



How to File a Sales Tax Return for the First Time.

The following pages show the screens likely to be encountered when filing a 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)

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

This screen will always be your point of entry. Enter your 8 digit Business eFile Number (BEN).



Iowa Department of REVENUE

Business eFile Number: 88770784 Legal Name: LEGALNM-463

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

Message from webpage



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

OK

A pop up message will appear to double check your BEN and 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: | 88770552 |
| User ID: | 0001 (Be sure to write this down for future access to the system) |
| Business Name: | <input type="text" value="legalnm"/> |
| Create a Web Password: | <input type="password" value="••••••"/> Password must be 8 characters. It may be all numbers or a combination of letters and numbers. |
| Confirm Web Password: | <input type="password" value="••••••"/> |
| Select a Password Hint Question 1: | <input type="text" value="What was the name of your childhood pet?"/> |
| Answer Password Hint Question 1: | <input type="text" value="Barky"/> |
| Select a Password Hint Question 2: | <input type="text" value="What color was your first car or truck?"/> |
| Answer Password Hint Question 2: | <input type="text" value="Blue"/> Must be different than the hint in Question 1. |
| Contact Name: | <input type="text" value="John and Mary Business Owner"/> |
| * Contact E-mail Address: | <input type="text" value="JohnandMary@aol.com"/> |
| Contact Telephone Number: | <input type="text" value="5152813114"/> (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

The first time you enter the system, the information on the Your Profile screen must be completed. Note: you cannot have any punctuation, symbols, or numbers in the Business Name field; you must spell it out. This screen will only be required on your initial entry into eFile & Pay. Once you hit Continue you will have the ability to print out your User ID and Password.



Iowa Department of REVENUE

Business eFile Number: **88770784** Legal Name: **LEGALNM-463**

[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: **88770784**

Legal Name: **LEGALNM-463**

Enter User ID:

Enter Web Password:

A large red arrow points from the right side of the form towards the "Enter User ID" input field, which contains the value "0001".

Enter in the assigned 4 digit User ID and 8 character Password you created from the Your Profile screen.



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.

- [Liquefied Petroleum Gas \(LPG\)](#)
- [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](#)

EXIT

Select the tax type you wish to file.

Note the other areas of the Main Menu. These are valuable tools you will eventually want to utilize.



Select a Permit

Select Permit Number to file for, then press CONTINUE.

Select a Permit Number

Permit Number: 

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.

Select the sales tax permit number you wish to file by using the drop down arrow.



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: 

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.

Select the tax period you want to file by using the drop down arrow.



Iowa Department of REVENUE

Permit Number: 1-52-069073 Name: DBA-463

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Sales/Use E911 Surcharge - Question Screen >

As of January 1, 2013, the Department is responsible for E911 Surcharge collection. To ensure proper reporting, you must answer the question below before continuing.

Do you sell prepaid wireless telecommunication services (ex: prepaid wireless telephone minute cards, prepaid phones that include minute plans, or prepaid wireless service in any other form)?

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.**

Answer the question for E911 Surcharge.



E911 Surcharge Schedule >

IMPORTANT: If you had no transactions to report, enter zero on line "a" and click CONTINUE.

E911 Surcharge Schedule

Period: Jan 1 - Mar 31, 2014 Due Date: Apr 30, 2014

| | | |
|--|----|----------------------------------|
| a. Total number of retail transactions of prepaid wireless telecommunication services * <input type="text" value="100"/> | a. | <input type="text" value="100"/> |
| b. Rate ** <input type="text" value="0.49"/> | b. | \$ 0.49 |
| c. Total E911 Surcharge Due (line a multiplied by line b) <input type="text" value="49.00"/> | c. | \$ 49.00 |

* "Retail Transaction" means the purchase of prepaid wireless telecommunications service from a seller for any purpose other than resale. If more than one separately priced item of prepaid wireless calling service is purchased by an end user, each item purchased constitutes a separate retail transaction. For example, if a seller sells two prepaid wireless phone calling cards to one consumer, two retail transactions have occurred.

** The E911 Surcharge rate is \$0.51 per retail transaction; however, the retailer is permitted to retain \$0.02 of each retail transaction.

