



## UITS Help Desk



### Have questions about ....

- Getting into your account?
- File import?
- Authentication process?
- Payment options?
- Printing forms?
- Completing your filing online?

EMAIL or CALL the UITS Help Desk!

[iwduitax@iwd.iowa.gov](mailto:iwduitax@iwd.iowa.gov)

OR

888-UIITS4IA (888-848-7442)

*We are here to help!*

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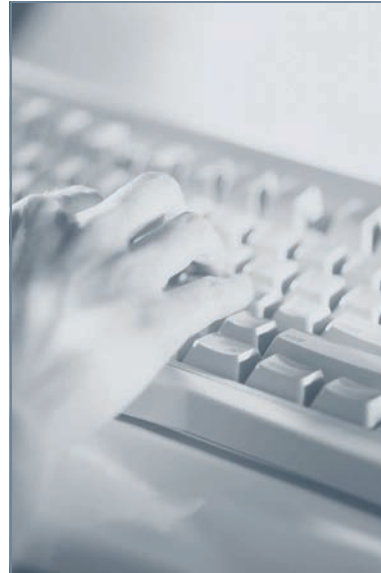
### General UI Tax Questions:

(515) 281-5339 or  
toll free (800) 972-2024

[www.iowaworkforce.org/ui/ui\\_employers.htm](http://www.iowaworkforce.org/ui/ui_employers.htm)

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## UNEMPLOYMENT | INSURANCE TAX SYSTEM (UITS)

<https://uits.iowaworkforce.org>

Your resource for **SUCCESS** is **easy** to find.

Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities.  
For deaf and hard of hearing, use Relay 711  
(9-07)



## Start Filing Online!

The **Unemployment Insurance Tax System (UITS)** allows employers to file Iowa Unemployment Insurance (UI) reports online.

Filing and payment options can be customized to fit business needs. Iowa Workforce Development is continually working to expand the services offered through UITS.

## Employer Benefits

- Electronic filing
- Friendly navigation
- Automatic calculation of taxable wages and contribution due
- Online payment options
- File early and schedule your eCheck payment for the future
- 24-hour access
- Employee and wage information saves from one quarter to the next
- Users can start the filing process, and save and return at a later time to complete and submit the report.
- Knowledgeable help desk representatives

## Getting Started

### Who can use UITS?

- All employers, regardless of the size or type.
- **Must** have filed at least **one** report with **paper** before using UITS.

### What do users need to get started?

- Valid email address
- Active UI account number
- **Copy of last filed** quarterly Employer's Contribution & Payroll Report, including wage information
- Federal Employer's Identification Number (FEIN)
- Total UI contribution rate from last filed quarterly Employer's Contribution & Payroll Report

### What about my password?

- Passwords are **case sensitive**.
- Passwords expire every **60 days**.
- Personalized password and security question answers.
- Minimum **8** characters, mix of **upper** and **lower** case and at least one **number** and one **special character** (\$,#,&,\*).



<https://uits.iowaworkforce.org>

## Quarterly Employer's Contribution & Payroll Report (Form 65-5300)

### What are my filing options?

- **Manual Entry**
  - Type names, social security numbers and wage information once and the information is saved from quarter to quarter.
- **No Wages Paid**
  - Simplified process
- **Magnetic Media**
  - Report total wages paid online and mail employee wage detail on a CD (preferred method) or diskette.
- **File Import**
  - Import your wage data from an existing file, such as Excel

### What are my payment options?

- **eCheck**
  - Amount of the check is deducted directly from a bank account.
- **Credit Card** (Master Card only)
- **Paper check** or **Money Order**
  - Include the **payment voucher** along with the payment.

### May I print or save a copy of my report?

- **YES!** Users may print or save a copy of the **automatically generated** quarterly report at the end of the electronic filing process.
- **Remember** to print or save the report **before** closing the browser.

### What does UITS calculate?

- Total **taxable wages**, based on wage information and the taxable wage base
- Contribution Due
- Amounts due and credits