OBG

Municipal Tax Application

User Guide

Created by

Information Control Corporation

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Document Version History

Version	Old Pages	New Pages	Date
.1		All	12-15-2004
1.0			12-28-2004
1.0.1		All	01-04-2005

Overview

The Municipal Tax Application is designed to operate as a part of the Ohio Business Gateway (OBG). As such, it is an internet-based system providing a single point of contact for businesses with municpal tax liabilities with the State of Ohio to file and pay municipal taxes, and make extension requests.

The function of the Municipal Tax application is to facilitate:

- Filings and estimated tax payments on behalf of any business taxpayer to any Ohio municipality that administers a local net profit tax
- Delivery of tax and payment data provided by the business taxpayer to the municipality or its agents
- Establishment of a viable funds transfer/banking structure
- Generating reports and delivering them via a secure electronic means to Ohio municipalities
- Compiling payment data for each municipality and converting it to ACH format
- A means to electronically batch the data and transfer it to the respective municipalities bank

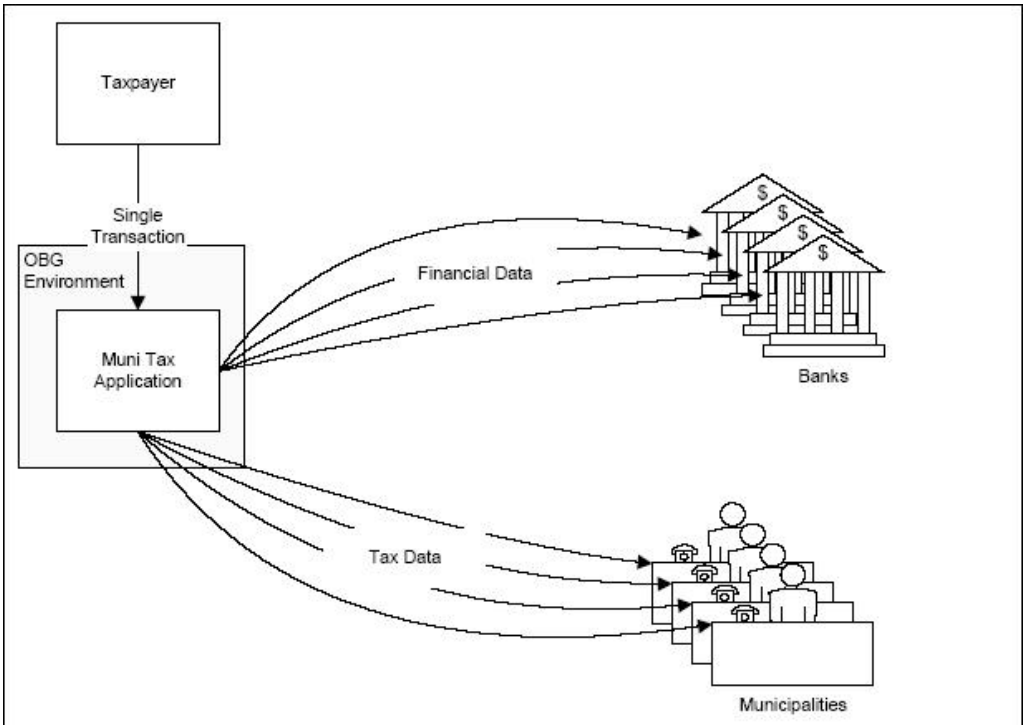


Figure 1: High-level system functionality

What the OBG Does *NOT* Do

Because the OBG is a facilitating entity, it ***does not***:

- Collect municipal taxes
- Administer municipal taxes
- Audit municipal taxes
- Charge fees to cities
- Hold funds for municipalities

System Navigation

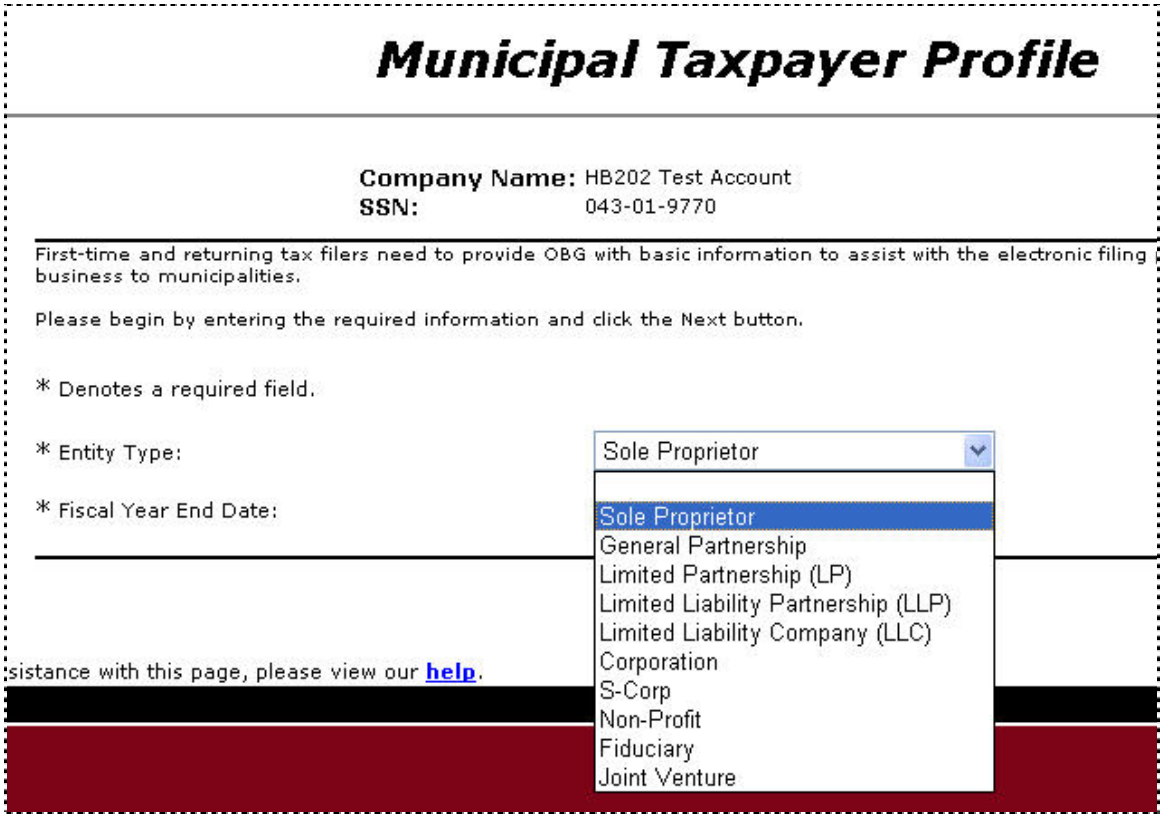
Navigation Buttons

Navigation buttons are provided to help you move from screen to screen, or to select desired tasks/items. Typical navigation buttons include, but are not limited to:

Back	Returns to the previous page or step in the process.
Cancel	Abandons the selected function/process.
Confirm	Validates the selected function/process.
Continue	Maintains the current functional path.
Create	Constructs a new profile/report.
Next	Moves to the next page or step in the process.
Return	Moves to the previous page or step in the process.
Save	We store the currently entered information. No data is delivered to any municipality. No data is delivered to any municipality.
Save & Exit	We store the entered information and exit the Municipal Tax Application. No data is delivered to any municipality.
Update Totals	Updates the summary and detail totals on a page.
Submit	Sends the entered information through the Ohio Business Gateway to the municipality.

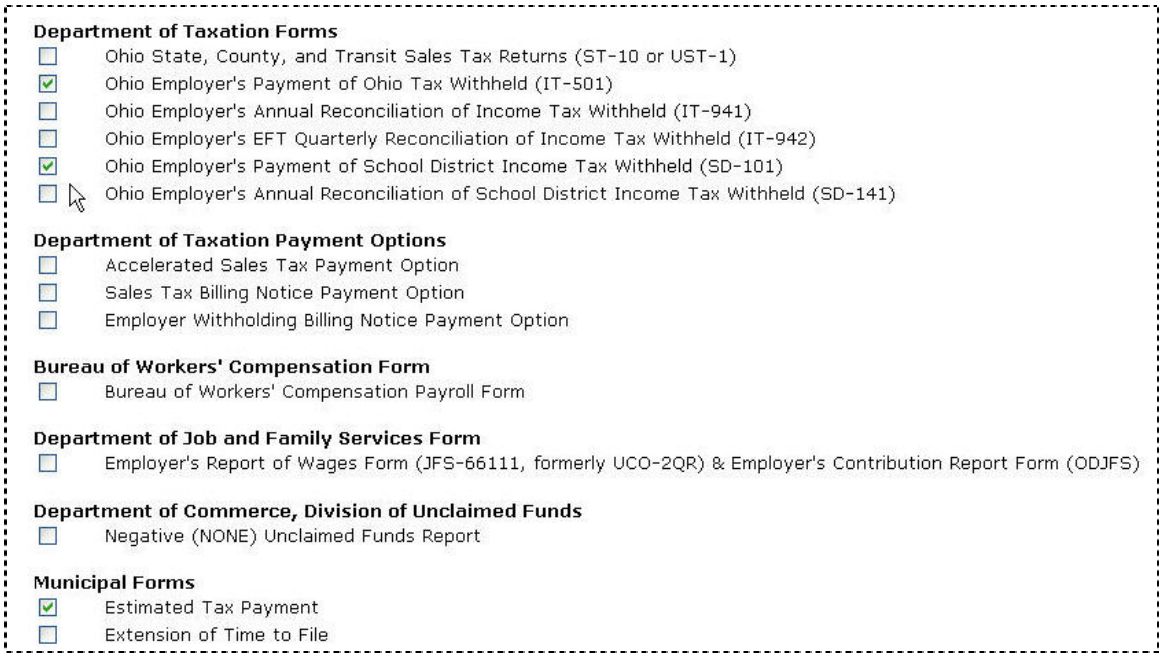
Drop Down Lists

Drop down lists provide a list of choices from which you can select. Click the arrow to the right of the list box to display the list, then move the cursor to highlight the desired item in the list (Sole Proprietor in the example below).



Check Boxes

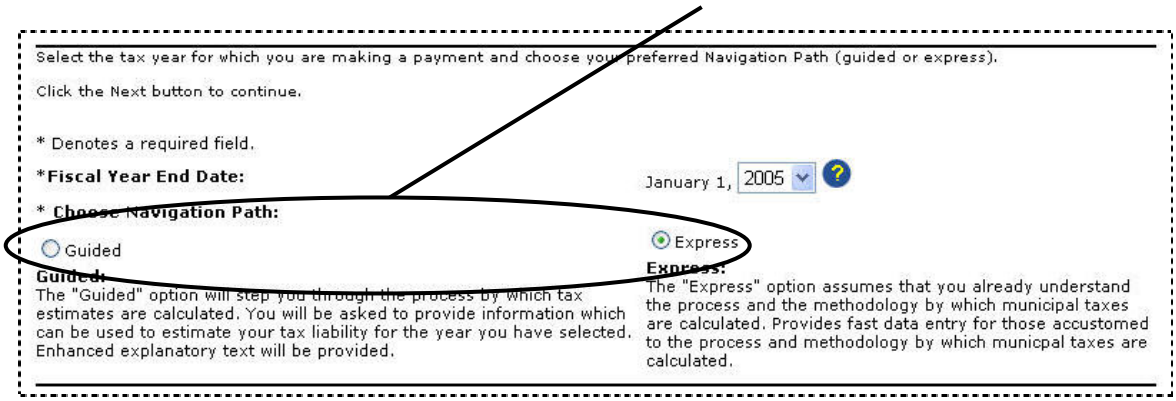
Check boxes are provided when several acceptable choices are available. You may pick more than one. Click inside the box to select it.



- Click on the box you want to check. A checked box displays a check mark inside.

Radio Buttons

Radio buttons are provided when only one choice (either/or) is permitted. Click inside the circle to select it (Express is selected below).