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.

If you did answer "Yes" to the E911 Surcharge Question, you will be prompted to enter in the number of transactions subject to the E911 surcharge. If you answered "No" to the E911 Surcharge Question you will not see this screen.

Sales Tax and Surcharge Quarterly Return

Period: Jan 1 - Mar 31, 2014

Due Date: Apr 30, 2014

| | |
|---|------------------|
| 1. Gross Sales This Quarter <input type="text" value="100000"/> | 1. \$ 100000 .00 |
| 2. Goods Consumed This Quarter <input type="text"/> | 2. \$.00 |
| 3. Total (addition of lines 1 and 2) <input type="text"/> | 3. \$ 0.00 |
| 4. Exemptions This Quarter <input type="text"/> | 4. \$.00 |
| 5. Taxable Amount (line 3 minus line 4) <input type="text"/> | 5. \$ 0.00 |
| 6a. State Sales Tax (6% of line 5) <input type="text"/> | 6a. \$ 0.00 |
| To report local option tax, click below: LOCAL OPTION ENTRY SCHEDULE CLICK HERE | |
| 6b. Total Local Option Tax <input type="text"/> (from Local Option Entry Schedule) | 6b. \$ 0.00 |
| <i>Not sure what tax rate applies? Click here to learn more.</i> | |
| 6c. Total from E911 Surcharge Schedule <input type="text"/> | * 6c. \$ 49.00 |
| 7. Total Tax and Surcharge <input type="text"/> | 7. \$ 0.00 |
| 8. Deposits/Overpayment Credits This Quarter <input type="text"/> | 8. \$.00 |
| View Deposit History | |
| 9. Balance (line 7 minus line 8) <input type="text"/> | 9. \$ 0.00 |
| 10. Penalty <input type="text"/> | 10. \$ 0.00 |
| 11. Interest <input type="text"/> | 11. \$ 0.00 |
| 12. TOTAL AMOUNT DUE (addition of lines 9-11) <input type="text"/> | 12. \$ 0.00 |

Enter in the Gross Sales. Gross sales are ANY bills or invoices you charged any of your customers. This includes both taxable and nontaxable sales. Do not include sales tax.

* You will only see line 6c if you answered "Yes" to the E911 Surcharge Question and is shown for illustrative purposes.

Sales Tax and Surcharge Quarterly Return

Period: Jan 1 - Mar 31, 2014

Due Date: Apr 30, 2014

| | | | |
|---|--------|--------|-------|
| 1. Gross Sales This Quarter <input type="text" value="100000"/> | 1. \$ | 100000 | .00 |
| 2. Goods Consumed This Quarter <input type="text" value="100"/> | 2. \$ | 100 | .00 |
| 3. Total (addition of lines 1 and 2) <input type="text" value=""/> | 3. \$ | | 0.00 |
| 4. Exemptions This Quarter <input type="text" value=""/> | 4. \$ | | .00 |
| 5. Taxable Amount (line 3 minus line 4) <input type="text" value=""/> | 5. \$ | | 0.00 |
| 6a. State Sales Tax (6% of line 5) <input type="text" value=""/> | 6a. \$ | | 0.00 |
| To report local option tax, click below: <input type="button" value="LOCAL OPTION ENTRY SCHEDULE CLICK HERE"/> | | | |
| 6b. Total Local Option Tax <input type="text" value=""/> (from Local Option Entry Schedule) | 6b. \$ | | 0.00 |
| Not sure what tax rate applies? Click here to learn more. | | | |
| 6c. Total from E911 Surcharge Schedule <input type="text" value=""/> | 6c. \$ | | 49.00 |
| 7. Total Tax and Surcharge <input type="text" value=""/> | 7. \$ | | 0.00 |
| 8. Deposits/Overpayment Credits This Quarter <input type="text" value=""/> | 8. \$ | | .00 |
| View Deposit History | | | |
| 9. Balance (line 7 minus line 8) <input type="text" value=""/> | 9. \$ | | 0.00 |
| 10. Penalty <input type="text" value=""/> | 10. \$ | | 0.00 |
| 11. Interest <input type="text" value=""/> | 11. \$ | | 0.00 |
| 12. TOTAL AMOUNT DUE (addition of lines 9-11) <input type="text" value=""/> | 12. \$ | | 0.00 |
| <input type="button" value="CALCULATE"/> | | | |

Enter in the Goods Consumed. Goods Consumed are anything you purchased exempt from sales tax, but you ended up using yourself rather than reselling. You can also pay your consumer's use tax by entering the purchase amount on this line.

