



Tutorial E: File Import



myIowaUI

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Cooper Sue - 00501273

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Business Profile

Legal Entity Type: Sole Proprietor Mailing Address: 1000 E GRAND AVE
 Sub-Type:
 FEIN: 12-3456789 DES MOINES , IA US 50319-1020
 NAICS Code: 452990 Phone: 515-555-5555 Ext: Fax:
 Email:



Account Details

Effective Date: 01/15/2010 Current Status: Active
 Determination Date: 03/31/2010 Previous Status:
 Eligibility Year: 2014 Status Date: 01/15/2010
 Tax Type: Contributory Iowa Code: 16A
 Tax Type Date: N/A Credit: **\$0.00**
 Quarterly Report: Delinquent

Year	Effective	Tax Rate	Taxable Wage Base
2010	01/15/2010	1.500%	\$ 24,500.00
2009	-	-	-
2008	-	-	-
2007	-	-	-
2006	-	-	-

Correspondence

To open a printable copy of the correspondence, click on the icon below. If you are having trouble viewing a document, download a free copy of Adobe Reader by clicking [here](#).

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Incomplete Reports

The following quarterly reports have been started but are incomplete and have not been filed.
Please complete these reports as soon as possible.

Select	Quarter	Due Date	Date Started
<input type="radio"/>	3/10	11/01/2010	09/02/2010

Click the quarter you need to file.

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Quarterly ReportYearly
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SummaryWage
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AdjustmentTaxable Wages Reported
to Another State**Incomplete Reporting Units**

Quarter: 3/2010

Select a reporting unit(s) and the Entry Method and click "Complete" to enter Wage Detail and Labor Market Information for incomplete reporting unit(s).

Select this check box to enter wage detail for ALL reporting units by File Import.

Select	Number	Employer Unit Identifier	Name	City	County	Entry Method
<input checked="" type="checkbox"/>	0001		Home Office	DES MOINES	Polk	File Import

If you need to enter wage detail for a reporting unit that is not listed, click [here](#).

Filing Methods: When multiple reporting units are selected, the filing methods must be the same for all.

If multiple filing methods are preferred for different reporting units, the units must be completed individually.

Manual Entry - Name(s) & SSN(s) will populate from the previously filed quarter.

File Import - View [File format instructions](#).

No Wages - No wages paid in quarter.

**Select the office you are filing for and the entry method.
For this demonstration, we are entering data by File Import.**

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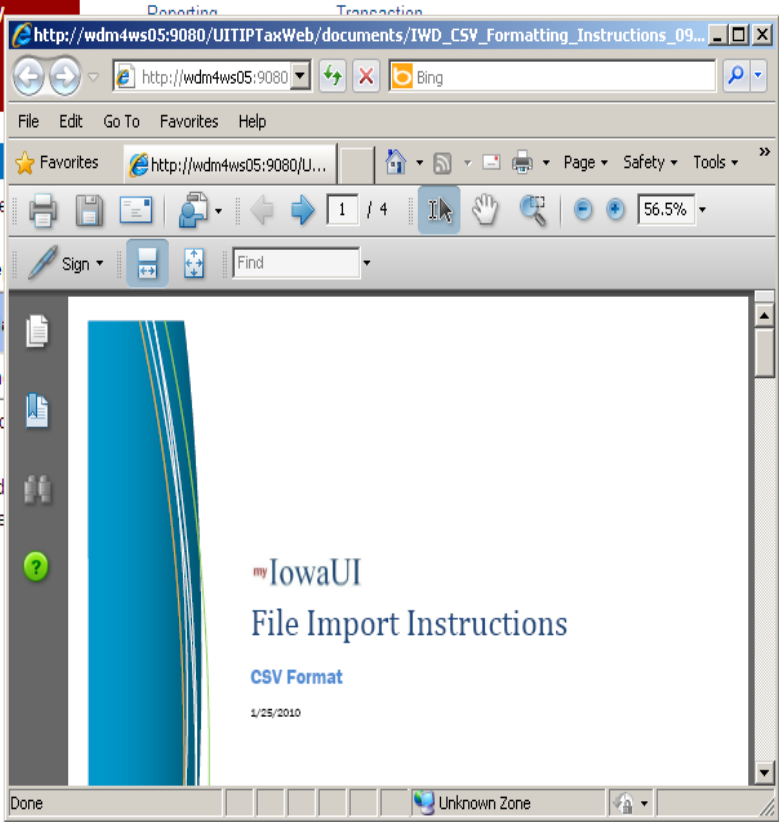
Incomplete Reporting Units

Select a reporting unit(s) and the Entry Method and click "Complete incomplete reporting unit(s)".

