



# Responding to a Letter, Notice, or Bill from DOR

INTIME Quick Guide

The Indiana Department of Revenue (DOR) provides an efficient system to respond to a letter, notice or bill using INTIME, DOR's e-services portal.

Log in to [INTIME](#) and go to "All Actions." Under "Letters," select "Respond to a letter, notice, or bill."

Navigation menu: Favorites, Summary, Requires Attention <sup>9</sup>, Settings, All Actions

Search: Search our online services

- Letters**  
View all letters you've received from the agency.
  - Respond to a letter, notice, or bill
  - View letters
- Messages**  
View all messages you've received from the agency.
  - Send a message
  - View messages
- Payment plan**  
Manage payment plans for all accounts.
  - View all payment plans
  - Add a payment plan
  - Cancel a payment plan

The next screen will require a letter ID, which can be found on the correspondence from DOR.

Letter Response

### Enter letter ID

Enter the letter ID of the letter, notice, or bill you are responding to in the box below. The letter ID can be found near the top right in the header of the letter you received. See the picture below for an example of a letter ID.

On the next page, include a detailed response to this correspondence and optionally attach any documentation that pertains to your response.

**INDIANA DEPARTMENT OF REVENUE**  
PO BOX 6032  
INDIANAPOLIS IN 46206-6032

**Indiana Department of Revenue**  
Eric J. Holcomb, Governor  
Bob Grennes, Commissioner

TAXPAYER NAME  
123 MAIN STREET  
INDIANAPOLIS IN 46202

FEIN 12-3456789  
Taxpayer ID 0123456789  
Letter ID **L9999999999**  
Date Issued January 31, 2020

Letter ID <sup>\*</sup>  
Required

Compose your message. You can also upload an attachment or provide supporting documentation.

The screenshot shows a web interface for replying to a letter. At the top, a progress bar indicates the current step is 'Response', which is highlighted with a blue box. The 'Letter' step is marked as complete. Below the progress bar, the main content area is titled 'Respond to letter'. It contains a text input field with the placeholder text 'Enter your response to: [redacted]' and a 'Required' label. Below the input field, a note states 'Attachments are not required but can be added by clicking the add attachment button below.' A blue button labeled 'Add attachment' is circled in red. At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Submit'.

Additional [INTIME guides](#) are available.