Sales Tax and Surcharge Quarterly Return

Period: Jan 1 - Mar 31, 2014

Due Date: Apr 30, 2014

| | | | |
|---|--------|--------|-------|
| 1. Gross Sales This Quarter <input type="text" value="100000"/> | 1. \$ | 100000 | .00 |
| 2. Goods Consumed This Quarter <input type="text" value="100"/> | 2. \$ | 100 | .00 |
| 3. Total (addition of lines 1 and 2) <input type="text"/> | 3. \$ | | 0.00 |
| 4. Exemptions This Quarter <input type="text" value="5000"/> | 4. \$ | 5000 | .00 |
| 5. Taxable Amount (line 3 minus line 4) <input type="text"/> | 5. \$ | | 0.00 |
| 6a. State Sales Tax (6% of line 5) <input type="text"/> | 6a. \$ | | 0.00 |
| To report local option tax, click below: | | | |
| LOCAL OPTION ENTRY SCHEDULE CLICK HERE | | | |
| 6b. Total Local Option Tax <input type="text"/> (from Local Option Entry Schedule) | 6b. \$ | | 0.00 |
| <i>Not sure what tax rate applies? Click here to learn more.</i> | | | |
| 6c. Total from E911 Surcharge Schedule <input type="text"/> | 6c. \$ | | 49.00 |
| 7. Total Tax and Surcharge <input type="text"/> | 7. \$ | | 0.00 |
| 8. Deposits/Overpayment Credits This Quarter <input type="text"/> | 8. \$ | | .00 |
| View Deposit History | | | |
| 9. Balance (line 7 minus line 8) <input type="text"/> | 9. \$ | | 0.00 |
| 10. Penalty <input type="text"/> | 10. \$ | | 0.00 |
| 11. Interest <input type="text"/> | 11. \$ | | 0.00 |
| 12. TOTAL AMOUNT DUE (addition of lines 9-11) <input type="text"/> | 12. \$ | | 0.00 |

Enter in Exemptions. Exemptions are sales you had that were not subject to sales tax. Hit the Calculate button.

Sales Tax and Surcharge Quarterly Return

Period: Jan 1 - Mar 31, 2014

Due Date: Apr 30, 2014

| | | | |
|---|-------|-----------------------------------|-----|
| 1. Gross Sales This Quarter <input type="text" value="100000"/> | 1. \$ | 100000 | .00 |
| 2. Goods Consumed This Quarter <input type="text" value="100"/> | 2. \$ | 100 | .00 |
| 3. Total (addition of lines 1 and 2) <input type="text" value="100100"/> | 3. \$ | 100,100.00 | |
| 4. Exemptions This Quarter <input type="text" value="5000"/> | 4. \$ | 5000 | .00 |
| a. Interstate Commerce | \$ | <input type="text" value="0"/> | .00 |
| b. New Construction | \$ | <input type="text" value="0"/> | .00 |
| c. Industrial Machinery, Equip. & Computers | \$ | <input type="text" value="0"/> | .00 |
| d. Resale  | \$ | <input type="text" value="5000"/> | .00 |
| e. Processing | \$ | <input type="text" value="0"/> | .00 |
| f. Residential Utility | \$ | <input type="text" value="0"/> | .00 |
| g. Sales Tax Holiday | \$ | <input type="text" value="0"/> | .00 |
| h. Other (Including Government) | \$ | <input type="text" value="0"/> | .00 |
| Total Exemptions | \$ | 0.00 | |
| 5. Taxable Amount (line 3 minus line 4) <input type="text" value="95100"/> | 5. \$ | 0.00 | |

Enter the exemption(s) into the appropriate category(ies). This total must match the amount of exemptions on line 4 Exemptions This Quarter.

