



ALCOHOLIC  
BEVERAGES  
DIVISION  
State of Iowa



**Iowa ABD eLAPS  
Applicant Quick Reference Guide (QRG)**

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## Introduction

ABD's new Electronic Licensing and Permitting System (eLAPS) will help stakeholders apply for, renew, report, and manage their alcohol licenses, permits, and certificates efficiently. This Quick Reference Guide (QRG) will help applicants and licensees understand and navigate through the various features, functionalities, and resources eLAPS offers.

## Logging In

Enter the following URL, <https://iowaabd.force.com>, in your browser. Below is what your Landing Page will look like. Click on either of the highlighted hyperlinks (as shown below) to initiate the registration process.

The screenshot shows the Iowa eLAPS landing page. On the left, there is a blue banner with the text "ALCOHOLIC BEVERAGES DIVISION State of Iowa" and "Don't have an account?". Below this text is a "Register" button highlighted with a red box. On the right, the "Login" form is displayed. It includes fields for "Username" and "Password", a "Remember me" checkbox, and a "Login" button. A "Change/forgot password" link is also present. A "Don't have an account? Register here." link is highlighted with a red box at the bottom of the form.

A registration form will open up.

The screenshot shows the Iowa eLAPS landing page with the registration form open. On the left, the banner text is "ALCOHOLIC BEVERAGES DIVISION State of Iowa" and "Already have an account?". Below this text is a "Login" button. On the right, the "Create an account" form is displayed. It includes a "Not an owner?" button, a "Business Information" section with "Company Name" and "Business Type" fields, a "Corporate ID" field, and a "Business Address" section with an "Address or location search" field.

*Note: If you are not an Owner, click on the **Not an owner?** option on top of the form (magnified below). You will get a form that is different from the Owner form.*

Are you applying on behalf of a business owner? Please click on the button to register a new user.

Not an owner?

Scroll down and complete the required information to register as an Applicant in eLAPS. The entire owner registration form will look like the following.

# Create an account

If you are an owner of a business, please fill out form below.

Are you applying on behalf of a business owner? Please click on the button to register a new user.

Not an owner?

## Business Information

\*Company Name

\*Business Type

Select an Option

Corporate ID

## Business Address

Address or location search

 Search by a location name or address to automatically populate the address fields below (optional)

Apartment/Building

\*Street

\*City

State

## User Account Information

\*Email

\*Password

\*Confirm Password

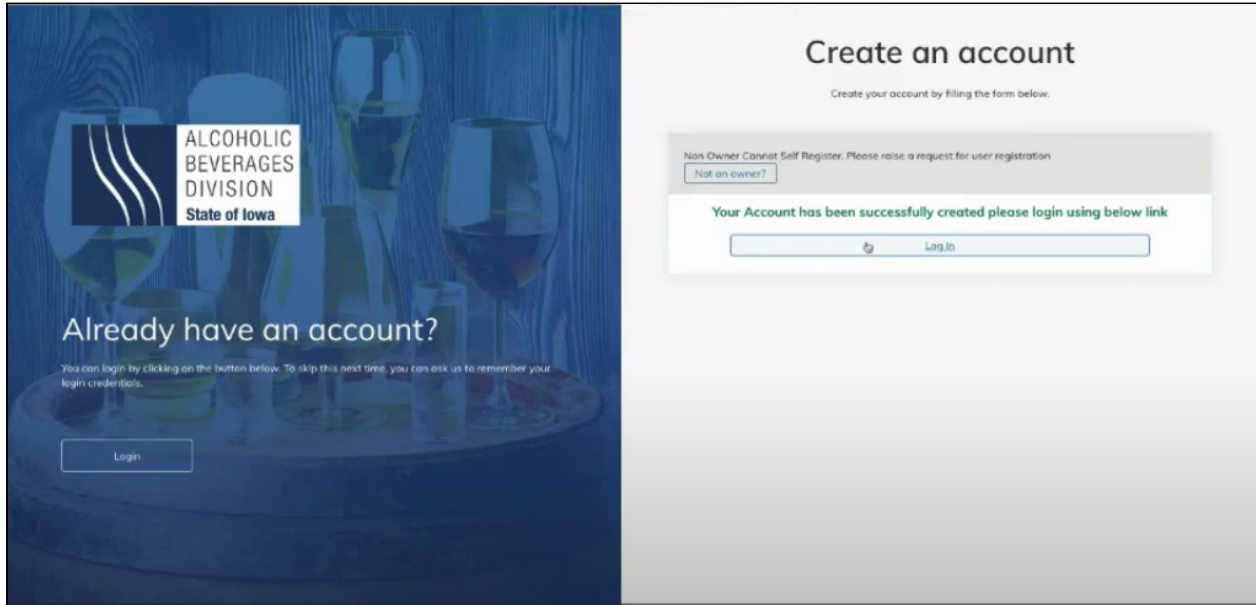
## Terms of Use Agreement and Privacy Policy

\*  I acknowledge that I have read and accept the Terms of Use Agreement and consent to the Privacy Policy.

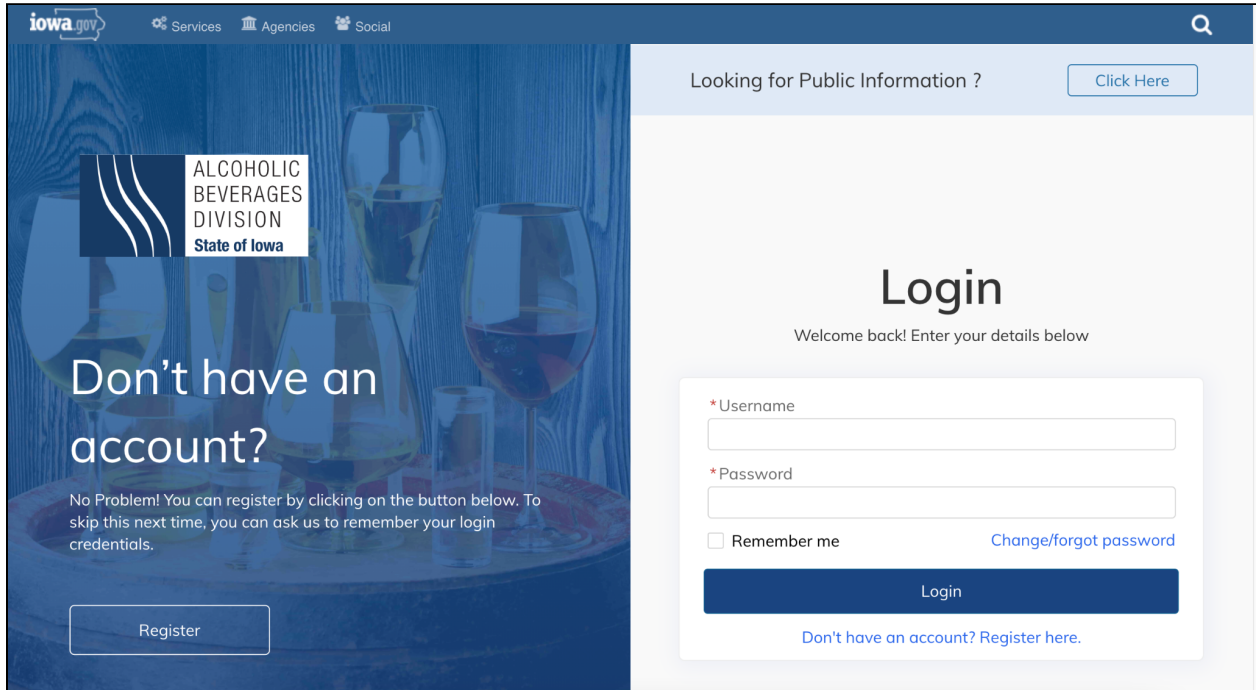
Register

[Already a Member? Sign in.](#)

Click on the **Register** button after filling out the details. You will see the message below.



