

“HOW TO’s”
for FILING IOWA SALES TAX QUARTERLY RETURNS ONLINE
through eFile & Pay

FILING TIPS:

You **MUST** use your mouse and click on the buttons provided inside the application.
Do **NOT** hit the “Enter” key or you will exit the application.

First

Log on to the Iowa Department of Revenue Web site at: www.state.ia.us/tax
Under “Businesses” click on “eFile & Pay”
Next screen: click on “Click Here to Enter eFile & Pay”

At the eFile & Pay Welcome Screen,

in the box under BUSINESS TAXES, enter your 8-digit Business eFile Number (BEN) and click “Continue”

Monthly deposits cannot be filed once a quarter is complete.

If you have not been into eFile & Pay before, the Your Profile screen will come up where you will complete the contact information and create passwords.

Please print the BEN/User ID/Password information for future reference.

If you have previously accessed eFile & Pay, the Login Screen will come up. On the Login screen, you will be asked to enter your User ID and password. The first person to access eFile & Pay for your business entity is assigned User ID 0001. Enter the User ID and 8-character password created when the profile screen was completed and click “Login.”

Locked out?

If you are User ID 0001, and the system indicates you have been locked out, please contact the eFile Service Unit at 515-281-8453 or toll free in Iowa at 1-866-503-3453, Mon – Fri, 8 a.m. to 4:15 p.m. CT, for assistance. You will not be able to get back into eFile & Pay until you contact the Iowa Department of Revenue.

If you are not User ID 0001, and have been locked out, you must contact User 0001 to be unlocked.

Main Menu

After clicking “Login,” you will now be at Main Menu to file your return and make your payment. Click on the link: Sales.

Select a Permit

After clicking “Sales,” you will then be taken to the Select a Permit screen. Verify the permit number shown is correct and click “Continue.”

More than one permit number?

If you have more than one permit number, click the drop-down arrow to the right and select the permit number of the return you wish to file and click “Continue.”

Sales/Use Tax Menu

At the Sales Tax Menu screen, “File a Return for” is already selected.

- **If the period you wish to file a return for is already selected**, click “Continue.”
- **If you wish to select a different filing period**, click the drop-down arrow to the right, select the period you wish to submit a return for and click “Continue.”

Sales Tax Quarterly Return

Once you are on the Sales Tax Quarterly Return screen, complete lines 1, 2 and 4 and click the “Calculate” button at the bottom of the screen.

If you have exemptions on line 4, after you click “Calculate,” you will need to provide a breakdown explaining what type of exemption(s) you are claiming. The amount on line 4 must equal what you put on lines A through H.

If you have Local Option and/or Sales by County, click on the blue LOCAL OPTION / SALES ENTRY SCHEDULE button just below line 6a. This brings up a listing of all Iowa counties. Check the boxes for all counties needed. If you have counties that are checked and you didn’t have business in those counties, uncheck those boxes. Click “Continue.”

At the Local Option Tax and Sales Entry screen, enter your **taxable sales** for each county you collected local option and/or sales by county. Do **NOT** enter the tax amount. Click “Calculate.” The Total Local Option Tax amount will carry over to line 6b of the return.

Click “Continue” to return to the Sales Tax Quarterly Return screen.

If you have made deposits, enter the tax amount of the deposits paid during the quarter on line 8. If you have not made deposits, enter a zero on line 8.

Click “Calculate.”

Line 12 will indicate your Total Amount Due.

If you get a blue or green error message that your deposits do not match, verify that the amount entered is correct, click “Continue” and continue filing. Due to processing time, eFile & Pay may not show all recent payments made. This blue or green error message will not keep you from filing your return.

Verify Sales Tax Quarterly Return

At the verify screen, you have several options available.

- **If you have made an error and wish to change something on the return**, click “Edit.”
- **If you are not ready to complete filing the return**, click “Save & Exit.” This will save your return for 7 days. After 7 days if you have not completed the return, it will be deleted from the system and you will have to refile the return.
- **If you are ready to complete filing your return**, click “Submit.”

Making Payments

If you have an amount due, you will be taken to the Payment Options screen. You have several payment options to choose from.

- “ePay” (direct debit) and “Mail a Check” are free.
- ACH Credit and Credit Card have a fee associated with them.

If you choose ePay, you will be taken to the ePay Information screen. The date and amount fields will be pre-populated. You can, however, change the date to any date up to and including the due date of the return. You can change the payment amount to reflect dollars and cents, if you want to pay actual instead of rounded. Select the type of account, enter your bank routing transit number, bank account number and click “Continue.”

At the Verify ePay Information screen, you have the option to Edit or Submit. If everything is correct, click “Submit.”

Confirm That You Filed

You will then be taken to the Confirmation screen.

- **Click on the PRINT button** at the bottom of the screen for a copy of this filing to keep for your records.
- **If you have another return to file**, click on “Main Menu.”
- **If you prefer to have the confirmation page emailed**, click on “E-mail Confirmation.”
- **If you choose to mail a check and you do not have a voucher**, click on “Print Voucher.”

If you are done filing returns, click “Exit.”