



Iowa Department of **REVENUE**

Motor Fuel

Website information

- Go to: <https://tax.iowa.gov/>
- Click on the Businesses link
- In the “Other Tax Information” section, click on the “Motor Fuel” link

eList for Motor Fuel

Stay current on motor fuel updates & information

- Go to: <https://tax.iowa.gov/>
- On the bottom of the Home page, click on the “Subscribe to eMail News” link.
- Click the **Join/Leave List** link for Motor Fuel tax and follow the instructions.



Iowa Department of **REVENUE**

Schedule Upload

The Schedule Upload process is the same for all filers

Tax returns for monthly filers

- 704 Supplier
- 705 Restrictive Supplier
- 707 Blender

Tax returns for semi-monthly filers

- 706 Importer

Reports for monthly filers

- 714 Terminal Storage
- 715 Transportation



Iowa Department of **REVENUE**

- **Who can file using Schedule Upload?**
 - ✓ Supplier, Restrictive Supplier, Importer, Blender, Storage Facility/IRS Terminal & Carrier/Transportation
- **Does the Department have a file that we can use?**
 - ✓ Yes. This is found on the web page titled "Other Iowa Fuel Tax Information". The link for the page is: <https://tax.iowa.gov/other-iowa-motor-fuel-tax-information>
 - ✓ Click on the link titled "Schedule Upload Template (Excel) 80-017". The link for this template: <https://tax.iowa.gov/form-types/motor-fuel-tax?combine=Schedule%20Upload>
- **Do I need to file all schedules of receipts and disbursements?**
 - ✓ Yes. On the Other Iowa Fuel Tax Information page, click on the link titled: "Iowa Schedule Codes 84-054." Link for the codes: <https://tax.iowa.gov/sites/files/idr/documents/84054.pdf>
- **Can I send a test file?**
 - ✓ Yes. You can send the file to idrmotorfuel@iowa.gov In the subject line enter Test File for Permit (include your permit number)
 - **OR**
 - ✓ Log on eFile & Pay then select "Demo". Demo takes you through each screen, but it does not file your return. A confirmation number is given with asterisks (***) as the "Demo"
- **What type of file can I send?**
 - ✓ We have found the Text (tab delimited) (*.txt) file was the simplest to use. The excel schedule upload template, converted to a Text (tab delimited) (*.txt) is what the instructions were based on.
- **How do we make our payment?**
 - ✓ You must pay electronically using either ePay (direct debit) or ACH Credit. For ACH Credit you must complete the application 92-116, unless already registered with the Department for ACH Credit. Link to application: <https://tax.iowa.gov/sites/files/idr/forms1/92116.pdf>

Fields in the Template
 R= Required O= Optional

R	R	R	R	R	R	R	R	O	O	R	O	
Schedule Code	Product Code	Carrier Name	Carrier FEIN	Mode	Origin Terminal IRS Code / License Number	Seller Name (filer is Seller)	Seller FEIN	Origin Address	Origin City	Origin State	Origin Zip	
R	R	O	O	R	O	O	R	R	O	R	O	
Purchaser Name (whom did you sell it to)	Purchaser FEIN	Dest. Address	Dest City	Dest State	Dest Zip	Dest Terminal IRS Code / License Number	Transaction Date (yyyymmdd)	Bill of Lading Number	Net Gallons	Gross Gallons	Billed Gallons	
					*Consignor Name & FEIN is Required for schedule codes 14 A; 14B; 14D & 14E.							
O	O	O	O	O	O/R	O/R	O	O				
Beginning Inventory	Ending Inventory	Stock Gains and Losses	Position Holder Name	Position Holder FEIN	Consignor Name	Consignor FEIN	Receiving Exchange Party Name	Receiving Exchange Party FEIN				

•What fields are required and are there any instructions?

✓ Yes, see the Tips on Data Entry

Field	Tips on Data Entry
Schedule Code	Schedule of Receipts and Schedule of Disbursements codes have been updated to match FTA guidelines. These may be found on the Department's website or in the excel schedule upload template file.
Product Code	Required for all Receipts and Disbursements. These may be found on the Department's website or in the excel schedule upload template file.
Carrier Name	Maximum length of 35 characters.
Carrier FEIN	If you do not know the carrier's FEIN, SSN or Canadian Business Number, you may use nine 9's (999999999).
Seller Name	Maximum length of 35 characters.
Seller FEIN	FEIN, SSN or Canadian Business Number.
Mode	Required for all movement of fuel. These may be found in the excel schedule upload template file or on the "Other Iowa Fuel Tax Information" page of the Department's website.
Origin Terminal IRS Code/License Number	For fuel withdrawn from an IRS Terminal, the TCN is required. Fuel withdrawn from an Ethanol or Soy Plant (non IRS Terminal); the plant's license number is required. Terminal codes & license numbers may be found on the "Other Iowa Fuel Information" page by clicking on the Fuel Tax Licensee Listing link.
Purchaser Name	Maximum length of 35 characters.
Purchaser FEIN	If you do not know the purchaser FEIN, SSN or Canadian Business Number, you may use nine 9's (999999999).
Dest State	2 digit state abbreviation.
Dest Terminal IRS Code/License Number	<p>This field is not "Required" when submitting the file, but is needed for tracking purposes when shipping fuel into an IRS terminal.</p> <p>The IRS Terminal code is required if the destination is an IRS Terminal. Any fuel destination that is an Ethanol or Soy Plant (non IRS Terminal), enter the purchaser's license number (maximum length of 9 characters). Terminal codes may be found on the Excel schedule upload template file. For the complete list of Terminal Codes.</p>