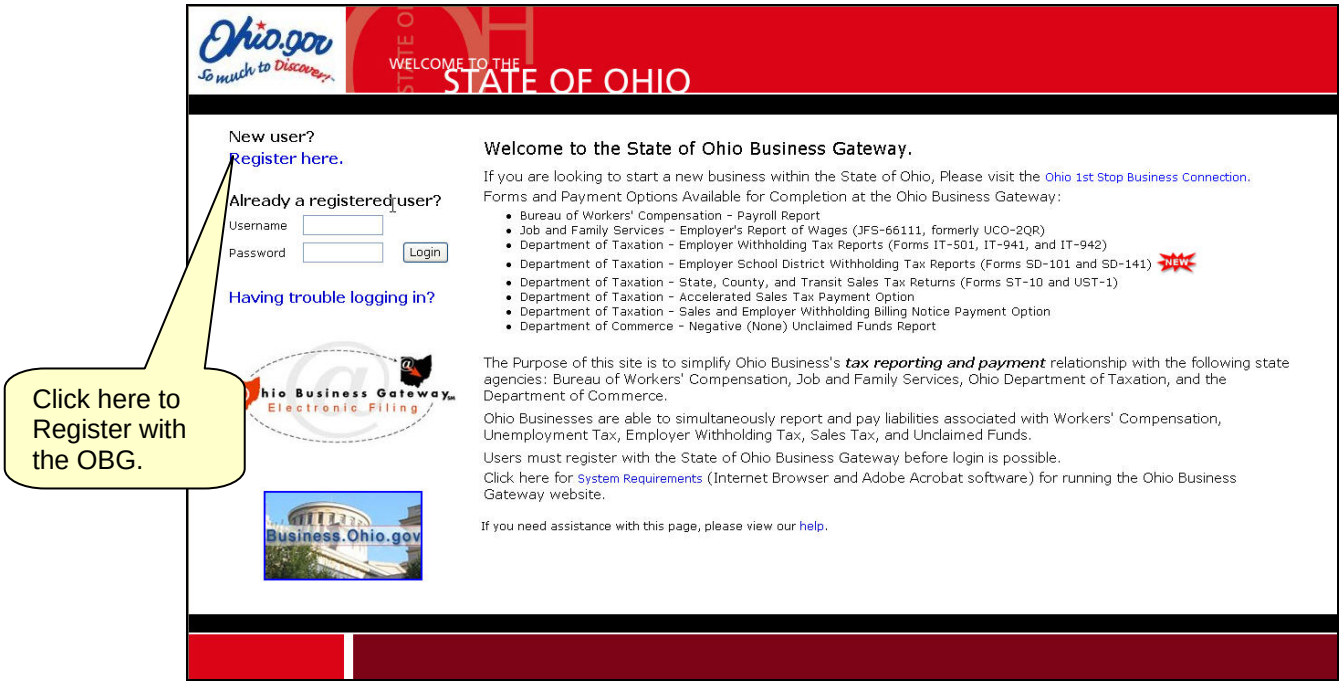


- Click on the circle you want to select. A selected radio button/circle displays a green dot inside.

Logging In

To log into the Ohio Business Gateway (OBG) go to the following URL on your web browser:

https://obg.ohio.gov



- Enter your Username and Password, and click Login. The system displays the *Choosing the Form(s) or Payment Options(s) to Complete* page (see next page).

E-mail Reminders

If you select the E-mail Reminders option as part of the registration process, you will receive occaission reminders from the OBG via E-mail about filing deadlines and related information. See the example in Appendix A.

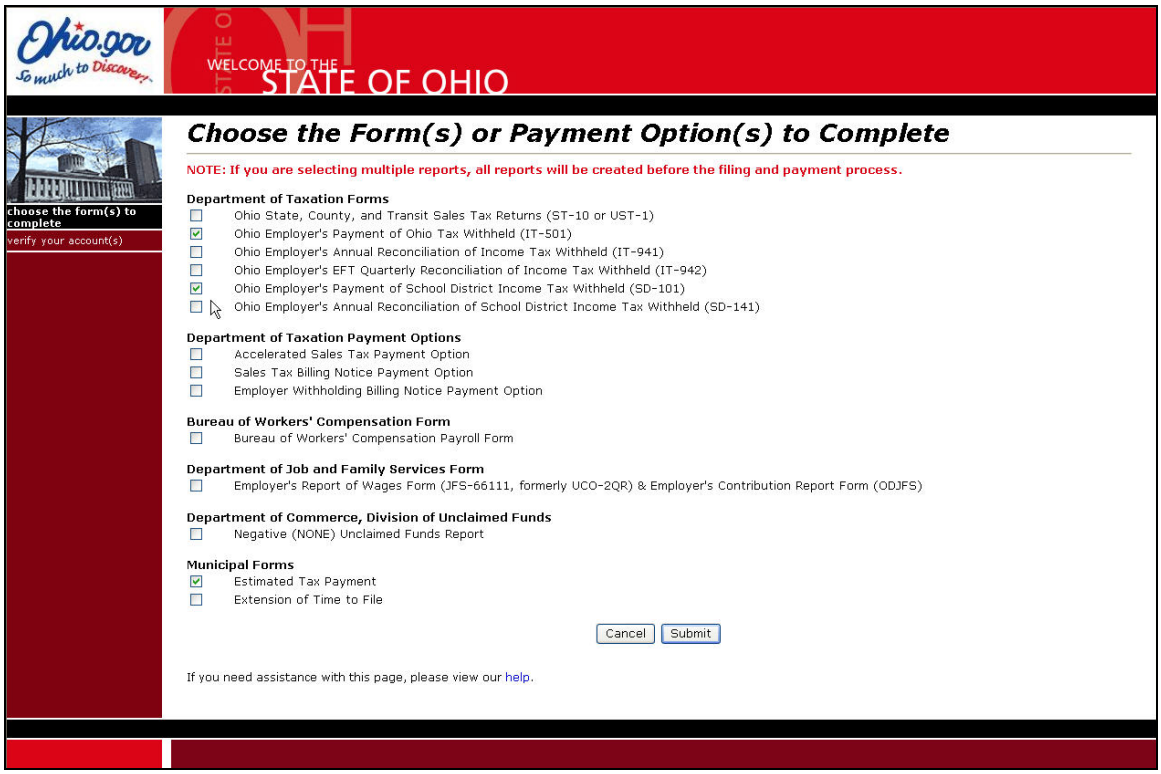
Verify Account Information

After you logon, the application displays the *Verify Your Account(s)* page. This page provides you with the opportunity to make sure that the information about your company is accurate.