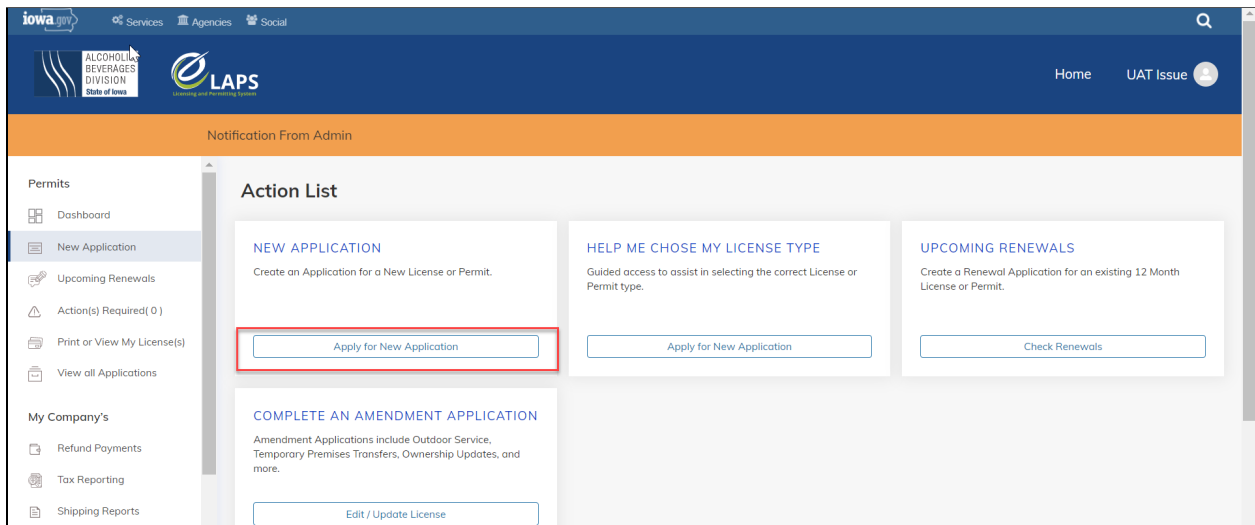
Enter the login details you created while registering for eLAPS and click **Login**.



## New License Application Process

To apply for a new license, select **New Application** on the left side panel. ABD recommends applying for a new license at least 45 days in advance. On the next screen, click **Apply for New Application**. Not sure which license is best for you? Click **Apply for New Application** under the Help Me Choose My License Type option.

Note: To submit a license Renewal, view the Upcoming Renewal section.



Below, you will find the steps to submit an application.

### Step 1: License or Permit Type

- Select your license or permit type from the drop-down.
- Select your length of license from the drop-down.
- Populate a tentative effective date.
- Click **Next**.

Note: To demonstrate, we have used “Class B Beer Permit (BB)”.

## Step 2: Privileges/Sub-Permits

Select your Privilege(s) or Sub-Permit(s) based on your requirements. Click **Next**.

Note: Privileges and Sub-Permits populate based on the license and permit type selected in Step 1. In this case, we have selected all available options. If outdoor service is an available privilege, a description of the intended outdoor service area is required.



- License or Permit Type
- Privileges / Sub-Permits**
- Premises
- Ownership
- Criminal History / Violations
- Dramshop Verification
- Document Upload
- Review
- Attestation / Endorsement
- Payment

### Privileges / Sub-Permits

NEED HELP ?

#### License/Permit

**Class B Beer Permit** Selected

For taverns, bars, restaurants, etc. Allows commercial establishments to sell beer for on-premises consumption. Also allows carry-out sales of beer.

#### Sub-Permits

**Class B Native Wine Permit** Selected

Allows for the sale of Iowa native wine for off-premises consumption. Sunday sales are included. No sales by the drink.

**Class C Native Wine Permit** Selected

Allows for the sale of Iowa native wine for on-premises consumption. Also allows carry-out sales of Iowa native wine. Sunday sales are included.

**Special Class A Beer Permit** Selected

Allows for the manufacture of beer and high alcoholic content beer on the premises for on-premises consumption

#### Privileges

**Outdoor Service** Selected

Allows the selling/serving of alcoholic beverages permitted by the license/permit in a designated, adjacent outdoor area.

**Sunday Sales** Selected

Allows selling/serving of alcoholic beverages permitted by the license/permit on Sundays.

**Living Quarters** Selected

Separates private living quarters from the licensed premises; protects licensee/permittee from warrantless searches of living quarters.

\* Please provide a description of the area you intend to use for the Outdoor Service Privilege and explain its relationship to the currently-licensed premises

Sample Text for testing

Previous Next

### Step 3: Premises

Complete the fields below. Fields marked with a red asterisk are required.

#### Premises

[NEED HELP ?](#)

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##### Business Information

<p>* Name of Legal Entity (The name of the individual, partnership, corporation or other similar legal entity that is receiving the income from the alcoholic beverages sold)</p> <input type="text" value="Sample Page"/>	<p>* Name of Business (D/B/A)</p> <input type="text" value="Sample DBA"/>
<p>* Indicate how the business will be operated</p> <input type="text" value="General Partnership"/>	<p>* Federal Employer ID #</p> <input type="text" value="12-3123123"/>

Tentative Expiration Date

##### Premises Information

**Address of Premises:**

Address or location

Search by a location name or address to automatically populate the address fields below (optional)

<p>* Premises Street</p> <input type="text" value="3700 Southeast Convenience Boulevard"/>	<p>Premises Suite/Apt Number</p> <input type="text"/>
<p>* Premises City</p> <input type="text" value="Ankeny"/>	<p>* Premises State</p> <input type="text" value="Iowa"/>
<p>* Premises Zip/Postal Code</p> <input type="text" value="50021"/>	<p>Premises County</p> <input type="text" value="Polk"/>

\* **Local Authority**

[Select local Authority](#)

Next, confirm your **Local Authority**. Click on the **Select Local Authority** hyperlink. A pop up will open.

