



Please print. Use BLOCK LETTERS.

Purpose of this form: This form is used solely to unlock or reset a password. To update your e-mail address, go into eFile & Pay, and on the Main Menu Screen, choose "Change a Profile." To update your business information, please complete the Request for Change, Correction, or Cancellation of Tax Permit form on our Web site, www.iowa.gov/tax.

Section 1: Action Requested (check one)

Unlock Password: Check if you know your password, but simply have been locked out of the eFile & Pay system.

Reset Password: Check to delete the existing password and allow the user to create another password.

Section 2: eFile & Pay Information

To unlock or reset your password, please provide the following information:

Business eFile Number (BEN): _____ Permit Number: _____

Primary User's Telephone Number: _____ Email Address: _____

Primary User's Full Name: _____ Date: _____

Section 3: Authorization

By completing and faxing this form, you authorize the Iowa Department of Revenue to respond by telephone or e-mail indicating the password has been unlocked or reset.

Signature of Authorized Person: _____

Print Name of Authorized Person: _____

Position/Title: _____ Date: _____

Note: This form must be signed by the business owner, responsible party, or person with Power of Attorney. In the case of a partnership, one signature must be that of a partner. In the case of a club or society, one signature must be that of the chairman or secretary.

Fax this form to: 515-242-6487, ATTN: Taxpayer Services.