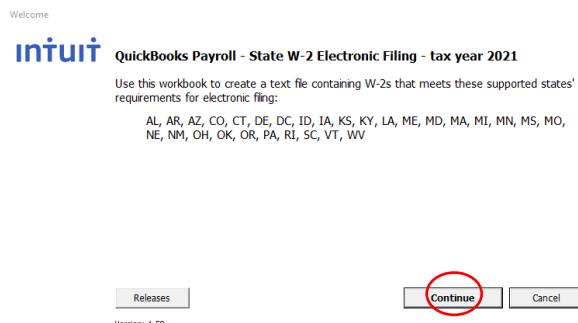
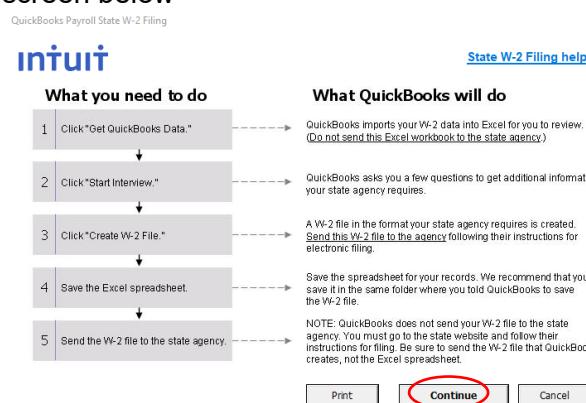


FILING W2'S WITH THE STATE OF IOWA

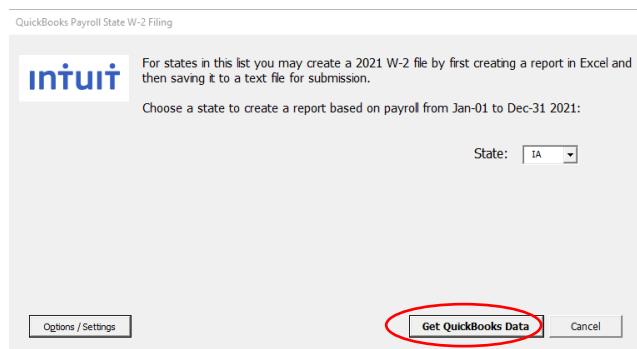
1. In QB, go to Employees, Payroll Tax Forms & W2s, Create State W2 E-file.
2. You should then be taken to the next screen, click "Continue":



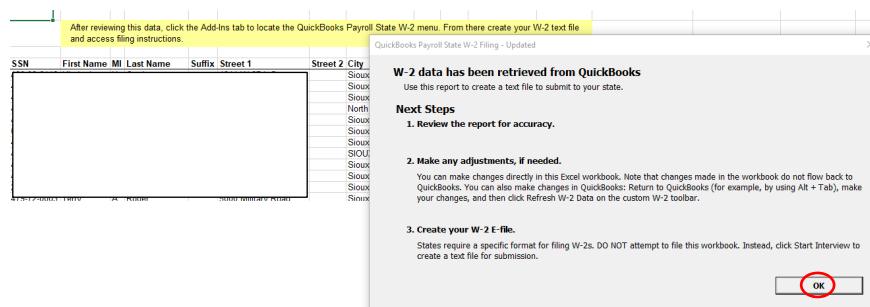
3. Click "Continue" on the screen below



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



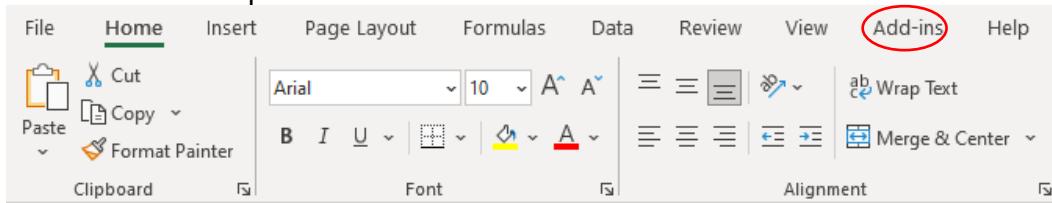
5. You should now be in Excel at a screen like the one below, click "OK":



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

	After reviewing this data, click the Add-Ins tab to locate the QuickBooks Payroll State W-2 menu. From there create your W-2 text file and access filing instructions.											
4	SSN	First Name	MI	Last Name	Suffix	Street 1	Street 2_City	State_ZIP	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												

