INTIME Guide to Requesting an Extension of Time to File

Customers who cannot file their Indiana individual income tax return by the April due date can electronically request an extension of time to file from the Indiana Department of Revenue (DOR). The request can be made via DOR's e-services portal, INTIME (Indiana Taxpayer Information Management Engine), without the need to log in or sign up.

Step 1: Go to INTIME at intime.dor.in.gov and locate the "Individual extension" panel and click on "Request extension."
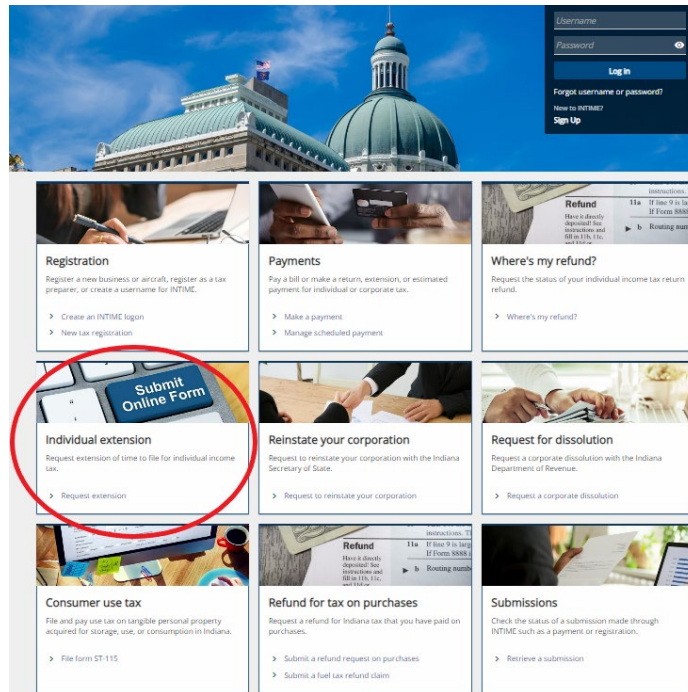
Step 2: Provide the required information for the primary taxpayer and include spouse information (if applicable). You will be asked to provide required address information for the primary taxpayer on the following screen. Click on "Next" and follow the prompts.

Step 3: To make an extension payment, select the "Yes" button and choose a payment option.

If you do not expect to owe any state tax but still want to request additional time to file, select the "No" button. On the next screen, enter your email address and then select "Submit."

If the amount of the extension payment is unknown, select "Yes" and then the "I do not know my extension payment" option. A worksheet will be provided.

Note: 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 be waived if you:
> - Pay at least 90% of your total tax due by April 18, 2023
> - File your return by the extended due date
> - Pay any remaining tax and interest due when you file your return

Step 4: Provide the payment allocation information along with primary county and county tax (and spouse's county, if applicable) and select a payment method – bank account or credit/debit card.

Step 5: Follow the prompts to enter payment information for either bank account (no fee) or credit/debit card (applicable fee).

> **Note:** There is no fee for making a payment from a bank account. Processing fee(s) will be assessed for a credit or debit card payment.

Step 6: Once payment has been submitted, a confirmation message will be displayed and sent to the email that you provided. A "Printable View" option is available to save or print a copy for your records.