



Your Business eFile & Pay Number (BEN) is:

Your Iowa LPG Fuel Tax License/Permit Number is:

**eFile & Pay Iowa Liquefied Petroleum Gas (LPG) fuel tax electronically  
for tax periods beginning in January 2006**

Please read the following information carefully and keep this letter for future reference. This information may be helpful, because if you access the system incorrectly three times, you will be locked out.

**eFile & Pay: The new way to file and pay**

The eFile & Pay system is a paperless method of filing your Iowa LPG fuel tax returns online through a safe, secure system.

The department is no longer providing paper forms; therefore, you need to file through eFile & Pay.

**Payment Options (electronic payment required):**

- **ePay** (direct debit from your account through this system – replaces the current ACH Debit system): Your bank may need the Iowa Department of Revenue's ePay Bank Filter (Company-ID) Number. It is 1421590141.
- **ACH Credit** (through your financial institution)
- **Credit Card** (link and telephone number are provided while filing. The credit card vendor charges a 2.5% service fee.)

**Business eFile Number: Your access to eFile & Pay**

Your unique Business eFile Number (BEN) is required to gain access to the eFile & Pay system. You will need it in addition to your LPG fuel tax license/permit number.

**Does someone else file your returns?**

If you are not the individual responsible for filing and remitting Iowa tax, it is important that you share this information with the person who is.

**Is your organization registered for other Iowa business taxes?**

If so, you will need to contact the person in your organization who is currently filing withholding, sales or use tax through eFile & Pay. That person will set you up as an additional user for LPG fuel tax.

**ADDITIONAL QUESTIONS?**

**About Iowa eFile & Pay:**

idrefile@iowa.gov  
515/281-8453 or  
1-866-50-efile (1-866-503-3453)

**About LPG Fuel Tax:**

515/281-6447 or  
515/242-6033

**About Iowa Tax Law:**

idr@iowa.gov  
515/281-3114 or  
1-800-367-3388

Iowa eFile & Pay Web site: [www.state.ia.us/tax](http://www.state.ia.us/tax)

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

1. Your **Business eFile Number** on the first page of this letter.
2. Your Iowa license/permit number on the first page of this letter.
3. The information for the tax period you are filing, including the Total LPG Gallons and LPG Exempt Gallons amounts.
4. If you are making a payment through eFile & Pay, you will need your bank account number and bank routing number.

**To enter the system each time**, you must first enter your 8-digit **Business eFile & Pay Number**. Below is the screen you will see. When you click 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.

Welcome to the Iowa Department of Revenue's eFile & Pay System!

Enter your eFile Number, select a tax category, then press CONTINUE.

Wish to make an ePayment for Individual Income or Corporation Income Taxes? Not enrolled? [Click here.](#)

The screenshot shows a 'Login' form with the following elements: a title 'Login', a text input field for 'Business eFile Number' with a '(8 digit number)' label, two radio button options: 'Business Taxes (Withholding, Sales, Use, LPG Fuel)' (selected) and 'Individual Income/Corporation Income ePayments', and a 'CONTINUE' button. Two red arrows point to the input field and the button.

**Complete “Your Profile” on your first visit.** The system will automatically assign you a 4-digit 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.

### Your Profile >

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

The screenshot shows a 'Create a user profile' form with the following elements: a title 'Create a user profile', a 'User ID' field with the value '0001' and a note '(Be sure to write this down for future access to the system)', a 'Your Full Name' text input field, a 'Permit Number' text input field with an example '(Example: 42111111001)', a 'Tax Type associated with Permit Number above:' dropdown menu, and a 'Create a Web Password' text input field with a note 'Password must be 8 alpha-numeric characters and must contain at least 1 number.' A red arrow points to the User ID field.

**NOTE: Since other tax types have an option to file by phone, the Profile screen requires a telephone password to be created. However, LPG returns can only be filed online.**

Create a Telephone Password:  Enter 8 numbers.

Help and FAQ screens are available on each screen while filing.

Use the DEMO feature to practice before you actually file or make a payment.