

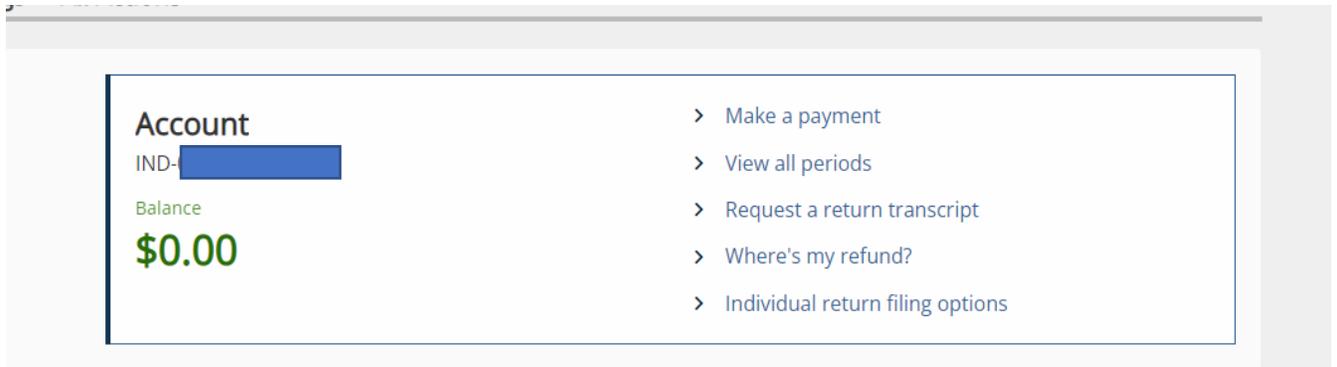
How to Make Indiana Tax Payment, Extension Payments and 2022 Estimated Payments

If you do not already have an INTIME Account Setup (a personal one, you will need to set one up, we recommend setting up in the taxpayer and paying in the taxpayer so the tax return is crediting correctly)

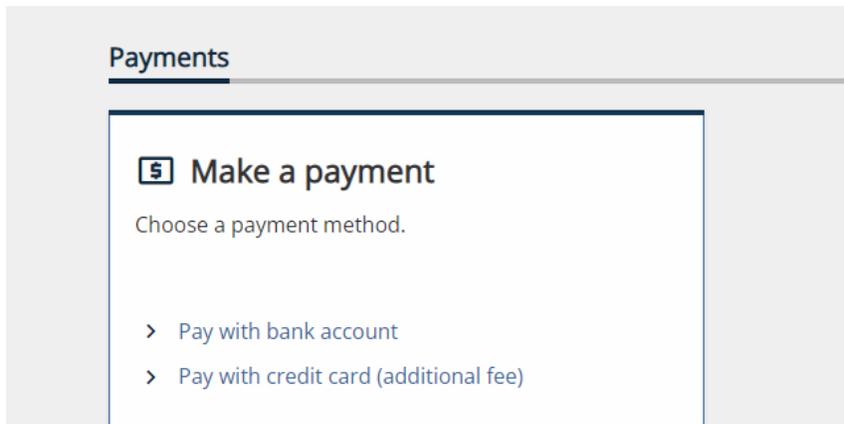
If you do not have setup, visit our Client Help & How to Drop Down Menu and Select: Indiana Taxes – INTIME for directions on setting up an Account. If you have setup your account already please go to:

<https://intime.dor.in.gov/eServices/>

- 1.) Login in with your username and password. You will likely need your code. However you set it up. It will either go to your phone, email or app you setup the code to go to.
- 2.) The screen will look like this:
- 3.) Click on Make a Payment.



4. After You click Payment you will have the option to enter your banking information.



5. When it asks for the payment type (you can select estimated payment to pay your 2022 estimated tax payment or return payment to pay your 2021 Tax payment).

Please note that the due date this year is April 18, 2022. Scheduling it after that will cause interest to accrue. Also DO NOT wait until the due date or the day or two before as the system often gets busy and it won't allow you to make the payment.

The screenshot shows a 'Payment' form with a progress indicator at the top. The main section is titled 'Enter payment information' and is divided into two columns. The left column is for 'Bank account' information, and the right column is for 'Payment' details.

Bank account section:

- Bank account type *
 Checking
 Savings
- Routing number *
Required
- Account number *
Required
- Confirm account number *
Required
- Save this bank account for future use

Payment section:

- Payment type *
Required
- Payment Date
19-Mar-2022
- Amount *
Required
- Confirm amount *
Required

At the bottom of the form, there are buttons for 'Cancel', 'Previous', and 'Next'.

6. Estimated Payment Schedule Shown from Website:

The screenshot shows the 'Enter payment information' section with an information box containing an estimated payment schedule. The information box has a blue background and contains the following text:

When making an estimated payment, be sure to schedule your payment date on or before the estimated payment due date for the intended quarter by following the schedule below.

Estimated Tax Installment	Payment Due Date
First Installment	18-Apr-2022
Second Installment	15-Jun-2022
Third Installment	15-Sep-2022
Fourth Installment	17-Jan-2023

7.) Extension. For the Extension Information. Click on All Actions. Then you will see on the right hand side towards the bottom individual extension.

The dashboard contains the following tiles:

- Where's my refund?**: Request the status of your individual income tax return refund. > Where's my refund?
- Names & addresses**: View or update names and addresses associated to this customer. > Manage names & addresses
- Power of attorney**: Request power of attorney access. > Request POA access
- Manage account access**: Manage access for additional users or manage access that third party preparers have to your account. > Manage access
- Submissions**: Check the status of a previous INTIME return, payment, or submission or view past submissions. > Search submissions
- Tax account registration**: Register or close a location or tax account. > Register a sole proprietor BT-1 > Register an aircraft
- Refund for tax on purchases**: Request a refund for Indiana tax that you have paid on purchases. > Submit refund request
- ST-200 application**: Apply for a sales tax exemption on your purchase of metered utilities or telecommunication services. > Apply for an exemption
- Individual extension**: Request extension of time to file for individual income tax. > Request extension
- How to file individual return**: DOR is unable to accept and process your Indiana individual tax return through INTIME. Send your completed return, including all schedules and wage statements to the address at the bottom of your return. > Instructions for individual return filing

8. Click Request Extension.

Extension

Filing Information

Will you be filing a joint tax return for the 2021 tax year? *

Yes No

If filing with spouse, click yes.

Extension

Filing Information ✓ Spouse Information

Spouse information

Spouse ID type *
Required

Spouse ID *
Required

Spouse's first name *
Required

Spouse's middle initial

Spouse's last name *
Required

Cancel Previous Next

9.) After you enter in your spouse information or if you do not have a spouse, this is where you will be prompted to enter in your extension payment information.

Extension

Filing Information ✓ Spouse Information ✓ Payment

Payment

i Filing for an extension does not extend the deadline for paying any tax due. If you expect to owe when you file your tax return, you should pay at least 90% of the amount you expect to owe by the original return due date.

Interest is due on all amounts paid after the original return due date.

Penalty will not be due if you:

- Pay at least 90% of your total tax due by 4/18/2022
- File your return by the extended due date
- Pay any remaining tax and interest due when you file your return

Do you want to make a payment now?

Yes No

Cancel Previous Next

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