**Select Local Authority**

\* City: Ankeny      \* County: Polk

Local Authorities matching your city or county are given below. If the premises is located within the corporate limits of a city, please select city. If the premises is located outside the corporate limits of a city, please select county. If the city and county applicable to your premises is not listed, please input them and select Search Local Authority.

City of Ankeny      County of Polk

This selection is used for sovereign lands and state owned license.

State of Iowa

Search Local Authority      Cancel

Local Authority will be populated based on your inputs.

\* Premises Zip/Postal Code: 50021      Premises County: Polk

\* Local Authority: City of Ankeny x

Complete the required fields.

License or Permit Type      \* Premises Zip/Postal Code: 50021      Premises County: Polk

Privileges / Sub-Permits

**Premises**

Ownership

\* Local Authority: City of Ankeny x

\* Control of Premises: Own

\* Is the capacity of your establishment over 200?: Yes

\* Are other liquor, wine or beer businesses accessible from the interior of your premises?: Yes

\* Equipped with tables and seats to accommodate a minimum of 25?: Yes

\* # of Floors: 4

\* # of Bathrooms: 2+

\* Premises Type: Bar/Tavern

\* Does your premises conform to all local and state health, fire and building laws and regulation?: Yes

Continue entering the Premises fields by entering the contact information and mailing address.  
Click **Next**.

### Contact Information

* Contact Name	Extension	* Business Phone
<input type="text" value="Contact Name"/>	<input type="text"/>	- <input type="text" value="(123) 123-1231"/>
* Email Address	Extension	* Phone
<input type="text" value="contact.name@example.com"/>	<input type="text"/>	- <input type="text" value="(123) 123-1233"/>

Same as Premises Address

### Mailing Address:

Address or location

Search by a location name or address to automatically populate the address fields below (optional)

Mailing Street	Mailing Suite/Apt Number
3700 Southeast Convenience Boulevard	
Mailing City	Mailing State
Ankeny	Iowa
Mailing Zip/Postal Code	Mailing County
50021	Polk

[Terms of Use Agreement and Privacy Policy](#)

### Step 4: Ownership

Click **Add Owner** to complete the ownership information.

New Application (App-002274) Exit Save and Exit

License or Permit Type  
Privileges / Sub-Permits  
Premises  
**Ownership**  
Criminal History / Violations  
Dramshop Verification  
Bond Verification  
Document Upload  
Review

### Business Demographics

NEED HELP ?

Please provide ownership information for each of the following individuals as applicable:

- A person who, directly or indirectly, has an interest of 10% or more in the ownership or profits of the business.
- Each of the officers, directors, and partners of the business.
- A person who, directly or indirectly, owns or controls 10% or more of any class of the business's stock.

Add Owner

Previous Next

Complete the required fields on the “Add Owner” page. Then, click **Add Owner**.  
Note: If entering a Business, LLC, Corp, etc. as an Owner, split up the Name between the First Name and Last Name fields; enter all nines for SSN.

### Add Owner

\* First Name: FN

\* Last Name: LN

\* Position: Position Manager

\* SSN#: XXX-XX-3123

\* U.S. Citizen: Yes

Extension: +1 Phone number: (123) 213-1231

Email: fn.ln@example.com

\* Date of Birth: Jun 2, 1950

\* % of Ownership: 34

#### Address Details

Address or location: 232 West 8th Street, Coffeyville, Kansas,

Cancel Add Owner

Owner(s) will be added as shown below. Continue to add additional owners until ownership percentage is equal to 100%. Click **Next** when finished. If you need to make changes to the Ownership information after the application has been submitted, you will need to submit an Amendment application for Ownership update.

The screenshot shows the Iowa eLAPS application interface. At the top, there is a navigation bar with the Iowa logo, 'ALCOHOLIC BEVERAGES DIVISION State of Iowa', and 'LAPS' logo. Below the navigation bar is a 'Notification From Admin' banner. The main content area is titled 'New Application (App-002274)' and includes a 'Save and Exit' button. A vertical sidebar on the left lists the application steps: License or Permit Type, Privileges / Sub-Permits, Premises, Ownership (highlighted in blue), Criminal History / Violations, Dranshp Verification, Band Verification, Document Upload, Review, Attestation / Endorsement, Payment, and Submission. The main content area displays the 'Business Demographics' form. The form includes a 'NEED HELP?' link and instructions: 'Please provide ownership information for each of the following individuals as applicable: • A person who, directly or indirectly, has an interest of 10% or more in the ownership or profits of the business. • Each of the officers, directors, and partners of the business. • A person who, directly or indirectly, owns or controls 10% or more of any class of the business's stock.' Below the instructions is a form field for 'FN LN' with a dropdown arrow. The field contains the following information: Position: Position Manager, SSN: XXX-XX-3123, US Citizen: Yes, Ownership: 34%, and DOB: 1950-06-02. There is an 'Add Owner' button below the form field. At the bottom of the form are 'Previous' and 'Next' buttons. The footer of the page contains '© 2020 Iowa Alcoholic Beverage Division' and 'Terms of Use Agreement and Privacy Policy'.

### Step 5: Criminal History / Violations

In this step, you'll need to answer Criminal History/Violation questions for each owner. ABD conducts a background review for each owner listed. ABD will contact you if additional information is needed. Click **Next** to proceed.

The screenshot shows the LAPS application interface for a 'New Application (App-002274)'. On the left, a vertical progress bar lists steps: License or Permit Type, Privileges / Sub-Permits, Premises, Ownership, Criminal History / Violations (highlighted with a red box), Dramshop Verification, Bond Verification, Document Upload, Review, Attestation / Endorsement, Payment, and Submission. The main content area is titled 'Criminal History' and contains two questions with dropdown menus:

- NEED HELP ?
- \*Has anyone listed on the Ownership page ever been convicted of a felony offense in Iowa or any other state of the United States? (Dropdown: No)
- \*Has anyone listed on the Ownership page ever been convicted of any violation of any state, county, city, federal or foreign law (not including traffic violations, except those that are alcohol related)? (Dropdown: No)

Buttons for 'Previous' and 'Next' are visible at the bottom of the form.

### Step 6: Dramshop Verification

Some license and permit types require Dramshop Verification. If required for your license or permit type, complete the information and click **Next** to proceed.

The screenshot shows the LAPS application interface for a 'New Application (App-002274)'. On the left, the progress bar highlights 'Dramshop Verification' with a red box. The main content area is titled 'Dramshop Verification' and features a search input field with the text 'Am' and a dropdown menu showing results:

- Dramshop
- Amco Insurance Company

Buttons for 'Previous' and 'Next' are visible at the bottom of the form.

### Step 7: Bond Verification

Some license and permit types require Bond Verification. If required for your license or permit type, upload the Bond Verification document. Click **Next** to proceed.

