

Clarity Electronic Filing Additional Steps for Iowa – 2020

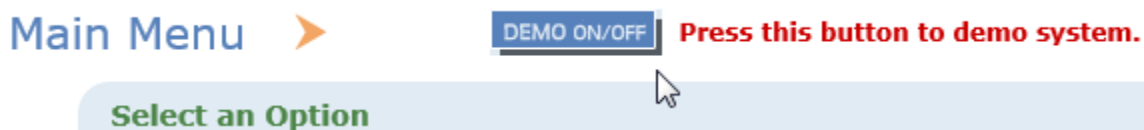
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W-2's

Some additional steps need to be taken to add information to the Electronic W-2 file before it is filed with the State of Iowa. These steps coincide with Step 19 in the [Clarity Payroll Year-end Checklist – 2020](#). Once you have finished Step 19, follow these steps.

1. Open **Clarity Payroll > W-2 and 1099 Reporting > Create Electronic W-2 File**.
2. Verify the **Tax Year**, **File Name**, and **Authorized employee's PIN** (this is your login for the Social Security Administration website). If you are not filing with Social Security Administration, you should enter a pin of "00000000".
3. Use the **Browse** button next to the **File Path** field to control where you want to save the file.
4. Click **Go** to create the electronic file.
5. Click [here](#) to open our website where additional information will be added to the Electronic W-2 file as mandated by the State of Iowa.
6. Select **W2** from the **Select the Edit Type** drop-down field.
7. Click the **Browse** button and find the W-2 file saved in step 3 above. Click **Open**.
8. Click the **Convert** button.
9. Select **Iowa W2** from the **Select the Edit Type** drop-down field.
10. Enter the **Iowa BEN** number in the **Enter BEN Number** field. Do not enter dashes.
11. Click the **Browse** button and find the W-2 file saved in step 3 above. Click **Open**.
12. Click the **Convert** button.
13. A **Save** screen will appear. You can change the directory and/or the file name. Save the file into a directory that you remember and use the following naming format: IAW2-BENnumber-currentyear attemptnumber.txt (e.g. IAW2-12345678-2018001.txt)
14. Login to the state site by clicking [here](#).
15. Click on **DEMO ON/OFF** at the top screen to turn on demo mode.



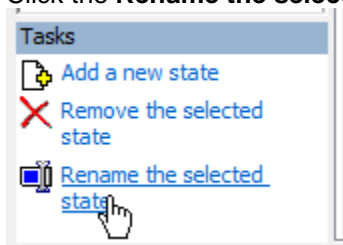
16. Click on **W-2 Wage Statement**.
17. Click **Upload New File**.
18. Browse to where you saved the converted file in step 13 above and click **Open**.

19. Click **Upload**.
20. Wait a few minutes (or click Refresh) to verify that the **Status** shows **Complete** and the **Details** show **File processed with no errors**.
21. Click **Main Menu**.
22. Click **DEMO ON/OFF** to return to the live mode and the repeat steps 16-20.

1099's

Some additional steps need to be taken to add information to the Electronic 1099 file before it is filed with the State of Iowa. Once you have finished Step 14 in the [Clarity Accounts Payable Year-end Checklist – 2020](#), follow these steps.

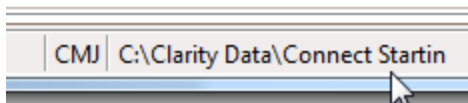
1. Open **Clarity Accounts Payable > W-2 and 1099 Reporting > Organization**.
2. Click on the **States** tab.
3. Click the **Rename the selected state** at the bottom left under the **Tasks** section.



4. Type **WI** in the **State** field. **Yes**, you read this correctly. Please replace **IA** with **WI** temporarily.
5. Enter your state ID number in the **ID number** field, if it is not already populated.
6. Close **Organization**.
7. Click [here](#) to go to our year-end website.
8. Click on **1099 Recipient Populator** on the right side of the screen.

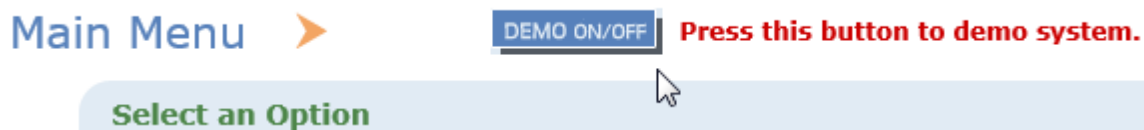


9. Save the program into your Clarity start in folder. If you do not know your Clarity start in folder, open Clarity and look at the bottom of the screen. This is the folder you will want to save this file into.



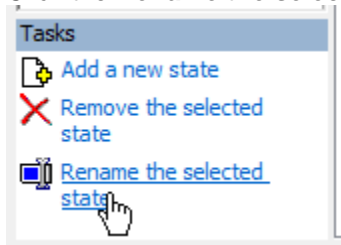
10. Open **File Explorer** and navigate to your start in folder noted in the previous step and double-click on **Recipient1099Populator.exe**. Click **OK**.
11. Open **Clarity Accounts Payable > W-2 and 1099 Reporting > Create Electronic 1099 File**.

12. Verify the **Tax Year**, **File Name**, and **Transmitter Control Code (TCC)** (this is the code you receive after registering with the IRS FIRE site). If you do not have a TCC, you should use "00000".
13. Use the **Browse** button next to the **File Path** field to control where you want to save the file.
14. Click **Go** to create the electronic file.
15. Click [here](#) to open our 1099 conversion website where additional information will be added to the Electronic 1099 file as mandated by the State of Iowa.
16. Select **Iowa 1099** from the **Select the Edit Type** drop-down field.
17. Enter the **Iowa BEN** number in the **Enter BEN Number** field.
18. Enter the **State ID** number. Do not enter dashes. This is usually your federal ID number followed by 001.
19. Click the **Browse** button and find the 1099 file saved in step 19 above. Click **Open**.
20. Click the **Convert** button.
21. A **Save** screen will appear. You can change the directory and/or the file name. Save the file into a directory that you remember and use the following naming format: IAIR-BENnumber-currentyear attemptnumber.txt (e.g. IAIR-12345678-2018001.txt)
22. Login to the state site by clicking [here](#).
23. Click on **DEMO ON/OFF** at the top screen to turn on demo mode.



24. Click on **1099 Information Return**.
25. Click **Upload New File**.
26. Browse to where you saved the converted file in step 26 above and click **Open**.
27. Click **Upload**.
28. Wait a few minutes (or click Refresh) to verify that the **Status** shows **Complete** and the **Details** show **File processed with no errors**.
29. Click **Main Menu**.
30. Click **DEMO ON/OFF** to return to the live mode and the repeat steps 25-29.
31. Open **Clarity Accounts Payable > W-2 and 1099 Reporting > Organization**.
32. Click on the **States** tab.

33. Click the **Rename the selected state** at the bottom left under the **Tasks** section.



34. Change **WI** back to **IA** in the **State** field.
35. Close **Organization**.