



## **Bulk Filing for Iowa Sales Tax**

The following pages demonstrate the sequence of screens likely to be encountered when bulk filing online through eFile & Pay.

The pages shown are for illustrative purposes only and may not match exactly to the screens seen when actually filing.

**NOTE:** Starting 11/01/13, the E911 surcharge rate increases and retailers will be required to collect 51 cents per retail transaction on sales of prepaid wireless telecommunication service with 2 cents being kept by the retailer and the remaining 49 cents being paid on the Iowa sales/use return.

Prior to 11/01/13, the E911 surcharge rate is 33 cents per retail transaction, with 32 cents paid on the sales/use return, and the retailer is allowed to retain the remaining 1 cent.

**Effective 10/01/2014** the Sales by County will no longer be used for periods beginning on or after 07/01/2014.



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)

Business Taxes (Withholding, Sales, Use, LPG Fuel, and Motor Fuel)

### Individual Income/Corporation Income/ Consumer's Use (no permit) 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

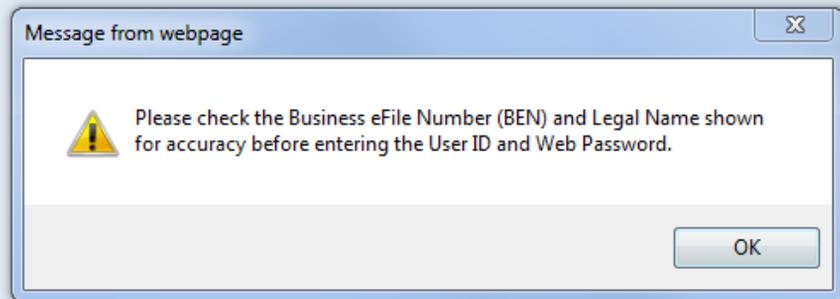
The Welcome screen will always be the point-of-entry for eFile & Pay. Enter in your Business eFile & Pay Number (BEN), not your client BEN.



# Iowa Department of REVENUE

Business eFile Number: 88770655 Legal Name: LEGALNM-334

[FAQs](#) | [Help](#) | [IDR Home](#)



Please double check your BEN and Legal Name.



## Your Profile >

Please complete all fields. Then press CONTINUE.

**Note:** You will need your Business eFile Number(BEN), User ID, and Password every time you access eFile & Pay.

### Create a user profile

<b>BEN:</b>	88770655
<b>User ID:</b>	0001 (Be sure to write this down for future access to the system)
<b>Business Name:</b>	<input type="text" value="Service Provider Inc"/>
<b>Create a Web Password:</b>	<input type="password" value="••••••"/> Password must be 8 characters. It may be all numbers or a combination of letters and numbers.
<b>Confirm Web Password:</b>	<input type="password" value="••••••"/>
<b>Select a Password Hint Question 1:</b>	<input type="text" value="What color was your first car or truck?"/>
<b>Answer Password Hint Question 1:</b>	<input type="text" value="Blue"/>
<b>Select a Password Hint Question 2:</b>	<input type="text" value="What was the name of your childhood pet?"/>
<b>Answer Password Hint Question 2:</b>	<input type="text" value="Barky"/> Must be different than the hint in Question 1.
<b>Contact Name:</b>	<input type="text" value="Amanda Administrator"/>
<b>* Contact E-mail Address:</b>	<input type="text" value="amanda.admin@serviceproviderinc.com"/>
<b>Contact Telephone Number:</b>	<input type="text" value="2225551212"/> (Example: 2225551212)

\* Optional: Our Department will e-mail reminders of upcoming due dates and confirmation that your return and/or payment has been received.

EXIT

CONTINUE

**IMPORTANT!** Do Not use your browser's BACK button. To return to a previous page within this application, use the navigation buttons at the bottom of the page.

The first time you enter the system, the Your Profile screen must be completed. This will only be required on the initial entry into eFile & Pay.



# Iowa Department of **REVENUE**

Business eFile Number: **88770655** Legal Name: **LEGALNM-334**

[FAQs](#) | [Help](#) | [IDR Home](#)

## Log In >

Please enter your User ID and Password, then press LOG IN. If you accessed eFile & Pay system by telephone for the first-time, before you used the web, please enter your 8 digit telephone password to gain access.

