

The following pages demonstrate the sequence of screens likely to be encountered when filing an annual return online through eFile & Pay.

The final two slides represent screens associated with filing an amended annual return.

The pages shown are for illustrative purposes only and may not match exactly to the screens seen when actually filing.

# Welcome >

All error and informational messages will display at the top of the screen, below the title.

## Login

### Business Taxes:

Enter your BEN, select Business Taxes, and press CONTINUE.

Business eFile Number (BEN):  (8 digit number mailed to you)

Business Taxes(Withholding, Sales, Use, LPG Fuel, and Motor Fuel)

### Individual Income/Corporation Income ePayments:

Not enrolled? [Click here.](#)

Enrolled? Enter your BEN, select Individual Income/Corporation Income ePayments, and press CONTINUE.

Business eFile Number (BEN):  (8 digit number mailed to you)

Individual Income/Corporation Income ePayments  
(IA1040/IA1040ES;IA1120/IA1120ES)

CONTINUE

The Welcome screen will always be the point-of-entry for eFile & Pay.

## Your Profile >

The assigned User ID and the Password you create must be retained for future access. Please complete all fields. Then press CONTINUE.

**Create a user profile**

**User ID: 0001** (Be sure to write this down for future access to the system)

Your Full Name:

Permit Number:  (Example: 42111111001)

Tax Type associated with Permit Number above:

Create a Web Password:  Password must be 8 alpha-numeric characters and must contain at least 1 number.

Confirm Web Password:

Create a Telephone Password:  Must be 8 digits in length.

Confirm Telephone Password:

Select a Password Hint Question 1:

Answer Password Hint Question 1:

Select a Password Hint Question 2:  Must be different than the hint in Question 1.

Answer Password Hint Question 2:

Business Contact Name:

\* Business Contact Email Address:

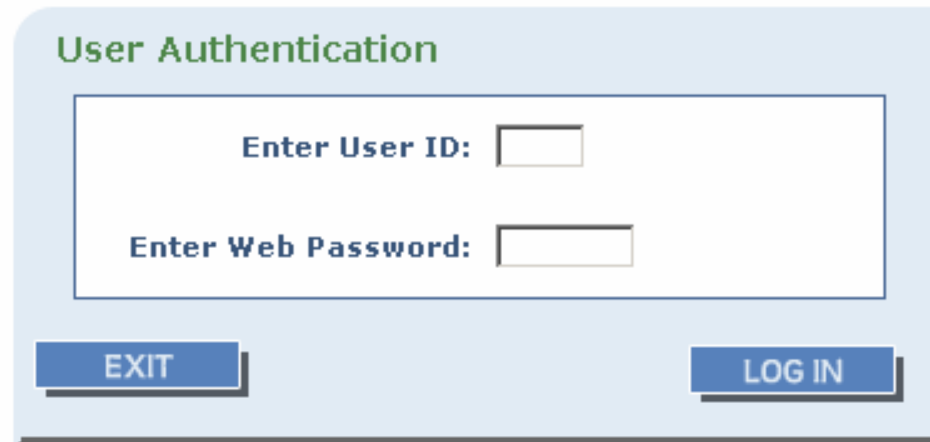
Business Contact Telephone Number:  (Example: 2225551212)

\* Optional: By entering your email address, you will have the ability to receive emailed confirmations of all filing and payment transactions performed on this system.

The first time you enter the system, the information on the Your Profile screen must be completed. This will only be required on the initial trip into eFile & Pay.

## Log In >

Please enter your User ID and Password, then press LOG IN. If you accessed eFile & Pay system by telephone for the first-time, before you used the web, please enter your 8 digit telephone password to gain access.



The image shows a 'User Authentication' screen with a light blue background. At the top, the title 'User Authentication' is displayed in green. Below the title is a white rectangular area containing two input fields. The first field is labeled 'Enter User ID:' and the second is labeled 'Enter Web Password:'. Below these fields are two blue buttons: 'EXIT' on the left and 'LOG IN' on the right.

On subsequent entries into eFile & Pay, the Log In screen will appear immediately after the Welcome screen. The 4-digit User ID was assigned to you when you first used the system.

Main Menu >

DEMO ON/OFF

Press this button to demo system.

### Select an Option

Select a tax type to file a return and make a payment.

- [Consumer Use](#)
- [Motor Fuel Tax](#)
- [Sales](#)
- [Withholding](#)

Select an administrative function to perform.

- [Add/Edit Users](#)
- [Change a Profile](#)
- [Make a Payment \(You must efile Return first\)](#)
- [Cancel a Payment](#)

View "e" History

- [View Returns "e" History](#)
- [View Payments "e" History](#)
- [View Cancelled Payments "e"History](#)

EXIT

Select the tax type for which you wish to file.