- Review the displayed information.
- If the information is correct, click Submit. The system displays the *Choose the Form(s) or Payment Option(s) to Complete* page.

Choosing Forms and Payment Options

The *Choose the Form(s) or Payment Option(s) to Complete* page lists the available forms and reports you can file using the OBG. You may select one, or several, forms. The system will build the forms selected, and display them to you one at a time until you have completed all forms.

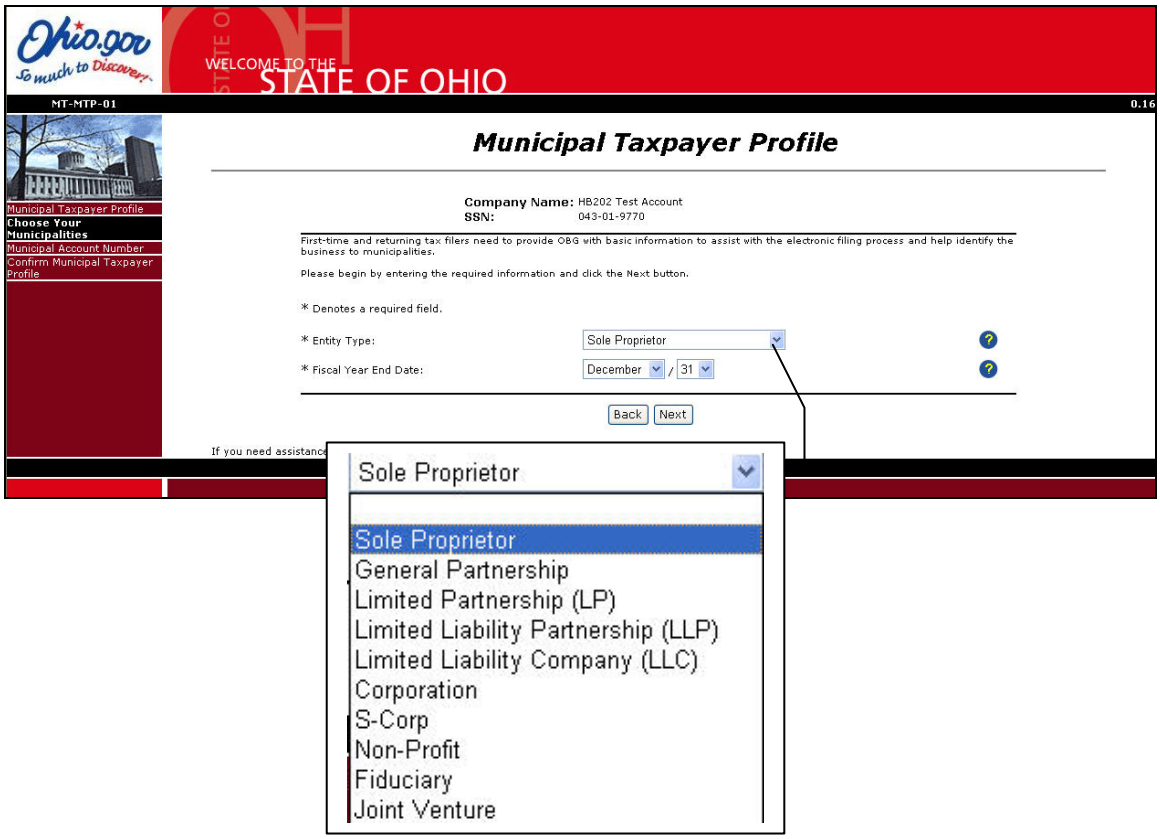


- Check the box to the left of each form you intend to complete today. A checkmark displays inside the box when selected (IT-941, SD-101, Estimated Tax Payment, and Extension of Time to File in the example above).
- When all your selections have been made, click Submit to begin filing each report/form. The system displays each report, one at a time, until you have completed all forms.
- You will be asked to provide payment instructions once all selected forms have been completed.

Create/Edit a Taxpayer Profile

Creating a Municipal Taxpayer Profile

The first attempt to file the OBG Municipal Tax application, it will ask you to create a Municipal Taxpayer Profile. This profile includes a listing of the municipalities to which your business pays tax, and a definition of your fiscal year end date. The process of building your profile begins at the *Municipal Taxpayer Profile* page:



- Select your Entity Type from the drop down list.

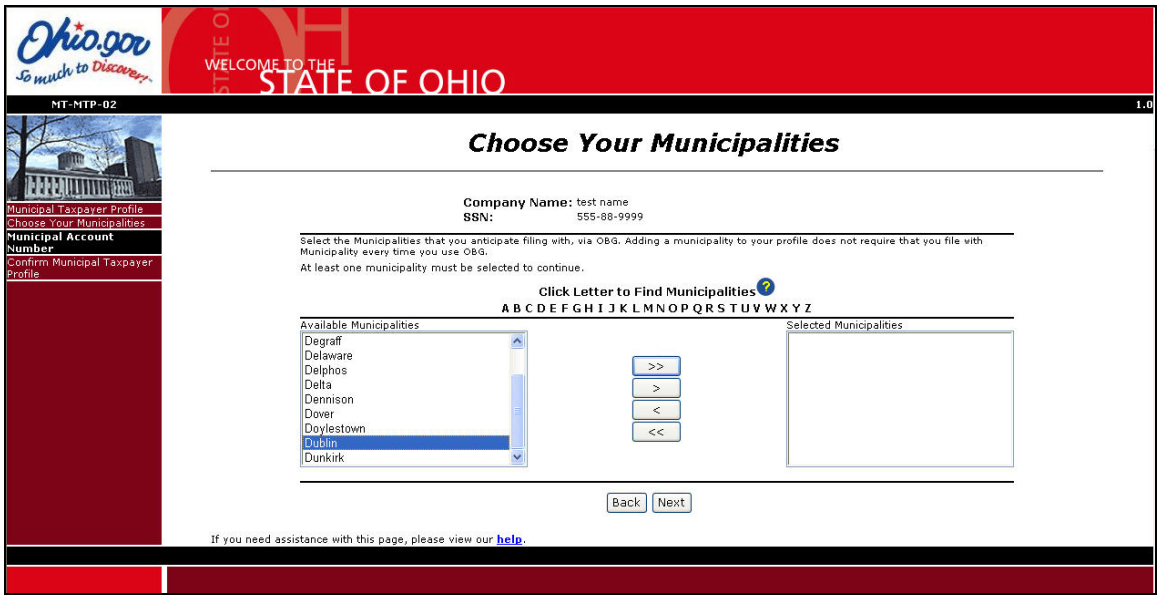
  Contact the OBG or your municipality if you do not see your Entity Type listed.
- Select the Month and Day of your fiscal year end date from each drop down list. The year is not selected at this point in the process.
- Click Next to move to the next step in the process.
- You will be provided an opportunity in the future, if needed, to update your profile information.