Notification From Admin

New Application (App-002274) Exit Save and Exit

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Ownership
- Criminal History / Violations
- Dramshop Verification
- Bond Verification**
- Document Upload

#### Bond Verification

[NEED HELP ?](#)

DOCUMENT NAME	UPLOAD ACTION	UPLOADED DOCUMENTS	ADDITIONAL COMMENTS
Beer Wholesale Bond	<a href="#">Upload Files</a>		

The Bond forms can be downloaded from here!  
[Beer Wholesale Bond \(Fillable PDF\)](#)

Previous Next

### Step 8: Document Upload

Upload the documents listed (optional), then click **Next** to proceed.

Notification From Admin

New Application (App-002274) Exit Save and Exit

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Ownership
- Criminal History / Violations
- Dramshop Verification
- Bond Verification
- Document Upload**
- Review
- Attestation / Endorsement

#### Document Upload

[NEED HELP ?](#)

DOCUMENT NAME	UPLOAD ACTION	UPLOADED DOCUMENTS	ADDITIONAL COMMENTS
TTB Brewers Notice (or basic permit, whichever is applicable)	<a href="#">Upload Files</a>		
Deed/Final Sales Contract or Lease	<a href="#">Upload Files</a>		
Sketch	<a href="#">Upload Files</a>		
Trade Name Filing	<a href="#">Upload Files</a>		

Previous Next



### Step 9: Review

In the Review step, review the information you have entered in the previous steps. Click the **Edit** button by each section to change/update any information.

New Application (App-002274) Exit Save and Exit Print Application

Review NEED HELP ?

**License or Permit Type**

License or Permit Type	Length of License Requested
Class B Beer Permit	12 Month
Tentative Effective Date	Tentative Expiration Date
2021-07-04	2022-07-03

Privileges / Sub-Permits Information Edit

Privileges

Outdoor Service Sunday Sales Living Quarters

Sub-Permits

Class B Native Wine Permit Class C Native Wine Permit Special Class A Beer Permit

Please provide a description of the area you intend to use for the Outdoor Service Privilege and explain its relationship to the currently-licensed premises

Sample Text for testing

### Step 10: Attestation / Endorsement

Check the attestation box, enter your Name and Attestation Date, and select **Next**.

ALCOHOLIC BEVERAGES DIVISION State of Iowa

Services Agencies Social

Home UAT Issue

Notification From Admin

New Application (App-002274) Exit Save and Exit

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Ownership
- Criminal History / Violations
- Dramshop Verification
- Bond Verification
- Document Upload
- Review
- Attestation / Endorsement**

### Attestation / Endorsement

NEED HELP ?

**Terms and Conditions**

This application must be completed by a person listed in the Ownership Section. I hereby declare that all information contained in the Application is true and correct. I understand that misrepresentation of material facts in the Application is a crime and grounds for denial of the license or permit under Iowa law. I further understand that, as a condition of receiving a license, the licensed premises is subject to inspection during business hours by appropriate local, state, and federal officials.

I hereby declare that the information provided on this Application to be true and accurate and agree to the terms and conditions outlined above.

\*Name: FN LN Attestation Date: 2021-06-04

Previous Next

## Step 11: Payment

Payment can be made in one of two ways, by credit card or through ACH. The service fee on all credit card transactions is auto-calculated based on the license or permit fee.

ALCOHOLIC BEVERAGES DIVISION State of Iowa

Services Agencies Social

Home UAT Issue

Notification From Admin

New Application (App-002274) Exit Save and Exit

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Ownership
- Criminal History / Violations
- Criminal History / Violations
- Dramshop Verification
- Bond Verification
- Document Upload
- Review
- Attestation / Endorsement
- Payment**

### Payment

NEED HELP ?

Payment Breakdown		
Class B Native Wine Permit	Regular Fees	\$25.00
	<b>Subtotal</b>	<b>\$25.00</b>
Class C Native Wine Permit	Regular Fees	\$25.00
	<b>Subtotal</b>	<b>\$25.00</b>
Special Class A Beer Permit	Regular Fees	\$750.00
	<b>Subtotal</b>	<b>\$750.00</b>
<b>Grand Total</b>		<b>\$1,160.00</b>

Credit Card Payment ACH Payment

Upon completion of the payment, you must return to this page and select "Next" and then "Submit" on the following screen to successfully submit your Application.

Previous Next

You will see a success message after your payment is complete. Click **Continue** to return to the application process. Click **Next** to proceed.

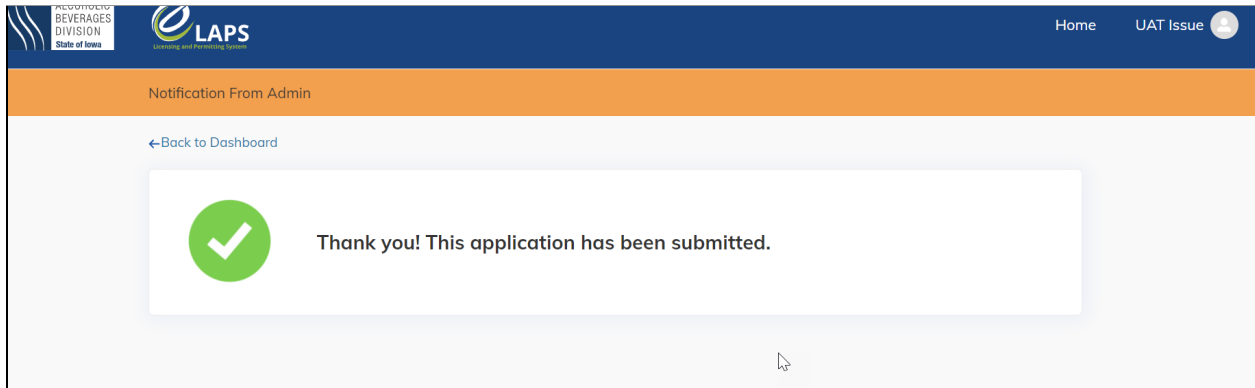
The screenshot shows a progress bar on the left with steps: Criminal History / Violations, Dramshop Verification, Bond Verification, Document Upload, Review, Attestation / Endorsement, **Payment**, and Submission. The 'Payment' step is highlighted in blue. The main content area has tabs for 'Credit Card Payment' and 'ACH Payment'. An orange warning box states: 'Upon completion of the payment, you must return to this page and select "Next" and then "Submit" on the following screen to successfully submit your Application.' Below this is a green checkmark icon and the text 'Payment Successful' with 'The transaction was successful'. A thank you message follows: 'Thank you for submitting your payment to the State of Iowa, Alcoholic Beverages Division. This payment will be processed by your bank or credit card institution. Please note that for any returned action there will be a \$20 service fee added to your repayment.' At the bottom right are 'Previous' and 'Next' buttons.

## Step 12: Submission

Click **Submit** to finish your application request.

The screenshot shows the 'New Application (App-002274)' page. The progress bar on the left has steps: License or Permit Type, Privileges / Sub-Permits, Premises, Ownership, Criminal History / Violations, Dramshop Verification, Bond Verification, Document Upload, Review, Attestation / Endorsement, Payment, and **Submission**. The 'Submission' step is highlighted in blue. The main content area has an 'Agreement' section with the text: 'You are submitting your application which will initiate the application review process. You will receive notifications via Email and SMS (if opted in) as this application moves through the review process. You may check on its status and respond to any actions required by returning to eLAPS.' Below the agreement are 'Previous' and 'Submit' buttons. The footer contains '© 2020 Iowa Alcoholic Beverage Division' and 'Terms of Use Agreement and Privacy Policy'.

