



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

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.

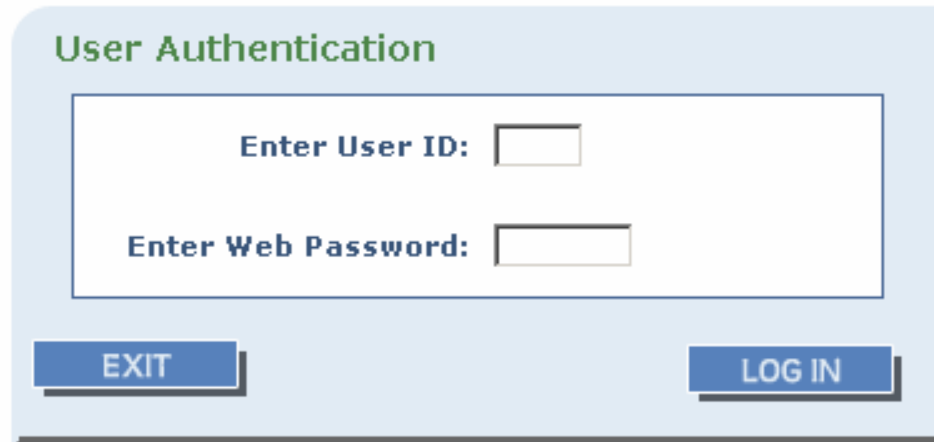
EXIT

CONTINUE

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, there 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, there 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.

Select an Option

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

- [Consumers Use](#)
- [Direct Pay](#)
- [Liquefied Petroleum Gas \(LPG\)](#)
- [Motor Fuel](#)
- [Retail Use](#)
- [Sales](#)
- [Iowa Withholding](#)

Select an administrative function to perform.

- [Add/Edit Users](#)
- [Change a Profile](#)
- [File for Your Clients](#)
- [Make a Payment \(You must eFile a return first\)](#)
- [Cancel a Payment](#)
- [Cancel a Payment for Your Client](#)



View "e" History

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

EXIT

Third Party Main Menu >

[Instructions](#)

If you have an upload file containing 100 or more records, please review the information on the Help screen for tips on efficiently uploading your file.

If you are filing online, please enter the client e-File Number and Permit Number for whom you are filing:

Select an Option

Third Party Filing

- File Online

Client e-File Number:

Tax Type:

Client Permit Number:

FILE ONLINE

Bulk Filing Menu

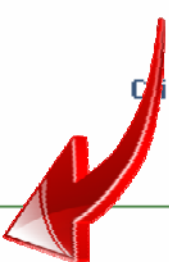
- Upload a File

Select a Return to file from the list below:

- Iowa Withholding (Monthly, SemiMonthly)
- Iowa Withholding (Quarterly, Annual)
- Iowa Withholding (VSP)

UPLOAD

BACK **EXIT**



To file one client at a time, complete information requested and click File Online

If you have created a file for multiple clients, select type of return and click Upload

File Type


Please select the type of file you will be sending. In a fixed length file, each field has a specified size that remains constant throughout the entire file. In a delimited file, all fields in a record are separated by a specified character.

Skip the first lines of the file.


Fixed Length

File contains no line feeds

Delimited File:

Field Delimiter: 

Other:

String Qualifier: 

Other:

Actions

Press the **MAIN MENU** button if you do not wish to send a file or define your file layout. Otherwise, press the **CONTINUE** button to define your file layout.

MAIN MENU

CONTINUE

Bulk Withholding Quarterly/Annual File Layout

[Instructions](#)

File Layout

Describe the fields in your file using this section. Use the numbers on the left side to reorder the field (you can use any numbers you want - the fields will be automatically renumbered when you click the refresh button). When using a fixed-length file, specify the length of each field in your file. For numbers, if there is an implied decimal, specify how many decimal places are implied. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