Field	Tips on Data Entry
Transaction Date (YYYYMMDD)	Example: 20131231(December 31, 2013)
Bill of Lading Number	You must enter the bill of lading number. No Invoice number
Gross Gallons	Enter in whole gallons. Round all amounts. Decimal points are not valid. Round down all amounts less than .50 and round up all amounts of .50 through .99.
Consignor Name	Maximum length of 35 characters.
Consignor FEIN	If you do not know the consigner FEIN, SSN or Canadian Business Number, you may use nine 9's (99999999).
<p>Note: Optional fields are not required at this time; however the Department may require these at a later date. If possible, we would appreciate it if all optional fields are completed.</p>	

Sample of the Schedule Upload template in excel format.
 For a list of schedules for your license type click on the link
[Iowa Schedule Codes](#) (pdf) 84-054

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	NAME	TEST	Iowa Fuel Tax Schedule																
2	PERMIT	70400462	<i>NOTE: Required fields are needed to complete the schedule upload</i>																
3	TAX PERIOD	2001130	<i>Click on Codes Tab to see IRS Terminal Codes and other information</i>																
4	R=Required; O=Option; Last revised 8/8/2007 Column G & L headings																		
5	R	R	R	R	R	R	R	R	O	O	R	O	R	R	O	O	R	O	
6	Schedule Code	Product Code	Carrier Name	Carrier FEEN	Mode	Origin Terminal IRS Code / License Number	Seller Name (Eller is Seller)	Seller FEEN	Origin Address	Origin City	Origin State	Origin Zip	Purchaser Name (whom did you sell it to)	Purchase FEEN	Dest. Address	Dest City	Dest State	Dest	
7		5	45 Nck's	40099421	J	999999999	Point Oil	40094641			SD		Oil Sck	40660914			IA		
8		5	124 Nck's	40099421	J	999999999	Oil Space	438156120			IA		Oil Sck	40660914			IA		
9		5	79 Nck's	40099421	J	999999999	Oil Space	438156120			IA		Oil Sck	40660914			IA		

	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
1																	
2																	
3																	
4																	
5	R	O	O	R	R	O	R	O	O	O	O	O	O	O	O	O	O
6	Dest State	Dest Zip	Dest Terminal IRS Code / License Number	Transaction Date (rcymmmdd)	Bill of Lading	Net Gallons	Gross Gallons	Billed Gallons	Beginning Inventory	Ending Inventory	Stack Gallons and Losses	Position Holder Name	Position Holder FEEN	Consignor Name	Consignor FEEN	Receiving Exchange Party Name	Receiving Exchange Party FEEN
7	1A		2001130	8432			1000										
8	1A		2001105	5432			1000										
9	1A		2001111	1234			1000										
10																	
11																	
12																	
13																	

*Consignor Name & FEEN is
 Required for schedule
 codes 14 A; 14B; 14D & 14E.

Sample of a Txt File
Text tab delimited (.txt*) file

A .txt file continues to the right. For ease of viewing, this slide shows four screen shots of the right side of the file.

```

NAME TEST Iowa Fuel Tax Schedule
PERMIT 704204462 NOTE: Required fields are needed to complete the schedule upload
TAX PERIOD 20101130 Click on Codes Tab to see IRS Terminal Codes and other information.
R=Required; O=Optional Last revised 8/8/2007 Column G & L headings
R R R R R R R R O R O R O R O R O
Schedule Code Product Code Carrier Name Carrier FEIN Mode Origin Terminal IRS Code / License Number Seller Name (filler is Seller) Sellr
1 65 Nick's 420998421 3 999999999 Point oil 438856120 SD 011 S11ck 426668924
5 124 Nick's 420998421 3 999999999 oil space 438856120 IA 011 S11ck 426668924
5 79 Nick's 420998421 3 999999999 oil space 438856120 IA 011 S11ck 426668924

```

```

codes 14 A; 14B;
R O R O O O O O O/ *R O/ *R O O
Seller FEIN Origin Address Origin City Origin State Origin Zip Purchaser Name (whom did you sell it to) Purchaser FEIN Dest. Ad
1 IA 20101130 8432 1000
1 IA 20101105 3432 1000
1 IA 20101131 3234 1000

```

```

*Consignor Name & FEIN is
Required for schedule
14 A; 14B; 14D & 14E.
Dest. Address Dest City Dest State Dest Zip Dest Terminal IRS Code / License Number Transaction Date (ccyyemdd) Bill of Lading

```

```

Bill of Lading Net Gallons Gross Gallons Billed Gallons Beginning Inventory Ending Inventory Stock Gains and Losses Position Holder

```

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): (9 digit number mailed to you)

Business Taxes (Withholding, Sales, Use, LPG Fuel, and 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): (9 digit number mailed to you)

Individual Income/Corporation Income ePayments
(IA1040/IA1040ES; IA1120/IA1120ES)

CONTINUE

Welcome Page Screen

- Enter your *BEN (Business eFile Number)*
- Click *Continue*

For Assistance, Contact

1-866-50-eFile
(866-503-3453)
(in Iowa: Omaha/Quad Cities)

515-281-8453
(outside Iowa)

idefile@iowa.gov
(email address)

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

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: 88775299
 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.
 Confirm Web Password:

Create a Telephone Password: Password must be 8 numbers (no letters).
 Confirm Telephone Password:

Select a Password Hint Question 1:
 Answer Password Hint Question 1:

Select a Password Hint Question 2:
 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

Your Profile Screen

First Time User

- Completing *Your Profile* is required with initial eFile & Pay system entry

2nd User

- If your organization is registered for other Iowa business taxes, contact your administrator (User ID 0001). User 0001 has the ability to set up additional users
- To receive E-mail confirmations, complete your *Contact E-mail Address*
- Click *Continue*

Your User Profile >

Print this page for your records. Then press CONTINUE.

