

## Iowa Department of Revenue Withholding Tax Bulk File Specifications

### General rules

Negative numbers not allowed unless specified.

Negative sign should precede value. The field length is one space longer to accommodate the negative sign where appropriate.

The decimal is counted as a position when the decimal is included in the data or defined as implied.

The period end date must be within the last three years.

A valid period end date is required for transaction type and filing frequency.

\*the four fields (penalty, interest, amount due, and amount paid) on each format may be reported as whole dollars or dollars and cents.

Your saved file configuration specifics how you want to treat data.

**For example:** field specified as implied decimal with 2 decimal places will read 123672 as \$1,236.72

field specified as no implied decimal will read 123672 as \$123,672.00 or will read 1236.72 as \$1,236.72

The withholding credit information will be entered in the repeatable fields area of the layout for all quarterly/annual tax filings after August 2012.

The number of credits is limited to the certificate associated with the given permit for the time period filing.

Negative credit numbers are not allowed.

#### **03/01/2013 Update:**

**The Field # column reflects the fields you will see in the bulk file field layout screen.**

**Iowa Department of Revenue**  
**Withholding Bulk File Specifications**  
**Semi-monthly and monthly deposit**

**Semi-monthly and monthly payments may be sent in the same file for each tax type.**

Field #	Identification	Data Field Description	Length	Required
1	Client BEN	numeric, must be a valid 8 digit number supplied by the Department and must be valid for the permit being used	8	X
2	Client Permit Number	numeric-leading zeroes required, last 3 digits must be 001 or greater	12	X
3	Period End	MM/DD/CCYY, must agree with taxpayers filing frequency, leading zeroes required	10	X
4	Withholding This Period	numeric, whole dollars	9	X
5	Less Credits	numeric, whole dollars. Credit amount cannot exceed withholding this period	10	X
6	Balance Due	numeric, whole dollars, must equal line 1 minus line 2	10	Required if formatted
7	Penalty	numeric*, define if using decimal	10	Required if formatted
8	Interest	numeric*, define if using decimal	10	X
9	Total Amount Due	numeric*, define if using decimal, sum of lines 3 through 5	12	X
10	Payment Amount	numeric*, define if using decimal, cannot exceed total amount due, must be > \$0.99, payment of amounts greater than 11 positions must make a second payment.	11	Required if payment method is "E"
11	Payment Date	MM/DD/CCYY, leading zeroes required, cannot be after due date, can be current date if submitted before 4:00PM CT, after 4:00PM CT the earliest date is tomorrow's date. Can be future date up to and including due date of return. If payments is made after the due date, the current date must be used for the payment date.	10	Required if payment method is "E"
12	Payment Method	A = Credit Card or ACH credit payment will be made separately E = EFT debit - electronic payment is made with this transaction, must be > \$0.99. M = Mail check with voucher Z = Zero filer ( must show Zero in Total Amount Due )	1	X
13	Bank Account Type	C = Checking S = Savings	1	Required if payment method is "E"
14	Bank Routing Number	numeric, verified against Thomson - Right Justify, Left Zero Fill. A value with a payment method other than "E" will be ignored.	9	Required if payment method is "E"
15	Bank Account Number	numeric, minimum of 3 positions, a value with a payment method other than "E" will be ignored.	17	Required if payment method is "E"

\*These four fields may be reported as whole dollars or dollars and cents. File configuration specifies how to treat data. For example: field specified as implied decimal with 2 decimal places will read 1236752 as \$1,236.72, field specified as no implied decimal will read 123672 as \$123,672.00 or will read 1236.72 as \$1,236.72.

**Iowa Department of Revenue**  
**Withholding Bulk File Specifications**  
**Quarterly/Annual Return**

Field #	Identification	Data Field Description	Length	Required
1	Client BEN	numeric, must be a valid 8 digit number supplied by the Department and must be valid for the permit being used	8	X
2	Client Permit number	numeric-leading zeroes required, last 3 digits must be 001 or greater	12	X
3	Period End	MM/DD/CCYY, must agree with taxpayers filing frequency, leading zeroes required	10	X
4	Return type	A = Amended, must be an original on file O = Original, cannot file multiple original returns	1	X
5	Withholding This Period	numeric, whole dollars	9	X
6	Less Deposits	numeric, whole dollars	9	X
7	Less Credits	numeric, whole dollars. Credit amount cannot exceed withholding this period	10	X
8	Balance Due	numeric, whole dollars, must equal line 1 minus line 2	10	X
9	Penalty	numeric*, define if using decimal	10	Required if formatted
10	Interest	numeric*, define if using decimal	10	Required if formatted
11	Total Amount Due	numeric*, define if using decimal, sum of lines 3 through 5	12	X
12	Payment Amount	numeric*, define if using decimal, cannot exceed total amount due, must be > \$0.99, payment of amounts greater than 11 positions must make a second payment.	11	Required if payment method is "E"
13	Payment Date	MM/DD/CCYY, leading zeroes required, cannot be after due date, can be current date if submitted before 4:00PM CT, after 4:00PM CT the earliest date is tomorrow's date. Can be future date up to and including due date of return. If payments is made after the due date, the current date must be used for the payment date.	10	Required if payment method is "E"
14	Payment Method	A = Credit Card or ACH credit payment will be made separately E = EFT debit - electronic payment is made with this transaction, must be > \$0.99. M = Mail check with voucher Z = Zero filer ( must show Zero in Total Amount Due )	1	X
15	Bank Account Type	C = Checking S = Savings	1	Required if payment method is "E"
16	Bank Routing Number	numeric, verified against Thomson - Right Justify, Left Zero Fill. A value with a payment method other than "E" will be ignored.	9	Required if payment method is "E"
17	Bank Account Number	numeric, minimum of 3 positions, a value with a payment method other than "E" will be ignored.	17	Required if payment method is "E"
18	Certificate/Credits	2 digit identifier (CC) then 12 digit certificate number with 5 digit code of credit program (include spaces if less than 5 digits) AND 10 digit amount starting with zero.	29	Required if using certificate credit

\*These four fields may be reported as whole dollars or dollars and cents. File configuration specifies how to treat data. For example: field specified as implied decimal with 2 decimal places will read 1236752 as \$1,236.72, field specified as no implied decimal will read 123672 as \$123,672.00 or will read 1236.72 as \$1,236.72.

**Iowa Department of Revenue**  
**Withholding Bulk File Specifications**  
**Annual Verified Summary of Payments (VSP)**

<b>Field #</b>	<b>Identification</b>	<b>Data Field Description</b>	<b>Length</b>	<b>Required</b>
1	Client BEN	numeric, must be a valid 8 digit number supplied by the Department and must be valid for the permit being used	8	X
2	Client Permit Number	numeric-leading zeroes required, last 3 digits must be 001 or greater	12	X
3	Period End	MM/DD/CCYY, must agree with taxpayers filing frequency, leading zeroes required	10	X
4	IA Withholding on W2/1099	numeric, whole dollars	9	X
5	Credits	numeric, whole dollars	9	X
6	Withholding Payments	numeric, whole dollars	9	X
7	Total Credits/Payments	numeric, whole dollars, must equal sum of lines 2 and 3, should also equal line 1	9	X
8	Return Type	A = Amended, must be an original on file O = Original, cannot file multiple original returns	1	X