| | | | |
|--|--------|-------|--|
| 6c. Total from E911 Surcharge Schedule <input type="text" value="49"/> | 6c. \$ | 49.00 | |
| 7. Total Tax and Surcharge <input type="text" value="0"/> | 7. \$ | 0.00 | |
| 8. Deposits/Overpayment Credits This Quarter <input type="text" value="0"/> | 8. \$ | 0.00 | |
| View Deposit History | | | |
| 9. Balance (line 7 minus line 8) <input type="text" value="0"/> | 9. \$ | 0.00 | |
| 10. Penalty <input type="text" value="0"/> | 10. \$ | 0.00 | |
| 11. Interest <input type="text" value="0"/> | 11. \$ | 0.00 | |
| 12. TOTAL AMOUNT DUE (addition of lines 9-11) <input type="text" value="0"/> | 12. \$ | 0.00 | |

CALCULATE

Sales Tax and Surcharge Quarterly Return

Period: Jan 1 - Mar 31, 2014

Due Date: Apr 30, 2014

| | | | | |
|---|-----|-----------------------------------|-------------------------------------|-----|
| 1. Gross Sales This Quarter <input <="" td="" type="button" value="?"/> <td>1.</td> <td>\$</td> <td><input type="text" value="100000"/></td> <td>.00</td> | 1. | \$ | <input type="text" value="100000"/> | .00 |
| 2. Goods Consumed This Quarter <input <="" td="" type="button" value="?"/> <td>2.</td> <td>\$</td> <td><input type="text" value="100"/></td> <td>.00</td> | 2. | \$ | <input type="text" value="100"/> | .00 |
| 3. Total (addition of lines 1 and 2) <input <="" td="" type="button" value="?"/> <td>3.</td> <td>\$</td> <td>100,100.00</td> <td></td> | 3. | \$ | 100,100.00 | |
| 4. Exemptions This Quarter <input <="" td="" type="button" value="?"/> <td>4.</td> <td>\$</td> <td><input type="text" value="5000"/></td> <td>.00</td> | 4. | \$ | <input type="text" value="5000"/> | .00 |
| a. Interstate Commerce | \$ | <input type="text" value="0"/> | .00 | |
| b. New Construction | \$ | <input type="text" value="0"/> | .00 | |
| c. Industrial Machinery, Equip. & Computers | \$ | <input type="text" value="0"/> | .00 | |
| d. Resale | \$ | <input type="text" value="5000"/> | .00 | |
| e. Processing | \$ | <input type="text" value="0"/> | .00 | |
| f. Residential Utility | \$ | <input type="text" value="0"/> | .00 | |
| g. Sales Tax Holiday | \$ | <input type="text" value="0"/> | .00 | |
| h. Other (Including Government) | \$ | <input type="text" value="0"/> | .00 | |
| Total Exemptions | \$ | | 5,000.00 | |
| 5. Taxable Amount (line 3 minus line 4) <input <="" td="" type="button" value="?"/> <td>5.</td> <td>\$</td> <td>95,100.00</td> <td></td> | 5. | \$ | 95,100.00 | |
| 6a. State Sales Tax (6% of line 5) <input <="" td="" type="button" value="?"/> <td>6a.</td> <td>\$</td> <td>5,706.00</td> <td></td> | 6a. | \$ | 5,706.00 | |
| To report local option tax, click below: | | | | |
| <input type="button" value="LOCAL OPTION ENTRY SCHEDULE CLICK HERE"/> | | | | |
| 6b. Total Local Option Tax <input <="" td="" type="button" value="?"/> <td>6b.</td> <td>\$</td> <td><input type="text" value="0.00"/></td> <td></td> | 6b. | \$ | <input type="text" value="0.00"/> | |
| (from Local Option Entry Schedule) | | | | |
| Not sure what tax rate applies? Click here to learn more. | | | | |



Hit Calculate. You will see the return calculates the 6% state sales tax on line 6a State Sales Tax. To calculate 1% local option sales tax on 6b Total Local Option Tax, click on the Local Option Entry Schedule bar.

| | | | | |
|---|-----|----|------------------------------------|--|
| 11. Interest <input <="" td="" type="button" value="?"/> <td>11.</td> <td>\$</td> <td><input type="text" value="46.04"/></td> <td></td> | 11. | \$ | <input type="text" value="46.04"/> | |
| 12. TOTAL AMOUNT DUE (addition of lines 9-11) <input <="" td="" type="button" value="?"/> <td>12.</td> <td>\$</td> <td>6,376.54</td> <td></td> | 12. | \$ | 6,376.54 | |

Select all the counties in which you had Local Option activity to report, and click CONTINUE.

