



**Municipal Income Tax Project
Withholding Payment Forum 2
December 13, 2006**

Municipal Income Tax Project Withholding Payment Forum



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Agenda

- Withholding Returns & Payments Review
- 2007 Certification Update
- Role-based Usage
- File Uploads
- Next Steps



Opening Remarks

- Introductions
- Contact List
- Logistics
 - Restrooms
 - Cell Phones
- Today's presentation will be available on project web site

<http://munitax.obg.ohio.gov>



General Process

- Conceptual Design Analysis
- OBGSC Endorsement of Recommended Conceptual Designs
- Detailed Requirements Analysis
- Development
- Implementation



Constraints based on H.B. 95 Testimony

- State/Ohio Department of Taxation (ODT) does not centrally collect the tax.
- State/ODT does not administer the tax.
- State/ODT does not audit the tax.
- State/ODT does not charge any fees to cities.
- State/ODT does not hold the funds.



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Withholding Returns & Payments Review



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Screen Mockups

Splash Page

Contains information specific to making a withholding payment



NPR-SM-050



Select Municipalities

Select Municipalities

Company Name: 5
FEIN: 34-2908452
Taxable Year: 2005

Jump to section ▾

Build your list of municipalities to file with today by clicking on a municipality name from the Municipalities in your profile box and click on the arrow button(>) to add it to the Municipalities to include in this set of returns box.

You can create one "set" of municipal net profits return per tax year, and the set can contain any number of municipalities.

Click the Next button when you have completed adding all of the municipalities.

[Edit Municipal Profile](#)

Municipalities in your profile

Dublin

>>
>
<
<<

Municipalities to include in this set of returns

[Next](#) [Back](#) [Save & Exit](#)

Filing Period and Filing Option

Company Name: Holy Smokes Smokers and Grills
FEIN: 89-1234567
Calendar Year: 2007

Appropriate instructions for the page will be inserted in this space. The quick brown fox jumps over the lazy dog.

Click the next button to continue.

* Denotes a required field

	 User-selected Filing Frequency	 Filing Period	 Filing Option
Canal Winchester	* Quarterly <input type="button" value="v"/>	* Jan 1 – Mar 31 <input type="button" value="v"/>	* Payment Only <input type="button" value="v"/>
Dayton	* Monthly <input type="button" value="v"/>	* Jan <input type="button" value="v"/>	* Return with Payment <input type="button" value="v"/>
Sandusky	* Quarterly <input type="button" value="v"/>	* Jan 1 – Mar 31 <input type="button" value="v"/>	* Return with Payment <input type="button" value="v"/>
Westerville	* Semimonthly <input type="button" value="v"/>	* Jan 1-15 <input type="button" value="v"/>	* Return with Payment <input type="button" value="v"/>

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If you need assistance with this page, please view our [help](#)



Workplace and Residence Taxes

Company Name: Holy Smokes Smokers and Grills
 FEIN: 89-1234567
 Calendar Year: 2007

Appropriate instructions for the page will be inserted in this space. The quick brown fox jumps over the lazy dog.

Click the next button to continue.

* Denotes a required field

								
		Qualifying Wages		Tax Rate		Calculated Tax Withheld		Actual Tax Withheld
Canal Winchester	Workplace	* <input type="text"/>	x	2.000%	=		*	<input type="text"/>
	Residence	* <input type="text"/>	x	2.000%	=		*	<input type="text"/>
Dayton	Workplace	* 9999.99	x	1.500%	=	\$9,999.99	*	9999.99
	Residence	9999.99	x	1.500%	=	\$9,999.99		9999.99
Sandusky	Workplace	* 9999.99	x	1.500%	=	\$9,999.99	*	9999.99
	Residence	* 9999.99	x	1.500%	=	\$9,999.99	*	9999.99
Westerville	Workplace	* 9999.99	x	1.000%	=	\$9,999.99	*	9999.99
	Residence	9999.99	x	1.000%	=	\$9,999.99		9999.99

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Other Fees and Payments

Company Name: Holy Smokes Smokers and Grills
FEIN: 89-1234567
Calendar Year: 2007

Appropriate instructions for the page will be inserted in this space. The quick brown fox jumps over the lazy dog.

Click the next button to continue.

