



Iowa Department of **REVENUE**

Semi-Monthly Sales Tax Deposit

The following pages show the screens likely to be encountered when filing a semi-monthly deposit 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/ 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

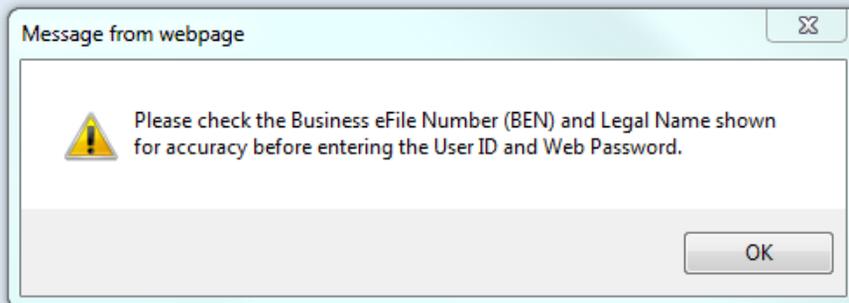
This Welcome screen will always be your point of entry. Enter your 8 digit Business eFile Number (BEN).



Iowa Department of REVENUE

Business eFile Number: **88772518** Legal Name: **LEGALNM-2197**

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



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: 88772518

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

Business Name:

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

Confirm Web Password:

Select a Password Hint Question 1:

Answer Password Hint Question 1:

Select a Password Hint Question 2:

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

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

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: **88772518** Legal Name: **LEGALNM-2197**

[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: **88772518**

Legal Name: **LEGALNM-2197**

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

[Privacy/Security](#)

Enter the 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.

- [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](#)

EXIT

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Select the tax type you wish to file.

Not 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: 117062435 ▼

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.

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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: Jul 1 - Jul 15, 2014 Semi-Monthly Deposit ▼

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



Sales Tax Semi-Monthly Deposit >

IMPORTANT: If you had no sales 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.

For full instructions please view the [Sales Tax Help](#) page.

Questions? Click on the question mark

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

Sales Tax Semi-Monthly Deposit

Period: Jul 1 - Jul 15, 2014

Due Date: Jul 25, 2014

| | | | |
|---|-------|--------|-----|
| 1. 6% State Sales Tax | 1. \$ | 600 | .00 |
| 2. Local Option Tax | 2. \$ | 100 | .00 |
| 3. DEPOSIT AMOUNT (addition of lines 1 and 2) | 3. \$ | 700.00 | |
| 4. Penalty | 4. \$ | 0.00 | |
| 5. Interest | 5. \$ | 0.00 | |
| 6. TOTAL AMOUNT DUE (addition of lines 3-5) | 6. \$ | 700.00 | |

CALCULATE

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 in the actual 6% sales tax, not the gross sales, but the actual sales tax for this period. Do this for both the 6% State Sales Tax and the 1% Local Option Tax. Click Calculate and Continue.



Verify Sales Tax Semi-Monthly Deposit >

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 Sales Tax Semi-Monthly Deposit

Period: Jul 1 - Jul 15, 2014

Due Date: Jul 25, 2014

| | | | |
|---|----|----|--------|
| 1. 6% State Sales Tax | 1. | \$ | 600.00 |
| 2. Local Option Tax | 2. | \$ | 100.00 |
| 3. DEPOSIT AMOUNT (addition of lines 1 and 2) | 3. | \$ | 700.00 |
| 4. Penalty | 4. | \$ | 0.00 |
| 5. Interest | 5. | \$ | 0.00 |
| 6. TOTAL AMOUNT DUE (addition of lines 3-5) | 6. | \$ | 700.00 |

EDIT

SAVE & FINISH LATER

SUBMIT

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

Verify the Semi-Monthly Deposit. 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

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[Privacy/Security](#)

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.



Iowa Department of REVENUE

Permit Number: 1-17-062435 Name: DBA-5255

[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](#)

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[Privacy/Security](#)

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: Jul 1 - Jul 15, 2014

Due Date: Jul 25, 2014

Permit Number: 1-17-062435

Checking

Savings

Name: LEGALNM-2197

Enter Payment Date: (MM/DD/CCYY)

Pay To The Order Of: Treasurer, State of Iowa

Amount: \$

Memo: For Sales Payment

Routing #:

Bank Account
#:



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. Late payments do not have the option of post-marking the payment date.



Verify ePay Information >

Review the payment information below

Period: Jul 1 - Jul 15, 2014

Due Date: Jul 25, 2014

Permit Number: 1-17-062435

Checking Account

Name: LEGALNM-2197

Payment Date: 07/10/2014

Pay To The Order Of: Treasurer, State of Iowa

Amount: \$ 700.00

Memo: For Sales Payment

Routing #: 073903529

Bank Account #: 123456789

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 a change of information is needed, hit the Edit button. If not, hit Submit.



Sales Tax Semi-Monthly - Deposit Confirmation >

Please print this page for your records.

This report has been formatted to print in portrait orientation and could be up to 5 pages in length. If you are unsure of your printer settings, select "portrait" as the page orientation from your print dialog box.

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

Sales Tax Semi-Monthly - Deposit Confirmation

Period: Jul 1 - Jul 15, 2014

Due Date: Jul 25, 2014

Confirmation Number: 4191000001

Confirmation Date and Time: 07/10/2014 11:02:12 AM

User ID: 0001

ePay Information

Tax Type: Sales Tax

Payment Date: 07/10/2014

Permit Number: 1-17-062435

Account Type: Checking

Bank Account Number: *****6789

Routing Number: 073903529

Payment Amount: \$700.00

Deposit Information

Period: Jul 1 - Jul 15, 2014

Due Date: Jul 25, 2014

| | | | |
|---|----|----|--------|
| 1. 6% State Sales Tax | 1. | \$ | 600.00 |
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| 5. Interest | 5. | \$ | 0.00 |
| 6. TOTAL AMOUNT DUE (addition of lines 3-5) | 6. | \$ | 700.00 |

[MAIN MENU](#)

[PRINT](#)

[EMAIL CONFIRMATION](#)

[EXIT](#)

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



Iowa Department of REVENUE

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

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

Thank you. Hit Exit.