SELECT ALL

- | | | |
|---|--|---|
| <input type="checkbox"/> Adair - 01 | <input type="checkbox"/> Floyd - 34 | <input type="checkbox"/> Monona - 67 |
| <input type="checkbox"/> Adams - 02 | <input type="checkbox"/> Franklin - 35 | <input type="checkbox"/> Monroe - 68 |
| <input type="checkbox"/> Allamakee - 03 | <input type="checkbox"/> Fremont - 36 | <input type="checkbox"/> Montgomery - 69 |
| <input type="checkbox"/> Appanoose - 04 | <input type="checkbox"/> Greene - 37 | <input type="checkbox"/> Muscatine - 70 |
| <input type="checkbox"/> Audubon - 05 | <input type="checkbox"/> Grundy - 38 | <input type="checkbox"/> O'Brien - 71 |
| <input type="checkbox"/> Benton - 06 | <input type="checkbox"/> Guthrie - 39 | <input type="checkbox"/> Osceola - 72 |
| <input type="checkbox"/> Black Hawk - 07 | <input type="checkbox"/> Hamilton - 40 | <input type="checkbox"/> Page - 73 |
| <input type="checkbox"/> Boone - 08 | <input type="checkbox"/> Hancock - 41 | <input type="checkbox"/> Palo Alto - 74 |
| <input type="checkbox"/> Bremer - 09 | <input type="checkbox"/> Hardin - 42 | <input type="checkbox"/> Plymouth - 75 |
| <input type="checkbox"/> Buchanan - 10 | <input type="checkbox"/> Harrison - 43 | <input type="checkbox"/> Pocahontas - 76 |
| <input type="checkbox"/> Buena Vista - 11 | <input type="checkbox"/> Henry - 44 | <input type="checkbox"/> Polk - 77 |
| <input type="checkbox"/> Butler - 12 | <input type="checkbox"/> Howard - 45 | <input type="checkbox"/> Pottawattamie - 78 |
| <input type="checkbox"/> Calhoun - 13 | <input type="checkbox"/> Humboldt - 46 | <input type="checkbox"/> Poweshiek - 79 |
| <input type="checkbox"/> Carroll - 14 | <input type="checkbox"/> Ida - 47 | <input type="checkbox"/> Ringgold - 80 |
| <input type="checkbox"/> Cass - 15 | <input type="checkbox"/> Iowa - 48 | <input type="checkbox"/> Sac - 81 |
| <input type="checkbox"/> Cedar - 16 | <input type="checkbox"/> Jackson - 49 | <input type="checkbox"/> Scott - 82 |
| <input type="checkbox"/> Cerro Gordo - 17 | <input type="checkbox"/> Jasper - 50 | <input type="checkbox"/> Shelby - 83 |
| <input type="checkbox"/> Cherokee - 18 | <input type="checkbox"/> Jefferson - 51 | <input type="checkbox"/> Sioux - 84 |
| <input type="checkbox"/> Chickasaw - 19 | <input checked="" type="checkbox"/> Johnson - 52 | <input type="checkbox"/> Story - 85 |
| <input type="checkbox"/> Clarke - 20 | <input type="checkbox"/> Jones - 53 | <input type="checkbox"/> Tama - 86 |
| <input type="checkbox"/> Clay - 21 | <input checked="" type="checkbox"/> Keokuk - 54 | <input type="checkbox"/> Taylor - 87 |
| <input type="checkbox"/> Clayton - 22 | <input type="checkbox"/> Kossuth - 55 | <input type="checkbox"/> Union - 88 |
| <input type="checkbox"/> Clinton - 23 | <input type="checkbox"/> Lee - 56 | <input type="checkbox"/> Van Buren - 89 |
| <input type="checkbox"/> Crawford - 24 | <input checked="" type="checkbox"/> Linn - 57 | <input type="checkbox"/> Warren - 90 |
| <input type="checkbox"/> Dallas - 25 | <input type="checkbox"/> Louisa - 58 | <input type="checkbox"/> Washington - 91 |
| <input type="checkbox"/> Davis - 26 | <input type="checkbox"/> Lucas - 59 | <input type="checkbox"/> Wayne - 92 |
| <input type="checkbox"/> Decatur - 27 | <input type="checkbox"/> Lyon - 60 | <input type="checkbox"/> Webster - 93 |
| <input type="checkbox"/> Delaware - 28 | <input type="checkbox"/> Madison - 61 | <input type="checkbox"/> Winnebago - 94 |
| <input type="checkbox"/> Des Moines - 29 | <input type="checkbox"/> Mahaska - 62 | <input type="checkbox"/> Winneshiek - 95 |
| <input type="checkbox"/> Dickinson - 30 | <input type="checkbox"/> Marion - 63 | <input type="checkbox"/> Woodbury - 96 |
| <input type="checkbox"/> Dubuque - 31 | <input type="checkbox"/> Marshall - 64 | <input type="checkbox"/> Worth - 97 |
| <input type="checkbox"/> Emmet - 32 | <input type="checkbox"/> Mills - 65 | <input type="checkbox"/> Wright - 99 |
| <input type="checkbox"/> Fayette - 33 | <input type="checkbox"/> Mitchell - 66 | |