Municipal Taxpayer Profile Field Descriptions

Field Name	Description
Entity Type	Business type: sole proprietor, corporation, joint venture, etc.
Fiscal Year Date	Month and day your fiscal year ends.
Back	Returns to the previous screen.
Next	Moves to the next step in creating your municipal profile.

Choose Your Municipalities

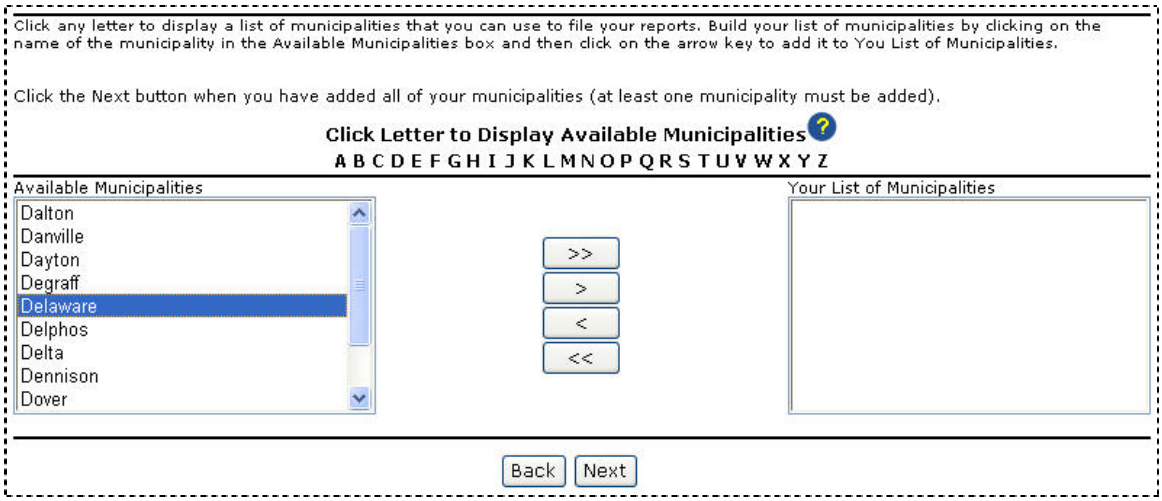
Once the taxpayer entity type and fiscal year end date are established, you are ready to select the municipalities to which you pay taxes.



Choose Your Municipalities Field Descriptions

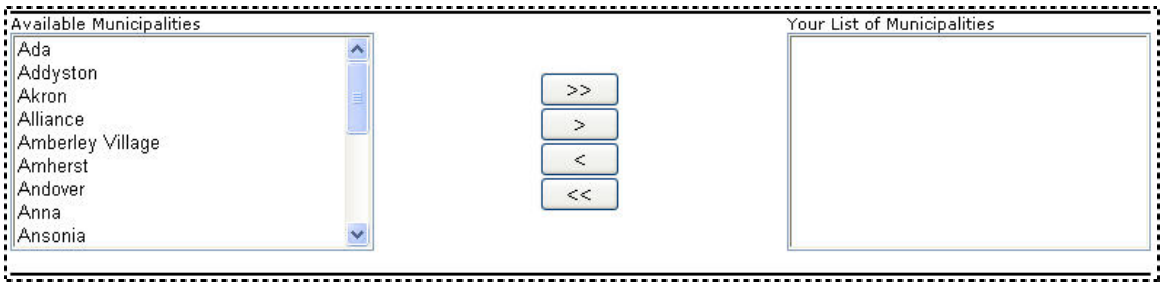
Field Name	Description
A B C - X Y Z	Selection of a letter will display all municipalities beginning with that letter in the Available Municipalities window.
Available Municipalities	The window in which the municipalities beginning with the selected letter are displayed.
Selected Municipalities	The municipalities included in the taxpayer profile (moved from the Available Municipalities window).
>>	Moves all municipalities listed in the “Available Municipalities” window to the “Selected Municipalities” window.
>	Moves the selected/highlighted municipality(s) from the “Available Municipalities” window to the “Selected Municipalities” window.
<	Moves the selected/highlighted municipality(s) from the “Selected Municipalities” window to the “Available Municipalities” window.
<<	Moves all municipalities listed in the “Selected Municipalities” window to the “Available Municipalities” window.
Back	Returns to the previous screen.
Next	Moves to the next step in creating your municipal profile.

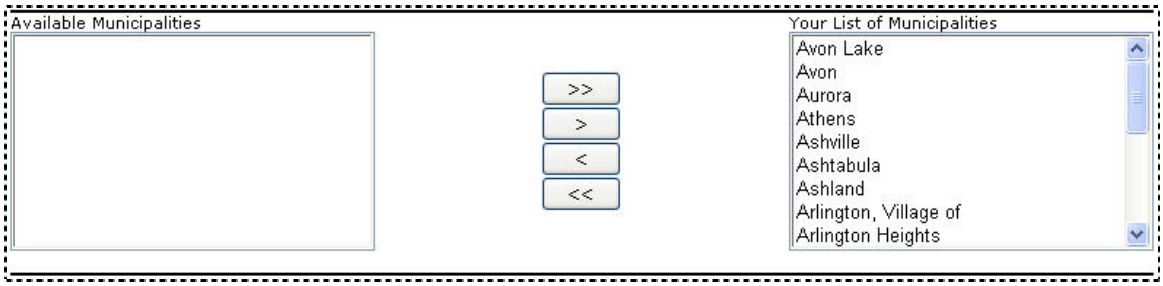
- Click on the letter of the municipality you want to add. The system displays all municipalities beginning with the selected letter in the “Available Municipalities” window.
- If you remove existing municipalities from the Selected Municipalities list, it will not appear in the Available Municipalities list. The municipality name returns to the alphabetical list from which it was chosen.



