Bulk Filing for Iowa Withholding

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.

e File & Pay

Department of IOWA REVENUE

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): 88771388 (8 digit number mailed to you)

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

**Individual Income/Corporation Income/
Consumer's Use (no permit) ePayments:**
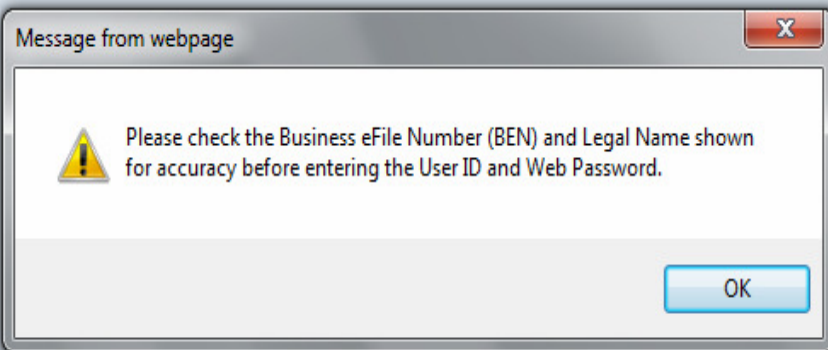
Not enrolled? Click here.

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.

e File & Pay

Message from webpage   x

⚠ Please check the Business eFile Number (BEN) and Legal Name shown
for accuracy before entering the User ID and Web Password.

OK

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

BEN: 88771388

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

Business Name:

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

Confirm Web Password:

Select a Password Hint Question 1: Select....

Answer Password Hint Question 1:

Select a Password Hint Question 2: Select.... Must be different than the hint in Question 1.

Answer Password Hint Question 2:

Contact Name:

* Contact E-mail Address:

Contact Telephone Number: (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.

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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: **88771388**

Legal Name: **LEGALNM-1067**

Enter User ID: `0001`

Enter Web Password: `        `

EXIT

LOG IN

For Assistance, Contact   1-800-367-3388   515-281-3114   idr@iowa.gov
(in Iowa; Omaha; Quad Cities)   (outside Iowa)   (email address)

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

Privacy/Security

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

eFile & Pay

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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.

- Sales

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 link File for Your Clients.

FAQs | Help | IDR Home

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: [Select...   ▼]

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 of the return type you wish to upload. Hit upload.

Bulk Withholding 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 [0] **lines of the file.**

○ **Fixed Length**

☐ File contains no line feeds

● **Delimited File:**

Field Delimiter: [, ▾]

☐ Other: [＿＿＿]

String Qualifier: [<None> ▾]

☐ 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.

[MAIN MENU]   [CONTINUE]

You can makes adjustments to the file. It is recommended not to make any adjustments to the Delimited File and set the number of lines skipped to zero.

Bulk Withholding
Quarterly/Annual File Layout

File Layout
Describe the fields in your file using this section. Use the numbers on the left side to reorder the field (you can use any numbers you want - the fields will be automatically renumbered when you click the refresh button). When using a fixed-length file, specify the length of each field in your file. For numbers, if there is an implied decimal, specify how many decimal places are implied. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

Repeatable Fields Description
The repeatable fields area of the format allows entry of data fields grouped together into a repeatable field segment for reporting Credit Information. The number of credits is limited to the Certificates associated with a given permit for the time period filing. Valid Certificates are required for Filing Periods after August 2012.

Certificate/Credits Layout
CC - Identifier
Certificate - 12 digit certificate
Program Code - 5 digit code of credit program - include spaces if less than 5 digits
Credit Amount (10) - Whole dollar amount with leading zeros.

Example of 3 Credits (Comma delimited):
CC123456789012NJC 0000000100,CC123456789012SJC 0000000200,CC123456789099TJC 0000000300

Example of 2 credits (Fixed format - add 3 additional spaces as filler for total length of 32):
CC123456789012NJC 0000000100   CC123456789012SJC 0000000200

	Field	Max Size	Format		Remove
1	Client Business eFile Number	8	Text Field		Required
2	Client Permit Number	12	Text Field		Required
3	Period End [MM/DD/CCYY]	10	Text Field		Required
4	Return Type	1	Text Field		Required
5	Withholding this Quarter	9	Text Field		Required
6	Less Deposits	9	Text Field		Required
7	Less Credits	10	Text Field		Required
8	Balance Due	10	Text Field		Required
9	Penalty	10	No Implied Decimal ▼	# of Places: 2	☐
10	Interest	10	No Implied Decimal ▼	# of Places: 2	☐
11	Total Amount Due	12	No Implied Decimal ▼	# of Places: 2	Required
12	Payment Amount	11	No Implied Decimal ▼	# of Places: 2	☐
13	Payment Date [MM/DD/CCYY]	10	Text Field		☐
14	Payment Method	1	Text Field		Required
15	Bank Account Type	1	Text Field		☐
16	Bank Routing Number	9	Text Field		☐
17	Bank Account Number	17	Text Field		☐