BACK

CONTINUE

Check mark the Counties in which you have taxable sales.



Local Option Tax Selection >

Enter the Taxable Sales subject to Local Option by county(s) in the appropriate column.

Sales Tax: Enter the amount from Line 5 of the return by county(s). For detailed instructions, click [here](#).

After making all entries, click **CALCULATE**, then **CONTINUE**.

For current local option rates, [click here](#).

Note: If you have numerous entries to make, you will want to click **CALCULATE** every 15 minutes to save your entries.

| County Name and Number | Taxable Sales Local Option |
|-------------------------------|---|
| Johnson-52 | \$ <input type="text" value="0"/> .00 X 1% = 0.00 |
| Keokuk-54 | \$ <input type="text" value="40000"/> .00 X 1% = 400.00 |
| Linn-57 | \$ <input type="text" value="55100"/> .00 X 1% = 551.00 |
| | <input type="button" value="CALCULATE"/> |
| TOTAL SALES | \$ 95,100.00 |
| TOTAL LOCAL OPTION TAX | \$951.00 |

Taxable Sales Local Option are the sales within that specific county that are subject to the 1% local option sales tax. Since all of Johnson county does not have the 1% local option sales tax, it will not allow for entry. Enter the amounts for each county which are subject to Local Option Sales Tax. Hit Calculate and hit Continue.

Sales Tax and Surcharge Quarterly Return

Period: Jan 1 - Mar 31, 2014

Due Date: Apr 30, 2014

| | | | |
|--|-------|---|-----|
| 1. Gross Sales This Quarter <input <="" td="" type="button" value="?"/> <td>1. \$</td> <td><input type="text" value="100000"/></td> <td>.00</td> | 1. \$ | <input type="text" value="100000"/> | .00 |
| 2. Goods Consumed This Quarter <input <="" td="" type="button" value="?"/> <td>2. \$</td> <td><input type="text" value="100"/></td> <td>.00</td> | 2. \$ | <input type="text" value="100"/> | .00 |
| 3. Total (addition of lines 1 and 2) <input <="" td="" type="button" value="?"/> <td>3. \$</td> <td><input type="text" value="100,100.00"/></td> <td></td> | 3. \$ | <input type="text" value="100,100.00"/> | |
| 4. Exemptions This Quarter <input <="" td="" type="button" value="?"/> <td>4. \$</td> <td><input type="text" value="5000"/></td> <td>.00</td> | 4. \$ | <input type="text" value="5000"/> | .00 |
| a. Interstate Commerce | \$ | <input type="text" value="0"/> | .00 |
| b. New Construction | \$ | <input type="text" value="0"/> | .00 |
| c. Industrial Machinery, Equip. & Computers | \$ | <input type="text" value="0"/> | .00 |
| d. Resale | \$ | <input type="text" value="5000"/> | .00 |
| e. Processing | \$ | <input type="text" value="0"/> | .00 |
| f. Residential Utility | \$ | <input type="text" value="0"/> | .00 |