## Select a Permit >

Select Permit Number to file for, then press CONTINUE.

Select a Permit Number

Permit Number:

**IMPORTANT! Do Not use your browser's BACK button. To return to a previous page within this application, use the navigation buttons at the bottom of the page.**

Find and select the permit number for which you wish to file.

## Withholding Menu >

\* DEMO \*

Select a filing option and a period date. If you select a date in the past, the system will ask if you would like to file an amended return if there is already a return on file for that period.

For help, please view the [Iowa Withholding Help](#) page.

**Select an option then select the period**

Select a filing option and a period, then press CONTINUE.

**File a Return For:** [ Jan. 1 – Dec. 31, 2009 Annual Return ]

**File an annual VSP Report For:** [ Select... ]

**\* Display Only**

**BACK** **CONTINUE**

**IMPORTANT! Do Not use your browser's BACK button. To return to a previous page within this application, use the navigation buttons at the bottom of the page.**

Choose the option to file a return for the correct year.

## Withholding – Annual Return >








Complete lines 1, 2, and 3 below. When finished, click CALCULATE, then CONTINUE.

For full instructions on completing your Annual Return, please view the [Iowa Withholding Help](#) page.

To view instructions about a specific line item, click on the  to the right of that line.

**Withholding Annual**

Period: Jan. 1 – Dec. 31, 2009      Due Date: Feb 01, 2010

1 Withholding This Year 	1	\$ <input type="text"/> .00
2 Less Deposits 	2	\$ <input type="text"/> .00
3 Less Credits 	3	\$ <input type="text"/> .00
4 Balance Due 	4	\$ 0.00
5 Penalty 	5	\$ 0.00
6 Interest 	6	\$ 0.00
7 TOTAL AMOUNT DUE 	7	\$ 0.00

This is an example of the entry screen for an annual return.

**IMPORTANT! Do Not use your browser's BACK button. To return to a previous page within this application, use the navigation buttons at the bottom of the page.**

## Withholding – Verify Annual Return >

Please review the information shown below. To make corrections, click EDIT. To continue filing, click SUBMIT. To save your tax information and continue filing later, click SAVE & EXIT.

For instructions on completing your Annual Return, please view the [Iowa Withholding Help](#) page.

**Verify Withholding Annual**

Period: Jan. 1 – Dec. 31, 2009      Due Date: Feb 01, 2010

<b>1 Withholding This Year</b>	<b>1</b>	<b>\$ 0.00</b>
<b>2 Less Deposits</b>	<b>2</b>	<b>\$ 0.00</b>
<b>3 Less Credits</b>	<b>3</b>	<b>\$ 0.00</b>
<b>4 Balance Due</b>	<b>4</b>	<b>\$ 0.00</b>
<b>5 Penalty</b>	<b>5</b>	<b>\$ 0.00</b>
<b>6 Interest</b>	<b>6</b>	<b>\$ 0.00</b>
<b>7 TOTAL AMOUNT DUE</b>	<b>7</b>	<b>\$ 0.00</b>

The Verify screen allows you to check and, if needed, edit the information you entered prior to submitting the return.

## Payment Options >

Select the payment method you will be using

ePay

Mail a Check

Credit Card or ACH Credit

**BACK** **CONTINUE**

**IMPORTANT! Do Not use your browser's BACK button.  
To return to a previous page within this application, use the navigation buttons at the bottom of the page.**

Choose the payment option you wish to use.

ePay (direct debit) is free!

## United States Account Verification >

Will the funds for this ePayment come from an account outside the United States?

Yes  No

**BACK** **CONTINUE**

**IMPORTANT! Do Not use your browser's BACK button. To return to a previous page within this application, use the navigation buttons at the bottom of the page.**

You must answer this question before continuing.

Note: We will not draft ePayments from an account outside the United States.

## ePay Information >

If you enter a payment date that is after the due date, you may incur penalties and interest.

**Payments must be set up prior to 4:00 p.m. CT on the due date to be considered timely.**

Enter or change the payment information below.  
If no change is needed, press CONTINUE.

Period: January 1 – December 31, 2009

Due Date: Feb 01, 2010

Permit Number: 1234567890

Checking

Savings

Name: ABCXYZLMNOPQRSTUVWXYZ Company Incorporated

Enter Payment Date: (MM/DD/CCYY)

Pay To The Order Of: Treasurer, State of Iowa

Amount: \$

Memo: For <Tax Type>Payment

Routing #:

Bank Account #:



See an [example](#) of where to find these numbers.

BACK

CONTINUE

When the ePay option is selected, an electronic check will be displayed for you to complete.

## Confirmation

### **Please print this page for your records.**

This page has been created to print in whole with printer setting margins of 0.50. If you are unsure of your printer settings, select "landscape" as the page orientation from the print dialog box to ensure that all of the information on this page will fit on the paper.

