

“HOW TO’s”

for FILING IOWA WITHHOLDING QUARTERLY TAXES ONLINE through eFile & Pay

First

Log on to the Iowa Department of Revenue (IDR) 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.”

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 0001 and the system indicates you have been locked out, please contact the IDR eFile Service Unit at 515-281-8453 or toll free in Iowa at 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 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: Withholding

Select a Permit

After clicking “Withholding,” you will then be taken to the Select a Permit screen.

Verify the permit number 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.”

Withholding Menu

At the Withholding Menu screen, “File a Return for” will already be selected.

- **If the period you wish to file a return for is already highlighted,** 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.”

Withholding Tax Quarterly Return

Once you are on the Withholding Tax Quarterly Return screen, enter the total tax withheld for the quarter in whole dollars on line 1 of the return. If you make monthly deposits, enter the total amount of monthly

deposits made during the quarter in whole dollars on line 2 of the return. If you have any credits to report, enter the amount on line 3.

Credits? You will need to provide a breakdown in the box(es) across from the appropriate credit once you click “Calculate” or you will not be able to continue filing.

If you do not have any amounts to enter on lines 2 or 3, you can leave them blank.

Click “Calculate” and the rest of the return will populate, as the other lines are calculated by the system based on the information you entered.

Click “Continue” and you will be at Verify Quarterly Withholding Return screen.

Verify Quarterly Withholding 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” and the return will save 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 re-file 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/Debit 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 to print a copy of this filing to keep for your records.
- **If you would like the confirmation page e-mailed,** click on “Email Confirmation.”
- **If you have another return to file,** click on “Main Menu.”

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