Using GovConnectIowa: Bulk Filers & Tax Professionals

July 13, 2022
GovConnectIowa Overview

- Rollout Timeline and Tax Type Implementation Schedule
- GovConnectIowa Overview
- YouTube Tutorials
- Requesting Access to Accounts
- Receiving Access from Clients
- Available Resources
Rollout Timeline

- Business Case: March 2019
- Program Kick-Off: November 2020
- Implementation Launch: November 2020
- Rollout 1: Business Filers: November 2021
- Rollout 2: Corporate Filers: November 2022
- Rollout 3: Individual Filers: November 2023
- Rollout 4: Misc. Fees & Taxes: November 2024
- Continuous Improvement

Symbols:
- Complete
- In Progress
- Future

Iowa Department of Revenue
## Tax Type Implementation

<table>
<thead>
<tr>
<th>Rollout</th>
<th>Scope</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Business Filers:</strong> Withholding Tax, State Sales Tax, Use Tax, Hotel and Motel Tax, Local Option Sales Tax, Automobile Rental Tax, Water Service Excise Tax, E911 Fees, Fuel Tax, internal and external Permit/License Registrations, associated distributions and tax credits</td>
<td>November 2021</td>
</tr>
<tr>
<td>2</td>
<td><strong>Corporate Filers:</strong> Corporate Income Tax (S Corp, C Corp and Partnership), Franchise Tax, Tax Credits, associated distributions</td>
<td>November 2022</td>
</tr>
<tr>
<td>3</td>
<td><strong>Individual Filers:</strong> Individual Income Tax, Fiduciary Tax, Inheritance Tax, Individual Income Tax School District Surtax/Emergency Medical Services, Setoffs, Non-tax debt, associated distributions</td>
<td>November 2023</td>
</tr>
<tr>
<td>4</td>
<td><strong>Miscellaneous Taxes, Fees:</strong> Moneys and Credits Tax, Motor Vehicle One-Time Registration Fee, Cigarette Tax, Tobacco Products Tax, Drug Stamp Tax, Rent Reimbursement, <strong>Local Government Oversight:</strong> Equalization, <strong>Local Government Distributions:</strong> Credits, Exemptions, etc., <strong>Other:</strong> Utility Replacement Tax, Central Assessments, Statewide Property Tax</td>
<td>November 2024</td>
</tr>
</tbody>
</table>
Benefits of GovConnectIowa

✓ 24/7 secure online access
✓ Modern look and feel, making it easy to navigate
✓ Responsive design can be accessed from any device, anywhere
✓ Self-help tools available inside of the portal
✓ Upgradable and updateable
YouTube Tutorials

Quick File

Quick Pay
Summary

GOVCONNECTIOWA

ABBOTT ENTERPRISES

1304099805
1234 MAIN ST
ANKENY IA 50021

Sales: 3-00-903801

Account
3-00-903501
Balance
$0.00

Withholding: 3-00-903701

Account
3-00-903701
Balance
$3,500.00

Stay informed, subscribe to updates!

Need Help?
Registration Guide
Self-Help Tools
Educational Videos

Contact Us
Call Us
Send a Message

State of Iowa Directory
Taxpayer Rights
Website Policies
Sales and Retailer's Use Tax Return
31-Dec-2021
Sales
3-00-903801
ABBOTT ENTERPRISES

Sales and Retailer's Use Tax Return

Sales Information
Enter the gross sales and goods consumed for the quarter.

Gross Sales: 25,000.00
Goods Consumed: 0.00

Stay informed, subscribe to updates!
Payments

GovConnectIowa

< ABBOTT ENTERPRISES

Payment
ABBOTT ENTERPRISES
1304050005

Payment

Payment Type

- Pay an Account Balance
  I need to make a payment to satisfy the balance on my account

- Pay a Period Balance
  I need to make a payment to satisfy the balance on a specific filing period

- Make a Return Payment
  I submitted a return and need to pay the tax due on the return

Make a Payment

Stay informed, subscribe to updates!