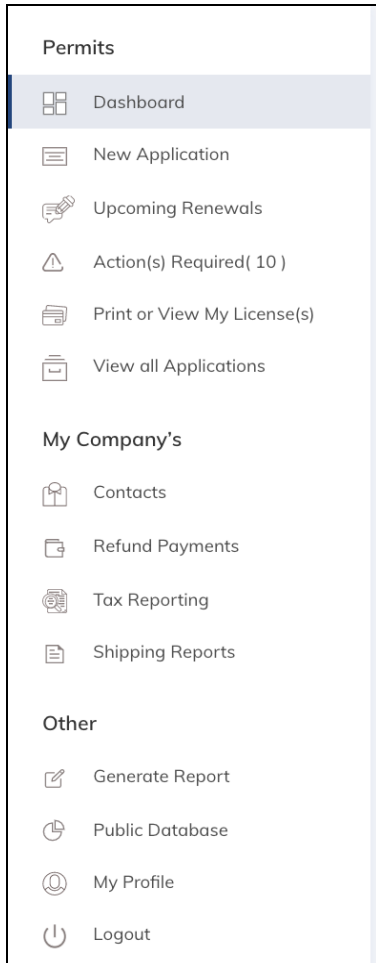
Once the user clicks the **Submit** button, they will see a success message for submission.



*Note: You will see the **Exit** and **Save and Exit** option on the top right corner of each step. If you do not wish to continue, click **Exit** at any point. If you wish to continue at some other time, click **Save and Exit**.*

### Side Panel

You can navigate to the following screens from the Side Panel:



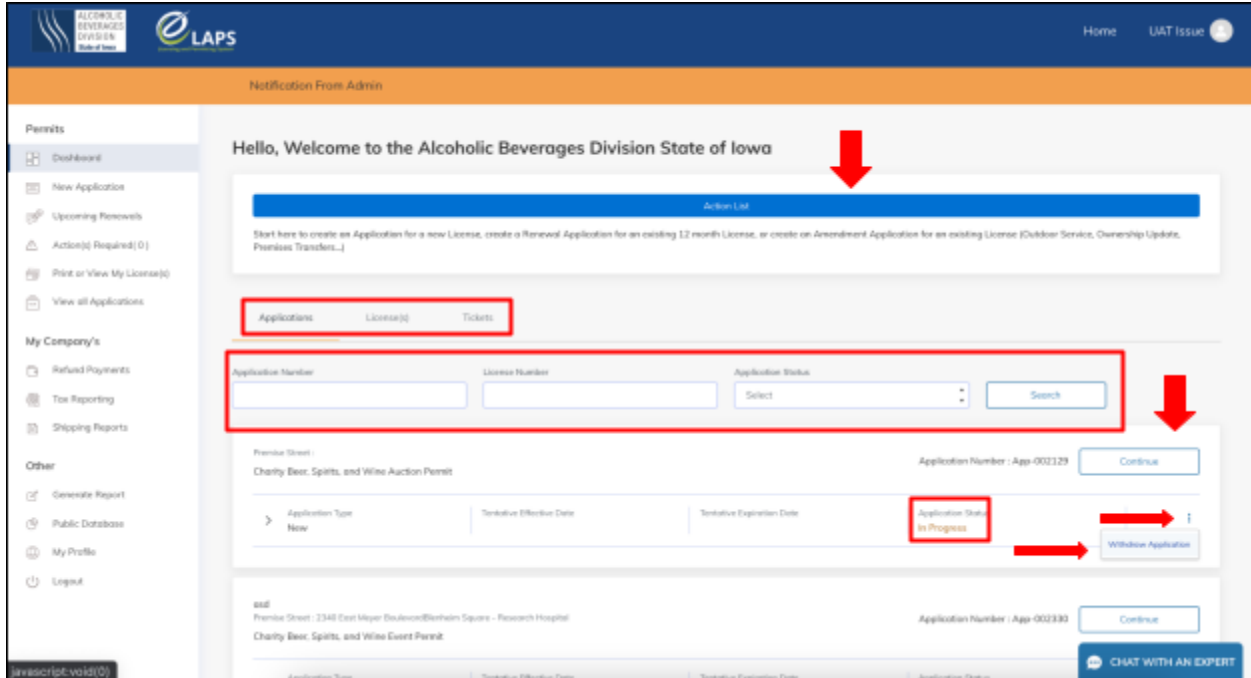
Let's look at **Permits & My Company's** functionalities in detail.

## Dashboard

The Dashboard will give you an overview of your application(s). You can perform the following functions from this screen:

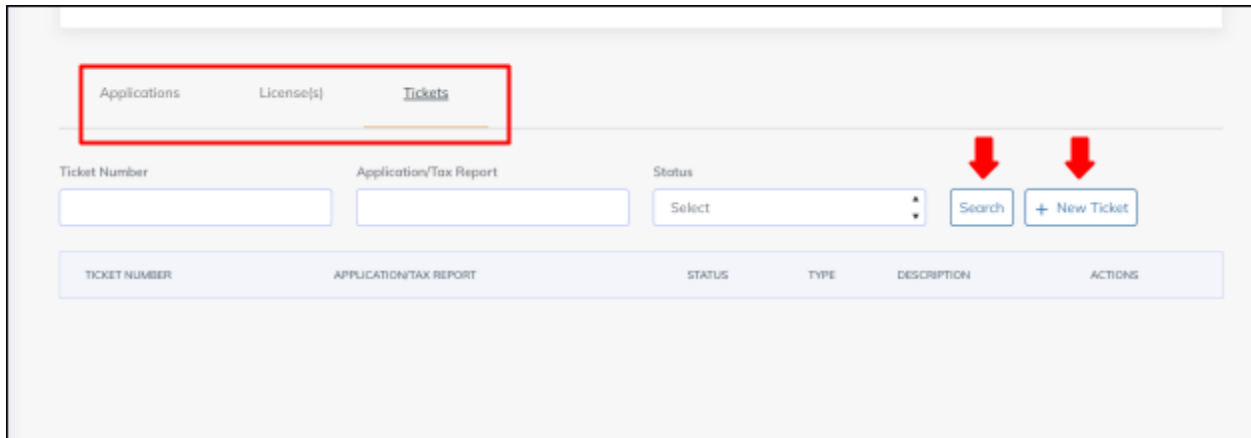
- Go to the Action List
- Search for an Application
- Continue your application from where you left off
- Click on the three (3) dots by an application to select 'Withdraw Application'
- Check an application status

Additionally, you can navigate to Licenses and Tickets.



Licenses: Click on **License(s)** to View all Licenses (can be done from the Side Panel menu as well).