	Field	Max Size	Format	Remove
1	Client Business eFile Number	8	Text Field	Required
2	Client Permit Number	12	Text Field	Required
3	Period End [MM/DD/CCYY]	10	Text Field	Required
4	Return Type	1	Text Field	Required
5	Withholding this Quarter	9	Text Field	Required
6	Less Deposits	9	Text Field	Required
7	Less Credits	10	Text Field	Required
8	NJC	10	Text Field	<input type="checkbox"/>
9	SJC	10	Text Field	<input type="checkbox"/>
10	ACE	10	Text Field	<input type="checkbox"/>
11	TJC	10	Text Field	<input type="checkbox"/>
12	Other Credits	10	Text Field	<input type="checkbox"/>
13	Adjustments	10	Text Field	<input type="checkbox"/>
14	Total Credits	10	Text Field	Required
15	Balance Due	10	Text Field	Required
16	Penalty	10	No Implied Decimal # of Places: 2	<input type="checkbox"/>
17	Interest	10	No Implied Decimal # of Places: 2	<input type="checkbox"/>
18	Total Amount Due	12	Implied Decimal # of Places: 2	Required
19	Payment Amount	11	No Implied Decimal # of Places: 2	<input type="checkbox"/>
20	Payment Date [MM/DD/CCYY]	10	Text Field	<input type="checkbox"/>
21	Payment Method	1	Text Field	Required

This is a sample of a quarterly / annual bulk file layout.

Layout continues on next slide

Layout continued

22	↑ ↓	Bank Account Type	1	Text Field	<input type="checkbox"/>
23	↑ ↓	Bank Routing Number	9	Text Field	<input type="checkbox"/>
24	↑ ↓	Bank Account Number	17	Text Field	<input type="checkbox"/>

Filler Fields
If your file has fields that are not mentioned in this data layout, you can add a filler field in its place. These fields will be ignored when your file is processed.

Add Filler Position:

Actions
Press the MAIN MENU button if you do not wish to send a file or define your file layout. Press the REFRESH button to apply all of the updates that you have made to the current screen; you will be presented with the latest view of your file layout. Press the BACK button to change the type of file you are sending. Press the CONTINUE button to specify the file you wish to send for processing.

Bulk Withholding File Upload >

[Instructions](#)

Send File
Use the browse button to search for the file on your computer that you wish to upload to the server for processing.

Send File Now:
 Save Configuration for Batch Send:

Actions
Press the MAIN MENU button to go back to the Bulk Filing Main Menu. Press the BACK button to modify the layout of your file. Press the CONTINUE button to preview your file.

Click the Browse button to find the file you created with your client's information.

Bulk Withholding Processing >

[Instructions](#)

Processing

Your file is being sent. Please leave your browser window open until the process is 100% complete. The progress will automatically update every few seconds.

100% Complete



3 Records Processed

File Preview

Actions

Press the **MAIN MENU** button if you do not wish to send a file now. Press the **BACK** button to specify a different

MAIN MENU **CONTINUE**

Results

Below is a sample of your file showing the first 10 records. Verify that this information is correct.

		Result	Client Per	Period En	Return Ty	Withholdi	Less Depd	Less Cred	NJC	SJC
1	Record is	88776765	030455938	03/31/2008	o	52500	0	0	0	0
2	Record is	88776488	363951618	03/31/2008	o	120	0	0	0	0

Continued Below. File preview will only validate the first 10 records for proper layout.

file to send. Press the **CONTINUE** button to send your file.

HAC	ACE	Adjustme	Total Cre	Balance I	Penalty	Interest	Total Am	Payment	Payment	Payment	Bank Acc	Bank Rou	Bank Account Nu
0	0	0	0	52500	0	0	52500	52500	03/31/2008	E	C	073911061	123456789
0	0	0	0	120		0	0	120	03/31/2008	e	c	073911061	123

Actions

Press the **MAIN MENU** button to return to the Bulk Filing Main Menu. Press the **BACK** button to specify another file to send.

EXIT

< BACK

Results

These are the results of this upload.

The DWI was able to import 1 records from the file you uploaded.

Click on the "View" links below to see results from the file you just sent. Right-click on the "Save" links below to save results on your computer.

Results

Total Records:	2	View	Save*	
Successful Records:	1	View	Save*	
Failed Records:	1	View	Save*	Save Failed Only*

View Failed Results



[Instructions](#)

Actions

Press the EXIT button to return to the Bulk Filing Main Menu. Press the BACK button to specify another file to send.