* Denotes a required field

	 Workplace Tax Withheld		 Residence Tax Withheld		 Penalties and Fees		 Interest		 Payments Made Previously** <small>** for this filing period</small>	=	 Total Calculated Payment Due		 Amount You Wish To Pay
Canal Winchester		+		+	<input type="text"/>	+	<input type="text"/>	-	<input type="text"/>	=		*	<input type="text" value="9999.99"/>
									Review History				
Dayton	\$9,999.99	+	\$9,999.99	+	<input type="text" value="9999.99"/>	+	<input type="text" value="9999.99"/>	-	<input type="text" value="0"/>	=	\$9,999.99	*	<input type="text" value="9999.99"/>
									Review History				
Sandusky	\$9,999.99	+	\$9,999.99	+	<input type="text" value="9999.99"/>	+	<input type="text" value="9999.99"/>	-	<input type="text" value="0"/>	=	\$9,999.99	*	<input type="text" value="9999.99"/>
									Review History				
Westerville	\$9,999.99	+	\$9,999.99	+	<input type="text" value="9999.99"/>	+	<input type="text" value="9999.99"/>	-	<input type="text" value="0"/>	=	\$9,999.99	*	<input type="text" value="9999.99"/>
									Review History				

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Filing History

Company Name: Holy Smokes Smokers and Grills
 FEIN: 89-1234567
 Calendar Year: 2007

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Filing Date	Filing Period	Workplace Tax Withheld	Residence Tax Withheld	Penalties and fees	Interest	Pmnts made previously	Total Calc Pmnt due	Amount you wish to pay	
Canal Winchester									
Current Filing Period									
Oct 9, 2007	Jul 1 - Sept 30	\$9,999.99	+ \$9,999.99	+ \$9,999.99	+ \$9,999.99	- \$9,999.99	= \$9,999.99	\$9,999.99	
Oct 6, 2007	Jul 1 - Sept 30	\$9,999.99	+ \$9,999.99	+ \$9,999.99	+ \$9,999.99	- \$9,999.99	= \$9,999.99	\$9,999.99	
Filing Period Total								\$9,999.99	
All other filing periods this year									
July 15, 2007	Apr 1 - June 30	\$9,999.99	+ \$9,999.99	+ \$9,999.99	+ \$9,999.99	- \$9,999.99	= \$9,999.99	\$9,999.99	
April 4, 2007	Jan 1 - Mar 31	\$9,999.99	+ \$9,999.99	+ \$9,999.99	+ \$9,999.99	- \$9,999.99	= \$9,999.99	\$9,999.99	
To-date Annual Total								\$9,999.99	

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Aggregating Payments

Company Name: Holy Smokes Smokers and Grills
FEIN: 89-1234567
Calendar Year: 2007

Appropriate instructions for the page will be inserted in this space. The quick brown fox jumps over the lazy dog.

All values are read-only

	Filing Period	Workplace Tax Withheld	Residence Tax Withheld	Penalties and fees	Interest	Payments made previously** **for the identified filing period	Total calculated payment due	Amount you wish to pay	
Third Party Administered Municipalities									
CCA Municipalities									
Canal Winchester	Jan 1 - Mar 31	\$9,999.99 +	\$9,999.99 +	\$9,999.99 +	\$9,999.99 -	\$9,999.99 =	\$9,999.99	\$9,999.99	
Dayton	Jan 1 - 31	\$9,999.99 +	+	\$9,999.99 +	\$9,999.99 -	\$9,999.99 =	\$9,999.99	\$9,999.99	
CCA Total								\$9,999.99	
RITA Municipalities									
Sandusky	Jan 1 - Mar 31	\$9,999.99 +	\$9,999.99 +	\$9,999.99 +	\$9,999.99 -	\$9,999.99 =	\$9,999.99	\$9,999.99	
RITA Total								\$9,999.99	
Self-administered Municipalities									
Westerville	Jan 1-15	\$9,999.99 +	+	\$9,999.99 +	\$9,999.99 -	\$9,999.99 =	\$9,999.99	\$9,999.99	
Grand Total								\$9,999.99	

Next

Back

Save & Exit



Payment Options

Company Name: Holy Smokes Smokers and Grills
FEIN: 89-1234567
Calendar Year: 2007

Appropriate instructions for the page will be inserted in this space. The quick brown fox jumps over the lazy dog.

