



## Withholding Process Steps within the DMACC Training Management System (TMS)

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

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

### Step 1: Update Employee List:

- 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:

- Do not start the session without completing Step 1!
- Always enter ACTUAL gross wages
- Remember to submit the session to DMACC!

### Step 3: Pay DMACC through the system with ACH:

- 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: Step 4: Pay Iowa Department of Revenue and Download the confirmation page :

- 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](http://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

- This is found on the DOR site [GovConnectIowa](http://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.