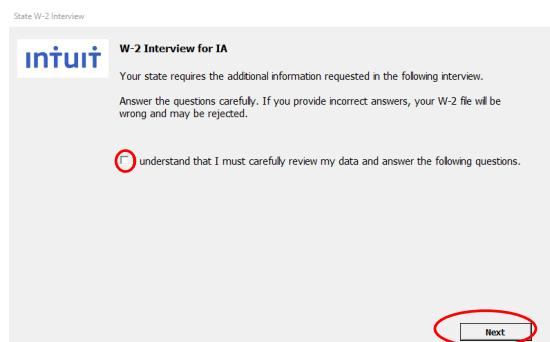
7. Click on Add-ins at the top of the toolbar ribbon



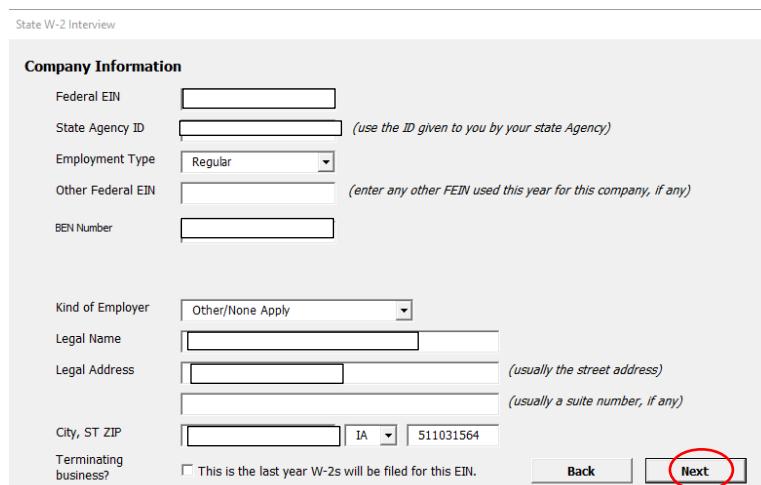
8. On the left side of the screen under "File", click on *QuickBooks Payroll State W-2* and choose to *Start Interview*



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".



10. Click "Next" to continue



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

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:

Submitter EIN:

Submitter Co Name:

Address:

City, ST ZIP: IA 511031564

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

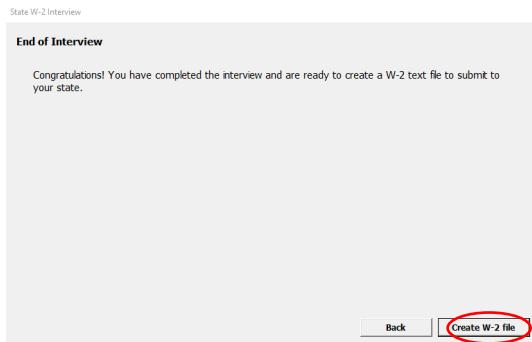
Contact Name:

Phone: Ext.

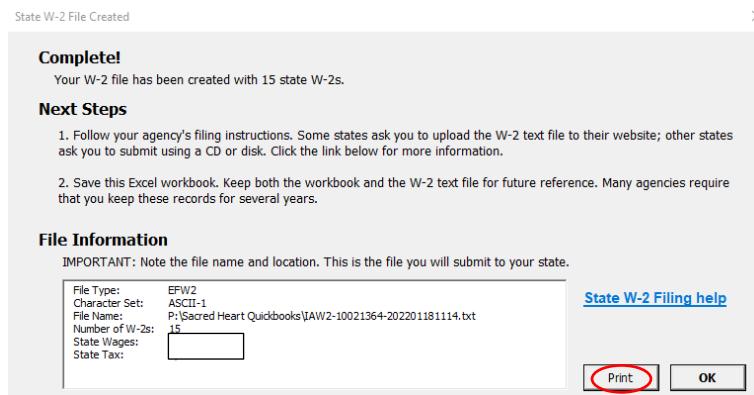
E-mail:

Employer contact and submitter contact information is the same

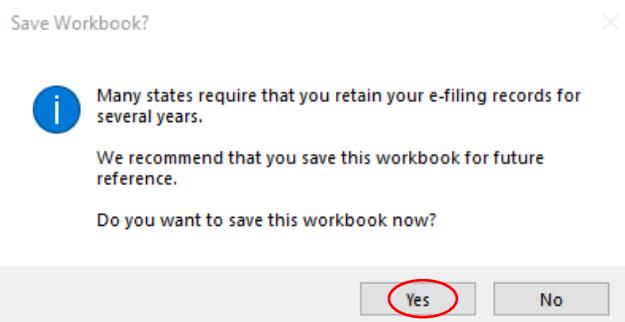
14. In the window below, click “Create W-2 file”



