Completing the No Change Affidavit (approx. 5 min)

1. This step replaces the previous No Change Affidavit paper form and notarization process. You should receive a notification email from ITAP indicating your No Change has been released at the beginning of the month that it is due.

2. To access the No Change Affidavit, Log into your ITAP account, located at [http://itap.indot.in.gov](http://itap.indot.in.gov).

3. Select “DBE and ACDBE certification”

4. Select “click here to access application”. This will appear on the right of the screen under the heading “Application Details”.

5. Click on the button in the upper right that says “My Application”.

6. At the top of the page you will see an “Alert” message. Select the word “here” link within the Alert to access the No Change Affidavit. (Diagram 1)

7. Once redirected to the new page, complete the No Change Affidavit and upload your corporate taxes or applicable extension. (Diagram 2)

8. Your Adjustable Gross Income (AGI) is taken directly from Line 37 of your personal taxes.

9. Be sure to e-sign the document by clicking on the green pencil.

10. Click “Submit.”

11. Once application is submitted and required documentation is uploaded, you are finished.

Remember your No Change Affidavit is NOT complete and WILL NOT be processed until:

a. The electronic “No Change Affidavit” has been completed and submitted.

b. Required supporting documentation has been uploaded into the “Upload/View Documents” section of the Application Portal.