### User Authentication

Business eFile Number: **88770655**

Legal Name: **LEGALNM-334**

Enter User ID:	<input type="text" value="0001"/>
Enter Web Password:	<input type="password" value="••••••••"/>

The Log In screen will appear immediately after the Welcome screen. Enter the 4 digit User ID and 8 character password from the profile you created.



Main Menu >

DEMO ON/OFF

Press this button to demo system.

## Select an Option

Select a tax type to file a return and make a payment.

- [Consumer Use](#)
- [Motor Fuel Tax](#)
- [Sales](#)
- [Withholding](#)

Select an administrative function to perform.

- [Add/Edit Users](#)
- [Change a Profile](#)
- [File for Your Clients](#)
- [Make a Payment \(You must efile Return first\)](#)
- [Cancel a Payment](#)
- [Cancel a Payment For Your Client](#)

View "e" History

- [View Returns "e" History](#)
- [View Payments "e" History](#)
- [View Cancelled Payments "e"History](#)

EXIT

Click the File for Your Clients link.



## Third Party Main Menu >

[Instructions](#)

If you have an upload file containing 100 or more records, please review the information on the help screen for tips on efficiently uploading your file.

If you are filing online, please enter the client e-File Number and Permit Number for whom you are filing:

### Select an Option

#### Third Party Filing

■ File Online

Client e-File Number:

Tax Type:

Client Permit Number:

**FILE ONLINE**

#### Bulk Filing Menu

■ Upload a File

Select a Return to file from the list below:

- Iowa Withholding (Monthly, SemiMonthly)
- Iowa Withholding (Quarterly, Annual)
- Iowa Withholding (VSP)
- Iowa Sales (Monthly, SemiMonthly)
- Iowa Sales (Quarterly, Annual) 
- Iowa Retailer's Use (Monthly)
- Iowa Retailer's Use (Quarterly, Annual)
- Iowa Consumer Use (Quarterly, Annual)

**UPLOAD**

**BACK**

**EXIT**

Click the radial button on the return type you wish to upload. Hit upload.



## Bulk Sales Tax File Type

[Instructions](#)

**File Type**  
Please select the type of file you will be sending. In a fixed length file, each field has a specified size that remains constant throughout the entire file. In a delimited file, all fields in a record are separated by a specified character.

Skip the first  lines of the file. 

Fixed Length

File contains no line feeds

Delimited File:

Field Delimiter:   Other:

String Qualifier:   Other:

**Actions**  
Press the MAIN MENU button if you do not wish to send a file or define your file layout. Otherwise, press the CONTINUE button to define your file layout.

You can make adjustments to the file. In this example we will upload a CSV file (excel file saved as csv). You will need to enter "1" to skip the header line of the CSV file. Keep as Delimited and set the number of lines skipped to one.



	Field	Max Size	Format	Remove
1	Client Business eFile Number	8	Text Field	Required
2	Client Permit Number	9	Text Field	Required
3	Period End Date [MM/DD/YYYY]	10	Text Field	Required
4	Return Type	1	Text Field	Required
5	Gross Sales	11	Text Field	Required
6	Goods Consumed	11	Text Field	<input type="checkbox"/>
7	Exemptions	11	Text Field	Required
8	Taxable Amount	11	Text Field	Required
9	State Sales Tax [6a]	9	Text Field	Required
10	Total Local Option Tax [6b]	9	Text Field	Required
11	Prepaid Wireless Question	1	Text Field	Required
12	Total Transactions	9	Text Field	<input type="checkbox"/>
13	Total E911 Surcharge Due	9	Text Field	<input type="checkbox"/>
14	Total Tax and Surcharge	9	Text Field	Required
15	Deposits/Overpayment Credits	9	Text Field	Required
16	Balance Due	10	Text Field	Required
17	Penalty	10	No Implied Decimal # of Places: 2	Required
18	Interest	10	No Implied Decimal # of Places: 2	Required
19	Total Amount Due	13	No Implied Decimal # of Places: 2	Required
20	Payment Amount	11	No Implied Decimal # of Places: 2	<input type="checkbox"/>
21	Payment Date [MM/DD/YYYY]	10	Text Field	<input type="checkbox"/>
22	Payment Method	1	Text Field	Required
23	Bank Account Type	1	Text Field	<input type="checkbox"/>
24	Bank Routing Number	9	Text Field	<input type="checkbox"/>
25	Bank Account Number	17	Text Field	<input type="checkbox"/>
<b>Repeating Fields (These are fields that may be repeated many times at the end of each record)</b>				
26	LOST-Location Info	64	Text Field	<input type="checkbox"/>
<b>Unused Fields</b>				
Below is a list of the fields that are not in your import file. If any of these fields appear in your file, check the "Restore to Position" checkbox and specify the position of the field in your file.				