Select this check box to enter wage detail for ALL re

Select	Number	Employer Unit Identifier	N
<input checked="" type="checkbox"/>	0001		Hom

If you need to enter wage detail for a reporting unit that is no
Filing Methods: When multiple reporting units are selected,
If multiple filing methods are preferred for d
Manual Entry - Name(s) & SSN(s) will populate from the pre
File Import - View [File format instructions.](#)
No Wages - No wages paid a quarter.




File Import Instructions in a PDF file that you can open, save, and print if you have free Adobe Software on your computer.

Employer Information	Correspondence	Payments	Quarterly Reports	Reporting Units	Transaction History	Users
Submit Quarterly Report	Yearly Summary	Submission Summary	Wage Detail	Submit Wage Adjustment	Taxable Wages Reported to Another State	

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File Import Quarter: 3/2010

To import your wage detail, click "browse" to locate your file and then click "Import File".
The maximum number of wage lines per CSV file is 1,500.

 Replace Wage Detail
 Add to Wage Detail

[File format instructions](#)

Select "Replace Wage Detail" if this is the only File Import you are doing for this quarter. If you have already uploaded wage information for this quarter, or if you have manually entered wages for this quarter, select "Add to Wage Detail."

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File Import Quarter: 3/2010

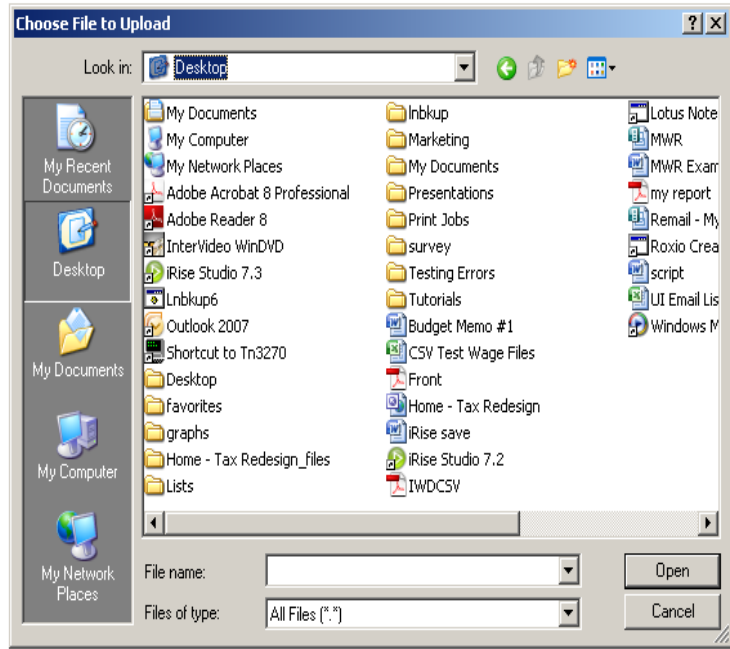
To import your wage detail, click "browse" to locate your file and then click "Import File".
The maximum number of wage lines per CSV file is 1,500.

Replace Wage Detail
 Add to Wage Detail

[File format instructions](#)



**Click "Browse" to choose your .CSV File from your own computer documents to import.
Double click on your file to select it for import.**



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File Import Quarter: 3/2010

To import your wage detail, click "browse" to locate your file and then click "Import File".
The maximum number of wage lines per CSV file is 1,500.

Replace Wage Detail
 Add to Wage Detail

→ C:\Documents and Settings\ [Browse...]

[File format instructions](#)

←

You will see the file in the Browse window. Now you are ready to click "Import File."

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File Import Quarter: 3/2010

**Your file was not imported.
* Not in CSV format.**

To import your wage detail, click "browse" to locate your file and then click "Import File".
The maximum number of wage lines per CSV file is 1,500.

Replace Wage Detail
 Add to Wage Detail

[File format instructions](#)

If you receive an error message, check your .CSV File and make sure you followed the format instructions exactly. The file must be in the exact format as the instructions.

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*Required Fields

Wage Detail for Reporting Unit [0001] Quarter: 3/2010

Your wages have been successfully imported. ←

Import Wages Click here to import wages.

OR

Step 1: Enter your total wages for 3rd quarter 2010: (Example: 12345.67) ←

Step 2: Enter wage information below for each employee and click "Add".

