



## Certification Package

January 28, 2005

Dear Municipal Tax Administrator:

As I mentioned in my most recent update letter, the OBG team is ready to offer Municipal Income Tax Electronic Filing Services for business. One of the final steps before enabling businesses to electronically file with your municipality is insuring that OBG has accurate information about your municipality's income taxes, key contacts, and banking relationship.

Enclosed is a Municipal Profile Certification and instructions for completing the form. Please review, revise, and return the enclosed certification as soon as possible. We have used responses to last year's surveys to pre-fill some of the items, but you should make any modifications as necessary. Questions about the form may be directed to our program office at 614.466.7344. After OBG receives and processes your completed Municipal Profile Certification, your electronic mailbox credentials (mailbox name and password) will be sent to the Income Tax Contact you've identified. You will also be notified of the date when businesses may begin to electronically file with you.

Also enclosed is a copy of the Terms of Service that accompany the Municipal Income Tax Electronic Filing Services. This document outlines and summarizes how OBG will provide the electronic filing services to you. Please be sure to read it. I also encourage you to continue to visit our project web site at <http://munitax.obg.ohio.gov> for complete project documentation and resources. If you need assistance obtaining any of the documentation, please contact our program office at 614.466.7344. You may also continue to contact our project team at 614.644.8018 with any other questions about the project, such as how the funds transfer process works or what we are doing to assist your banking partner.

Please remember that OBG will not automatically allow businesses to electronically file with your municipality. However, we ultimately must satisfy the requirements of the Ohio Revised Code and insure that businesses may use OBG to electronically file with any municipality in Ohio. I appreciate your prompt attention toward completing your certification so that your municipality may soon begin to benefit from the efficiencies that electronic filing offers.

The Municipal Income Tax Electronic Filing Services are an important addition to the OBG's menu of services that can benefit both municipalities and businesses in many ways. I look forward to continuing to work with you as we deliver these services.

Sincerely,

Joe Zapotosky  
Program Director



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# MUNICIPAL PROFILE CERTIFICATION

**PLEASE REFER TO THE INSTRUCTIONS FOR MUNICIPAL PROFILE CERTIFICATION TO ASSIST IN COMPLETING THIS FORM ACCURATELY.**

MUNICIPALITY INFORMATION		
Name of Municipality:		Mailing Address:
Website Address:		
Income Tax Contact:	Name	Phone
		Fax
	Title	Email
Secondary Income Tax Contact:	Name	Phone
		Fax
	Title	Email
Finance/Treasury Contact:	Name	Phone
		Fax
	Title	Email
Taxpayer Support:	Phone	TDD
	Email	
Tax Administration:	Administer Your Own Taxes? Yes	If No, TPA Name:
Tax Rate:	Tax Rate Effective Date:	
Activity Report Format:		
Does the municipality have a local tax payer ID?    No	If yes, the structure of the ID and a sample (not actual) taxpayer ID is:	

BANKING PARTNER INFORMATION		
Name of Bank:		Mailing Address:
Primary Contact:	Name	Phone
		Fax
	Title	Email
ABA Routing Number		
NACHA File Identifier		

Does the municipality have the proper computer equipment to retrieve files generated by OBG?  Yes  No

*"No" indicates the municipality and/or its tax administrator has no computer equipment and no way of procuring such equipment. The Ohio Business Gateway will contact the municipality for further discussion and information.*

**I certify that:**

- All of the above information is correct to the best of my knowledge.
- My municipality has an account relationship with our banking partner that includes the ability to process ACH debit payments.
- I have signature authority for my municipality in matters pertaining to the administration of municipal income taxes.
- I have received a copy of the Terms of Service for the OBG Municipal Income Tax Electronic Filing Services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



# INSTRUCTIONS FOR MUNICIPAL PROFILE CERTIFICATION

PLEASE REVIEW THE DATA SUPPLIED AND MAKE ANY NECESSARY CORRECTIONS BY STRIKING THE PROVIDED DATA AND WRITING IN THE CORRECTION. *ANY DATA PROVIDED IS BASED ON INFORMATION COLLECTED FROM RESPONSES TO PRIOR SURVEYS. THE DATA MAY HAVE CHANGED FROM THE INITIAL RESPONSE. PLEASE NOTE SOME ITEMS HAVE BEEN ALTERED TO REFLECT STANDARDIZED NAMING CONVENTIONS. PLEASE RETURN THE COMPLETED MUNICIPAL PROFILE CERTIFICATION TO THE ADDRESS ABOVE AS SOON AS POSSIBLE.*

