



Business eFile Number:

Legal Name:

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

The following pages show the screens likely to be encountered when filing a Schedule A Consumers Use tax quarterly return online through eFile & Pay.

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

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 mailed to you)

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

Individual Income/Corporation Income ePayments:

Not enrolled? [Click here.](#)

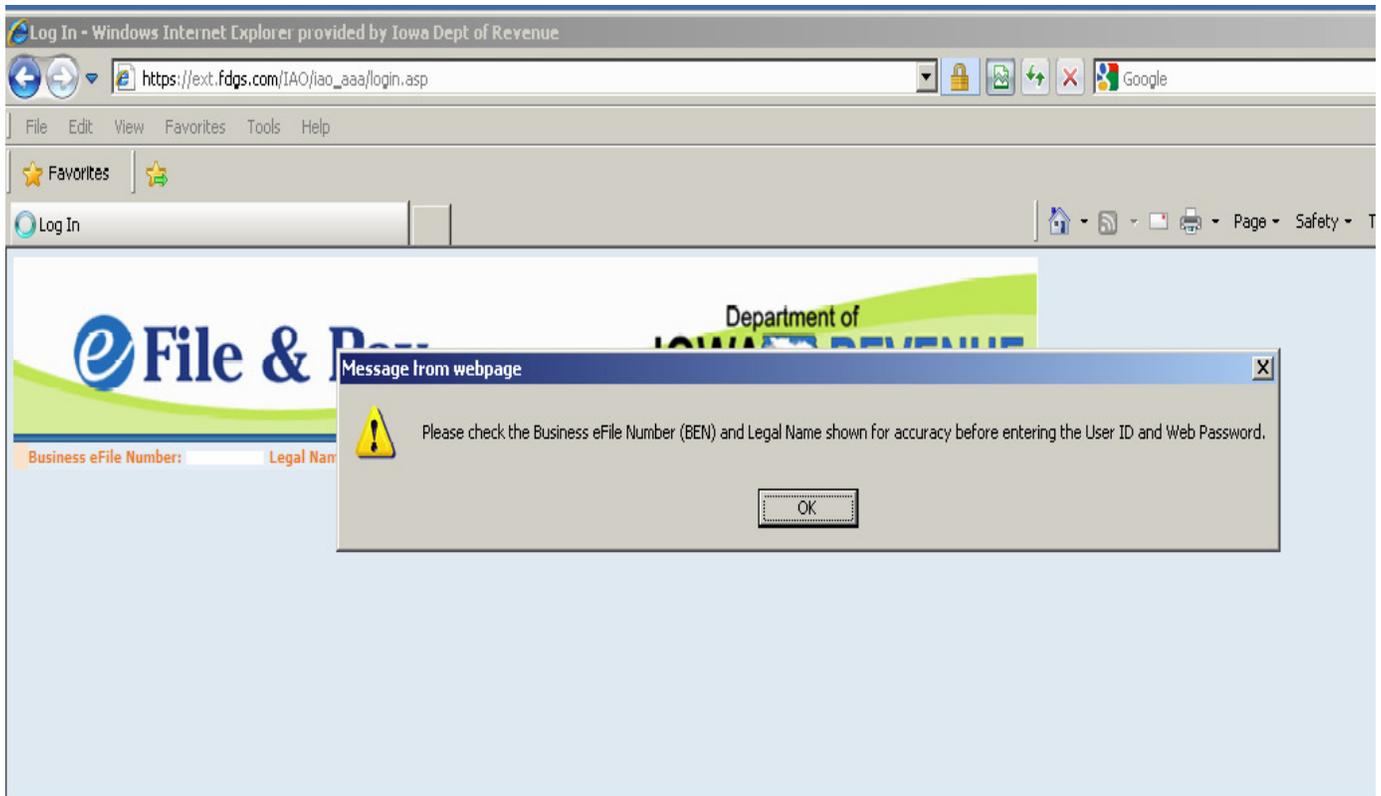
Enrolled? Enter your BEN, select Individual Income/Corporation Income ePayments, and press CONTINUE.