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

Your user access information

BEN: 88775299
User ID: 0001
Web Password: scooter1
Telephone Password: 11112222
Password Hint Question 1: What was the name of your childhood pet?
Answer Password Hint Question 1: Ralph
Password Hint Question 2: What color was your first car or truck?
Answer Password Hint Question 2: White

PRINT

Print this page and keep for future access.

CONTINUE

Your User Profile

- Please print *Your User Profile* for your records by clicking on the *Print* button
- Click *Continue*

For Assistance, Contact

1-866-50-eFile
(866-503-3453)

(In Iowa: Omaha: Quad Cities) (Outside Iowa)

515-281-8453

efile@iowa.gov
(email address)

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

[Privacy/Security](#)

Message from webpage



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

OK

Message From Webpage

- On subsequent entries to eFile & Pay, the *Message from webpage* screen will appear immediately after the Welcome Screen
- Click *OK*

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: 88775299

Legal Name: LEGALNM-4978

Enter User ID:

Enter Web Password:

Log In Screen

- On the **Log In** screen User Authentication has your Business eFile Number and Legal Name
- Enter your **User ID** and **Web Password**
- Click **Log In** button

For Assistance, Contact

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

515-281-3114
(outside Iowa)

efr@iowa.gov
(email address)

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

[Privacy/Security](#)

Business eFile Number: 88775299 Legal Name: LEGALNM-4978 [FAQs](#) | [Help](#) | [IDB Home](#)

Main Menu > [DEMO ON/OFF](#) Press this button to demo system.

Select an Option

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

- [Motor Fuel Tax](#)
- [Sales](#)

Select an administrative function to perform.

- [Add/Edit Users](#)
- [Change a Profile](#)
- [Make a Payment \(You must efile Returns first\)](#)
- [Cancel a Payment](#)

View "e" History

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

[EXIT](#)

For Assistance, Contact

1-866-50-efile (866-503-2433) (in Iowa: Omaha/Quad Cities)	313-281-8433 (outside Iowa)	efile@iowa.gov (email address)
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Monday-Friday, 8 am to 4:15 pm CT

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Main Menu Screen

- To test a schedule upload spreadsheet, simply click on the *Demo On/Off* button & upload
- Click on *Motor Fuel Tax* link
- You can select other functions. *Add/Edit Users*, *Change Profile*, *Make a Payment* or *Cancel a Payment*
- View *"e" History of returns, payments and cancelled payments*

Business File Number: 88773299 Legal Name: LEGALM-4978 [FAQs](#) | [Help](#) | [IDR Home](#)

Select a Permit

Select Permit Number to file for, then press CONTINUE.

Select a Permit Number

Permit Number: 754204462

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.

For Assistance, Contact

1-866-55-efile (866-553-3433) (In Iowa: Omaha/Quad Cities)	515-281-8453 (outside Iowa)	idefile@iowa.gov (email address)
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Monday-Friday, 8 am to 4:15 pm CT

[Privacy/Security](#)

Select a Permit Screen

- *Select a Permit* by clicking the drop down box to select the appropriate permit number you are about to file a return for
- If you only have one permit number, it will automatically populate in the *Permit Number* box
- Click *Continue*

Motor Fuel Tax Menu >

Select a filing option and a period date. If a return has already been filed for that period selected, you will be given an option to file an amended return.

For help, please view the [Iowa Motor Fuel Help](#) page.

Select an option then select the period

Select a filing option and a period, then press UPLOAD.

File a Return For:

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.

For Assistance, Contact

1-866-50-elli
(866-503-3453)
(in Iowa: Omaha, Quad Cities)

315-281-8483
(outside Iowa)

ideffe@iowa.gov
(email address)

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

[Privacy/Security](#)

Motor Fuel Tax Menu Screen

- Current tax period is selected
- To select a return for another period, click on the drop down arrow
- If a return is already on file for that period, you will get this message: *"An original return is already on file. To amend this return please click Upload"*

Schedule Data 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.

Schedule Data File Type Screen

- To skip the headers information, enter **6** in **Skip the first _____ lines of the file**
- **Delimited File** is automatically selected
- **Field Delimiter:** Select **<TAB>** by clicking the drop down box
- **String Qualifier:** Select **<None>** by clicking the drop down box
- Click **Continue**