Hit Calculate. You will see line 6b Total Local Option Tax will carry over and the rest of the return is calculated as well.
Hit Continue.

[LOCAL OPTION ENTRY SCHEDULE CLICK HERE](#)

| | | |
|--|--------|---------------------------------------|
| 6b. Total Local Option Tax <input <br="" type="button" value="?"/> (from Local Option Entry Schedule) | 6b. \$ | <input type="text" value="951.00"/> |
| <i>Not sure what tax rate applies? Click here to learn more.</i> | | |
| 6c. Total from E911 Surcharge Schedule <input <="" td="" type="button" value="?"/> <td>6c. \$</td> <td><input type="text" value="49.00"/></td> | 6c. \$ | <input type="text" value="49.00"/> |
| 7. Total Tax and Surcharge <input <="" td="" type="button" value="?"/> <td>7. \$</td> <td><input type="text" value="5,755.00"/></td> | 7. \$ | <input type="text" value="5,755.00"/> |
| 8. Deposits/Overpayment Credits This Quarter <input <="" td="" type="button" value="?"/> <td>8. \$</td> <td><input type="text" value="0"/></td> | 8. \$ | <input type="text" value="0"/> |
| View Deposit History | | |
| 9. Balance (line 7 minus line 8) <input <="" td="" type="button" value="?"/> <td>9. \$</td> <td><input type="text" value="5,755.00"/></td> | 9. \$ | <input type="text" value="5,755.00"/> |
| 10. Penalty <input <="" td="" type="button" value="?"/> <td>10. \$</td> <td><input type="text" value="575.50"/></td> | 10. \$ | <input type="text" value="575.50"/> |
| 11. Interest <input <="" td="" type="button" value="?"/> <td>11. \$</td> <td><input type="text" value="46.04"/></td> | 11. \$ | <input type="text" value="46.04"/> |
| 12. TOTAL AMOUNT DUE (addition of lines 9-11) <input <="" td="" type="button" value="?"/> <td>12. \$</td> <td><input type="text" value="6,376.54"/></td> | 12. \$ | <input type="text" value="6,376.54"/> |

Verify Sales Tax and Surcharge Quarterly Return

Period: Jan 1 - Mar 31, 2014

Due Date: Apr 30, 2014

| | | | |
|--|------------|-----------|-------------------|
| 1. Gross Sales This Quarter | 1. | \$ | 100,000.00 |
| 2. Goods Consumed This Quarter | 2. | \$ | 100.00 |
| 3. Total (addition of lines 1 and 2) | 3. | \$ | 100,100.00 |
| 4. Exemptions This Quarter | 4. | \$ | 5,000.00 |
| a. Interstate Commerce | | \$ | 0.00 |
| b. New Construction | | \$ | 0.00 |
| c. Industrial Machinery, Equip. & Computers | | \$ | 0.00 |
| d. Resale | | \$ | 5,000.00 |
| e. Processing | | \$ | 0.00 |
| f. Residential Utility | | \$ | 0.00 |
| g. Sales Tax Holiday | | \$ | 0.00 |
| h. Other (Including Government) | | \$ | 0.00 |
| Total Exemptions | | \$ | 5,000.00 |
| 5. Taxable Amount (line 3 minus line 4) | 5. | \$ | 95,100.00 |
| 6a. State Sales Tax (6% of line 5) | 6a. | \$ | 5,706.00 |
| 6b. Total Local Option Tax (from Local Option Entry Schedule) | 6b. | \$ | 951.00 |
| 6c. Total from E911 Surcharge Schedule | 6c. | \$ | 49.00 |
| 7. Total Tax and Surcharge | 7. | \$ | 6,706.00 |
| 8. Deposits/Overpayment Credits This Quarter | 8. | \$ | 0.00 |
| 9. Balance (line 7 minus line 8) | 9. | \$ | 6,706.00 |
| 10. Penalty | 10. | \$ | 670.60 |
| 11. Interest | 11. | \$ | 53.65 |
| 12. TOTAL AMOUNT DUE (addition of lines 9-11) | 12. | \$ | 7,430.25 |