Repeating Fields (These are fields that may be repeated many times at the end of each record)

	Field	Max Size	Format		Remove
18	Certificate/Credits	29	Text Field		☐

Filler Fields
If your file has fields that are not mentioned in this data layout, you can add a filler field in its place. These fields will be ignored when your

Actions
Press the MAIN ME[...] [RE]FRESH button to
apply all of the up[...] [lat]est view of your file
layout. Press the B[...] [...]n to specify the file
you wish to send fo[...]

> Pay particular attention to the
> sequence of the layout; fields 1 thru 18.

MAIN MENU   REFRESH   < BACK   CONTINUE

```
88771879,421296682001,06/30/2013,A,5000,0,0,5000,500,20,5520,5520,08/08/2013,e,c
,073911061,00000078

88770655,830386957001,06/30/2013,A,10000,0,4000,6000,600,24,6624,6624,08/08/2013
,e,c,073903529,000056,CC12345678901ACE   0000002000,CC123456789202NJC   0000002000

88772568,421487108001,06/30/2013,A,0,0,0,0,0,0,0,0,08/08/2013,z, ,                ,
```

This is an example of a bulk file for three different clients. Note: the sequence has to be precisely as stated from the prior screen and must be started the very first line of the page. It must be uploaded as a text (txt) file.

Client 1 with BEN 88771879 is a simple amended return.
Client 2 with BEN 88770655 is an amended return with credits; note the format of the credits.
Client 3 with BEN 88772568 is a zero amended return, even though the return is zero with the "Z" designation, the spacing format continues for Payment Method, Bank Routing Number, and Banking Account Number even though client 3 has a zero return. It must follow the same format.

Bulk Withholding 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\WH presentations\3BENtoFileWHbulkforBulkFil[Browse...]

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.

[MAIN MENU]   [< BACK] [CONTINUE]

For Assistance, Contact   1-800-367-3388   515-281-3114   idr@iowa.gov
                               (in Iowa; Omaha; Quad Cities) (outside Iowa)   (email address)

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

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 [MM/DD/CCYY]	Return Type	Withholding this Quarter	Less Deposits	Less Credits
1	Record is Valid	88771879	421296682001	06/30/2013	A	5000	0	0
2	Record is Valid	88770655	830386957001	06/30/2013	A	10000	0	4000
		Certificate/Credits						
		CC12345678901ACE 0000002000						
		CC123456789202NJC 0000002000						
3	Record is Valid	88772568	421487108001	06/30/2013	A	0	0	0

⬆

Continued from above for illustration purposes.

Balance Due	Penalty	Interest	Total Amount Due	Payment Amount	Payment Date [MM/DD/CCYY]	Payment Method	Bank Account Type	Bank Routing Number	Bank Account Number
5000	500	20	5520	5520	08/08/2013	e	c	073911061	00000078
6000	600	24	6624	6624	08/08/2013	e	c	073903529	000056
0	0	0	0	0	08/08/2013	z			

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 (txt) file and upload again.

Bulk Withholding 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

3 Records Processed

For Assistance, Contact   1-800-367-3388   515-281-3114   idr@iowa.gov
                            (in Iowa; Omaha; Quad Cities)   (outside Iowa)   (email address)

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

Privacy/Security

Your file will process.

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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 2 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:	3	View		
Successful Records:	2	View	Save*	
Failed Records:	1	View	Save*	Save Failed Only*

For Assistance, Contact   1-800-367-3388   515-281-3114   idr@iowa.gov
(in Iowa; Omaha; Quad Cities)   (outside Iowa)   (email address)

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

Privacy/Security

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

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 [MM/DD/CCYY]	Return Type	Withholding this Quarter	Less Deposits	Less Credits
1	Confirmation: 2235000005 ReturnTS: 20130808150434 Total Amount Due: $5,520.00	88771879	421296682001	06/30/2013	A	5000	0	0
2	136	88770655	830386957001	06/30/2013	A	10000	0	4000
		Certificate/Credits						
		CC12345678901ACE 0000002000						
		CC123456789202NJC 0000002000						
3	Confirmation: 2235000006 ReturnTS: 20130808150434 Total Amount Due: $0.00	88772568	421487108001	06/30/2013	A	0	0	0

MAIN MENU   < BACK

Continued from above for illustration purposes.