Schedule Data 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 automatically renumber when you click REFRESH). When using a fixed-length file, specify the length of each field in your file. 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
<input type="text" value="1"/>	◆◆ Schedule Code	6	Text Field	Required
<input type="text" value="2"/>	◆◆ Product Code	5	Text Field	Required
<input type="text" value="3"/>	◆◆ Carrier Name	35	Text Field	Required
<input type="text" value="4"/>	◆◆ Carrier FEIN	9	Text Field	Required
<input type="text" value="5"/>	◆◆ Mode	2	Text Field	Required
<input type="text" value="6"/>	◆◆ Origin Terminal IRS Code/License	9	Text Field	Required
<input type="text" value="7"/>	◆◆ Seller Name	35	Text Field	Required
<input type="text" value="8"/>	◆◆ Seller FEIN	9	Text Field	Required
<input type="text" value="9"/>	◆◆ Origin Address	35	Text Field	<input type="checkbox"/>
<input type="text" value="10"/>	◆◆ Origin City	30	Text Field	<input type="checkbox"/>
<input type="text" value="11"/>	◆◆ Origin State	2	Text Field	Required
<input type="text" value="12"/>	◆◆ Origin Zip	11	Text Field	<input type="checkbox"/>
<input type="text" value="13"/>	◆◆ Purchaser Name	35	Text Field	Required
<input type="text" value="14"/>	◆◆ Purchaser FEIN	9	Text Field	Required
<input type="text" value="15"/>	◆◆ Destination Address	35	Text Field	<input type="checkbox"/>
<input type="text" value="16"/>	◆◆ Destination City	30	Text Field	<input type="checkbox"/>
<input type="text" value="17"/>	◆◆ Destination State	2	Text Field	Required
<input type="text" value="18"/>	◆◆ Destination Zip	11	Text Field	<input type="checkbox"/>
<input type="text" value="19"/>	◆◆ Dest Terminal IRS Code/License	9	Text Field	<input type="checkbox"/>

Schedule Data Layout Screen

- *Schedule Data Layout* screen reflects all the fields on your Schedule Upload spreadsheet
- All required fields need to match your file
- If you use our template click Continue. If you change the Template match the *Field* boxes to match the same order as your file
- Although *Dest Terminal IRS Code/License* is an optional field, please do not remove this field

Schedule Data Layout continued on the next page

18	◆◆	Destination Zip	11	Text Field	<input type="checkbox"/>
19	◆◆	Dest Terminal IRS Code/License	9	Text Field	<input type="checkbox"/>
20	◆◆	Transaction Date [CCYYMMDD]	8	Text Field	Required
21	◆◆	Bill of Lading/Invoice Number	15	Text Field	Required
22	◆◆	Net Gallons	9	Text Field	<input type="checkbox"/>
23	◆◆	Gross Gallons	9	Text Field	Required
24	◆◆	Billed Gallons	9	Text Field	<input type="checkbox"/>
25	◆◆	Beginning Inventory	9	Text Field	<input type="checkbox"/>
26	◆◆	Ending Inventory	9	Text Field	<input type="checkbox"/>
27	◆◆	Stock Gains and Losses	9	Text Field	<input type="checkbox"/>
28	◆◆	Position Holder Name	35	Text Field	<input type="checkbox"/>
29	◆◆	Position Holder FEIN	9	Text Field	<input type="checkbox"/>
30	◆◆	Consignor Name	35	Text Field	<input type="checkbox"/>
31	◆◆	Consignor FEIN	9	Text Field	<input type="checkbox"/>
32	◆◆	Receiving Exchange Party Name	35	Text Field	<input type="checkbox"/>
33	◆◆	Receiving Exchange Party FEIN	9	Text Field	<input type="checkbox"/>

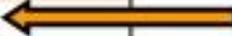
Filler Fields
If your file has fields that are not mentioned in this data layout, you can add a filler field in its place. These fields will be ignored when your file is processed.

Add Filler Position

Actions
Click the MAIN MENU button if you do not wish to send a file or define your file layout. Click 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. Click the BACK button to change the type of file you are sending. Click the CONTINUE button to specify the file you wish to send for processing.

Schedule Data FileType Screen
Cont: from the previous page

- This layout should match the layout of your spreadsheet
- If you have added a column of data that is not available on this layout, click on the *Add Filler* field and add the *Position*
- Click *Continue*



Schedule Data 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.

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

Schedule Data File Upload Screen

- Click the *Browse* button.
- Select the Txt Tab Delimited file.
- Click *Continue*
- To go back to the previous screen, click the *Back* button

For Assistance, Contact

1-866-50-efile
(866-503-3453)
(in Iowa: Omaha: Quad Cities)

319-281-8453
(outside Iowa)

efile@iowa.gov
(email address)

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

[Privacy/Security](#)

File Preview Screen

Parcel Number: 7-04-204462 Name: DBA-4878

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

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	Schedule Code	Product Code	Carrier Name	Carrier FEIN	Mode	Origin Terminal	IRS Code/License	Seller Name	Seller FEIN	Origin Address	Origin City	Origin State	Origin Zip	Pr
1	3	65	Nick's	420998421	J	999999999		Point Oil	438856120			SD		Oil
2	5	124	Nick's	420998421	J	999999999		Oil Space	438856120			IA		Oil
3	5	79	Nick's	420998421	J	999999999		Oil Space	438856120			IA		Oil

For Assistance, Contact

1-844-30-efile
(866-503-3433)
(in Iowa) Omaha/Quad Cities

515-281-8433
(outside Iowa)

idefile@iowa.gov
(email address)

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

[Privacy/Security](#)

- The *File Preview* allows the filer to view up to the first 10 lines to determine if the data is correctly reflected under their respective columns
 - This is an example of a Supplier's Schedule Upload
 - You can Scroll to the right to see all the columns
 - If the 10 rows and columns look ok Click *Continue*
- OR**
- If you see an error, click the *Back* button.
 - Fix your file and upload the corrected file

Schedule Data Processing Screen

Permit Number: 7-04-204462 Name: DBA-4978 [FAQs](#) | [Help](#) | [IDR Home](#)

Schedule Data 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.