EDIT

SAVE & FINISH LATER

SUBMIT

Verify your return. If you need to change any information hit Edit. If not, hit Submit. You may save and finish later, however the return will only be saved for seven days.



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)

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.

Select a payment method by clicking on the appropriate circle. ePay is recommended. It is free, safe, and the eFile & Pay system keeps a record of payments made thru ePay.



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.

Answer the question, yes or no.



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: Jan 1 - Mar 31, 2014

Due Date: Apr 30, 2014

Permit Number: 1-52-069073

Checking

Savings

Name: LEGALNM-463

Payment Date: (MM/DD/CCYY) 06/02/2014

Pay To The Order Of: Treasurer, State of Iowa

Amount: \$ 7430.25

Memo: For Sales Payment

Routing #: 273074407

Bank Account #:

321654987



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

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.

Enter your payment information: Select Checking or Savings, enter the routing and account number. The amount due will carry over. If your payment is late, you do not have the option of post-marking the payment date.



Iowa Department of REVENUE

Permit Number: 1-52-069073 Name: DBA-463

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

Verify ePay Information >

Review the payment information below

Period: Jan 1 - Mar 31, 2014

Due Date: Apr 30, 2014

Permit Number: 1-52-069073

Checking Account

Name: LEGALNM-463

Payment Date: 06/02/2014

Pay To The Order Of: Treasurer, State of Iowa

Amount: \$ 7,430.25

Memo: For Sales Payment

Routing #: 273074407

Bank Account #: 321654987

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.

Verify your payment information. If you need to change information hit the Edit button. If not, hit Submit.

Sales Tax and Surcharge Quarterly Return - Confirmation

Period: Jan 1 - Mar 31, 2014

Due Date: Apr 30, 2014

Confirmation Number: 4153000003

Confirmation Date and Time: 06/02/2014 12:28:11 PM

User ID: 0001

ePay Information

Tax Type: Sales Tax

Payment Date: 06/02/2014

Permit Number: 1-52-069073

Account Type: Checking

Bank Account Number: *****4987

Routing Number: 273074407

Payment Amount: \$7,430.25

Return Information

Period: Jan 1 - Mar 31, 2014

Due Date: Apr 30, 2014

| | | | |
|--------------------------------------|----|----|------------|
| 1. Gross Sales This Quarter | 1. | \$ | 100,000.00 |
| 2. Goods Consumed This Quarter | 2. | \$ | 100.00 |
| 3. Total (addition of lines 1 and 2) | 3. | \$ | 100,100.00 |
| 4. Exemptions This Quarter | 4. | \$ | 5,000.00 |

You may print out this confirmation screen for your records. However, the eFile & Pay system will keep an electronic copy of the return. You can view it by going to View "e" History from the Main Menu. Hit Exit.

| | | | |
|--|-----|----|----------|
| 6b. Total Local Option Tax (from Local Option Entry Schedule) | 6b. | \$ | 951.00 |
| 6c. Total from E911 Surcharge Schedule | 6c. | \$ | 49.00 |
| 7. Total Tax and Surcharge | 7. | \$ | 6,706.00 |
| 8. Deposits/Overpayment Credits This Quarter | 8. | \$ | 0.00 |
| 9. Balance (line 7 minus line 8) | 9. | \$ | 6,706.00 |
| 10. Penalty | 10. | \$ | 670.60 |
| 11. Interest | 11. | \$ | 53.65 |
| 12. TOTAL AMOUNT DUE (addition of lines 9-11) | 12. | \$ | 7,430.25 |

MAIN MENU

PRINT

EMAIL CONFIRMATION

EXIT



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?

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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

Thank you. Hit Exit.