

Mark R. Schuling

Director



IOWA DEPARTMENT OF REVENUE

www.state.ia.us/tax

eFile Service Unit • P. O. Box 10457 • Des Moines, Iowa 50306
idrefile@iowa.gov • 1-866-50-efile (1-866-503-3453) • 515-281-8453
(toll-free, Iowa only)

Your Business eFile & Pay Number (BEN) is:

Your Iowa Tax Permit Number is:

Electronic filing of Iowa business taxes began in 2005

eFile & Pay: The new way to file and pay

The eFile & Pay system is a paperless method of filing your Iowa business tax returns either online or by touch-tone telephone. You will also have the option to pay electronically. Both are safe, secure systems.

Payment Options when you eFile your return:

- **ePay** (direct debit from your account through this 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.)
- **Mail a Check:** Write the confirmation number assigned by eFile & Pay on your check and send it to Sales/Use Tax Processing, Iowa Department of Revenue, PO Box 10412, Des Moines IA 50306-0412. *Do not send the paper return if you eFile.*

BEN: 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 tax 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 business registered for other Iowa business taxes?

If so, you will need to contact the person in your organization who is already filing through eFile & Pay. That person will set you up as an additional user, which will enable you to obtain your own User ID and Password.

Filing on Paper?

Complete the return and include it with your check. Write your permit number on the check.

You will need the following every time you eFile:

1. Your Business eFile Number
2. The User ID assigned to you (by the system or your administrator) and the Password you created the first time you used the system. Online filers obtain these from the "Your Profile" screen.
3. Your Iowa permit number
4. The sales or purchase information for the tax period you are filing

To enter the system each time, you must first enter your 8-digit Business eFile Number. Below is the screen you will see if filing online. 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.

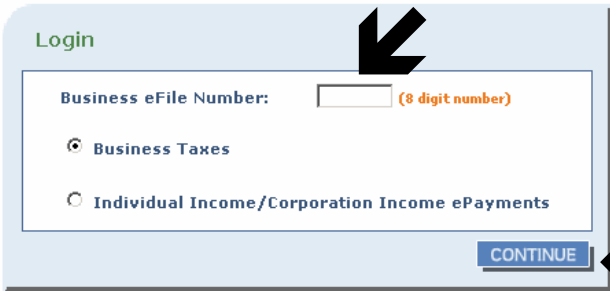
Login

Business eFile Number: (8 digit number)

Business Taxes

Individual Income/Corporation Income ePayments

CONTINUE



Complete "Your Profile" on your first visit. The system will automatically assign you a 4-digit **User ID** 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 User ID 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 User ID (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 fill in 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: 421111111001)



You will need your User ID and the Password you choose to access eFile & Pay every time.

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

Paying with a check? If you are e-filing your return but paying with a check, send it with a payment voucher. **A payment voucher is not a return.**