26% Complete



90 Records Processed

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](#)

- As your file is uploaded the screen will show you the percentage
- Continue on to the next slide



Iowa Department of
REVENUE

- Please note the examples illustrates tax rates in effect for fuel purchased before March 1, 2015. For the current tax rates, refer to the department's website:

<https://tax.iowa.gov/iowa-tax-fee-descriptions-and-rates#mvf>

Form Number: 7-04-204462 Date: 08A-1078 [FAQs](#) | [Help](#) | [DR Home](#)

Motor Fuel Tax Return - Supplier >

IMPORTANT: If you had no fuel tax activity, verify the Gross Gallons columns are zero and press CONTINUE.

An entry can only be made for Uncollectible Account. The system calculates all other columns and lines when you press CALCULATE.

For full instructions on completing your Motor Fuel Tax Return, please view the [Iowa Motor Fuel Help](#) page.

Questions? Click on the question mark 

Motor Fuel Tax Return - Supplier
 Period: Nov 1 - Nov 30, 2010 Due Date: Jan 03, 2011

REPORT IN WHOLE GALLONS ONLY

	Gross Gallons	Gross Gallons Exported	Gross Less Exports 	Distrib. Allow. 	Allowance Gallons 	Total Taxable Gallons 	Fuel Tax Rate per Gallon	Tax Due per Fuel Product 
Gasoline	1,000	0		0.016			\$0.21	
Gasohol	1,000	0		0.016			\$0.19	
EGS	1,000	0		0.016			\$0.19	

1.	Fuel Tax Due  (sum of all fuel products)	
2.	Uncollectible Account 	
3.	Total Fuel Tax Due (line 1 minus line 2)	
4.	Penalty 	
5.	Interest 	
6.	Total Amount Due (addition of lines 3, 4, & 5)	

Motor Fuel Tax Return Screen

If you did not get this screen, help with possible errors are discussed later in this presentation.

- This *Motor Fuel Tax Return* is an example of a *Supplier* with three fuel types.
- Click on the *Calculate* button to figure the tax due per fuel product



Motor Fuel Tax Return - Supplier >

IMPORTANT: If you had no fuel tax activity, verify the Gross Gallons columns are zero and press CONTINUE.

An entry can only be made for Uncollectible Account. The system calculates all other columns and lines when you press CALCULATE.

For full instructions on completing your Motor Fuel Tax Return, please view the [Iowa Motor Fuel Help](#) page.

Questions? Click on the question mark .

Motor Fuel Tax Return - Supplier

Period: Nov 1 - Nov 30, 2010

Due Date: Jan 03, 2011

REPORT IN WHOLE GALLONS ONLY

	Gross Gallons	Gross Gallons Exported	Gross Less Exports	Distrib. Allow.	Allowance Gallons	Total Taxable Gallons	Fuel Tax Rate per Gallon	Tax Due per Fuel Product
Gasoline	1,000	0	1,000	0.016	16	984	\$0.21	\$206.64
Gasohol	1,000	0	1,000	0.016	16	984	\$0.19	\$186.96
ERS	1,000	0	1,000	0.016	16	984	\$0.19	\$186.96
	1. Fuel Tax Due (sum of all fuel products)							\$580.56
	2. Uncollectible Account							0.00
	3. Total Fuel Tax Due (line 1 minus line 2)							\$580.56
	4. Penalty							\$58.06
	5. Interest							\$4.64
	6. Total Amount Due (addition of lines 3, 4, & 5)							\$643.26

CALCULATE

BACK

CONTINUE

Motor Fuel Tax Return Screen

- The data from the schedule will insert *Gross Gallons* and *Gross Gallons Exported* (if applicable)
- Uncollectible Account* or *Blenders Credit* will need to be completed only if applicable
- Click *Calculate* and then *Continue*



Verify Motor Fuel Tax Return - Supplier >

Please review the information shown below. To make corrections, click **EDIT**. To continue filing, click **SUBMIT**.

For full instructions on completing your Motor Fuel Tax Return, please view the [Iowa Motor Fuel Help](#) page.

Verify Motor Fuel Tax Return - Supplier

Period: Nov 1 - Nov 30, 2010

Due Date: Jan 03, 2011

	Gross Gallons	Gross Gallons Exported	Gross Less Exports	Distrib. Allow.	Allowance Gallons	Total Taxable Gallons	Fuel Tax Rate per Gallon	Tax Due per Fuel Product
Gasoline	1,000	0	1,000	0.016	16	984	\$0.21	\$206.64
Gasohol	1,000	0	1,000	0.016	16	984	\$0.19	\$186.96
E85	1,000	0	1,000	0.016	16	984	\$0.19	\$186.96
				1.	Fuel Tax Due (sum of all fuel products)			\$580.56
				2.	Uncollectible Account			\$0.00
				3.	Total Fuel Tax Due (line 1 minus line 2)			\$580.56
				4.	Penalty			\$58.06
				5.	Interest			\$4.64
				6.	Total Amount Due (addition of lines 3, 4, & 5)			\$643.26

EDIT

SUBMIT

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.

For Assistance, Contact

1-866-25-elli
(866-253-2453)
(In Iowa; Omaha; Quad Cities)

515-281-8453
(outside Iowa)

ldrefle@iowa.gov
(email address)

Verify Motor Fuel Tax Return Screen

- Review the calculation,
- To make changes, click the **Edit** button to return to the previous screen
- If ok, Click the **Submit** button.



Payment Options >

Select the payment method you will be using

ePay (Direct Debit/Electronic Check)

Credit Card (2.5% fee charged by vendor)
or ACH Credit (Contact your bank to initiate)

BACK 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.