Click on **Tickets**. All the tickets you submit will be displayed here. You can search for a particular ticket or click on **+New Ticket** to create a new one.



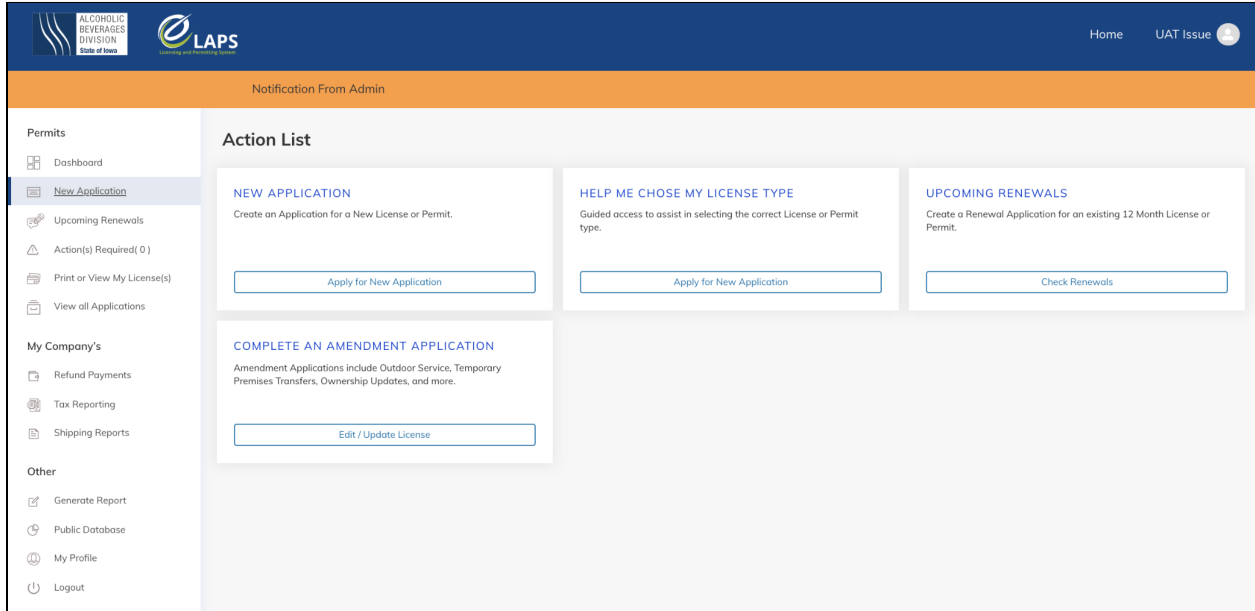
### New Application

This screen will let you perform the following tasks:

- Apply for a New License/Permit through a New Application
- Choose your License Type
- Check Upcoming Renewals

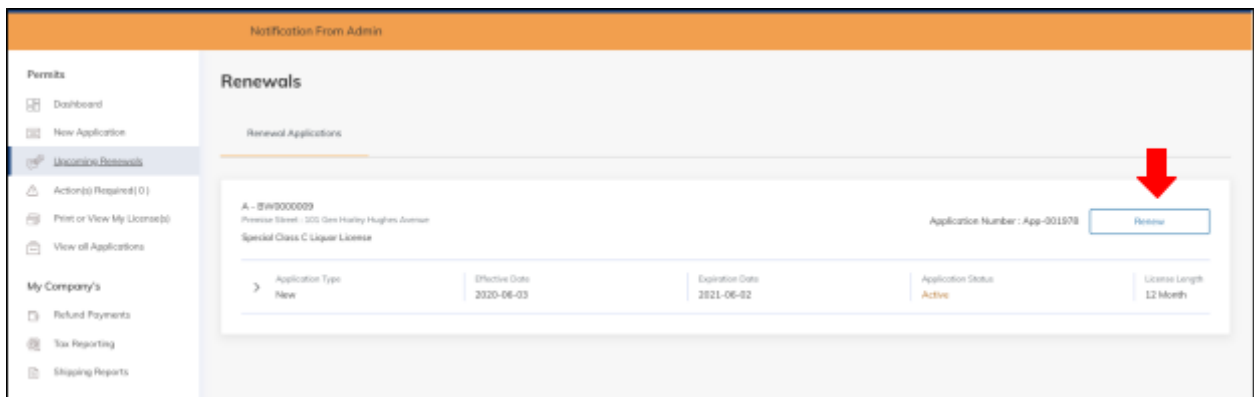
- Complete an Amendment Application (Outdoor Service, Temporary/Permanent Premises Transfer, Ownership Update, Add Privilege/Sub-Permit, Premises Update)

Click on the action button on the desired option to proceed.



### Upcoming Renewals

If an existing License is due for renewal, you will see it in the Upcoming Renewals section. Click **Renew** to initiate the process.

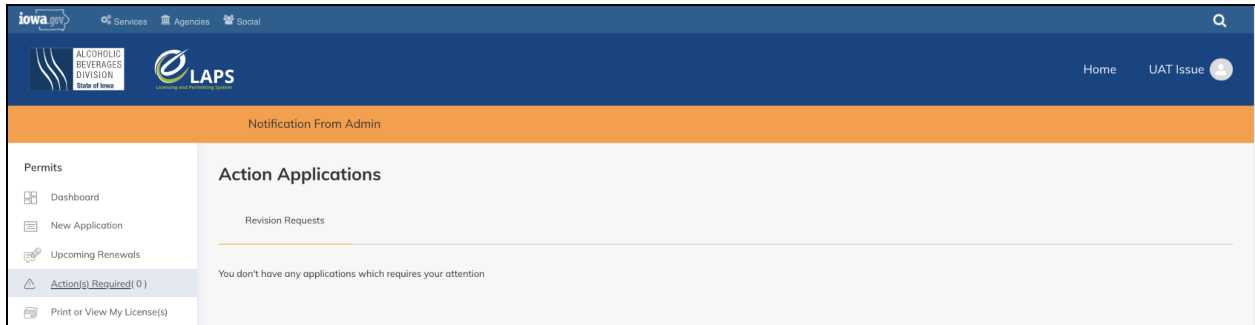


Confirm the information on each page and complete the required fields as necessary. Click **Next** to proceed, then click **Submit** to finish your renewal. After clicking **Submit**, you will see a success message confirming submission.