Need Help?
Help & How to Information
Common Questions

Contact Us
Call Us
Send a Message

Other Links
State of Iowa Directory
Taxpayer Rights
Website Policies
<table>
<thead>
<tr>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tax Account Maintenance</strong></td>
</tr>
<tr>
<td>Add new tax accounts (permits) or tax types to an existing customer, close current tax accounts, or request a change in filing frequency. If you plan to file separate tax returns for multiple locations or businesses, you must add an account for each location or business.</td>
</tr>
<tr>
<td>- Add New Tax Account or Tax Type</td>
</tr>
<tr>
<td>- Cease Accounts</td>
</tr>
<tr>
<td>- Change Filing Frequency</td>
</tr>
</tbody>
</table>

| **Third Party Authorization** |
| Grant and revoke a third party's authority to act on your behalf or designate yourself as a taxpayer's representative. |
| - Add Third Party Authorization |
| - Revoke Third Party Authorization |

| **Manage Other Licenses** |
| Manage your licenses with State of Iowa agencies. |
| - Iowa Alcoholic Beverages Division Licenses |
| - Iowa Department of Inspections and Appeals Licenses |
| - Iowa Lottery Authority Licenses |
| - Household Hazardous Materials Permit |

| **Refunds** |
| Request a replacement refund check. |
| - Request Refund Check Replacement (Warrant) |

| **Appeals & Challenges** |
| Appeal or challenge Department of Revenue actions. |
| - Request a Penalty Waiver |
| - Appeal or Challenge a Department Action |
| - Application for Reinstatement |

| **Tax Policy** |
| View information about the Iowa Department of Revenue's tax policies, request guidance, or file a petition. |
| - Law & Policy Information |
| - Request Tax Guidance |
| - Petition for Declaratory Order |
| - Petition for Rule Waiver |
| - Petition for Rulemaking |
Requesting Access to Accounts

Verifying the Account:
- Account Type
- Permit Number
- One of the following:
  - eFile & Pay BEN
  - Amount of a payment in the last six months
  - Amount of tax due from a return filed in the last six months
  - IDR ID

Types of Access to Accounts:
- **Account Owner:** Full access to the account and all available features
- **Account Administrator:** Access to most account features, but not the designated owner
- **Third Party:** Representative, tax accountant, tax professional or other third party managing online activities for an account
Need Help?

Several online resources are available to help assist you with GovConnectIowa.

- Visit [tax.iowa.gov/govconnectiowa-help](http://tax.iowa.gov/govconnectiowa-help) for how-to guides, additional information regarding accessing accounts, and links to all the available tutorial videos.
- Visit our [YouTube](https://www.youtube.com) page
- [Subscribe to updates](https://www.govconnectiowa.iowa.gov) from the Department
Using GovConnectIowa: Bulk Filers & Tax Professionals

July 13, 2022
Bulk Filer Overview

● What is a bulk filer?
● How do you become a bulk filer?
● Electronic Filing Options Available
● Step-By-Step Filing Instructions & Helpful Tips
● Bulk Filer with third party access
● Available Resources
What is a Bulk Filer?

- A bulk filer files tax returns, payments, or W2/1099 forms for multiple clients at one time by uploading a file. The file you upload must follow the Department's approved file layout specifications to be accepted.
- Bulk filers do not need access to their clients' accounts to file on their behalf using the file upload method.
- Bulk filers must register and be approved by the Department prior to gaining access to bulk filer functionality.
Application Process

- Apply to be a bulk filer at govconnect.iowa.gov
- Applications will be submitted for review.
- Processing time is up to two weeks.
- Approved applicants will be sent an approval email with further instructions.
- Bulk filer options will not be available until the following day.

Registration

Begin your registration for a new permit or license.

- Register for a New Business (Requires Logon)
- Sign-Up for GovConnectIowa
- Register as a Bulk Filer
Only approved bulk filers can use the bulk filer test site.

The test site operates like GovConnectIowa, but will not transmit files to the Department.
  ○ Used to verify file layouts meet the required specifications.

GovConnectIowa and the test site require separate logons. They are not connected.
File Upload Instructions

- After creating your bulk filer web logon you will have a Bulk Processing panel on the “More…” tab.
- Select the applicable filing option under the Bulk Processing panel.
File Upload Instructions - Continued

- After selecting Submit Bulk Returns, select the applicable Bulk Filing Option.
- Sales & Use tax returns are no longer available for bulk filing.
File Upload Instructions - Continued

- After choosing a filing option you will be required to attach a file.
  - Note: Selecting the “Bulk Filing Documentation” link will take you to the test site where you can view the file documentation to confirm file specifications.
- The only file type accepted is TXT.
- There are no file name requirements.
File Upload Instructions - Continued

- A pop up message will appear if there are errors to the file format.
- Selecting the “OK” button will close the pop up window allowing the user to view the errors within the file.

Withholding.txt

⚠️ Your file could not be attached due to errors in the file. Click ok to review the error list.