MUNICIPALITY INFORMATION	
Name of Municipality:	Please provide the name of the municipality.
Mailing Address:	Please provide the mailing address for the municipality. OBG may use this address to send future communications to the municipality's contacts listed below.
Website Address:	Please provide the home page of the municipality's income tax website if one exists. If there is not one, please provide a website for the municipality's general website if one exists. This should be the website taxpayers would use when seeking additional information about the municipality and its taxes.
Income Tax Contact:	Please provide the appropriate contact for communication between the OBG and the municipality for matters relating to the administration of income taxes. This person will also serve as the primary person responsible for the municipality's secure electronic mailbox at OBG.
Secondary Income Tax Contact:	Please provide a contact to serve as back-up in the absence of the Income Tax Contact.
Finance/Treasury Contact:	Yes Please provide the appropriate contact for communication between the OBG and the municipality for matters relating to the municipality's banking partner.
Taxpayer Support:	In addition to the website listed above (if one exists), please provide information on how a taxpayer would contact the municipality for assistance with taxes and the administration of their taxpayer account.
Tax Administration: Administer Your Own Taxes?	Please answer "Yes" if your municipality does NOT use a third party administrator [such as Akron, Central Collection Agency (CCA), Columbus, Findlay, Hamilton, Lancaster, Loudonville, Regional Income Tax Agency (RITA), Springfield, St. Marys, Tontogany, or Vandalia]. Data from OBG will be sent to either the municipality or the Third Party Administrator as indicated by the responses to this section.
Tax Administration: If No, TPA Name:	If the municipality answered "No" because it uses a third party administrator, please indicate the name the Third Party Administrator (see above).
Tax Rate:	Please provide the tax rate for business income taxes that OBG will use to calculate taxes due during the electronic filing process.
Tax Rate Effective Date:	Please provide the date that the business income tax rate became effective.
Activity Report Format:	Please provide the preferred format for receiving tax data files from OBG. Possible answers for Activity Report Format are Human Readable, Machine Readable, or Both. Most municipalities will likely select "human" unless they have computerized tax administration systems that will be able to import machine readable activity reports.
Municipality Local Tax Payer ID:	Please indicate if the municipality requires taxpayers, when filing, to provide a taxpayer ID assigned by the municipality. If yes, OBG will also require the ID number from the taxpayer. Please provide a description of the structure of the ID number (i.e.- six digits, alpha/numeric, hyphens) and a sample. PLEASE DO NOT PROVIDE AN ACTUAL TAXPAYER ID NUMBER AS A SAMPLE.
BANKING PARTNER INFORMATION (NOTE: THIS SECTION IS REQUIRED FOR SELF-ADMINISTERED MUNICIPALITIES ONLY)	
Name of Bank:	Please provide the name of the municipality's banking partner. OBG will create NACHA files according to the specifications of the bank indicated. Bank names shown may differ from the responses provided on earlier surveys as a result of mergers, acquisitions, and/or corrections as provided by the banks.
Mailing Address:	Please provide the mailing address of the municipality's banking partner. OBG may use this address to send future communications to the banking contact listed below.
Primary Contact:	Please provide the appropriate bank contact for communication between the OBG and the banking partner for matters relating to the municipality's banking services (ACH debit payment services). 042000398
ABA Routing Number:	Please provide the banking partner's ABA routing number.
NACHA File Identifier:	Please provide the identifier assigned by your banking partner. Please contact the banking partner if the identifier is not known. OBG will use this identifier to build NACHA files according to the specifications of the municipality's bank.

THE SECURE ELECTRONIC MAILBOX USERNAME AND PASSWORD WILL BE MAILED AFTER OBG RECEIVES THE COMPLETED MUNICIPAL PROFILE CERTIFICATION. FOR ADDITIONAL RESOURCES AND DOCUMENTATION PLEASE VISIT OUR PROJECT WEBSITE AT [HTTP://MUNITAX.OBG.OHIO.GOV](http://munitax.obg.ohio.gov).



## **Terms of Service for Municipalities Issued January 2005**

### **1. Definitions**

- OBG refers to the Ohio Business Gateway. It is defined in ORC 718.051 and includes staff or contracted service providers.
- Municipalities refer to the tax administrators, finance officers, auditors, or similar staff, designees, and/or third parties responsible for the administration of municipal income taxes.
- OBG's Municipal Income Tax Electronic Filing Services and the use of the phrases "municipal income tax" or "municipal income taxes" are limited to the following business taxes and forms as outlined by ORC 718.051:
  1. Income Taxes on Net Profits
    - Requests for Extensions on Net Profits Returns filed after January 1, 2005.
    - Estimated payments on net profits taxes for profits earned after December 31, 2004.
    - Net Profits Returns (future service to be offered in 2006)
  2. Employer Withholding Taxes (future services to be offered starting in 2007)

