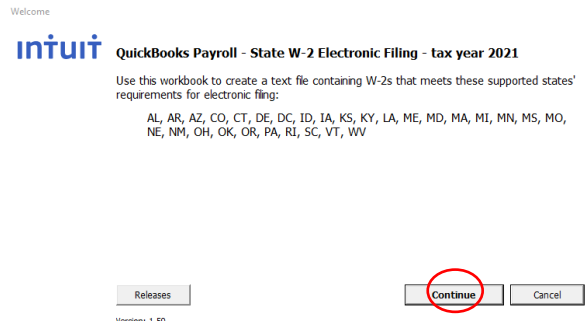
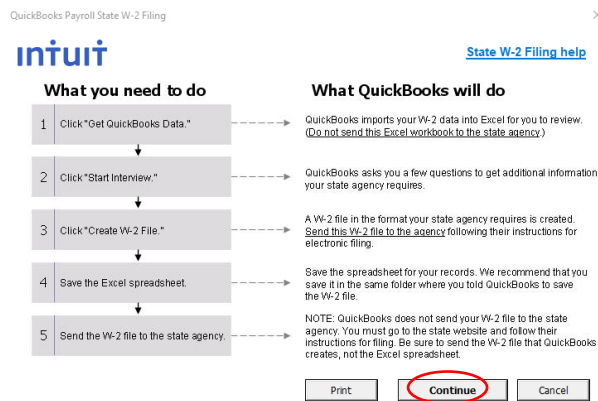


# FILING W2'S WITH THE STATE OF IOWA

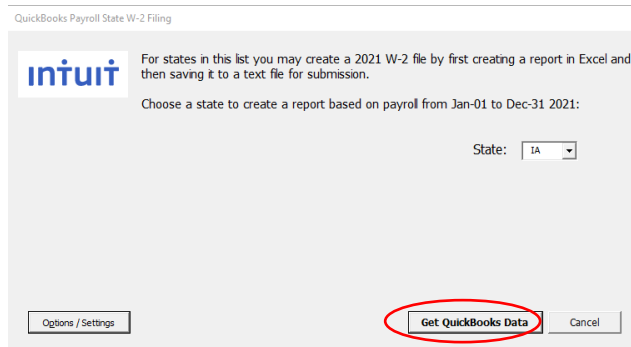
1. In QB, go to Employees, Payroll Tax Forms & W2s, Create State W2 E-file.
2. You should then be taken to the next screen, click "Continue":



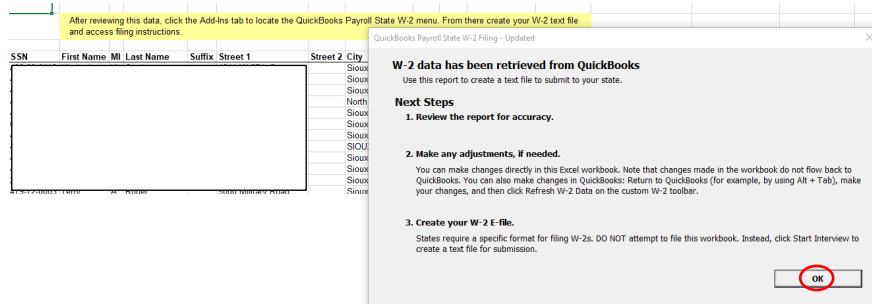
3. Click "Continue" on the screen below



4. Click "Get QuickBooks Data" on the screen below



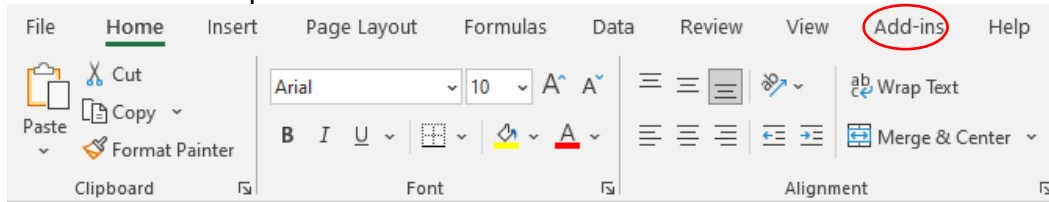
5. You should now be in Excel at a screen like the one below, click "OK":



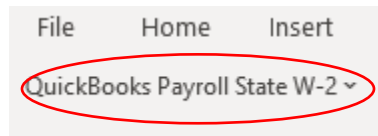
6. Now, you should see an Excel screen similar to the one below:

[illegible]

7. Click on Add-ins at the top of the toolbar ribbon



- On the left side of the screen under “File”, click on *QuickBooks Payroll State W-2* and choose to *Start Interview*



9. In the window below, click to check the box next to *I understand that I must carefully review my data and answer the following questions*, and click “Next”.

State W-2 Interview

## intuit

### W-2 Interview for IA

Your state requires the additional information requested in the following interview.

Answer the questions carefully. If you provide incorrect answers, your W-2 file will be wrong and may be rejected.

**1** understand that I must carefully review my data and answer the following questions.

[Next](#)

10. Click “Next” to continue

State W-2 Interview

### Company Information

Federal EIN

State Agency ID  *(use the ID given to you by your state Agency)*

Employment Type

Other Federal EIN  *(enter any other FEIN used this year for this company, if any)*

BEN Number

Kind of Employer

Legal Name

Legal Address  *(usually the street address)*

*(usually a suite number, if any)*

City, ST ZIP  IA

Terminating business? ☐ This is the last year W-2s will be filed for this EIN.