- Select/highlight the municipality(s) you want to include in your profile. and click >> or >.

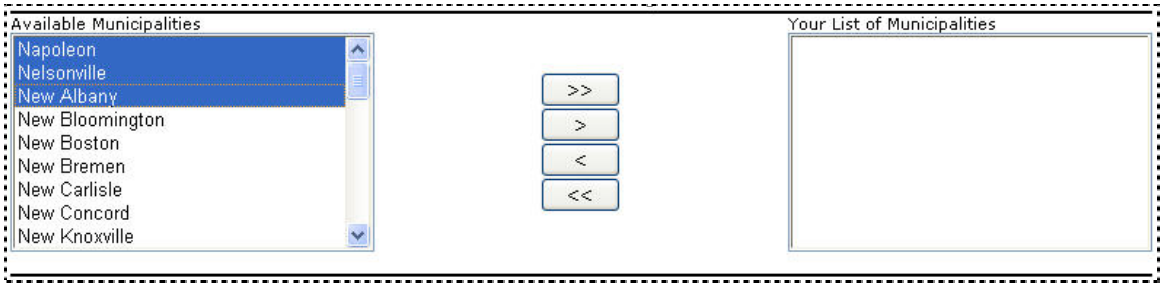
  >> - to move all the municipalities displayed in the Available Municipalities window to the Selected Municipalities window.

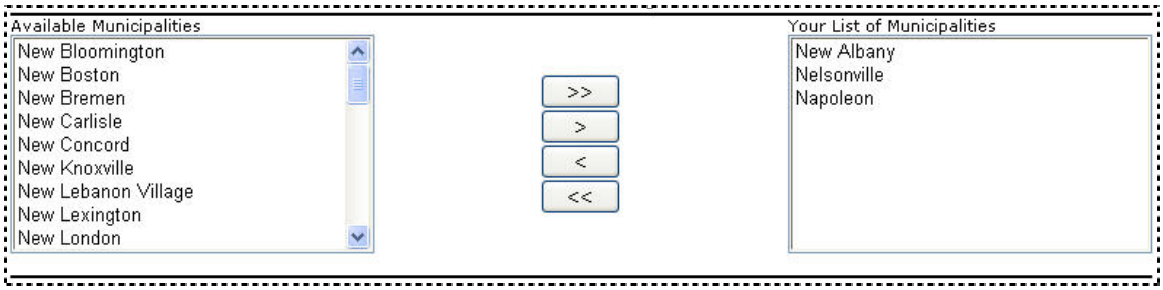




[>] – to move the selected municipality(s) from the Available Municpalities to the Selected Municipalities window.

✓ **TIP:** To select more than one municipality in the Available Municipalities window, hold down the Ctrl key and click on the selected municipality to highlight it.





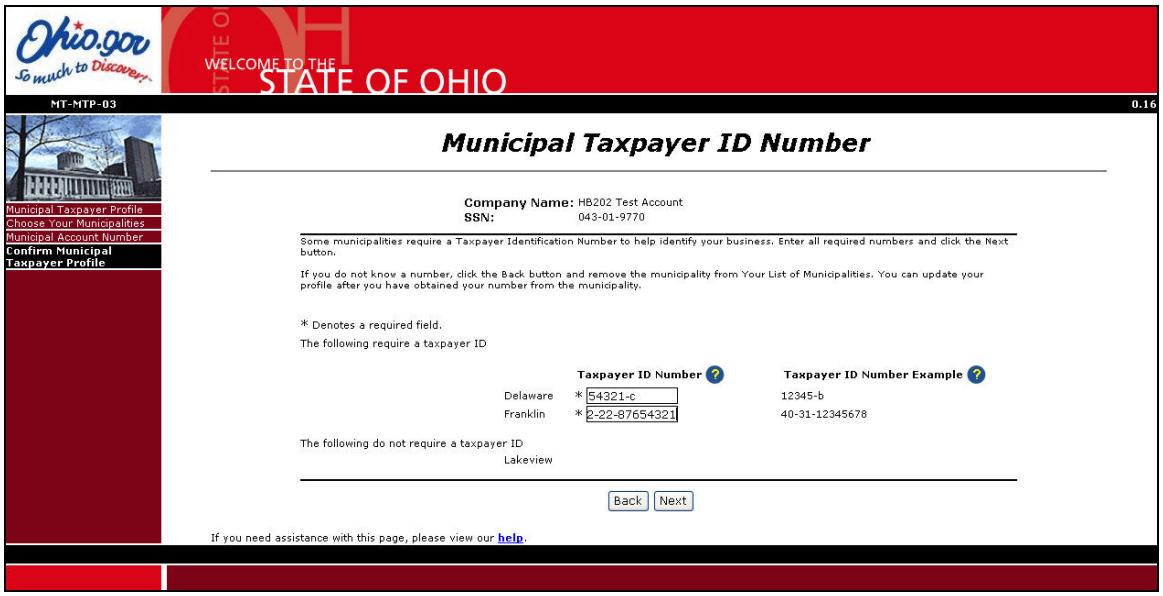
- Repeat the previous step until all the municipalities you want to include in your profile are listed in the "Selected Municipalities" window.
- When all the municipalities are listed in the "Selected Municipalities" window, click [Next] to enter the municipalities account numbers.
- You are not required to file with every municipality every time you file through the OBG.
- Adding a municipality to your profile does not mean you must file with that municipality each time you file through the OBG.

Municipal Taxpayer ID Number

To complete your taxpayer profile, you must enter the Taxpayer ID number for each municipilaity to which you pay taxes. If you do not know your Taxpayer ID number, remove the municipality from your profile.

You can add the municipality once you have the information by editing your profile within the applciation (report).

Note: Contact the municipality if you do not know your Municipal Taxpayer ID number for that municipality.



- Enter the Taxpayer ID number for each Municipality listed.

