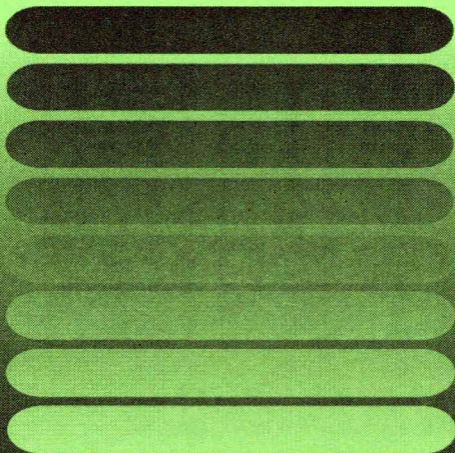


# ERIN

electronic revenue information network

Iowa Department of Revenue and Finance  
Electronic Bulletin Board



## **WHAT IS ERIN?**

Electronic Revenue Information Network (ERIN) is a computer bulletin board developed by the Iowa Department of Revenue and Finance to provide easy access to Iowa tax information. ERIN works for everyone by helping us communicate.

## **WHO CAN USE IT?**

Anyone with the proper equipment can log on to ERIN and obtain useful information. Beneficiaries of the bulletin board range from tax professionals to businesses to the general public. Everyone is being invited to participate.

## **ACCESSING ERIN**

You will need a computer, modem and communications software.

Set your system up to dial data line (515) 281-3248 (in the Des Moines area and out of state) or 1-800-972-2028 (elsewhere in Iowa).

ERIN is on a menu-driven system. It is very simple to use. Help screens are available for all commands.

NOTE: The maximum time limit for all callers is 30 minutes per day. The system has a no-activity time limit of three minutes. ERIN will shut off automatically if there's no activity. And finally, you may call a maximum of 10 times a day.

## **COMMUNICATIONS SOFTWARE**

Set up your communications software to:

|            |                                    |
|------------|------------------------------------|
| Parity:    | NONE                               |
| Data Bits: | 8                                  |
| Stop Bits: | 1                                  |
| Duplex:    | FULL                               |
| Protocol:  | XMODEM (recommended, but optional) |

ERIN runs on a 28800 baud US Robotics modem. Notice that the baud modem speed is automatically adjusted for connection by the speed of your modem.

## LOG ON PROCEDURES

- After the first connection is made, the first step is to choose whether to use ANSI color graphics. Those who have color monitors want to press <Y>.
- The Department's welcome screen rolls up and greets you and asks for your first and last names.
- You will want to choose new caller status and enter a password. Choose your own password and remember it; you will need it each time you log on. Your password must be 3-15 characters.
- Continue registering by entering your telephone number, city and state.
- Next, indicate whether you wish to select an automatic file transfer protocol for downloads. This tells ERIN what file transfer protocol your communications software uses. If a file transfer protocol is not selected, you can manually select one each time you download a file, or, a default file transfer protocol may be chosen later.

Here's a list of default file transfer protocol:

- <1> ASCII
- <2> XMODEM Checksum
- <3> XMODEM CRC
- <4> 1k-Xmodem
- <5> SEALink Derived
- <T> Telink
- <s> select at time of transfer

## FEATURES

**Announcements** appear on the first screen after logon and are automatically seen by all callers. Announcements are urgent brief messages and some may be used to point callers to information that is located in the Bulletin section or the Files section.

**Bulletins** may be viewed following announcements or may be accessed directly from the main menu. When Bulletins are chosen, a numerical list of each Bulletin is displayed.

Bulletins may be in the form of a narrative, statistics or news releases that are numbered in consecutive order.

**Files** are accessed on the main menu, with an option of viewing the names and descriptions of any new files that have been uploaded since the last time you checked. They are specified for each of the major tax types, Department newsletters, policy statements, statute information, Iowa Department of Employment Services, Internal Revenue Service and other important topics. Files may be downloaded then printed from your own computer.

## **CURRENT FILES AREA**

- # 1. General Tax Information - registration information, appeal procedure
- # 2. Sales\Use Tax Information - due dates, local option information, policy statements
- # 3. Corporate\Franchise Tax Information - nexus, capital gains, policy statements
- # 4. Individual Income Tax Information - common errors, special tax computation, policy statements
- # 5. Withholding Tax Information - pension and annuities, due dates
- # 6. Estates and Trusts\Inheritance Tax Information - common questions, rates, policy statements
- # 7. Motor Vehicle Tax Information - questions, agents
- # 8. Information On Other Tax Types - rent reimbursement, property tax, policy statements
- # 9. Law Changes - legislative summaries
- #10. Rule Changes
- #11. Form Changes
- #12. Pending Legislation
- #13. Motor Vehicle Fuel Tax Newsletter
- #14. Business Tax Newsletter
- #15. Iowa Tax Newsletter

- #16. Current Tax Issues Newsletter
- #17. Other Information - publications list, speaker service, telephone numbers, mailing schedule
- #18. Iowa Department of Employment Services (DES) News
- #19. Internal Revenue Service (IRS) News
- #20. ERIN Caller's Guide
- #21. Revenue Ramblings To ERIN - revelant in-house employee newsletter articles
- #22. Specified Downloads - responses left to Sysop

## **VIEWING FILES**

- First press <F> on ERIN's main menu to move to the File menu.
- View the list of files by pressing <L>.
- Press <C> to change the file area. Enter the number of the area to change to and press <enter>.
- When you have located a file you wish to read, press <R>.
- You may view just the new files by pressing <N>. You may chose to look at new files uploaded onto ERIN since the end of the filing season. You would enter a date (example: April 31), then proceed.

## **TAGGING AND DOWNLOADING**

- After viewing or reading files, you have chosen to download. This allows you to save a file onto your computer and then to print out
- Press <D>.
- Select the file transfer protocol you want to use by selecting the letter or number that corresponds to it.
- Choose a download protocol from the following list:
  - 1) XMODEM
  - 2) Kermit
  - 3) Telink
  - 4) Modem
  - 5) YMODEM

6) YMODEM Batch

7) ASCII

8) CompuServe B

The download protocol must match the file transfer protocol you chose when you first logged on.

- Enter the destination drive and file name for the downloaded file.
- The file will be transferred automatically block by block under XMODEM until the entire file has been sent. You may abort the transfer by pressing CTRL-X.

## **ASSISTANCE**

Calls for assistance will be accepted from 8:30 am until 3:30 pm (central time) Monday through Friday (except holidays) at 515-242-6226.

## **GOALS**

- We want ERIN to be a vital communication medium in Iowa.
- We plan to improve filing accuracy and timeliness with the help of ERIN.
- We want to share important information with the public.
- And we plan on ERIN's assistance in reducing the need for telephone inquiries.



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