Balance Due	Penalty	Interest	Total Amount Due	Payment Amount	Payment Date [MM/DD/CCYY]	Payment Method	Bank Account Type	Bank Routing Number	Bank Account Number
5000	500	20	5520	5520	08/08/2013	e	c	073911061	00000078
6000	600	24	6624	6624	08/08/2013	e	c	073903529	000056
0	0	0	0	0	08/08/2013	z			

Notice client 1 & client 3's filings uploaded correctly. This is evident by the confirmation number for each. However, a filing error code appears for client 2. Error code 136: Certificate & Program code not found for this period. The bulk file for client 2 needs to be corrected for this error.
Note: The first certificate number is missing one digit.

88770655,830386957001,06/30/2013,A,10000,0,4000,6000,600,24,6624,6624,08/08/2013,e,c,073903
529,000056,CC123456789201ACE   0000002000,CC123456789202NJC   0000002000

Correct the error in client 2's filing. In this case, the certificate number was missing a digit.
Since the client 1 and client 3's filing went thru; we only need to re-file for client 2.

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Bulk Withholding 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\WH presentations\1BENtoFileWHbulkforBulkFile   Browse...

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.

MAIN MENU   < BACK   CONTINUE

For Assistance, Contact   1-800-367-3388   515-281-3114   idr@iowa.gov
                              (in Iowa; Omaha; Quad Cities)   (outside Iowa)   (email address)

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Privacy/Security

You will re-file , just like what you did before, but only with client 2's correct information.

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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 [MM/DD/CCYY]	Return Type	Withholding this Quarter	Less Deposits	Less Credits
1	Record is Valid	88770655	830386957001	06/30/2013	A	10000	0	4000

Certificate/Credits
CC123456789201ACE 0000002000
CC123456789202NJC 0000002000

Continued from above for illustration purposes.

Balance Due	Penalty	Interest	Total Amount Due	Payment Amount	Payment Date [MM/DD/CCYY]	Payment Method	Bank Account Type	Bank Routing Number	Bank Account Number
6000	600	24	6624	6624	08/08/2013	e	c	073903529	000056

You will check for layout issues again.

The file will process just like before.

The file was successful. Click View just like before.

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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 [MM/DD/CCYY]	Return Type	Withholding this Quarter	Less Deposits	Less Credits
1 Confirmation: 2235000007 **ReturnTS: 20130808151240** **Total Amount Due: $6,624.00**	88770655	830386957001	06/30/2013	A	10000	0	4000
	Certificate/Credits						
	CC123456789201ACE 0000002000						
	CC123456789202NJC 0000002000						

MAIN MENU   **< BACK**

Continued from above for illustration purposes.

Balance Due	Penalty	Interest	Total Amount Due	Payment Amount	Payment Date [MM/DD/CCYY]	Payment Method	Bank Account Type	Bank Routing Number	Bank Account Number
6000	600	24	6624	6624	08/08/2013	e	c	073903529	000056

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

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Thank You ▶

Thank you for using eFile & Pay!

Click here to apply for a tax permit, if needed.

Want to know about changes in tax law or eFile & Pay?
Subscribe to eLists to receive free e-mail news!

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

For Assistance, Contact
1-800-367-3388
(in Iowa; Omaha; Quad Cities)

515-281-3114
(outside Iowa)

idr@iowa.gov
(email address)