OK
File Upload Instructions - Continued

- Each error will display the record type, line, position, field, and a description of the error.
- Errors must be corrected to complete a successful upload.
- The Department cannot assist users with errors that require software developer intervention.
  - Developers needing assistance with file layouts contact CSP-BulkFilers@iowa.gov.

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Line</th>
<th>Position</th>
<th>Field</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>RT</td>
<td>2</td>
<td>315</td>
<td>Payment Date</td>
<td>A valid payment date is required and must be current or future date</td>
</tr>
<tr>
<td>RT</td>
<td>5</td>
<td>315</td>
<td>Payment Date</td>
<td>A valid payment date is required and must be current or future date</td>
</tr>
</tbody>
</table>
File Upload Instructions - Continued

- Files with no errors will be presented with a green check mark and will confirm the amount of returns contained within the file.

Bulk file has passed preliminary validation. The file submission contains **2 Return(s)**, pending processing.
File Upload Instructions - Continued

- Confirm the number of returns/payments to be submitted.
- Enter in your password prior to submitting.

Bulk Return Filing

- Filing Options
- Bulk Upload
- Review

Review

Review the total number of records successfully uploaded. If correct, submit to file all returns and payments on behalf of the taxpayer.

Return Count: 2

Cancel  Save Draft
File Layout - Common Issues

- The Department will accept the previously assigned 12 digit OR the new 9 digit permit numbers.
  - Left justify and fill the remaining 3 positions with blanks when using the 9 digit permit number.
  - Do NOT fill with zeros before or after the 9 digit permit number.

Field Descriptions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>Record type identifier</td>
</tr>
<tr>
<td>Client Permit Number</td>
<td>Client Withholding Permit Number. Do not pad with zeros when using the 9 digit permit number. Enter the 9 digits and leave 3 spaces after.</td>
</tr>
<tr>
<td>Period End</td>
<td>Period end that agrees with taxpayers filing frequency. Leading Zeros Required.</td>
</tr>
<tr>
<td>Return Type</td>
<td>A = Amended - must be an original return on file. O = Original.</td>
</tr>
<tr>
<td>Withholding Tax</td>
<td>Withholding tax this period. All tax liabilities must add up to this value.</td>
</tr>
</tbody>
</table>
Withholding Bulk Filers: Tax Liability Fields 1-7

- **Tax Liability fields** represent the semi-monthly or monthly tax collected for the quarterly return being filed.
  - Semi-Monthly Filers: Complete all 7 Tax Liability fields.
  - Monthly Filers: Complete Tax Liability fields 5-7 only.
  - Quarterly Filers: Leave these fields blank.
- Sum total of Tax Liability fields should equal the total tax withheld for the period.

<table>
<thead>
<tr>
<th>Tax Liability 1</th>
<th>ONLY for Semimonthly filers - first tax liability of the period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Liability 2</td>
<td>ONLY for Semimonthly filers - second tax liability of the period</td>
</tr>
<tr>
<td>Tax Liability 3</td>
<td>ONLY for Semimonthly filers - third tax liability of the period</td>
</tr>
<tr>
<td>Tax Liability 4</td>
<td>ONLY for Semimonthly filers - fourth tax liability of the period</td>
</tr>
<tr>
<td>Tax Liability 5</td>
<td>ONLY for Monthly OR Semimonthly filers - monthly first tax liability OR semimonthly fifth tax liability of the period</td>
</tr>
<tr>
<td>Tax Liability 6</td>
<td>ONLY for Monthly OR Semimonthly filers - monthly second tax liability OR semimonthly sixth tax liability of the period</td>
</tr>
<tr>
<td>Tax Liability 7</td>
<td>ONLY for Monthly OR Semimonthly filers - monthly third tax liability OR semimonthly additional tax liability of the period</td>
</tr>
</tbody>
</table>
Bulk Filer With Third Party Access

- Bulk Filers who connect to their clients individually, but still want bulk filer options.
- Screens will appear as if you were a tax professional/third party access type.

Who do you want to work with?

Filter

BULK FILER
1000006008
1305 E WALNUT DES MOINES IA 50306

BUSINESS A
1000007008
1305 E WALNUT DES MOINES IA 50306
Bulk Filer With Third Party Access

- Select the “more” tab at the top
- Select “Submit Bulk Returns”
Resources

- [tax.iowa.gov/bulk-filers-service-providers](http://tax.iowa.gov/bulk-filers-service-providers)

- Contact us:
  - Bulk filer or service provider questions: Email [CSP-Bulkfilers@iowa.gov](mailto:CSP-Bulkfilers@iowa.gov)
  - Phone: 1-800-367-3388 or 515-281-3114
Thank you!