Business eFile Number (BEN): (8 digit number mailed to you)

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

CONTINUE

The Welcome screen will always be your point-of-entry for eFile & Pay. Enter your Business eFile Number (BEN) for the appropriate tax type.



A pop up message will appear to double check your BEN and name.

Business eFile Number: 12345678 Legal Name: ABC Corp

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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: 12345678

Legal Name: ABC Corp

Enter User ID:

Enter Web Password:

EXIT

LOG IN

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

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The Log In screen will appear immediately after the Welcome screen. Enter your User ID and password.

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](#)
- [Sales](#)

Select an administrative function to perform.

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

View "e" History

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

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Select the tax type you wish to file.

Business eFile Number: 12345678 Legal Name: ABC Corp

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Select a Permit

Select Permit Number to file for, then press CONTINUE.

Select a Permit Number

Permit Number:

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Find and select the permit number for which you wish to file.

Permit Number: 9-cc-999999 Name: ABC Corp

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Sales/Use 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 Sales Tax Help](#) page.

Select an option then select the period

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

File a Return For: ▼

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Choose the correct tax period from the drop-down list.

Schedule A >

IMPORTANT: If you had no activity to report, enter zero on line a and press CONTINUE.

Sales of Certain Construction Equipment

Period: Oct 1 - Dec 31, 2011

Due Date: Jan 31, 2012

a. Gross Receipts from Sales Subject to 5% State Excise ? (Do not report these sales on line 1 of Sales/Use Tax Return.)	a.	\$	<input type="text" value="100000"/>	.00
b. Goods Consumed ?	b.	\$	<input type="text" value="0"/>	.00
c. Total (addition of line a and b) ?	c.	\$	100,000.00	
d. Less Exemptions ?	d.	\$	<input type="text" value="0"/>	.00
e. Taxable Amount (line c minus line d) ?	e.	\$	100,000.00	
f. Tax Rate ?	f.		5%	
g. Tax Due (line e multiplied by line f) ?	g.	\$	5,000.00	

[CALCULATE](#)

[BACK](#)

[CONTINUE](#)

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This is an example of the Schedule A. Enter the appropriate amounts and hit calculate.

Permit Number: 9-cc-999999 Name: ABC Corp

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Consumer's Use Tax Return >

IMPORTANT: If you had no use tax activity, enter zero on line 1 and click CONTINUE.

Enter appropriate amounts in the boxes below. The system automatically calculates lines that do not have an entry box, when you click CALCULATE.

Click on the Local Option/Purchases Entry Schedule button below Line 2 to report the amount from Line 1 by County.

For full instructions please view the [Iowa Consumers Use Tax Help](#) page.

Questions? Click on the question mark 

**Round all amounts to the nearest dollar.
Do not enter cents.
Do not use punctuation.**

Consumer's Use Tax Return

Period: Oct 1 - Dec 31, 2011 Due Date: Jan 31, 2012

1. Total Taxable Purchases This Quarter 	1.	\$	<input type="text" value="1000"/>	.00
2. Consumer's Use Tax (6% of line 1) 	2.	\$		60.00
If you have local option tax and/or purchases by county to report, click below. LOCAL OPTION/PURCHASES ENTRY SCHEDULE CLICK HERE				
3. Total Local Option Tax (from Local Option Tax/Purchases Entry Schedule) 	3.	\$		0.00
4. Total from Schedule A 	4.	\$		5,000.00
5. Total Tax (addition of lines 2-4) 	5.	\$		5,060.00
6. Penalty 	6.	\$		506.00
7. Interest 	7.	\$		40.48
8. TOTAL AMOUNT DUE (addition of lines 5-7) 	8.	\$		5,606.48

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This is an example of the quarterly return. Enter the appropriate amounts.

Verify Consumer's Use Tax Return >

Please review the information shown below. To make corrections, click EDIT. To save your tax information and continue filing later, click SAVE & FINISH LATER. To continue filing, click SUBMIT.

