

Iowa Department of Revenue

General rules for bulk file layout

Negative numbers are not allowed unless specified.

A negative sign (where permitted) must precede the value.

The decimal is counted as a position when the decimal is included in data or defined as implied.

A valid period end date is required for transaction type and filing frequency.

The period end date must be within the last three years.

* The four fields (penalty, interest, amount due and amount paid) on each format may be reported as whole dollars or dollars and cents. Your saved file configuration specifies how you want to treat data.

For example: field specified as implied decimal with 2 decimal places will read 123672 as \$1,236.72
field specified as no implied decimal will read 123672 as \$123,672.00 or will read 1236.72 as \$1,236.72

Iowa Department of Revenue
Withholding Bulk File Specifications
Semi-monthly and monthly deposit

Semi-monthly and monthly payments may be sent in the same file for each tax type.

Form line #	Identification	Data Field Description	length	Required
unnumbered	Client BEN	numeric, must be a valid 8 digit number supplied by the Department and must be valid for the permit being supplied.	8	X
unnumbered	Client Permit number	numeric- leading zeroes required, last 3 digits must be 001 or greater	12	X
unnumbered	Period end	MM/DD/CCYY, must agree with taxpayers filing frequency, leading zeroes required	10	X
1	Withholding this Period	numeric, whole dollars	9	X
2	Less Credits	numeric, whole dollars. Credit amount cannot exceed withholding this period.	10	X
3	Balance Due	numeric, whole dollars, must equal line 1 minus line 2	10	X
4	Penalty	numeric *, define if using decimal	10	
5	Interest	numeric *, define if using decimal	10	
6	Total Amount Due	numeric *, define if using decimal, sum of lines 3 through 5	12	X
unnumbered	Payment Amount	numeric *, define if using decimal, cannot exceed total amount due, must be > \$.99, payment of amounts greater than 11 positions must make a second payment.	11	Required if payment method is "E"
unnumbered	Payment Date	MM/DD/CCYY, leading zeroes required, cannot be after due date, can be current date if submitted before 4:00PM CT, after 4:00PM CT the earliest date is tomorrow's date. Can be future date up to and including due date of return. If payment is made after the due date, the current date must be used for the payment date.	10	Required if payment method is "E"
unnumbered	Payment Method	A = Credit Card or ACH credit payment will be made separately E = EFT debit - electronic payment is made with this transaction, must be > .99 M = Mail check with voucher Z = Zero filer (must show Zero in Total Amount Due)	1	X
unnumbered	Bank account type	C = Checking S = Savings	1	Required if payment method is "E"
unnumbered	Bank routing number	numeric, verified against Thomson - Right Justify, Left Zero Fill. A value with a payment method other than e will be ignored.	9	Required if payment method is "E"
unnumbered	Bank account number	numeric, minimum of 3 positions, a value with a payment method other than E will be ignored.	17	Required if payment method is "E"

* These four fields may be reported as whole dollars or dollars and cents. File configuration specifies how to treat data.

For example: field specified as implied decimal with 2 decimal places will read 123672 as \$1,236.72

field specified as no implied decimal will read 123672 as \$123,672.00 or will read 1236.72 as \$1,236.72