In this example, certain fields have been removed for a non-schedule A sales tax return. If you need to remove a field, checkmark the box to remove; if you need to restore a field, checkmark to restore and enter the position number to where you would like the field to be restored to. Hit the Refresh button at the bottom of the screen to update the fields.

	A	B	C	D	E	F	G	H	I	J
1	Client BEN	Client Permit	Period Date [MM/DD/YYYY]	Return Ty	Gross Sale	Goods Cor	Exemption	Taxable A	State sale	Local Opti
2	88771388	177150812	06/30/2014	O	1000	1000	0	2000	120	20
3	88771475	162055184	06/30/2014	O	2000	1000	0	3000	180	30
4										
5										

Continued from above for illustration purposes.

K	L	M	N	O	P	Q	R	S	T	U
Prepaid Q	Total Tran	Total E911	total tax a	Deposits c	Balance D	Penalty	Interest	Total amt	Payment	Payment Date [MM/DD/YYYY]
Y	100	49	189	0	189	0	0	189	189	07/31/2014
N	0	0	210	0	210	0	0	210	210	07/31/2014

Continued from above for illustration purposes.

V	W	X	Y	Z	AA	AB
Paymnt M	Bank Acct	Bank Routi	Bank Account #	Local Option Repeating		
E	C	073911061	000000000000000078	LS77 000002000		
A						

This is an example of a bulk file for two different clients. Note: the first line of the this CSV file is header information. This is why we set bulk file type to skip the first line. The sequence has to be precisely as stated from the prior screen and must be started on the second line. It is recommended you upload as a CSV (Excel) file as shown in this example.

For the Bank Routing and Bank Account fields, the cells have to be set for 9 digits for the bank routing number and 17 digits for the bank account number. You may have to format the cells within the CSV file to do so.



## Bulk Sales Tax File Upload

[Instructions](#)

**Send File**  
Use the browse button to search for the file on your computer that you wish to upload to the server for processing.

**Send File Now:**  
 **Save Configuration for Batch Send:**

H:\Efile\Testing\Bulk Sales\Bulk File no Sale by Cour

**Actions**  
Press the MAIN MENU button to go back to the Bulk Filing Main Menu. Press the BACK button to modify the layout of your file. Press the CONTINUE button to preview your file.

Find the bulk (csv) file you wish to file on your computer by clicking Browse. Insert the file and hit Continue.



# Iowa Department of REVENUE

## File Preview



### Actions

Press the MAIN MENU button if you do not wish to send a file now. Press the BACK button to specify a different file to send. Press the CONTINUE button to send your file.

**MAIN MENU** **< BACK** **CONTINUE**

### Results

Below is a sample of your file showing the first 10 records. Verify that this information is correct.

Result	Client Business eFile Number	Client Permit Number	Period End Date [MM/DD/YYYY]	Return Type	Gross Sales	Goods Consumed	Exemptions	Taxable Amount
1 Record is Valid	88771388	177150812	06/30/2014	O	1000	1000	0	2000
	LOST-Location Info LS77 000002000							
2 Record is Valid	88771475	162055184	06/30/2014	O	2000	1000	0	3000



Continued from above for illustration purposes.

State Sales Tax [6a]	Total Local Option Tax [6b]	Prepaid Wireless Question	Total Transactions	Total E911 Surcharge Due	Total Tax and Surcharge	Deposits/Overpayment Credits	Balance Due
120	20	Y	100	49	189	0	189

180	30	N	0	0	210	0	210
-----	----	---	---	---	-----	---	-----

Continued from above for illustration purposes.

Penalty	Interest	Total Amount Due	Payment Amount	Payment Date [MM/DD/YYYY]	Payment Method	Bank Account Type	Bank Routing Number	Bank Account Number
0	0	189	189	07/31/2014	E	C	073911061	00000000000000078

0	0	210	210	07/31/2014	A			
---	---	-----	-----	------------	---	--	--	--

In the Result column, an error message will appear if there are any errors for the layout. If you do not receive any error messages, hit Continue. If you do receive an error message, correct the layout issue on your bulk (csv) file and upload again.



## Bulk Sales and Use Tax Processing >

[Instructions](#)

### Processing

The Dynamic Web Import system is processing your file. Please leave your browser window open. The progress will automatically update every few seconds.