For Assistance, Contact

1-866-50-eFile
(866-503-3433)
(in Iowa; Omaha; Quad Cities)

313-281-8453
(outside Iowa)

idefile@iowa.gov
(email address)

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

[Privacy/Security](#)

Payment Options Screen

- ePay is an electronic payment option available through the eFile & Pay system. ePay is also known as direct debit. ePay is an electronic check and is the same as ACH Debit
- Click *ePay* for direct debit/electronic check
- If you are going to use *ACH Credit*, Click *Credit Card or ACH Credit*.
- Click *Continue*

Note that Credit Card is not available for Motor Fuel Tax

United State Account Verification Screen

Parent Number: 7-04-204462 Name: DBA-4978 [FAQs](#) | [Help](#) | [IDR Home](#)

United States Account Verification >

Will the funds for this ePayment come from an account outside the United States?

Yes No

[BACK](#) [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.

For Assistance, Contact 1-866-30-efile (866-303-3453) (in Iowa: Omaha: Quad Cities) 515-281-8453 (outside Iowa) idrefile@iowa.gov (email address)

Monday-Friday, 8 am to 4:15 pm CT [Privacy/Security](#)

Federal guidelines require us to ask if the ePay funds are from outside the United States or within

- Click *No*
- If you click *Yes*, you will receive the following error message: *"We will not draft ACH Debit payments from an account outside the United States. Please select a different payment method to continue"*
- Click *Continue*

ePay Information Screen

Permit Number: 7-04-204462 Name: DBA-4978 [FAQs](#) | [Help](#) | [IDR Home](#)

ePay Information >

Payments must be set up prior to 4:00 p.m. CT on the due date to be considered timely.
If you enter a payment date that is after the due date, you may incur penalties and interest.
If the bank information previously provided is no longer correct, it has been deleted. Please contact your financial institution to confirm what information should be used and re-enter.

Enter or change the payment information below.
If no change is needed, press CONTINUE.

Period: Nov 1 - Nov 30, 2010 Due Date: Jan 03, 2011

Permit Number: 7-04-204462	<input checked="" type="radio"/> Checking	<input type="radio"/> Savings
Name: LEGALNM-4978	Payment Date: (MM/DD/CCYY) 12/14/2011	
Pay To The Order Of: Treasurer, State of Iowa	Amount: \$ 643.26	
Memo: For Motor Fuel Tax Payment	Routing #: 073000228	Bank Account #: 111122223333

 See an [example](#) of where to find these numbers.

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.

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](#)

- The *ePay* option will prompt you once to complete the bank account information
- Enter the revised information if you wish to change it
- *Enter Payment Date*: Payments must be made before 4:00 pm Central Time and dated no later than the due date of the return
- Payments made after 4:00 pm Central Time will be considered made on the next business day. The same is true for weekends and holidays
- *Amount*: This is automatically calculated from the return
- You may change the amount from the total amount due on the return
- Click *Continue* to prompt you to the confirmation page

Verify Epay Information Screen

Permit Number: 7-04-204462 Name: DBA-4978 [FAQs](#) | [Help](#) | [IDR Home](#)

ePay Information >

Payments must be set up prior to 4:00 p.m. CT on the due date to be considered timely.
If you enter a payment date that is after the due date, you may incur penalties and interest.
If the bank information previously provided is no longer correct, it has been deleted. Please contact your financial institution to confirm what information should be used and re-enter.

Enter or change the payment information below.
If no change is needed, press CONTINUE.

Period: Nov 1 - Nov 30, 2010 Due Date: Jan 03, 2011

Permit Number: 7-04-204462	<input checked="" type="radio"/> Checking	<input type="radio"/> Savings
Name: LEGALNM-4978	Payment Date: (MM/DD/CCYY) 12/14/2011	
Pay To The Order Of: Treasurer, State of Iowa	Amount: \$ 643.26	
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Monday-Friday, 8 am to 4:15 pm CT

[Privacy/Security](#)

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- Payments made after 4:00 pm Central Time will be considered made on the next business day. The same is true for weekends and holidays
- *Amount*: This is automatically calculated from the return
- You may change the amount from the total amount due on the return
- Click *Continue* to prompt you to the confirmation page

Confirmation Information

Period: Nov 1 - Nov 30, 2010

Due Date: Jan 03, 2011

Confirmation Number: 1034000001

Confirmation Date and Time: 02/23/2011 2:34:56 PM

User ID: 0001

ePay Information

Tax Type: Motor Fuel Tax

Payment Date: 02/23/2011

Permit Number: 7-04-204462

Account Type: Checking

Bank Account Number: *****3333

Routing Number: 073000228

Payment Amount: \$643.26

Motor Fuel Tax Return - Supplier - Confirmation

Period: Nov 1 - Nov 30, 2010

Due Date: Jan 03, 2011

	Gross Gallons	Gross Gallons Exported	Gross Less Exports	Distrib. Allow.	Allowance Gallons	Total Taxable Gallons	Fuel Tax Rate per Gallon	Tax Due per Fuel Product
Gasoline	1,000	0	1,000	0.016	16	984	\$0.21	\$206.64
Gasohol	1,000	0	1,000	0.016	16	984	\$0.19	\$186.96
E85	1,000	0	1,000	0.016	16	984	\$0.19	\$186.96
				1.		Fuel Tax Due (sum of all fuel products)		\$580.56
				2.		Uncollectible Account		\$0.00
				3.		Total Fuel Tax Due (line 1 minus line 2)		\$580.56
				4.		Penalty		\$58.06
				5.		Interest		\$4.64
				6.		Total Amount Due (addition of lines 3, 4, & 5)		\$643.26

MAIN MENU

PRINT

EMAIL CONFIRMATION

EXIT

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.