	Result	Client Permit Number	Period End [MM/DD/CCYY]	Withholding this Period
1	Already Filed. Confirmation: 5033000019	555444999001	02/28/2005	30000
2	802	883909323001	02/30/2005	10000

MAIN MENU

< BACK

Less Credits	Balance Due	Penalty	Interest	Total Amount Due	Payment Amount	Payment Date [MM/DD/CCYY]
0	30000	0	0	30000	30000	03/01/2005
0	10000	0	0	10000	10000	03/02/2005

r]	Payment Method	Bank Account Type	Bank Routing Number	Bank Account Number	Client Business eFile Number
	E	C	073911061	12345678	10000031
	E	C	073911061	88888888	10000048

Error Codes >

[General Error Codes](#)

[Withholding Error Codes](#)

[Sales/Use Tax Error Codes](#)

[EFT Error Codes](#)

[Consumer's Use Error Codes](#)

[Motor Fuel Error Codes](#)

General Error Code Descriptions

- 800** Cannot Validate BEN - Please retry or contact IADOR.
- 801** You have entered an invalid Business eFile Number. Must be an 8-digit Business eFile number.
- 802** Invalid Period End Date
- 803** Invalid Tax Type
- 804** Invalid Frequency
- 806** Invalid Permit Number
- 807** Invalid Return Type
- 808** Invalid Payment Date
- 809** Invalid Payment Amount
- 810** Invalid Bank Account Type
- 811** Invalid Bank Routing Number
- 812** Invalid Bank Account Number
- 813** Invalid Payment Method
- 814** An Original Return for this Return is not on file
- 850** HotelMotel and Construction question not answered
- 880** Period is not acceptable for this filing method
- 900** Technical Difficulties - Calculating withholding

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Error Codes continue on next slide

Error Codes continued

Withholding Error Code Descriptions

- 101** You have entered an invalid amount for Iowa Tax Withheld.
- 102** You have entered an invalid deposit amount.
- 103** You have entered an invalid credit/adjustment amount.
- 104** You have entered an invalid amount for NJC.
- 105** You have entered an invalid amount for SJC.
- 106** You have entered an invalid amount for Other Credits.
- 107** You have entered an invalid amount for ACE.
- 108** You have entered an invalid adjustment amount.
- 109** You have entered an invalid amount for Total Credits.
- 110** You have entered an invalid amount for Balance Due.
- 111** You have entered an invalid amount for Penalty.
- 112** You have entered an invalid amount for Interest.
- 113** You have entered an invalid Total Amount Due.
- 114** You have entered an invalid Total Credit Payments.
- 115** The credits entered cannot exceed the amount of withholding entered.
- 116** The sum of credits/adjustments does not match the amount entered on Line 3.
- 117** You have entered an invalid Withholding Payment Amt.
- 120** Sum of credits and payments do not match with amount withheld.
- 121** You have entered an invalid Period End.
- 130** You have entered an invalid amount for TJC (Targeted Jobs Credit).
- 131** "TJC" (Targeted Jobs Credit) wasn't reported as a separate credit prior to 10/1/09. Prior to 10/1/09, it must be reported as "Other Credits."
- 132** Other Credits and/or Adjustments can't be claimed for periods after 9/30/09.

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EFT Error Code Descriptions

- 142** Payment Method should be "Z" for Zero Tax Due.
- 143** Payment Method should be "R" or "C" for negative tax.
- 151** MakeAPayment failed.
- 160** Load Payments failed.
- 161** Insert Return failed.