Verify Consumer's Use Tax Return	
Period: Oct 1 - Dec 31, 2011	Due Date: Jan 31, 2012
1. Total Taxable Purchases This Quarter	1. \$ 1,000.00
2. Consumer's Use Tax (6% of line 1)	2. \$ 60.00
3. Total Local Option Tax (from Local Option Tax/Purchases Entry Schedule)	3. \$ 0.00
4. Total from Schedule A	4. \$ 5,000.00
5. Total Tax (addition of lines 2-4)	5. \$ 5,060.00
6. Penalty	6. \$ 506.00
7. Interest	7. \$ 40.48
8. TOTAL AMOUNT DUE (addition of lines 5-7)	8. \$ 5,606.48

[EDIT](#) [SAVE & FINISH LATER](#) [SUBMIT](#)

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The Verify screen allows you to check, if needed, edit the information you entered before submitting the return.

Payment Options >

Select the payment method you will be using

- ePay (Direct Debit/Electronic Check)
- Mail a Check
- Credit Card (2.5% fee charged by vendor)
or ACH Credit (Contact your bank to initiate)

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CONTINUE

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Choose a payment method. ePay is free!

United States Account Verification >

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

Yes

No

BACK

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You must answer this question. We will not draft ePayments from an account outside the United States.

Permit Number: 9-cc-999999 Name: ABC Corp

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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: Oct 1 - Dec 31, 2011

Due Date: Jan 31, 2012

Permit Number: 9-cc-99999

Checking Savings

Name: ABC Corp

Payment Date: (MM/DD/CCYY) 03/28/2012

Pay To The Order Of: Treasurer, State of Iowa

Amount: \$

Memo: For Consumer Use
Payment

Routing #:

Bank Account #:



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

[BACK](#)

[CONTINUE](#)

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When the ePay option is selected, an electronic check will be displayed for you to complete.

Permit Number: 9-cc-999999 Name: ABC Corp

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

Verify ePay Information >

Review the payment information below

Period: Oct 1 - Dec 31, 2011

Due Date: Jan 31, 2012

Permit Number: 9-cc-999999

Checking Account

Name: ABC Corp

Payment Date: 03/28/2012

Pay To The Order Of: Treasurer, State of Iowa

Amount: \$ 5,606.48

Memo: For Consumer Use Payment

Routing #: 123456789

Bank Account #: 98765432100

[EDIT](#)

[SUBMIT](#)

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The Verify screen allows you to check and, if needed, edit the information you entered prior to submitting the payment.

Consumer's Use Tax Quarterly Return - Confirmation >

Please print this page for your records.

This page has been created to print on one page with printer setting margins of 0.25. If you are unsure of your printer settings, select "portrait" as the page orientation from your print dialog box to ensure that all of the information on this page will fit on the paper.

Due to space constraints, only the basic return information is displayed on this confirmation screen. A complete record of your filing can be obtained by using the "Print" or "E-mail Confirmation" options provided below.

To have this confirmation e-mailed, click **EMAIL CONFIRMATION** below.

Consumer's Use Tax Quarterly Return - Confirmation

Period: Oct 1 - Dec 31, 2011 Due Date: Jan 31, 2012

Confirmation Number: 2088000001

Confirmation Date and Time: 03/28/2012 2:45:08 PM

User ID: 0001

ePay Information

Tax Type: Consumer's Use

Payment Date: 03/28/2012

Permit Number: 9-cc-999999

Account Type: Checking

Bank Account Number: *****2100

Routing Number: 123456789

Payment Amount: \$5,606.48

Return Information

Period: Oct 1 - Dec 31, 2011 Due Date: Jan 31, 2012

1. Total Taxable Purchases This Quarter	1.	\$	1,000.00
2. Consumer's Use Tax (6% of line 1)	2.	\$	60.00
3. Total Local Option Tax (from Local Option Tax/Purchases Entry Schedule)	3.	\$	0.00
4. Total from Schedule A	4.	\$	5,000.00
5. Total Tax (addition of lines 2-4)	5.	\$	5,060.00
6. Penalty	6.	\$	506.00
7. Interest	7.	\$	40.48
8. TOTAL AMOUNT DUE (addition of lines 5-7)	8.	\$	5,606.48

MAIN MENUPRINTEMAIL CONFIRMATIONEXIT

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.

You will see a Confirmation screen after submitting the return.

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](#)

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Your filing is complete.