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

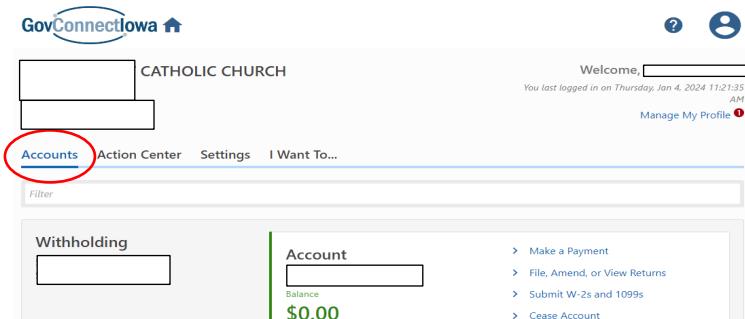


16. Click “Yes” below to save the workbook you have created

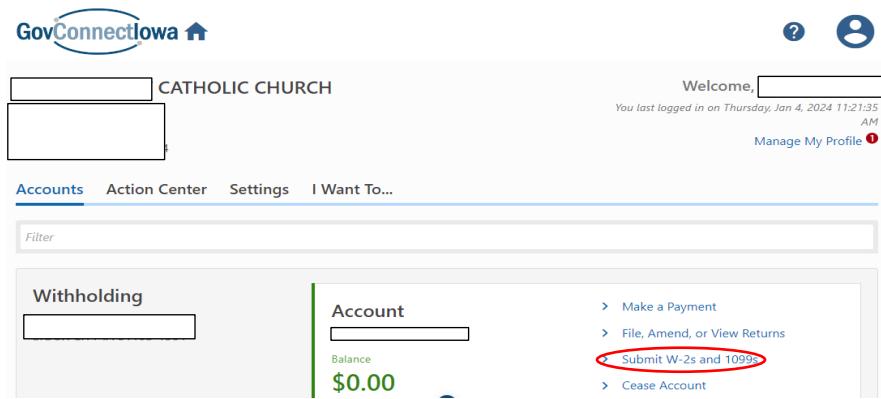


17. Now that your .txt file has been created, you'll need to log on to <https://govconnect.iowa.gov/> to upload the file to the State of Iowa.

18. Once signed on, click on Accounts

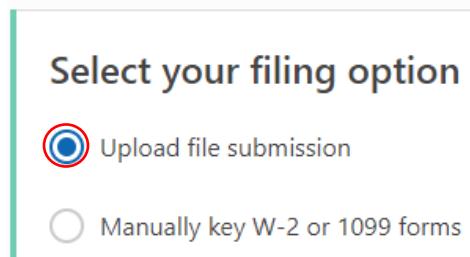


19. Click to open “Submit W-2s and 1099s”



The screenshot shows the GovConnectIowa dashboard for 'CATHOLIC CHURCH'. The top navigation bar includes 'Accounts', 'Action Center', 'Settings', and 'I Want To...'. A 'Filter' search bar is present. The main content area displays a 'Withholding' section and an 'Account' section with a balance of '\$0.00'. On the right, a sidebar lists options: 'Make a Payment', 'File, Amend, or View Returns', 'Submit W-2s and 1099s' (which is circled in red), and 'Cease Account'.

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



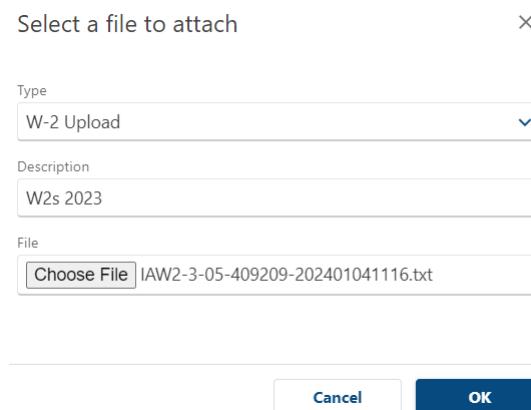
The screenshot shows a 'Select your filing option' screen. It has two radio button options: 'Upload file submission' (which is selected and highlighted with a red circle) and 'Manually key W-2 or 1099 forms'.

21. Click on “Add Attachment”



The screenshot shows an 'Attach a File' screen. It has a section for 'Attachments' with a 'Type' dropdown set to 'W-2 Upload' and a 'Description' input field containing 'W2s 2023'. At the bottom is a large blue 'Add Attachment' button.

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 fine the file that you created in step 11. Click “OK”.



The screenshot shows a file attachment dialog box. It has fields for 'Type' (set to 'W-2 Upload'), 'Description' (set to 'W2s 2023'), and 'File' (with a 'Choose File' button and the path 'IAW2-3-05-409209-202401041116.txt'). At the bottom are 'Cancel' and 'OK' buttons.

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	Remove

[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!