

## Status of Business Information

Last Updated: 09-2017

If you have discontinued business in Iowa, are continuing your business without employees, or have transferred or sold your business, log in to your myIowaUI account to make a status change.

From the Employer Homepage, click the **Inactivate Account** link and follow the prompts.

The screenshot shows the myIowaUI interface. At the top, there is a navigation bar with the Iowa Workforce Development logo and 'myIowaUI'. Below this is a menu with categories: Employer Information, Correspondence, Payments, Quarterly Reports, Reporting Units, Transaction History, and Users. Under 'Employer Information', there are links for 'Employer Homepage', 'Contact Information', 'Address Information', 'Ownership Information', 'Accountant Information', and 'Financial Institution'. The 'Business Profile' section contains fields for 'Legal Entity Type', 'Sub-Type', 'FEIN', 'NAICS Code', 'Mailing Address', 'Phone', 'Email', and 'Ext'. The 'Account Details' section is also visible. On the left side, there is a 'My Quick Links' menu with links for 'Change Address', 'Make Payment', 'Submit Quarterly Report', 'View Account Information', 'View Correspondence', 'Report Business Information', 'Ownership Change', and 'Other Options'. The 'Inactivate Account' link under 'Report Business Information' is highlighted with a red box and a red arrow pointing to it.

If you have questions relating to myIowaUI, please contact the Customer Service Team at 888-848-7442 or by e-mail at [iwduiatax@iwd.iowa.gov](mailto:iwduiatax@iwd.iowa.gov).