Bulk Withholding VSP File Layout >

[Instructions](#)

File Layout

Describe the fields in your file using this section. Use the numbers on the left side to reorder the field (you can use any numbers you want - the fields will be automatically renumber when you hit the refresh button). When using a fixed-length file, specify the length of each field in your file. For dates and times, specify the format using the drop-down list. For numbers, if there is an implied decimal, specify how many decimal places are implied. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

		Field	Max Size	Format	Remove
<input type="text" value="1"/>	↑ ↓	Client Business eFile Number	8	Text Field	Required
<input type="text" value="2"/>	↑ ↓	Client Permit Number	12	Text Field	Required
<input type="text" value="3"/>	↑ ↓	Period End [MM/DD/CCYY]	10	Text Field	Required
<input type="text" value="4"/>	↑ ↓	IA Withholding on W2/1099	9	Text Field	Required
<input type="text" value="5"/>	↑ ↓	Credits	9	Text Field	Required
<input type="text" value="6"/>	↑ ↓	Withholding Payments	9	Text Field	Required
<input type="text" value="7"/>	↑ ↓	Total Credits/Payments	9	Text Field	Required
<input type="text" value="8"/>	↑ ↓	Return Type	1	Text Field	Required

Filler Fields

If your file has fields that are not mentioned in this data layout, you can add a filler field in its place. These fields will be ignored when your file is processed.

Add Filler Position:

Actions

Press the MAIN MENU button if you do not wish to send a file or define your file layout. Press the REFRESH button to apply all of the updates that you have made to the current screen; you will be presented with the latest view of your file layout. Press the BACK button to change the type of file you are sending. Press the CONTINUE button to specify the file you wish to send for processing.

MAIN MENU

REFRESH

< BACK

CONTINUE

This is a sample of Annual Verification of Summary Payments Report.

Due each year by February 28.

Bulk Withholding Monthly Semi-Monthly File Layout >

[Instructions](#)

File Layout

Describe the fields in your file using this section. Use the numbers on the left side to reorder the field (you can use any numbers you want - the fields will be automatically renumber when you hit the refresh button). When using a fixed-length file, specify the length of each field in your file. For dates and times, specify the format using the drop-down list. For numbers, if there is an implied decimal, specify how many decimal places are implied. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

	Field	Max Size	Format	Remove
<input type="text" value="1"/>	↑ ↓ Client Business eFile Number	8	Text Field	Required
<input type="text" value="2"/>	↑ ↓ Client Permit Number	12	Text Field	Required
<input type="text" value="3"/>	↑ ↓ Period End [MM/DD/CCYY]	10	Text Field	Required
<input type="text" value="4"/>	↑ ↓ Withholding this Period	9	Text Field	Required
<input type="text" value="5"/>	↑ ↓ Less Credits	10	Text Field	Required
<input type="text" value="6"/>	↑ ↓ Balance Due	10	Text Field	Required
<input type="text" value="7"/>	↑ ↓ Penalty	10	Implied Decimal # of Places: <input type="text" value="2"/>	<input type="checkbox"/>
<input type="text" value="8"/>	↑ ↓ Interest	10	Implied Decimal # of Places: <input type="text" value="2"/>	<input type="checkbox"/>
<input type="text" value="9"/>	↑ ↓ Total Amount Due	12	No Implied Decimal # of Places: <input type="text" value="2"/>	Required

Bulk Withholding Monthly Semi-Monthly File Layout continued on next slide

Bulk Withholding Monthly Semi-Monthly File Layout continued

10	↑ ↓	Payment Amount	11	No Implied Decimal	# of Places: 2	<input type="checkbox"/>
11	↑ ↓	Payment Date [MM/DD/CCYY]	10	Text Field		<input type="checkbox"/>
12	↑ ↓	Payment Method	1	Text Field		Required
13	↑ ↓	Bank Account Type	1	Text Field		<input type="checkbox"/>
14	↑ ↓	Bank Routing Number	9	Text Field		<input type="checkbox"/>
15	↑ ↓	Bank Account Number	17	Text Field		<input type="checkbox"/>

Filler Fields

If your file has fields that are not mentioned in this data layout, you can add a filler field in its place. These fields will be ignored when your file is processed.

Add Filler Position:

Actions

Press the MAIN MENU button if you do not wish to send a file or define your file layout. Press the REFRESH button to apply all of the updates that you have made to the current screen; you will be presented with the latest view of your file layout. Press the BACK button to change the type of file you are sending. Press the CONTINUE button to specify the file you wish to send for processing.

MAIN MENU

REFRESH

< BACK

CONTINUE