Click the next button to continue.

* Denotes a required field

	? Amount You Wish To Pay	? Means of Payment	? Transaction Date
Administering Entity			
CCA	\$9,999.99	ACH Debit *	8/31/2007
RITA	\$9,999.99	ACH Debit *	8/31/2007
Westerville	\$9,999.99	ACH Debit *	8/31/2007
Grand Total	\$9,999.99		



Important Notes

- Withholding Returns and Payments utilize all existing infrastructure – same mailboxes, similar human readable report formats, etc.
- Machine-readable files will be separate from NPR/EP/ER. Formats published by December 11th.



**Municipal Income Tax Project
Withholding Payment Forum
August 31, 2006**

2007 Municipal Profile Certification



Why *ReCertify*?

- “Annual” certification is reminder to validate or update existing data
 - Municipal Contacts
 - Banking Information
- 2007 version also collects additional data necessary for the withholding application



2007 Certifications Summary

- Format is very similar to the 2006 certifications
- Little new data is needed for withholding returns and payments
- Return by December 29, 2006



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“Role-based” Usage

File Upload



Overview

- Both features are in the “concept initiation” phase
- Individual OBG applications could incorporate and adapt either or both features as needed
- Muni tax is envisioned to incorporate both



Steps for Concept Phase

- Understand high-level business processes, participants, and relationships
- Separate into discrete functions, parts, and pieces
- Develop conceptual system design(s)



Specific Goals for Role-Based Usage

- Enable practitioners and third party service providers with more convenient and efficient use of OBG
 - e.g. Such groups can use OBG today, but they must have a different UserID assigned by each client business
- Enable businesses to have some level of control over users' rights
- Support individual agency/application needs without forcing a one-size-fits-all solution



Privileges or Rights

- Define what a user can do while logged in
- Examples of rights (not comprehensive list):
Create, Edit, Delete, Read, File, Pay
- Scope of rights could be across one or more OBG applications – not one-size-fits-all
- Today, all OBG UserIDs within the same company essentially have the same rights on all OBG applications
Exception – only “Super User” can create additional UserIDs for the business.



Role-Based Logins Discussion

- What can practitioners and third party service providers do today?
- How are relationships/rights established? How are they managed? How are they revoked?
- What are checks and balances?
- Are there foundations in local law or ordinance?
- What issues or considerations exist?



Specific Goals for File Upload

- Permit users to upload required data instead of entering data via keyboard
- Provide flexibility in file formats
- Integrate with existing OBG



File Upload Concept

- File upload becomes “express” user
- Users provide municipal income tax filing data through a file uploaded to OBG as opposed to entering data via keyboard within the online app
- Input file formats do not affect output file formats as seen by tax administrators
- Output file formats do provide a starting point in terms of required data



File Format Concept

- OBG provides list of required fields and choice of field separators, etc.
- Users define “their” file format/layout
- Users can save their format as part of their profile so that OBG already knows how to read subsequent uploads



Concept Example

- Business user creates a filing and chooses “express” data entry option
- User selects file format template and uploads file
- Individual data-entry screens are bypassed and user is shown final data summary screen
- User can then choose to navigate application to manually edit draft filing, delete draft filing and start over, or submit filing (same as if data was entered by keyboard)



File Upload Discussion

- Does this concept meet needs and provide value?
- What are additional user needs or wishes?
- What issues arise?
- Note:
 - File uploads can work for either single business users or role-based accounts
 - Focus right now is on use of “basic” file upload as opposed to use of file upload in conjunction with role-based accounts



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Status & Next Steps



Withholding Returns & Payments Project Schedule

- **Finalize Requirements - October 15**
- **Design - December 8**
- **2007 Certifications - December 29**
- **Development - January 09**
- **Testing - January 10**
- **Implementation - January 29**



Next Steps

- Publish File Formats for Withholding Returns & Payments
- Complete Development & Testing
- Application Deployment
- Continue analysis of role-based usage and file upload concepts with other agencies



Closing Remarks

- Please provide written comments regarding today's event by December 20, 2006
- Forum materials can be viewed on the Municipal Tax Project Website at:

<http://munitax.obg.ohio.gov>



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Final Q/A

Immediate Comments



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