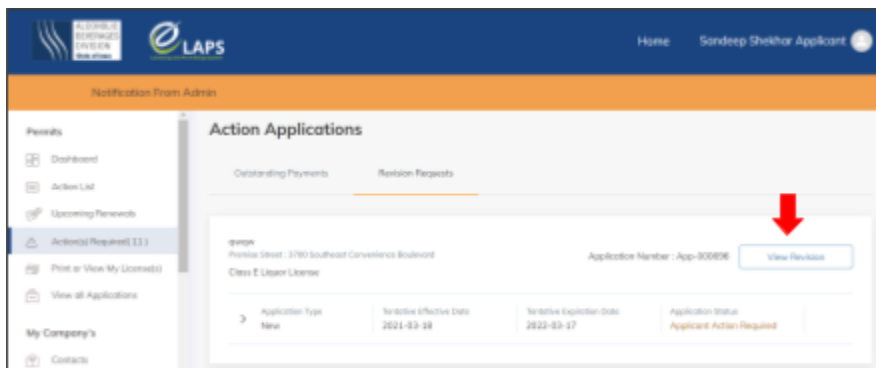
*Note: You will see the **Exit** and **Save and Exit** option on the top right corner of each step. If you do not wish to continue, click on **Exit** at any point. If you wish to continue at some other time, click **Save and Exit**.*

### Action(s) Required

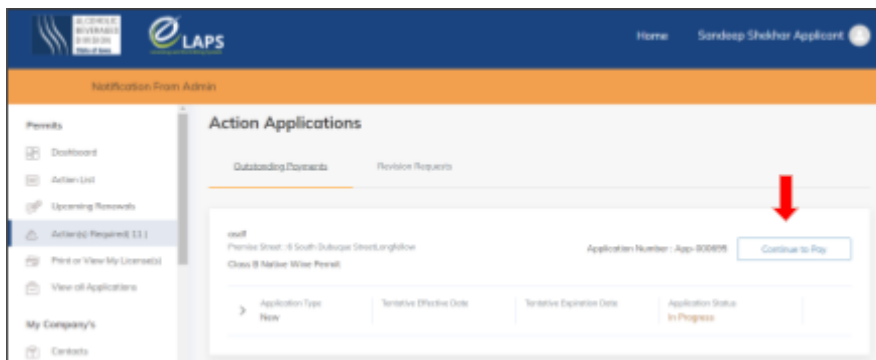
You will see Revision Requests or Action(s) Required, if any, on this screen.



This is how a 'View Revision' action looks like.



This is how outstanding payment looks like.





### Print Or View My Licenses

On this screen, you can choose to View/Print Application, Amend License, and Download License.

LICENSE/PERMIT #	LICENSE/PERMIT TYPE	LICENSE STATUS	EFFECTIVE DATE	EXPIRATION DATE	ACTIONS
LCN000009	Class C Native Distilled Spirits Liquor License (LCN)	Active	2021-04-25	2022-04-24	View/Print Application   Amend License   Download License
BW0000009	Special Class C Liquor License (BW)	Active	2020-06-03	2023-06-02	View/Print Application   Amend License   Download License
DS0000006	Wine Direct Shipper Permit (DS)	Active	2021-04-26	2022-04-25	View/Print Application   Amend License   Download License

### View All Applications

Clicking on this functionality on the Side Panel will take you to the following screen. You can search for a specific license/application here and see the status of all your licenses/applications.

← Back to Dashboard

**All Applications**

Application Number:  License Number:  Premise Street:  Premise City:

Premise County:  Status:  Account Name:  License Type:

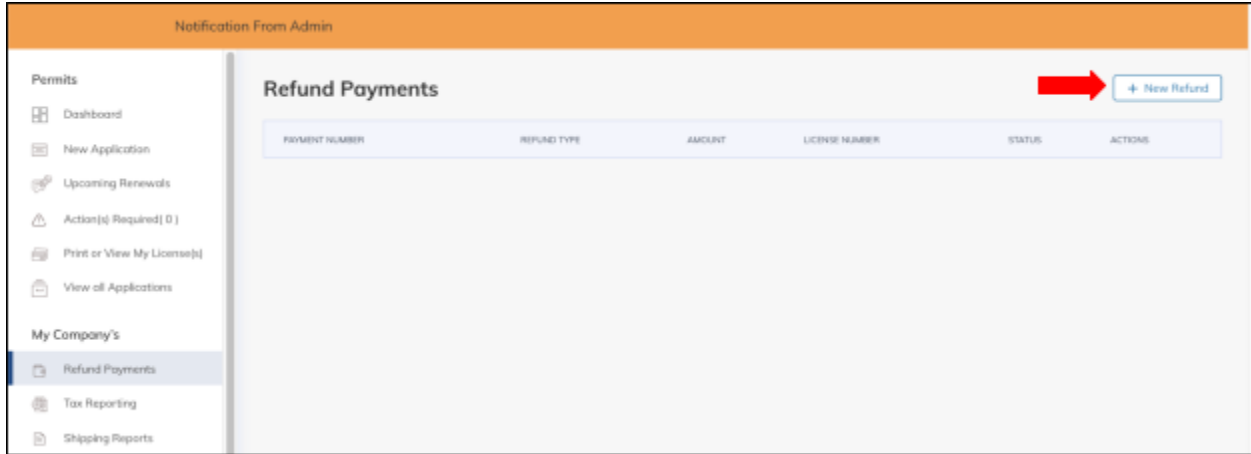
Name of Business (DBA):  Effective Date:

Search Result (16)

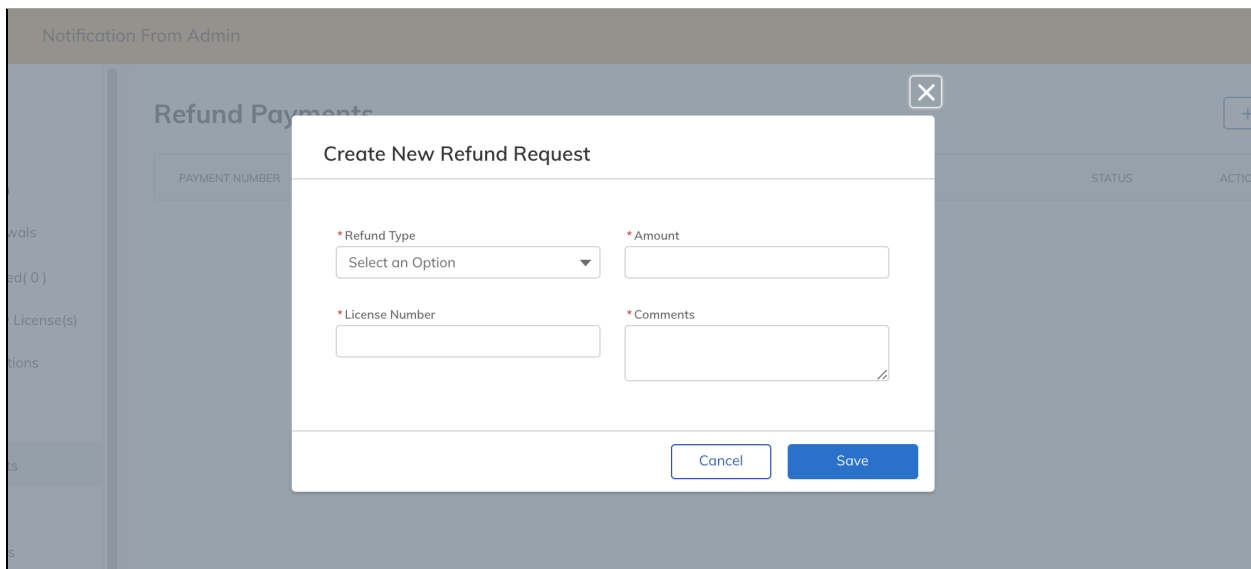
DBA	STATUS	LICENSE #	EFFECTIVE ...	EXPIRATION...	APPLICATIO...	AMENDMEN...	APPLICATIO...
	In Progress				New		App-002129
asd	In Progress				New		App-002330
	In Progress				New		App-002327
asdas	In Progress				New		App-002299
	In Progress				New		App-002331
Sample DBA	Pending Dramshop Review				New		App-002274
Test	In Progress				New		App-002298
	In Progress				New		App-002131

### Refund Payments

Your refund details (if any) will appear here. If you need to create a new Refund Request, click on the **+New Refund** button.