Confirmation Information Screen

- If paying by *ACH credit*, this is an example of a confirmation page
- This is a Supplier's confirmation page. All filers' confirmation pages will look similar
- You may choose to receive the confirmation via email by clicking on *Email Confirmation*. Or you may choose to print this page for your records by clicking on *Print*
- To return to the main menu, click on the *Main Menu* button
- To exit, click on the *Exit* button

You have now completed filing your return.



Iowa Department of
REVENUE

- **How to handle errors with
Schedule Uploads**

View Results Screen

Form Number: 7-04-304462 Name: DBA-4978 [FAQs](#) | [Help](#) | [IDR Home](#)

View Results >

[Instructions](#)

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

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

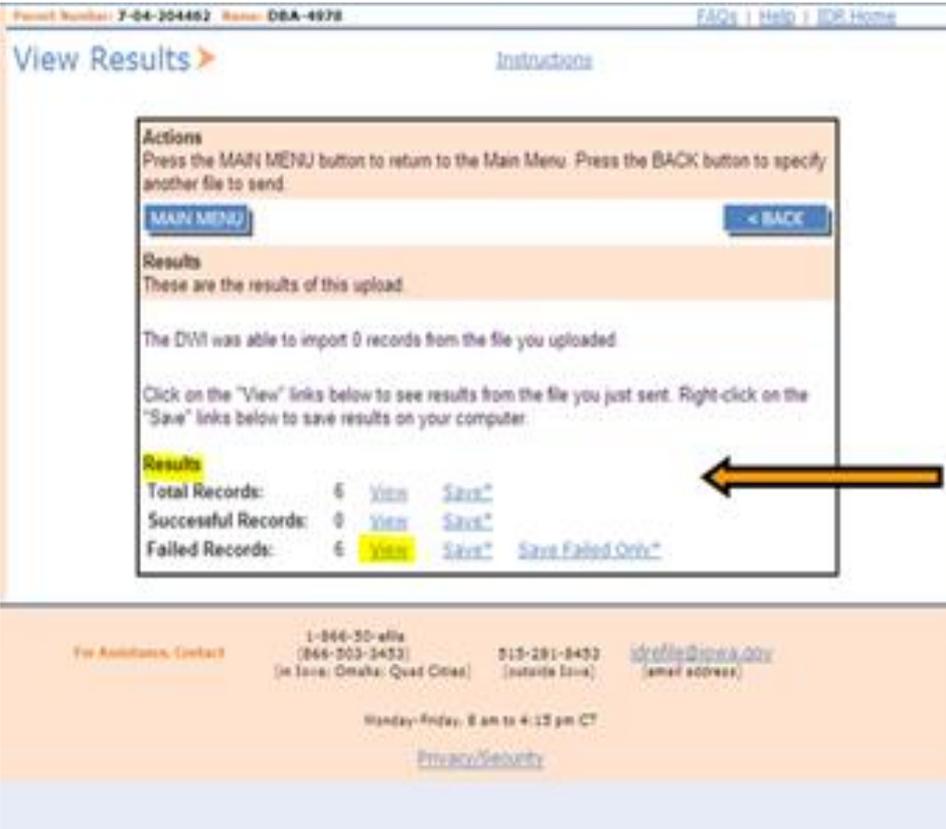
Results
These are the results of this upload.

The DIVI was able to import 0 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:	6	View	Save*	
Successful Records:	0	View	Save*	
Failed Records:	6	View	Save*	Save Failed Only*



- When uploading, any error in the spreadsheet will be reflected as **Failed Records**
- Click on **View** by **Failed Records** to view them
- To view **Successful Records**, click on the **View** link on the same line
- To view both failed and successful records, click on the **View** link by **Total Records**
- Click the **Back** button to return to the previous page
- You can also click on the link **Save** to save your errors.

Schedule Upload Error Codes

The next few pages will provide a list of Motor Fuel Error Codes

- Once the error has been identified, make the corrections in the Excel file
- Resave the file as a *Txt delimited file*
- Upload the Txt delimited file and continue the process

View All Results



Actions

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

Result	Schedule Code	Product Code	Carrier Name	Carrier FEIN	Mode	Origin Terminal	IRS Code/License	Seller Name	Seller FEIN	Origin Address	Origin City	Origin State	Origin Zip	Ph
1	452	15A	65	Nick's	420998421	J	999999999	Point Oil	420994641			SO		08
2	5	124	Nick's	420998421	J	999999999	Oil Space	430856120				IA		08
3	5	79	Nick's	420998421	J	999999999	Oil Space	430856120				IA		08

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

For Assistance, Contact

1-888-50-efile
(866-203-3432)

315-281-8433
(outside Iowa)

info@efile.com
(email address)

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

efile.com

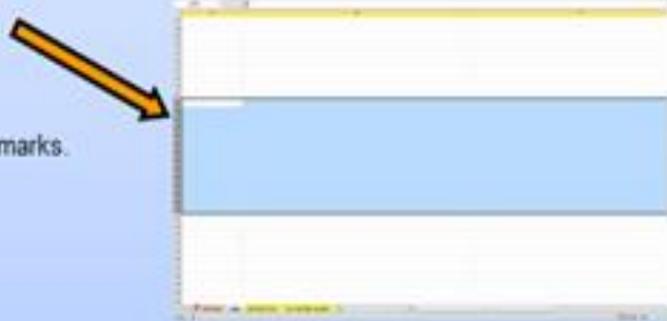
View All Results Screen

- The Error shows in the Result column – click the red error box to bring up the Error Code Descriptions
- Scroll to find the appropriate error definition
- The number on the left of the Result column is the row in the Excel file, plus the lines skipped. Example: Error on line 1 and you skipped 6 lines (Schedule Data screen). The error is on line 7 of your spreadsheet.
- Errors need to be fixed and saved in your Excel file
- Resave the file as a *txt tab delimited* file
- Click *Back* until you are on the Schedule Data Upload Screen
- Upload the file again
- You may need to do this several time to fix all the errors