**100% Complete**



**2 Records Processed**

**For Assistance, Contact**

1-800-367-3388  
(in Iowa: Omaha: Quad Cities)

515-281-3114  
(outside Iowa)

[idr@iowa.gov](mailto:idr@iowa.gov)  
(email address)

Monday-Friday, 8 am to 4:15 pm CT

[Privacy/Security](#)

Your file will process.



## View Results >

[Instructions](#)

### Actions

Press the MAIN MENU button to return to the Bulk Filing Main Menu. Press the BACK button to specify another file to send.

[EXIT](#)[< BACK](#)

### Results

These are the results of this upload.

The DWI was able to import 1 records from the file you uploaded.

Click on the "View" links below to see results from the file you just sent. Right-click on the "Save" links below to save results on your computer.

### Results

<b>Total Records:</b>	2	<a href="#">View</a>		
<b>Successful Records:</b>	1	<a href="#">View</a>	<a href="#">Save*</a>	
<b>Failed Records:</b>	1	<a href="#">View</a>	<a href="#">Save*</a>	<a href="#">Save Failed Only*</a>

You will see the results. Of the two files, one is successful and one failed. Click View on total records.



# Iowa Department of REVENUE

[View All Results](#)



[Instructions](#)

**Actions**  
Press the MAIN MENU button to return to the Bulk Filing Main Menu. Press the BACK button to go to View Results page.

Result	Client Business eFile Number	Client Permit Number	Period End Date [MM/DD/YYYY]	Return Type	Gross Sales	Goods Consumed	Exemptions	Taxable Amount				
1 <b>Confirmation: 4153000007</b> ReturnTS: 20140602163112 Total Amount Due: \$189.00	88771388	177150812	06/30/2014	O	1000	1000	0	2000				
<table border="1"> <tr> <td colspan="2">LOST-Location Info</td> </tr> <tr> <td colspan="2">LS77 000002000</td> </tr> </table>									LOST-Location Info		LS77 000002000	
LOST-Location Info												
LS77 000002000												
2 <b>390</b>	88771475	162055184	06/30/2014	O	2000	1000	0	3000				

[MAIN MENU](#) | [< BACK](#)

Continued from above for illustration purposes.

State Sales Tax [6a]	Total Local Option Tax [6b]	Prepaid Wireless Question	Total Transactions	Total E911 Surcharge Due	Total Tax and Surcharge	Deposits/Overpayment Credits	Balance Due
120	20	Y	100	49	189	0	189
180	30	N	0	0	210	0	210

Continued from above for illustration purposes.

Penalty	Interest	Total Amount Due	Payment Amount	Payment Date [MM/DD/YYYY]	Payment Method	Bank Account Type	Bank Routing Number	Bank Account Number
0	0	189	189	07/31/2014	E	C	073911061	00000000000000078
0	0	210	210	07/31/2014	A			

Notice the first file uploaded correctly as evident by the confirmation number. However, a filing error code appears for the second file. Error code 390: Local Option Tax does not match calculated tax from repeating fields. The bulk file for the second file needs to be corrected for this error. Note: the second file has location option sales tax, but it was not included in the file.

	A	B	C	D	E	F	G	H	I	J
1	Client BEN	Client Permit	Period Date [MM/DD/YYYY]	Return Ty	Gross Sale	Goods Cor	Exemptio	Taxable A	State sale	Local Opti
2	88771475	162055184	06/30/2014	O	2000	1000	0	3000	180	30
3										
4										

	K	L	M	N	O	P	Q	R	S	T	U
	Prepaid Q	Total Tran	Total E911	total tax a	Deposits c	Balance D	Penalty	Interest	Total amt	Payment	Payment Date [MM/DD/YYYY]
N		0	0	210	0	210	0	0	210	210	07/31/2014

	V	W	X	Y	Z	AA	AB
	Paymnt M	Bank Acct	Bank Routi	Bank Account #	Local Option	Repeating	
A					LS62 000003000		



Correct the second file. In this case the local option information was missing from the file. Since the first file uploaded correctly, upload only the second file.



## Bulk Sales and Use Tax Processing >

[Instructions](#)

### Send File

Use the browse button to search for the file on your computer that you wish to upload to the server for processing.

