



Withholding Process Steps within the DMACC Training Management System (TMS) *3rd Party Payroll Provider*

URL for the TMS: <https://dbr.dmacctraining.com/>

These are the steps to use when calculating and reporting withholding diversion for a 260E Project:

Step 1: Update Employee List *(Must be completed by the company/grant holder)*

- The Employee list must be updated at least 2 weeks prior to State's reporting deadline, or just prior to your regularly scheduled reporting timeframe (ex. weekly or monthly)
- Make sure only active employees who have received quarterly wages are on the list.
- Make inactive those employees that have left your business who did not have any quarterly withholding.
- Once you have met your hiring commitment and project headcount: If you have open positions that have not been replaced, backfill with your base so you are still withholding on your project headcount number. Check with your business consultant if you have any questions.
- When adding new employees to the project, make sure you are putting in the original pay rate, so the system knows whether to put the employee in at 1.5% (NJC) or 3% (SJC).
- Be sure you are maintaining the same ratio of 1.5% to 3% jobs that is outlined in the Final Agreement for the 260E Project.

Step 2: Start the session and enter the gross wages *(May be completed by payroll provider)*

- Do not start the session without completing Step 1!
- Always enter ACTUAL gross wages
- Remember to submit the session to DMACC!
- The third-party provider may have their own log-in upon request by the company.

Step 3: Pay your withholding to DMACC on the "Payment Tab" in the TMS *(May be completed by payroll provider)*

- Pay DMACC BEFORE you take a credit from the Iowa Department of Revenue (DOR).
- Enter the company bank information and then you can easily make ACH payments every quarter or more frequently, if you'd prefer.
- If your bank needs it, here is DMACC's ACH ID: 3420926354

Step 4: Pay Iowa Department of Revenue and Download the confirmation page *(May be completed by payroll provider)*

- It's important that the amount of withholding you calculate in the TMS and the credit amount you take on the Dept. of Revenue site match.
- Pay the Iowa Department of Revenue (DOR) from the DOR website GovConnectIowa and not through the TMS
- Your 260E certificate number is found in the TMS Dashboard and within each withholding session.

Step 5: Upload confirmation page from the DOR system to the TMS (to be completed by payroll provider)

- This is found on the DOR site GovConnectIowa
- Please upload every quarter to the DMACC Training Management System
- This step is vital as DMACC must reconcile your payment with the DOR.
- The company is reconciled when: the amount of the company's credit with the DOR matches specifically the amount you paid DMACC. If these 2 numbers don't match, the company may need to do an amended return.

If you start with Step 1, the entire process should take no more than 15 minutes. If it is taking longer, then please rewatch the webinar training and/or contact your Business Consultant.