### **2. General**

1. OBG's Municipal Income Tax Electronic Filing Services are not intended to act as a substitute for existing tax administration systems of record in use at the municipalities. OBG collects and forwards to tax administrators tax and payment information as provided by taxpayers and does not render any decisions related to a taxpayer's standing with the municipality.
2. Municipalities are required to certify an OBG profile that includes information about the municipality's taxes, contacts, and banking partners. Municipalities must notify OBG of any changes to their profile as soon as such changes are known and/or not less than 45 days before such changes are effective. Some changes, including changes to a municipality's banking partner, may require additional time beyond 45 days to fully implement within OBG. To help insure the accuracy of information on file with OBG, OBG may also request periodic confirmation of the profile. All inquiries and updates regarding the profiles should be directed to the Office of the Program Director at the address listed above.
3. No other municipal income tax services are provided by OBG unless specifically identified within these terms.

4. These terms of service are subject to future revision and approval of the OBG Steering Committee. Future updates will be communicated to municipalities based on the contact information provided in the municipal profile. Inquiries should be directed to the Office of the Program Director at the address listed above.

### **3. Banking/NACHA files**

1. OBG makes available to municipalities, through the secure electronic mailboxes, a NACHA file with payment instructions as collected from taxpayers during the course of their filing activities. OBG will format the NACHA files based on specifications provided by the municipality's partner bank. Municipalities will provide OBG with a NACHA file identifier that is defined by their partner bank.
2. NACHA files will generally be available for download from the municipality's secure electronic mailbox by 10:00 AM each business day, and such files will contain transactions recorded since 12:01 AM of the previous business day. Every effort will be made to insure the accuracy and integrity of the NACHA files, and such efforts may result in situations where the files are not available on this schedule.
3. Municipalities retain full ownership of and responsibility for their bank account and their customer relationship with their partner bank. Any fees related to processing the ACH transactions that are part of the banking relationship are the responsibility of the municipality.
4. OBG does not provide any reporting regarding the processing of ACH payments through the partner banks. Bank account and transaction reporting, including rejected or excepted payment transactions, is the sole responsibility of the partner bank as part of their services to the municipality.
5. Municipalities retain sole responsibility for delivering NACHA files to their partner banks according to the instructions provided by the bank to the municipality. In some instances, OBG may be able to offer automatic daily delivery of NACHA files to partner banks who meet certain qualifications concerning electronic services capabilities. Such service, if available and accepted by the municipality, will be covered by a separate terms of service notice.
6. OBG is not responsible for the handling, storage, or security of NACHA files that have been retrieved by municipalities.

### **4. Tax Data Records and Activity Report Files**

1. OBG makes available to municipalities, through the secure electronic mailboxes, an Activity Report. A separate document outlines the specific data available in the Activity Report for each electronic form submitted through OBG, as well as the format of that data as it appears in the report file. In general, the activity reports contain tax data as collected from taxpayers during the course of their filing activities, information to identify the business that is filing, a timestamp, and transaction/filing identification numbers.
2. Activity Report files will generally be available for download from the municipality's secure electronic mailbox by 10:00 AM each business day, and such files will contain transactions recorded since 12:01 AM of the previous business day. Every effort will be made to insure the accuracy and integrity of the Activity Report files, and such efforts may result in situations where the files are not available on this schedule.
3. Municipalities retain full responsibility for recording the tax data records within their tax administration systems of record.

4. OBG is not responsible for the handling, storage, or security of Activity Report files that have been retrieved by municipalities.

## **5. Secure Electronic Mailboxes**

1. OBG makes all Activity Report files and NACHA files available through an internet accessible, secure electronic mailbox. In some instances, OBG may be able to offer an additional service for those municipalities who desire a direct, automated data retrieval service and who meet certain qualifications concerning electronic services capabilities. Such service, if available and accepted by the municipality, will be covered by an additional terms of service notice.
2. OBG strongly recommends that municipalities retrieve their Activity Report files and NACHA files on a daily basis.
3. Municipalities must not retrieve daily NACHA files without retrieving the corresponding daily Activity Report files, or vice versa.
4. OBG is not responsible for the continued storage of Activity Report files or NACHA files not retrieved within 30 calendar days from the date of creation. Files older than 30 days may be deleted without notice.
5. OBG is not responsible for unauthorized access to a secure electronic mailbox because of improper safeguarding of a password by a municipality.

## **6. Taxpayer Customer Service**

1. OBG will provide customer service to taxpayers for their use of the OBG Municipal Income Tax Electronic Filing Services. Customer services will be limited to questions and issues concerning the navigation and use of the online Municipal Income Tax Electronic Filing Services (forms) only.
2. Municipalities will retain full responsibility for providing customer service to taxpayers concerning all matters typically associated with tax administration systems of record. This includes matters related to taxpayer account status, tax rules and laws, and the actual administration of any municipal income tax.