SSN	Last Name	First Name	MI	*Total Wages	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

The upload was successful. Now enter total wages for the quarter.

Select	SSN	Last Name	First Name	MI	Total Wages	Taxable Wages
<input type="checkbox"/>	433678325	jones	jones	j	\$7,130.50	\$7,130.50
<input type="checkbox"/>	478150054	smith	smith	s	\$7,007.00	\$7,007.00
<input type="checkbox"/>	479989359	long	long	l	\$5,911.50	\$5,911.50
<input type="checkbox"/>	483961782	short	short	s	\$2,692.30	\$2,692.30
<input type="checkbox"/>	485981526	white	white	w	\$7,840.00	\$7,840.00

Verify your wage detail.

Remove **Multi-State Worker**

To remove employees, select the appropriate check boxes and click "Remove".

To report taxable wages paid in another state, select check boxes next to employees who were paid wages during 3/2010 in another state and click "Multi-State Worker".

Calculate

Calculated Totals		
Total Wages	Taxable Wages	Contribution Due
\$30,581.30	\$30,581.30	\$458.72

Calculates for you.

Previous **Save** **Next** **Printer Friendly**

Click Next to proceed.

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*Required Fields

Labor Market Information for Reporting Unit 0001

Quarter: 3/2010

Labor Market Information helps Iowa keep track of economic data to evaluate current conditions and forecast future trends. Help us ensure Iowa has the most accurate data possible. If you have any questions regarding the use of this information, please contact us at 1-800-532-1249. You may also send us a fax at 1-515-281-8195.

Enter the number of employees (workers) who worked during or received pay for the pay period that includes the 12th of the month. (The number of workers should not exceed the number of workers on Wage Detail):

*1st Month:

5

*2nd Month:

5

*3rd Month:

5

Note: When providing the monthly Labor Market Employment Information data in the boxes above, please count each employee ONLY ONCE per month, even if he/she works at more than one location. Enter the count in the appropriate box for the location that each employee spends the majority of their work day.

Amount of pay which exceed regular and recurring payment to workers; such as bonus, executive pay, severance pay, etc:

\$ (Example: 12345.67)

If the number of workers increased or decreased during the quarter for any of the following reasons, please check the box(es) to indicate the reason(s):

- 1. Seasonal Change
- 2. Labor Dispute
- 3. Layoff
- 4. Recall
- 5. Worksite Opening
- 6. Worksite Closing

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Certify and Submit Report

Quarter: 3/2010

Your report has not been submitted. Please review the information below. If the information is correct, check Certify and click "Submit" to submit the report. If any of the information is incorrect, select "Modify" to make changes.

1. Total Wages:	\$ 30,581.30
2. Taxable Wages:	\$ 30,581.30
3. Contribution Due:	\$ 458.72
4. Reserve Fund Due:	\$ 0.00
5. Surcharge Due:	\$ 0.00
6. Interest Due:	\$ 0.00
7. Penalty Due:	\$ 0.00
8. Total Due for this report:	\$ 458.72
9. Previous Amount Due/Credit:	\$ 528.74
10. Total Due:	\$ 987.46

Tax Information	
Taxable Wage Base:	\$ 24,500.00
Contribution Rate:	1.500%
Reserve Rate:	0.000%
Surcharge Rate:	0.000%
Total Rate:	1.500%

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I CERTIFY that all the information on this filing is true and correct and that no part of the contribution was deducted from any employee's wages. I further CERTIFY that I am authorized to submit this filing on behalf of the filing entity identified above.

[Modify](#) [Submit Report](#) [Printer Friendly](#)

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- You have successfully completed and submitted your 2/2010 Employers Contribution & Payroll Report online. Your confirmation # is 155976.0.
- Your report is being generated and will be available on your My Iowa UI homepage within 48 hours. You may also view report details from the Submission Summary and Wage Detail links above.
- The Current balance on your account is \$ 528.32. Select "Make Payment" to submit a payment by eCheck or Paper Check.

[Print Confirmation](#)

[Make Payment](#)



Any adjustments to this report must be made by filing a wage adjustment, either online or by paper.

[Return To HomePage](#)

Your report will be available to print from your homepage in 48 hours.

Thank you for viewing this My Iowa UI tutorial.

If you still have questions regarding logging into My Iowa UI, contact the My Iowa UI Customer Service Team at:

(888) 848-7442, option 3 or iwduitax@iwd.iowa.gov