- Send File Now:**
- Save Configuration for Batch Send:**

H:\Efile\Testing\Bulk Sales\Bulk File no Sale by Cou

### Actions

Press the MAIN MENU button to go back to the Bulk Filing Main Menu. Press the BACK button to modify the layout of your file. Press the CONTINUE button to preview your file.

You will re-file, just like what you did before, but only the second file.



# Iowa Department of REVENUE

## File Preview



### Actions

Press the MAIN MENU button if you do not wish to send a file now. Press the BACK button to specify a different file to send. Press the CONTINUE button to send your file.

[MAIN MENU](#) [< BACK](#) [CONTINUE](#)

### Results

Below is a sample of your file showing the first 10 records. Verify that this information is correct.

Result	Client Business eFile Number	Client Permit Number	Period End Date [MM/DD/YYYY]	Return Type	Gross Sales	Goods Consumed	Exemptions	Taxable Amount		
1 Record is Valid	88771475	162055184	06/30/2014	O	2000	1000	0	3000		
	<table border="1"> <tr><td>LOST-Location Info</td></tr> <tr><td>LS62 000003000</td></tr> </table>								LOST-Location Info	LS62 000003000
LOST-Location Info										
LS62 000003000										

Continued from above for illustration purposes.

State Sales Tax [6a]	Total Local Option Tax [6b]	Prepaid Wireless Question	Total Transactions	Total E911 Surcharge Due	Total Tax and Surcharge	Deposits/Overpayment Credits	Balance Due
180	30	N	0	0	210	0	210

Continued from above for illustration purposes.

Penalty	Interest	Total Amount Due	Payment Amount	Payment Date [MM/DD/YYYY]	Payment Method	Bank Account Type	Bank Routing Number	Bank Account Number
0	0	210	210	07/31/2014	A			

You will check for layout issues again.



## Bulk Sales and Use Tax Processing >

[Instructions](#)

### Processing

The Dynamic Web Import system is processing your file. Please leave your browser window open. The progress will automatically update every few seconds.

**100% Complete**



**1 Record Processed**

#### For Assistance, Contact

1-800-367-3388  
(in Iowa; Omaha; Quad Cities)

515-281-3114  
(outside Iowa)

[idr@iowa.gov](mailto:idr@iowa.gov)  
(email address)

Monday-Friday, 8 am to 4:15 pm CT

[Privacy/Security](#)

The file will process just like before.



## View Results >

[Instructions](#)

### Actions

Press the MAIN MENU button to return to the Bulk Filing Main Menu. Press the BACK button to specify another file to send.

EXIT

< BACK

### Results

These are the results of this upload.

The DWI was able to import 1 records from the file you uploaded.

Click on the "View" links below to see results from the file you just sent. Right-click on the "Save" links below to save results on your computer.

### Results

Total Records: 1 [View](#)

The file was successful. Click View just like before.



# Iowa Department of REVENUE

[View All Results](#)



[Instructions](#)

### Actions

Press the MAIN MENU button to return to the Bulk Filing Main Menu. Press the BACK button to go to View Results page.

Result	Client Business eFile Number	Client Permit Number	Period End Date [MM/DD/YYYY]	Return Type	Gross Sales	Goods Consumed	Exemptions	Taxable Amount
1 Confirmation: 4153000009 ReturnTS: 20140602164913 Total Amount Due: \$210.00	88771475	162055184	06/30/2014	O	2000	1000	0	3000
LOST-Location Info								
LS62 000003000								

[MAIN MENU](#)

[< BACK](#)

Continued from above for illustration purposes.

State Sales Tax [6a]	Total Local Option Tax [6b]	Prepaid Wireless Question	Total Transactions	Total E911 Surcharge Due	Total Tax and Surcharge	Deposits/Overpayment Credits	Balance Due
180	30	N	0	0	210	0	210

Continued from above for illustration purposes.

Penalty	Interest	Total Amount Due	Payment Amount	Payment Date [MM/DD/YYYY]	Payment Method	Bank Account Type	Bank Routing Number	Bank Account Number
0	0	210	210	07/31/2014	A			

Your confirmation will appear if there are no additional filing errors.



Thank You >

Thank you for using eFile & Pay!

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Want to know about changes in tax law or eFile & Pay?

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[Please help us improve eFile & Pay by taking this short survey.](#)

If you have reached this page before completing your return, please try again using your mouse to click on the navigation buttons rather than the "Enter" key on your keyboard.

EXIT

Hit the back button on the application until you can exit. You have completed your bulk file. Thank you.