

# DOR Individual Income Tax Tips

DOR has helpful tips for you to get your filing done quickly and correctly this tax season. Visit [dor.in.gov](http://dor.in.gov) for tax forms and additional information.



1. Always file state taxes, even if you are under the threshold or don't expect a refund.
2. \* Don't file your taxes until you have all your income statements and appropriate documentation.
3. File your taxes electronically, if possible, as this process is faster and more accurate.
4. Use the correct forms or updated software. Incorrect or outdated forms submitted will cause delay or the return to be sent back.
5. Don't duplicate your filing. Filing more than once causes further delay in the refund process.
6. Be sure to attach forms all W-2's forms and 1099s and required documentation for claimed deductions and credits to your paper-filed tax return.
7. Check to ensure your return is complete and correct. If filing a paper return, write clearly and use blue or black ink. Sign the return.
8. Do NOT staple checks or returns.
9. Be sure to send state returns to DOR. Federal returns go to the IRS.
10. Make sure all state returns are sent to the correct P.O. Box. Mail is processed by P.O. Box from April-June with top priority being individual tax returns.
11. Make and save copies of all relevant paperwork submitted, in case you need to reference them later.
12. If you receive any correspondence from DOR, please respond accordingly and quickly.
13. You can pay your state taxes, contact DOR Customer Service and view and respond to DOR correspondence using DOR's new e-service portal, INTIME, at [intime.dor.in.gov](http://intime.dor.in.gov).

\* Extensions of time to file do not extend payment due dates. Refer to DOR's website or the tax instruction booklet for required payment and deadline information.



DOR Website



Instruction Booklet