INTIME.

Instructions

Account Validation Method:

Step 1: Log in to INTax at www.intax.in.gov/login to find your migration code. Go to “Business Details” and make note of the INTIME migration code in the top right corner. This code is unique to the specific user and their business access.

Business DetailsINTIME Migration Code: [XXXXX-XXXXX](#)

SAMPLE JANE

State Tax ID: 0000000000Primary Address: 100 N SENATE AVE, INDIANAPOLIS, IN 46204-2273

- 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.
- Starting 09/08/2020 payments will be accepted for periods 1/1/2020 to 12/31/2020.

Account	Address	Registered for EFT	Currently Consolidated	Status	Filing Frequency	Actions
Sales Loc: 001	100 N SENATE AVE INDIANAPOLIS, IN 46204-2273				Monthly	File Pay

Page 1 of 1 10 View 1 - 1 of 1

Step 2: Click the INTIME migration code or go to INTIME.dor.in.gov and select “Don’t have a username? Create one.” and use the migration code displayed in INTax to validate the account. Continue to follow the instructions on your screen to create your username and password.

INTIME Registration

Registration

Login information
Overview
Customer Type
Customer Information
Add Accounts

Enter valid account details to verify access
Tax account
Sales (ST-103, ST-103CAR, ST-103 ▾)

Account validation

If you are unable to complete any of the account validation methods available below, you may request an INTIME welcome letter.

Select account validation method
Migration Code displayed in INTax: ▾

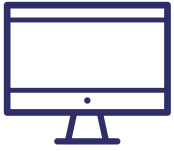
Enter the Migration Code displayed in your INTax account. It is a 10-digit code in the XXXXX-XXXXX format.

Migration Code *
Required

Cancel Save Draft

< Previous Next >

Contact Us



Project NextDOR - ProjectNextDOR.dor.in.gov

Tax Practitioner Hotline Packet - in.gov/dor/files/dor-tax-pract-packet.pdf

For DOR news and announcements, subscribe to:

- Tax Bulletin - dor.in.gov/3659.htm
- Tax Talk Blog - dor.in.gov/3877.htm



If you have questions, contact DOR Customer Service Monday through Friday, 8 a.m. - 4:30 p.m. EST.

DOR Customer Service: (317) 232-2240

Corporate Income Tax Customers: (317) 232-0129

Aircraft Owners & Dealers: (317) 615-2544



@INRevenue



linkedin.com/company/indiana-department-of-revenue/