  Taxpayer ID numbers must be entered in the same format as the example given (including dashes etc.).

- Click Next to confirm the Taxpayer ID number information.

Municipal Account Number Field Descriptions

Field Name	Description
Taxpayer ID Number	The account number associated with the displayed municipality.
Taxpayer ID Number Example	A sample of the account number format for the displayed municipality.
Back	Returns to the previous screen.
Next	Moves to the next step in creating your municipal profile.

Confirm Municipal Profile

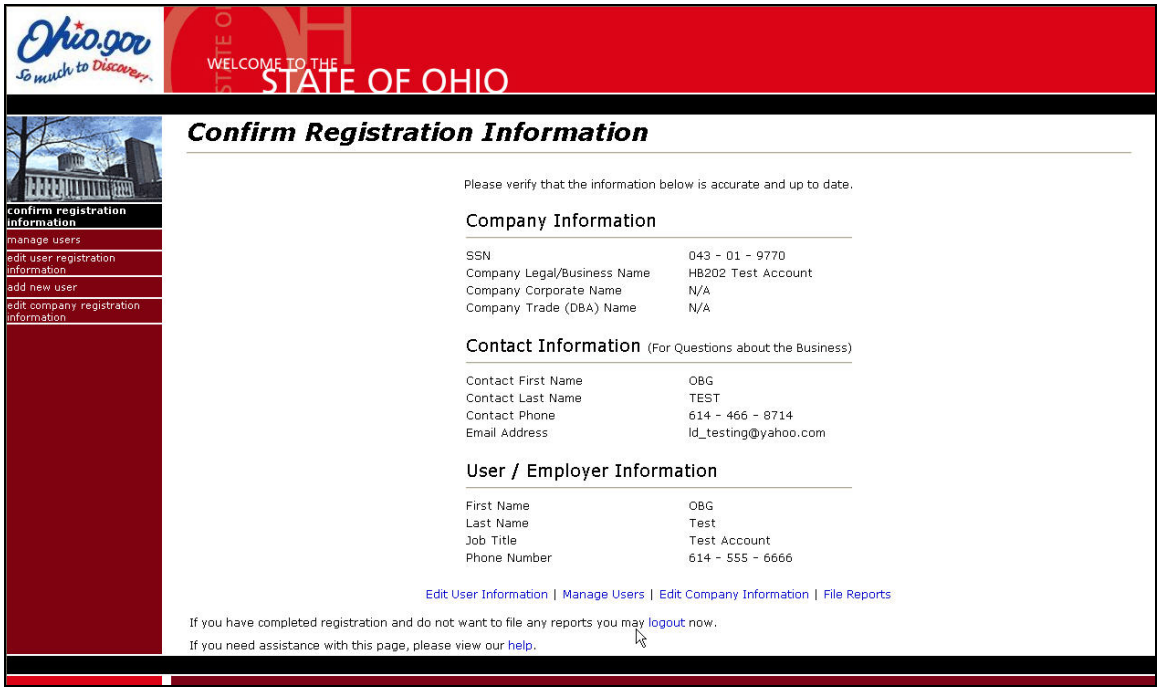
The *Confirm Municipal Profile* screen provides the opportunity for you to check the accuracy of all the information entered about your entity type, fiscal year end date, and municipality.

- If the Municipal Profile information is correct, click Next, otherwise click Back to correct the profile information.

Action	Result
Back	Returns you to the *Municipal Taxpayer ID Number* screen, where you can edit the Taxpayer ID number information.
Next	Saves your municipality Taxpayer ID information and moves to the Confirm Registration Information page.

Confirm Registration Information

The *Confirm Registration Information* screen provides the opportunity for you to review your current registration information and checks its accuracy. You cannot enter information on this page. If you need to change any of the information displayed, click the corresponding link (Edit User Information, Manage User, Edit Company Information etc.) at the bottom of the page.



Making an Estimated Payment

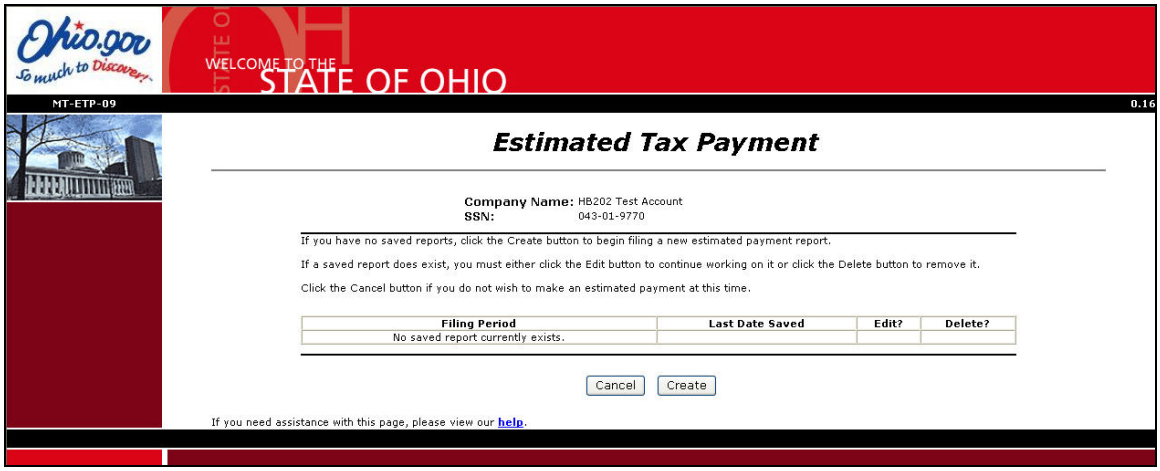
Note: The system will prompt you to create a Municipal Taxpayer Profile prior to making an estimated tax payment if one has not been created.

Once you have created a Municipal Taxpayer Profile, you are ready to begin making estimated tax payements. When your estimated tax payment is completed, the system displays an *Estmated Tax Payment – Report* (shown below). You may edit it, or delete it prior to filing it. Once an estimated tax payment is filed, however, you may not edit it or delete it.