Common Mistakes on next slide



Common Errors

- Go back and make sure the Schedule File Data Type & Schedule Upload Screens are set correctly
 - 415 You have entered an invalid value for Destination Terminal IRS Code/License or State
 - You must have a Terminal number or the plant's license number
 - 420 You have entered an invalid value for Transaction Date (yyyymmdd)
 - You need to enter the year first (4 digits); next the month (2 digits); then the date (2 digits).
 - Example: **March 31, 2013 is entered as 20130331**
 - 423 You have entered an invalid amount for Gross Gallons
 - Check the following
 - ✓ Remove any dashes, commas, periods, quotation marks.
 - Do you have more failed records than you do lines?
 - ✓ Open your Excel file
 - ✓ Click on the Row Number of the first blank line
 - ✓ Hold the Shift Key down
 - ✓ Go down as many lines as you need to and click on the last row
 - ✓ Press the Ctrl Key and the Minus Key at the same time.
- 
- The image shows a screenshot of an Excel spreadsheet. A single row is highlighted in light blue. A yellow arrow with a black outline points from the text 'Do you have more failed records than you do lines?' in the list above to this highlighted row. The spreadsheet has a white background with a grid of cells. The highlighted row is in the middle of the visible area.
- **After you have made your corrections Save Excel file & txt file.**
 - ✓ Click Back until you are on the Schedule Data Upload Screen
 - ✓ Upload the file again

Motor Fuel Tax Error Code Descriptions

- 401 You have entered an invalid value for Schedule Code
- 402 You have entered an invalid value for Product Code
- 403 You have entered an invalid value for Carrier Name
- 404 You have entered an invalid value for Carrier FEIN
- 405 You have entered an invalid value for Mode
- 406 You have entered an invalid value for Origin Terminal IRS Code/License or State
- 407 You have entered an invalid value for Origin Address
- 408 You have entered an invalid value for Origin City
- 409 You have entered an invalid value for Origin State
- 410 You have entered an invalid value for Origin Zip
- 411 You have entered an invalid value for Purchaser Name
- 412 You have entered an invalid value for Purchaser FEIN
- 413 You have entered an invalid value for Seller Name
- 414 You have entered an invalid value for Seller FEIN
- 415 You have entered an invalid value for Destination Terminal IRS Code/License or State
- 416 You have entered an invalid value for Destination Address
- 417 You have entered an invalid value for Destination City
- 418 You have entered an invalid value for Destination State
- 419 You have entered an invalid value for Destination Zip
- 420 You have entered an invalid value for Transaction Date (ccyyymmdd)
- 421 You have entered an invalid value for Bill of Lading/Invoice Number
- 422 You have entered an invalid amount for Net Gallons
- 423 You have entered an invalid amount for Gross Gallons
- 424 You have entered an invalid amount for Billed Gallons
- 425 You have entered an invalid amount for Beginning Inventory
- 426 You have entered an invalid amount for Ending Inventory
- 427 You have entered an invalid amount for Stock Gains and Losses
- 428 You have entered an invalid value for Position Holder Name
- 429 You have entered an invalid value for Position Holder FEIN
- 430 You have entered an invalid value for Consignor Name
- 431 You have entered an invalid value for Consignor FEIN
- 432 You have entered an invalid value for Receiving Exchange Party Name
- 433 You have entered an invalid value for Receiving Exchange Party FEIN
- 450 Invalid Product Code, no matching Fuel Group code found

Motor Fuel Tax Error Codes Descriptions

- 451 Schedules 7 and 11A are invalid for Importers and Restrictive Suppliers
- 452 Schedules 15A, 15B, and 15C are only valid for Storage Facilities.
- 453 Schedules 14A, 14B, 14D, and 14E are only valid for Transportation Companies.
- 454 Consignor Name and FEIN are required for Transportation Companies.
- 455 Transaction Date is not a valid date
- 456 Transaction Date must be earlier than tax period end
- 457 Transaction Date is out of range; beyond 38 months
- 460 Origin Address is too long.
- 461 Origin City is too long or too short.
- 462 Destination Address is too long.
- 463 Destination City is too long or too short.
- 464 Bill Lading/Invoice Number is either too long or blank.
- 465 Net Gallons is too long.
- 466 Gross Gallons is either too long or blank.
- 467 Billed Gallons is too long.
- 468 Beginning Inventory is too long.
- 469 Ending Inventory is too long.
- 470 Stock Gains and Losses is too long.
- 471 Carrier Name is either too long or blank.
- 472 Consignor Name is too long.
- 473 Position Holder Name is too long.
- 474 Purchaser Name is either too long or blank.
- 475 Receiving Exchange Party Name is too long.
- 476 Seller Name is either too long or blank.
- 477 Transaction Date is either too long or blank.
- 490 Technical Difficulties - Problem saving schedule

[Top](#)



Iowa Department of
REVENUE

Call or E-mail a contact listed below:

If you are unable to resolve your issue, email the Excel file and description of your error and your contact information.

Email: idrmotorfuel@iowa.gov

Phone: 515-242-6829 or 515-281-5884