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

Privacy/Security

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

eFile & Pay - Bulk Filing Error Codes

General Error Code Descriptions

800 Cannot Validate BEN - Please retry or contact IDR.

801 You have entered an invalid Business eFile Number. Must be an 8-digit Business eFile Number.

802 Invalid Period End Date

803 Invalid Tax Type

804 Invalid Frequency

806 Invalid Permit Number

807 Invalid Return Type

808 Invalid Payment Date

809 Invalid Payment Amount

810 Invalid Bank Account Type

811 Invalid Bank Routing Number

812 Invalid Bank Account Number

813 Invalid Payment Method

814 An Original Return for this Return is not on file.

850 HotelMotel and Construction question not answered.

880 Period is not acceptable for this filing method.

900 Technical Difficulties - Calculating withholding.

Withholding Error Code Descriptions

101 You have entered an invalid amount for Iowa Tax Withheld.

102 You have entered an invalid deposit amount.

103 You have entered an invalid "less credits" amount.

110 You have entered an invalid amount for Balance Due.

111 You have entered an invalid amount for Penalty.

112 You have entered an invalid amount for Interest.

113 You have entered an invalid Total Amount Due.

115 The credits entered cannot exceed the amount of withholding entered.

116 The sum of credits entered in the repeating fields does not match the Less Credits amount.

117 You have entered an invalid Withholding Payment Amt.

120 Sum of credits and payments do not match with amount withheld.

121 You have entered an invalid Period End.

136 Certificate & Program code not found for this period.

138 The deposits entered do not match what we have on record.

EFT Error Code Descriptions

142 Payment Method should be "Z" for Zero Tax Due.

143 Payment Method should be "R" or "C" for negative tax.

151 MakeAPayment failed.

160 Load Payments failed.

161 Insert Return failed.

Bulk Withholding VSP File Layout ❯

Instructions

File Layout

Describe the fields in your file using this section. Use the numbers on the left side to reorder the field (you can use any numbers you want - the fields will be automatically renumbered when you click the refresh button). When using a fixed-length file, specify the length of each field in your file. For numbers, if there is an implied decimal, specify how many decimal places are implied. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

		Field	Max Size	Format	Remove
1	⬆ ⬇	Client Business eFile Number	8	Text Field	Required
2	⬆ ⬇	Client Permit Number	12	Text Field	Required
3	⬆ ⬇	Period End [MM/DD/CCYY]	10	Text Field	Required
4	⬆ ⬇	IA Withholding on W2/1099	9	Text Field	Required
5	⬆ ⬇	Credits	9	Text Field	Required
6	⬆ ⬇	Withholding Payments	9	Text Field	Required
7	⬆ ⬇	Total Credits/Payments	9	Text Field	Required
8	⬆ ⬇	Return Type	1	Text Field	Required

Filler Fields

If your file has fields that are not mentioned in this data layout, you can add a filler field in its place. These fields will be ignored when your file is processed.

☐ **Add Filler** Position: 0

Actions

Press the MAIN MENU button if you do not wish to send a file or define your file layout. Press the REFRESH button to apply all of the updates that you have made to the current screen; you will be presented with the latest view of your file layout. Press the BACK button to change the type of file you are sending. Press the CONTINUE button to specify the file you wish to send for processing.

[MAIN MENU]   [REFRESH]   [< BACK]
[CONTINUE]

For Assistance, Contact   1-800-367-3388   515-281-3114   idr@iowa.gov
                           (in Iowa; Omaha; Quad Cities)   (outside Iowa)   (email address)

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

Privacy/Security

Bulk Withholding Monthly Semi-Monthly File Layout ➤

Instructions

File Layout

Describe the fields in your file using this section. Use the numbers on the left side to reorder the field (you can use any numbers you want - the fields will be automatically renumbered when you click the refresh button). When using a fixed-length file, specify the length of each field in your file. For numbers, if there is an implied decimal, specify how many decimal places are implied. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

		Field	Max Size	Format			Remove
1	⬆ ⬇	Client Business eFile Number	8	Text Field			Required
2	⬆ ⬇	Client Permit Number	12	Text Field			Required
3	⬆ ⬇	Period End [MM/DD/CCYY]	10	Text Field			Required
4	⬆ ⬇	Withholding this Period	9	Text Field			Required
5	⬆ ⬇	Less Credits	10	Text Field			Required
6	⬆ ⬇	Balance Due	10	Text Field			Required
7	⬆ ⬇	Penalty	10	No Implied Decimal ▼	# of Places: 2	☐	
8	⬆ ⬇	Interest	10	No Implied Decimal ▼	# of Places: 2	☐	
9	⬆ ⬇	Total Amount Due	12	No Implied Decimal ▼	# of Places: 2		Required
10	⬆ ⬇	Payment Amount	11	No Implied Decimal ▼	# of Places: 2	☐	
11	⬆ ⬇	Payment Date [MM/DD/CCYY]	10	Text Field		☐	
12	⬆ ⬇	Payment Method	1	Text Field			Required
13	⬆ ⬇	Bank Account Type	1	Text Field		☐	
14	⬆ ⬇	Bank Routing Number	9	Text Field		☐	
15	⬆ ⬇	Bank Account Number	17	Text Field		☐	

Filler Fields

If your file has fields that are not mentioned in this data layout, you can add a filler field in its place. These fields will be ignored when your file is processed.

☐ **Add Filler** Position: 0

Actions

Press the MAIN MENU button if you do not wish to send a file or define your file layout. Press the REFRESH button to apply all of the updates that you have made to the current screen; you will be presented with the latest view of your file layout. Press the BACK button to change the type of file you are sending. Press the CONTINUE button to specify the file you wish to send for processing.

[MAIN MENU]   [REFRESH]   [< BACK]   [CONTINUE]

For Assistance, Contact   1-800-367-3388   515-281-3114   idr@iowa.gov
                               (in Iowa; Omaha; Quad Cities)   (outside Iowa)   (email address)

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