

For those locations that need to register with the Indiana Department of revenue, please see the instructions below.

Steps to Sign-up for INtax (online Indiana Tax Payment):

1. Have ready or locate document received from Indiana Department of Revenue ---Specifically have available the letter from the Indiana Department of Revenue that contains the activation code for INtax. If you do not have this letter with the code, you can proceed through the registration and request that a letter be sent with the code through the United States Postal Service. Once the letter is received, the registration can be completed.
2. Go to INtax website at <https://www.intax.in.gov/Web/>
3. A series of questions will begin at the next screen. Here are the questions and the answers:
 - a. Does your business provide tax services for other businesses (clients) through a contractual agreement? **NO**
 - b. Has your business previously filed taxes with the Indiana Department of Revenue? **NO** – Technically yes, but because all payments were done through the Archdiocese before, the answer here is no.
 - c. For the state of Indiana, will your business have: Retail Sales, Withholding, Tire Fee, Type II Gaming or Prepaid Sales Tax obligations? **YES** – Only because of withholding.
 - d. Fuel tax or fuel reporting obligations? **NO**
 - e. Have you already filed an Indiana Business Tax Application (Form BT-1) with the Indiana Department of Revenue for one or more tax accounts, or have you registered for Streamlines Sales Tax? **YES** – assuming that you have a State Tax ID. If you do not have one, then you will need to fill out a BT-1 form. All locations that have rolled over to Paycor should have a State Tax ID that they should be aware of.
4. Create a user profile – requires a name, phone, and e-mail
5. Verify the business you are registering – name and EIN or State TID (tax identification) needed
6. Verify your business using the Pre-approved INTax Access Code for quick access to INTax. This is on the letter received from the state regarding an activation code for INtax. INTax Access Code needed – You cannot complete without this access code. If you do not have the letter, it will ask if you need one sent in the mail. Once the letter is received in the mail, the registration can be completed.
7. Agree that you are allowed to do this on behalf of the corporation.
8. Verification will arrive at the e-mail noted above when complete