[Back](#) [Next](#)

11. In the window below, click on “Browse” to find where you want to save the file. YOU WILL NEED TO REMEMBER WHERE YOU SAVED IT IN ORDER TO UPLOAD IT LATER Note that, as indicated in the window, you can change the location but not the file name. Click “Next”

State W-2 Interview

### File Information

Your data will be used to create a text file in the format the state requires for W-2 e-File.

IA requires you to use the file name below for your W-2 text file. You can change the location but not the file name.

IMPORTANT: You will submit this text file to your state. Note the location and file name.

P:\Sacred Heart Quickbooks\IAW2-10021364-202201181114.txt

Browse

Back Next

12. Verify the accuracy of the info. in the window below, click “Next”

State W-2 Interview

### Submitter Type

☒ I own or am an employee of this company  
☐ I am a 3rd party submitting on behalf of this company

Submitter Information

Submitter Type: Self-Prepared

Submitter EIN:

Submitter Co Name:

Address:

City, ST ZIP: IA 511031564

Back Next

13. Verify the accuracy of the info. in the window below, click “Next”

State W-2 Interview

### Contact Information

Provide contact information to be used if the agency has questions about your W-2 file.

Submitter Contact

Contact Name:

Phone: Ext:

E-mail:

☒ Employer contact and submitter contact information is the same

Back Next

14. In the window below, click “Create W-2 file”

State W-2 Interview

**End of Interview**

Congratulations! You have completed the interview and are ready to create a W-2 text file to submit to your state.

Back **Create W-2 file**

15. Choose to “Print” the screen below for your files.

State W-2 File Created

**Complete!**  
Your W-2 file has been created with 15 state W-2s.

**Next Steps**

1. Follow your agency's filing instructions. Some states ask you to upload the W-2 text file to their website; other states ask you to submit using a CD or disk. Click the link below for more information.
2. Save this Excel workbook. Keep both the workbook and the W-2 text file for future reference. Many agencies require that you keep these records for several years.

**File Information**  
IMPORTANT: Note the file name and location. This is the file you will submit to your state.

File Type:	EFW2
Character Set:	ASCII-1
File Name:	P:\Sacred Heart Quiddbooks\IAW2-10021364-202201181114.txt
Number of W-2s:	15
State Wages:	
State Tax:	

[State W-2 Filing help](#)

**Print** **OK**

16. Click “Yes” below to save the workbook you have created

Save Workbook?

**i** Many states require that you retain your e-filing records for several years.

We recommend that you save this workbook for future reference.

Do you want to save this workbook now?

**Yes** **No**

17. Now that your .txt file has been created, you’ll need to log on to <https://govconnect.iowa.gov/> to upload the file to the State of Iowa.

18. Once signed on, click on Accounts

GovConnectIowa

CATHOLIC CHURCH

Welcome, [Name]  
You last logged in on Thursday, Jan 4, 2024 11:21:35 AM  
[Manage My Profile](#)

**Accounts** Action Center Settings I Want To...

Filter

**Withholding**  
[Field]

**Account**  
[Field]  
Balance  
**\$0.00**

- > Make a Payment
- > File, Amend, or View Returns
- > Submit W-2s and 1099s
- > Cease Account

19. Click to open “Submit W-2s and 1099s”

GovConnectIowa

CATHOLIC CHURCH

Welcome, [Name]  
You last logged in on Thursday, Jan 4, 2024 11:21:35 AM  
[Manage My Profile](#)

[Accounts](#) [Action Center](#) [Settings](#) [I Want To...](#)

Filter

**Withholding**

**Account**

Balance  
**\$0.00**

- > Make a Payment
- > File, Amend, or View Returns
- > **Submit W-2s and 1099s**
- > Cease Account

20. For your filing option, click to select “Upload file submissions”, and click “Next”

**Select your filing option**

☒ Upload file submission

☐ Manually key W-2 or 1099 forms

21. Click on “Add Attachment”

**Attach a File**

**Attachments**

Type

There are no attachments.

[Add Attachment](#)

22. Click on the ▼ to select *W-2 Upload* as the “Type” of file. Enter any “Description” you wish. Then click on “Choose File” to find the file that you created in step 11. Click “OK”.

Select a file to attach

Type  
W-2 Upload

Description  
W2s 2023

File  
[Choose File](#) IAW2-3-05-409209-202401041116.txt

[Cancel](#) [OK](#)


23. Verify the information and click “Next” to continue


### Attach a File

Your file is valid and ready for submission.


### Attachments

Type	Name	Description	Size	
W-2 Upload	IAW2-3-05-409209-2024010411	W2s 2023	14.65 KB	<a href="#">Remove</a>


 **Add Attachment**

24. Double-check the number of W2's that are being uploaded. Click on the  next to *I confirm the number of records submitted is correct*. Click “Next” to submit.

Total number of records uploaded. If this is incorrect, review your file and use an updated file.

 15

.....

 ☐ I confirm the number of records submitted is correct \*

25. In the Confirm Submission window, enter the password you used when logging into the website.
26. Click “Printable View” and print the confirmation for your files.

### Confirmation

Your request has been successfully submitted.

Your confirmation number is **0-004-950-729**. Please retain this number for future reference.

**Request Type:** Submit W-2s and 1099s  
**Submitted:** 04-Jan-2024 11:37:32 AM

**What's Next?**  
The Department will contact you if additional information is needed. You do not need to do anything further at this time.

**Printable View**

**OK**

Your W2's have been filed successfully with the State of Iowa!