**Iowa Department of Revenue
Withholding Quarterly/Annual Return Bulk File Specifications**

Form Line #	Identification	Data Field Description	Length	Required
unnumbered	Client BEN	numeric, must be a valid 8 digit number supplied by the Department and must be valid for the permit being supplied.	8	X
unnumbered	Client Permit Number	numeric- leading zeroes required, last 3 digits must be 001 or greater	12	X
unnumbered	Period End	MM/DD/CCYY, must agree with taxpayers filing frequency, leading zeroes required	10	X
unnumbered	Return Type	A = Amended, must be an original on file Original, cannot file multiple original returns O =	1	X
1	Withholding this Quarter	numeric, whole dollars	9	X
2	Less Deposits	numeric, whole dollars	9	X
3	Less Credits	numeric, whole dollars, must equal total of lines 3a - 3e. Negative allowed in rare situation where an incorrectly claimed credit on a prior quarterly return in same calendar year is corrected and results in a negative value. First digit is reserved for sign.	10	X
a	NJC	numeric, whole dollars, negative values allowed.	10	
b	SJC	numeric, whole dollars, negative values allowed.	10	
c	ACE	numeric, whole dollars, negative values allowed.	10	
d post 10/1/2009	TJC	Tax periods ending after 10/1/2009: numeric, whole dollars, negative values allowed. Tax periods ending prior to 10/1/2009: this field must be left blank – no value allowed.	10	
d pre 10/1/2009	Other Credits	Tax periods ending prior to 10/1/2009: numeric, whole dollars, negative values allowed. Tax periods ending after 10/1/2009: this field must be left blank – no value allowed.	10	
e pre 10/1/2009	Adjustment	Tax periods ending prior to 10/1/2009: numeric, whole dollars, negative values allowed. Tax periods ending after 10/1/2009: this field must be left blank – no value allowed.	10	
4	Total Credits	numeric, whole dollars, must equal total of lines 3a - 3e. Negative allowed in rare situation where an incorrectly claimed credit on a prior quarterly return in same calendar year is corrected and results in a negative value. First digit is reserved for sign.	10	X
5	Balance Due	numeric, whole dollars, line 1 minus lines 2 and 3	10	X
6	Penalty	numeric *, define if using decimal	10	
7	Interest	numeric *, define if using decimal	10	
8	Total Amount Due	numeric *, define if using decimal, sum of lines 3 through 5	12	X
unnumbered	Payment Amount	numeric *, define if using decimal, cannot exceed total amount due, must be > \$.99, payment of amounts greater than 11 positions must make a second payment.	11	Required if payment method is "E"
unnumbered	Payment Date	MM/DD/CCYY, leading zeroes required, cannot be after due date, can be current date if submitted before 4:00PM CT, after 4:00PM CT the earliest date is tomorrow's date. Can be future date up to and including due date of return. If payment is made after the due date, the current date must be used for the payment date.	10	Required if payment method is "E"
unnumbered	Payment Method	A = Credit Card or ACH credit payment will be made separately C = Credit Carry Forward E = EFT debit - electronic payment is made with this transaction, must be > .99 M = Mail check with voucher R = Refund Z = Zero filer (must show Zero in Total Amount Due)	1	X
unnumbered	Bank Account Type	C = Checking S = Savings	1	Required if payment method is "E"
unnumbered	Bank Routing Number	numeric, verified against Thomson - Right Justify, Left Zero Fill. A value with a payment method other than e will be ignored.	9	Required if payment method is "E"
unnumbered	Bank Account Number	numeric, minimum of 3 positions, a value with a payment method other than E will be ignored.	17	Required if payment method is "E"

* These four fields may be reported as whole dollars or dollars and cents. File configuration specifies how to treat data.
For example: field specified as implied decimal with 2 decimal places will read 123672 as \$1,236.72
field specified as no implied decimal will read 123672 as \$123,672.00 or will read 1236.72 as \$1,236.72

**Iowa Department of Revenue
Withholding Annual VSP Bulk File Specifications**

Form line #	Identification	Data Field Description	length	Required
unnumbered	Client BEN	numeric, must be a valid 8 digit number supplied by the Department and must be valid for the permit being supplied.	8	X
unnumbered	Client Permit number	numeric- leading zeroes required, last 3 digits must be 001 or greater	12	X
unnumbered	Period end	MM/DD/CCYY, must agree with taxpayers filing frequency, leading zeroes required	10	X
1	IA Withholding on W2/1099	numeric, whole dollars	9	X
2	Credits	numeric, whole dollars	9	X
3	Withholding payments	numeric, whole dollars	9	X
4	Total Credits/Payments	numeric, whole dollars, must equal sum of lines 2 and 3, should also equal line 1	9	X
unnumbered	Return Type	A = Amended, must be an original on file O = Original, cannot file multiple original returns	1	X