**To have this confirmation e-mailed, click EMAIL below.**

After submitting the return and/or payment, you will see a Confirmation screen.

The screen has three parts:

1. Confirmation Information (example shown below)
2. Payment Information (see next slide)
3. Deposit/return information (see slide)

## Part 1.

**Confirmation Information**

<b>Period:</b> Jan. 1 – Dec. 31, 2009	<b>Due Date:</b> Feb 01, 2010
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**Confirmation Number: 12345678910**

**Confirmation Date and Time: 01/09/2010 10:10 pm CT**

**User ID: 0001**

## Confirmation >

Part 2 of the Confirmation slide shows the type of payment you chose.

ePay through  
the eFile & Pay  
system

### ePay Information

**Tax Type:** Withholding Annual Return  
**Payment Date:** 01/11/2010  
**Permit Number:** 42-9999999-001  
**Account Type:** C (Checking)  
**Bank Account Number:** \*\*\*\*\*1234  
**Routing Number:** 098765432  
**Payment Amount:** \$

Mail a Check  
(not available to  
semi-monthly filers)

### Payment Information

You have chosen to mail a check. Make check payable to Treasurer, State of Iowa. Send check and the voucher that was mailed to you to Iowa Department of Revenue, Post Office Box 10411, Des Moines, Iowa 50306-0411. If you are unable to locate your voucher, go to the [Help](#) page

Credit Card or  
ACH Credit

### Payment Information

You have selected to pay by credit card or ACH Credit. You will complete these payments outside of the eFile & Pay System. Check the Help Screen for information regarding ACH credit payments. [Click to make a credit card payment.](#)

## Confirmation >

Part 3 of the Confirmation slide shows the information on the return you filed.

Withholding - Annual Return Information			
<b>1 Total Tax Withheld this Year</b>		<b>1</b>	<b>\$ 0.00</b>
<b>2 Less Deposits</b>		<b>2</b>	<b>\$ 0.00</b>
<b>3 Less Credits</b>		<b>3</b>	<b>\$ 0.00</b>
<b>a. NJC - New Jobs Credit</b>	<b>\$ 0.00</b>		
<b>b. SJC - Supplementary Jobs Credit</b>	<b>\$ 0.00</b>		
<b>c. ACE - Accelerated Career Education Credit</b>	<b>\$ 0.00</b>		
<b>d. TJC - Targeted Jobs Credit</b>	<b>\$ 0.00</b>		
	<b>Total Credits</b>	<b>\$ 0.00</b>	
<b>4 Balance Due</b>		<b>4</b>	<b>\$ 0.00</b>
<b>5 Penalty</b>		<b>5</b>	<b>\$ 0.00</b>
<b>6 Interest</b>		<b>6</b>	<b>\$ 0.00</b>
<b>7 TOTAL AMOUNT DUE</b>		<b>7</b>	<b>\$ 0.00</b>

[MAIN MENU](#)      [PRINT](#)      [EMAIL](#)      [EXIT](#)

## Withholding Menu >

**An original return is already on file. To amend this return please click on the option below next to 'Amend a return for', then click Continue.**

Select a filing option and a period date. If you select a date in the past, the system will ask if you would like to file an amended return if there is already a return on file for that period.

For help, please view the [Iowa Withholding Help](#) page.

**Select an option then select the period**

Select a filing option and a period, then press CONTINUE.

File a Return For: Jan 1 - Dec 31, 2009 Annual Return

File an Annual VSP Report For: Jan 1 - Dec 31, 2008

Amend a Return For: \*Jan 1 - Dec 31, 2009

\* Display Only


**IMPORTANT! Do Not use your browser's BACK button.**  
To return to a previous page within this application, use the navigation buttons at the bottom of the page.

Choose the option to file an amended return for the correct year.

## Withholding – Amended Annual Return >








Complete lines 1, 2, and 3 below indicating the correct figures. When finished, click CALCULATE. If any penalty is due, enter that amount on line 5 and click CONTINUE.

For full instructions on completing your Amended Annual Return, please view the [Iowa Withholding Help](#) page.

Questions? Click on the question mark 

### Withholding Amended Annual

Period: Jan 1 - Dec 31, 2009 Due Date: Feb 01, 2010

1 Total tax withheld this Year 	1 \$ <input type="text"/> .00
2 Less Monthly Deposits 	2 \$ <input type="text"/> .00
3 Less Credits 	3 \$ <input type="text"/> .00
4 Balance Due 	4 \$ 0.00
5 Penalty 	5 \$ <input type="text"/>
6 Interest 	6 \$ 0.00
7 TOTAL AMOUNT DUE 	7 \$ 0.00

This is the entry screen you will see when the option to file an amended annual return is selected.