



**Business eFile Number enclosed.
Keep with your records.**

Your Business  File & Pay Number (BEN) is:

Your BEN is printed here.

Your permit type is printed here.

Your permit number is printed here.

Your Filing Frequency Is:

Your filing frequency is printed here.

eFile and ePay your Iowa taxes electronically!

The eFile & Pay system is a paperless method of filing your Iowa tax deposits and returns. You may also pay electronically. Your BEN and permit number are required to access the eFile & Pay system.

Where do I begin?

First, decide how you want to file your deposits/returns – online or by touch-tone telephone*. The deposit/return must always be filed first through eFile & Pay. Second, choose how you will remit your payment.

4 Payment Options

- **ePay** (free direct debit): Your bank may need the IDR ePay Bank Filter (Company-ID): 1421590141.
- **ACH Credit** (through your financial institution)
- **Credit Card*** (information provided while filing)
- **Mail a Check*** (using online payment voucher)

*These options are not available for motor fuel or LPG.

How often do I file and pay taxes?

The filing frequency listed above indicates how often you file and pay. A return must be filed even if you had no activity or no tax due.

What if someone else files my returns?

Please share this information with that person.

What if I am registered for multiple tax types?

The same BEN, User ID, and Password are used for all tax types. The person who files through eFile & Pay first is responsible for setting up additional users.

ACCESS eFile & Pay

Web site: www.iowa.gov/tax

Telephone: 1-800-514-8296

The following instructions apply to both filing methods: Internet and telephone.

Before you access the **Business eFile & Pay** system from our Internet site or by telephone, you will need the following:

1. Your Business eFile Number (BEN) on the first page of this letter.
2. Your Iowa permit number on the first page of this letter, or another valid Iowa permit number.
3. The information for the tax period you are filing.

To enter the system each time, you must first enter your 8-digit BEN. Below is the screen you will see if filing by computer. When clicking CONTINUE the very first time you enter the system, you will be asked to fill out “Your Profile.”

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, 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

Complete “Your Profile” on your first visit. The system will automatically assign you a 4-digit User ID number the first time you enter. If more than one person in your business will be using the system, the first person in your business to access the system will be given number 0001 and automatically becomes the administrator. The administrator determines who in your business is allowed to access the system and what user rights they have. This person will also reset other user’s access if a lockout occurs. If the administrator’s account (0001) is locked, he or she must contact the Iowa Department of Revenue to be reset. Additional users may be given access by the administrator. The mechanism the administrator must use to add other users can only be accessed on the Internet.

, Permit Number: , and a link 'Not sure what tax type goes with the permit number above? Click here.'. Below this is a dropdown menu for 'Tax Type associated with Permit Number above:' with 'Select...' in the dropdown. At the bottom, there is a 'Create a Web Password:' field with a note 'Password must be 8 characters. It may be all numbers or a combination of letters and numbers.'"/>

Create a user profile

BEN: 88773001

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

Business Name:

Permit Number:

Not sure what tax type goes with the permit number above? [Click here.](#)

Tax Type associated with Permit Number above:

Create a Web Password: Password must be 8 characters. It may be all numbers or a combination of letters and numbers.

Service providers / bulk filers: Bulk filers must complete the “Application to Become a Bulk Filer.” You need a BEN and permit number to access eFile & Pay. If you already have a BEN and permit number, you will use that BEN to file and pay on your client’s behalf. Any service provider who does not have an active permit will be issued a permit number strictly for purposes of initial logon. Once the application is processed, new choices to file for your clients will show on the “Main Menu” screen in eFile & Pay.

ADDITIONAL QUESTIONS?

Taxpayer Services ● P. O. Box 10457 ● Des Moines, Iowa 50306
idr@iowa.gov ● 1-800-367-3388 (Iowa, Omaha, Rock Island, Moline) ● 515-281-3114