Fill in the details on the pop up. Click **Save**.



### Tax Reporting

Clicking on this functionality will display Pending and Submitted Tax Reports. All reports due or past due will be listed under “Pending” reports. Locate the report you would like to complete and click on **Edit** next to the report to complete and submit the report.

Notification From Admin

**Tax Reporting**

Pending Submitted

Select Search Field: License Number Search Reports: Search here

REPORT NUMBER	LICENSE NUMBER	LICENSE TYPE	REPORTING PERIOD	DUPLICATE DATE	STATUS	TOTAL FEE	ACTIONS
TR-5235	DS0000014	DS	January-June 2021	Jul 10, 2021	New	\$0.00	Review Edit
TR-5161	DS0000014	DS	January-June 2021	Jul 10, 2021	New	\$0.00	Review Edit
TR-5107	WA0000008	WA	June 2021	Jul 10, 2021	Draft	\$350.00	Review Edit
TR-5172	WAN000011	WAN	June 2021	Jul 10, 2021	New	\$0.00	Review Edit

Fill in the required fields in gallons up to 2 decimals. If the previous month's report has been submitted, the starting inventory will auto populate. Once all fields are completed, click **Save** to view the total taxable gallons calculated.

**Edit Tax Information**

Report Detail

Report Number	License Type	Due Date	Reporting Period	Status
TR-5107	WA	Jul 10, 2021	June 2021	New

\* Starting Inventory (in gallons)

\* Total number of gallons purchased/produced

\* Total number of gallons that are returns from retailers

\* Total number of gallons that are tax exempt to Iowa Wholesalers

\* Total number of gallons that are tax exempt to out-of-state wholesalers

\* Total number of other Tax-exempt gallons (breakage/destruction)

\* Ending Inventory (in gallons)

Close Save

Click **Pay**, and use the payment portal to submit your payment, if there is tax due.

**View Tax Information**

**Report Detail**

Report Number	License Type	Due Date	Reporting Period	Status
TR-5107	WA	Jul 10, 2021	June 2021	Draft

\* Starting Inventory (in gallons) 400.00

\* Total number of gallons purchased/produced 200.00

\* Total number of gallons that are returns from retailers 100.00

\* Total number of gallons that are tax exempt to Iowa Wholesalers 100.00

\* Total number of gallons that are tax exempt to out-of-state wholesalers 100.00

\* Total number of other Tax-exempt gallons (breakage/destruction) 100.00

\* Ending Inventory (in gallons) 100.00

**Fee Breakup**

Total Taxable Gallons Fee (300 x 1.75)	\$525.00
Credit for the returned gallons (100 x 1.75)	-\$175.00

Close Pay

You can also review or request an amendment for a submitted Tax Report by clicking on the **Review** or **Amend** button by the license. An option to print your tax report is also available when you click 'Review'.

**Tax Reporting**

Pending **Submitted**

Select Search Field: License Number

Search Reports: Search here

REPORT NUMBER	LICENSE NUMBER	LICENSE TYPE	REPORTING PERIOD	DUE DATE	STATUS	TOTAL FEE	ACTIONS
TR-5135	LC0000003	LC	June 2021	Jul 10, 2021	Submitted	\$38.00	Review Amend
TR-5181	WA0000008	WA	June 2021	Jul 10, 2021	Submitted	\$397.25	Review Amend
TR-3710	WA0000008	WA	May 2021	Jun 10, 2021	Submitted	\$3,850.00	Review Amend
TR-4209	BA0000001	BA	May 2021	Jun 10, 2021	Submitted	\$209.00	Review Amend

## Shipping Reports

Clicking on this functionality will let you view Shipping Reports. Much like Tax Reports, you can edit your Shipping Reports details.

Notification From Admin

Permits

- Dashboard
- New Application
- Upcoming Renewals
- Action(s) Required( 10 )
- Print or View My License(s)
- View all Applications

My Company's

- Contacts
- Refund Payments
- Tax Reporting
- Shipping Reports**

### Shipping Reporting

Pending    Submitted

Select Search Field: License Number    Search Reports: Search here

REPORT NUMBER	LICENSE NUMBER	LICENSE TYPE	REPORTING PERIOD	DUE DATE	STATUS	ACTIONS
TR-5223	CB0000011	CB	June 2021	Jul 10, 2021	New	Review Edit
TR-5214	CV0000009	CV	June 2021	Jul 10, 2021	New	Review Edit
TR-5140	CV0000009	CV	June 2021	Jul 10, 2021	New	Review Edit
TR-5505	CB0000011	CB	May 2021	Jun 10, 2021	New	Review Edit

All reports due or past due will show up under “Pending” reports. Find the report you want to complete and click **Edit**. Clicking on the **+Add Row** button will add rows to the Wholesaler box to bring up the list of active Iowa wholesalers. Select each wholesaler(s) you shipped to and enter the total number of gallons you shipped to each wholesaler(s).

Once all entries have been made, click **Save**. Review your report and then click **Submit** or **Print** as needed.

**Edit Shipping Information**

Report Detail

Report Number	License Type	Due Date	Reporting Period	Status
TR-5223	CB	Jul 10, 2021	June 2021	New

[+ Add Row](#)

[Upload Files](#)

* WHOLESALER	* TOTAL GALLONAGE SHIPPED
<input type="text" value="Begin typing to lookup records"/>	0.00
<input type="text" value="Begin typing to lookup records"/>	0.00

[Close](#) [Save](#)

You can review submitted Shipping Reports as well. To update a shipping report, click on **Edit** next to the submitted report that needs to be updated. As there is no tax due for shipping reports, an amendment is not needed to make updates.

**Shipping Reporting**

Pending Submitted

Select Search Field: License Number Search Reports:

REPORT NUMBER	LICENSE NUMBER	LICENSE TYPE	REPORTING PERIOD	DUE DATE	STATUS	ACTIONS
TR-1012	CV0000008	CV	February 2021	Mar 10, 2021	Submitted	Review Edit
TR-0953	CV0000008	CV	February 2021	Mar 10, 2021	Submitted	Review Edit
TR-0894	CV0000008	CV	February 2021	Mar 10, 2021	Submitted	Review Edit
TR-0835	CV0000008	CV	February 2021	Mar 10, 2021	Submitted	Review Edit

This concludes the Applicant QRG.