



Welcome to the eFile & Pay program. Your application to become a bulk filer has been approved and a Business eFile Number (BEN) will be mailed to you.

What do I need to do?

First, obtain the BEN and filing frequency for each client. This information can be obtained by:

- Contacting your client, or
- Contact the Department. A current power of attorney form must be on file with the Department for the person in your company who is requesting the BENs. The form is located at www.iowa.gov/tax/forms/14101.pdf.
 - For fewer than 50 clients, contact the Taxpayer Services at 515-281-3114.
 - For 50 or more clients, submit a file of your clients to the Department's Revenue Operations Division. Go to www.iowa.gov/tax/business/EFPBulkGetBENFormat.html for more information.

Second, determine your filing method.

- Single file online: You will submit returns and ePay information online, one transaction at a time, through eFile & Pay at www.iowa.gov/tax/business/EFilePayInterim.html.
- Web import: You will submit a fixed length or delimited bulk file of clients' returns and ePayment information through eFile & Pay.
- Batch loader: You will download a batch loader software tool to bulk load data through a standard HTTPS SSL secure process. Additional bulk filing information is available at www.iowa.gov/tax/business/EFilePayBulkMasterPage.html.
- Additional information about the file exchange format is available at www.iowa.gov/tax/business/EFPBulkGetBENFormat.html.

Third, enter eFile & Pay at www.iowa.gov/tax/business/EFilePayInterim.html.

Log in to eFile & Pay and create a Profile. The BEN, User ID, and Password are needed each time after your first logon.

- To file for a single client online: On the Main Menu of eFile & Pay, click on File for Your Clients.
- To file using Web import or Batch loader: See information at www.iowa.gov/tax/business/EFilePayBulkMasterPage.html

What else should I know?

Testing Your Data Files

After you set up your data file, log in to eFile & Pay, and click DEMO at the top of the Main Menu. In demo mode, eFile & Pay will check the files and give results; however, the data will not be submitted for processing.

Payment

Payment options include:

- ePay (direct debit): A free electronic payment option available through eFile & Pay.
- ACH Credit or credit card: The transaction is initiated outside eFile & Pay.
- Paper check: Submit one check for each client, including the payment voucher(s).

Additional Information

A tax return must be filed even if there is no activity or no tax due.

Payment and return due dates can be found at www.iowa.gov/tax/business/EfilePayMasterPage.html.

Questions?

If you have questions about eFile & Pay, please contact the Taxpayer Services at 515-281-3114 or 1-800-367-3388 (Iowa, Omaha, Rock Island, Moline), Monday through Friday, 8 a.m. to 4:15 p.m. CT.