Estimated Tax Payment - Report

Guidelines for making an estimated tax payment:

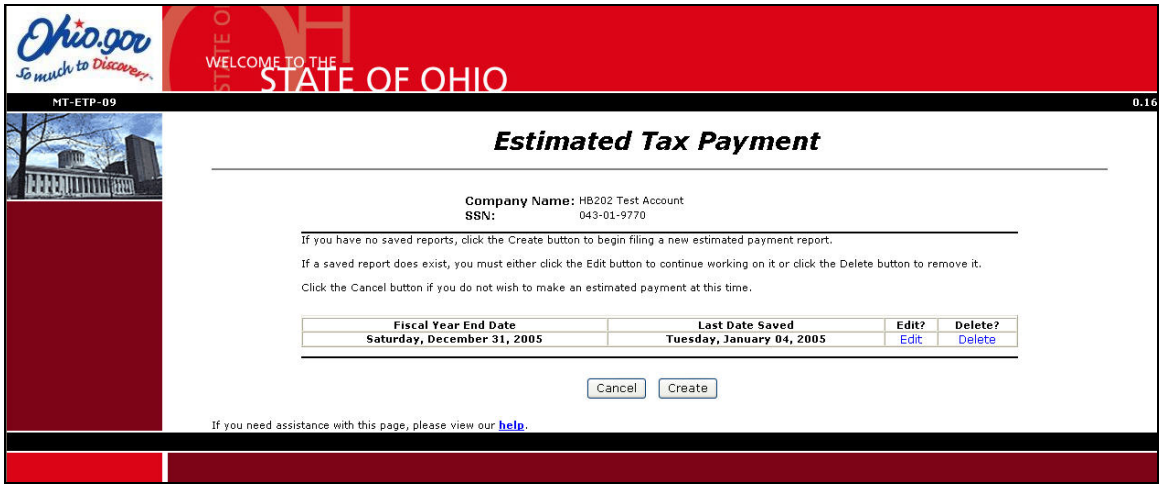
- There is no limit to the number of estimated payments a taxpayer may make each quarter.
- You may save an incomplete payment report however you can only file one report at a time.



- Click Create to create a new municipal tax report.

Editing an Estimated Tax Payment Report

If an estimated tax payment already exists, the application displays the Saved Report summary information. To file/edit the saved report, click the Edit link. The system displays the saved information for you to review, edit, and file. To Delete the saved report, click the Delete link.



Estimated Tax Payment – Report Field Descriptions

Field Name	Description
Company Name	The name of the company for which you are paying estimated taxes.
FEIN/SSN	The Federal Electronic Identification Number or Social Security Number associated with the company for which you are filing estimated tax payments.
Fiscal Year End Date	The month and day established in your taxpayer profile as the last day of the fiscal year for the displayed company.
Last Date Saved	The month, day, and year on which you last saved an estimated tax payment report.
Edit	Selecting the Edit link opens a saved (unfilled) estimated tax payment report.
Delete	Selecting the Delete link opens the *Confirm Deletion* page.
Cancel	Returns to the previous screen.
Create	Moves to the *Estimated Tax Payment* screen.

Deleting an Estimated Tax Payment Report

When you select the Delete link on the *Estimated Tax Payment – Report* screen, the system displays the *Confirm Deletion* screen (shown below).

Action	Result
Return	Takes you back to the *Estimated Tax Payment – Report* screen.
Confirm	Deletes the estimated tax payment information.

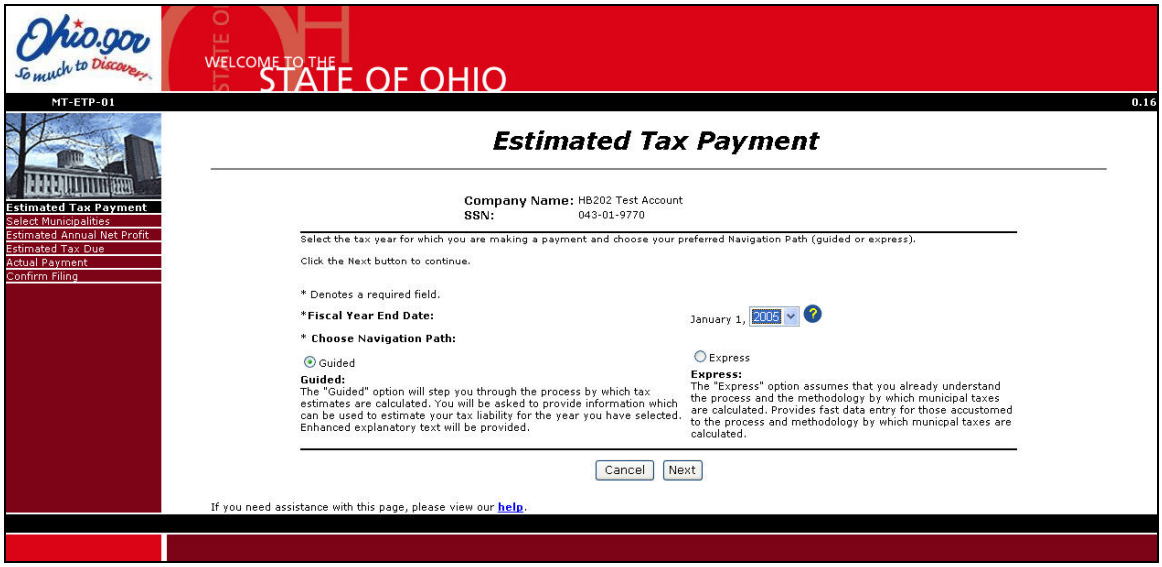
- Click Confirm to delete the estimated tax payment information. The system deletes the estimated tax payment information from the database and returns to the *Estimated Tax Payment – Report* screen.

Estimated Tax Payment

The *Estimated Tax Payment* screen is the first step in creating your estimated tax payment. You may choose one of two options:

Guided – steps you through the process of calculating your estimated tax payment. System prompts and explanatory text are provided to help you enter the information used to calculate your estimated tax liability for the year selected.

Express – provides a fast and efficient data entry method for entering multiple pieces of tax information at one time.



- Select the year for the Fiscal Year End date from the drop down list.
- Select the Guided or Express option by clicking on the appropriate circle.
- Click Next. The system moves to the *Select Municipalities* screen.

Estimated Tax Payment Field Descriptions

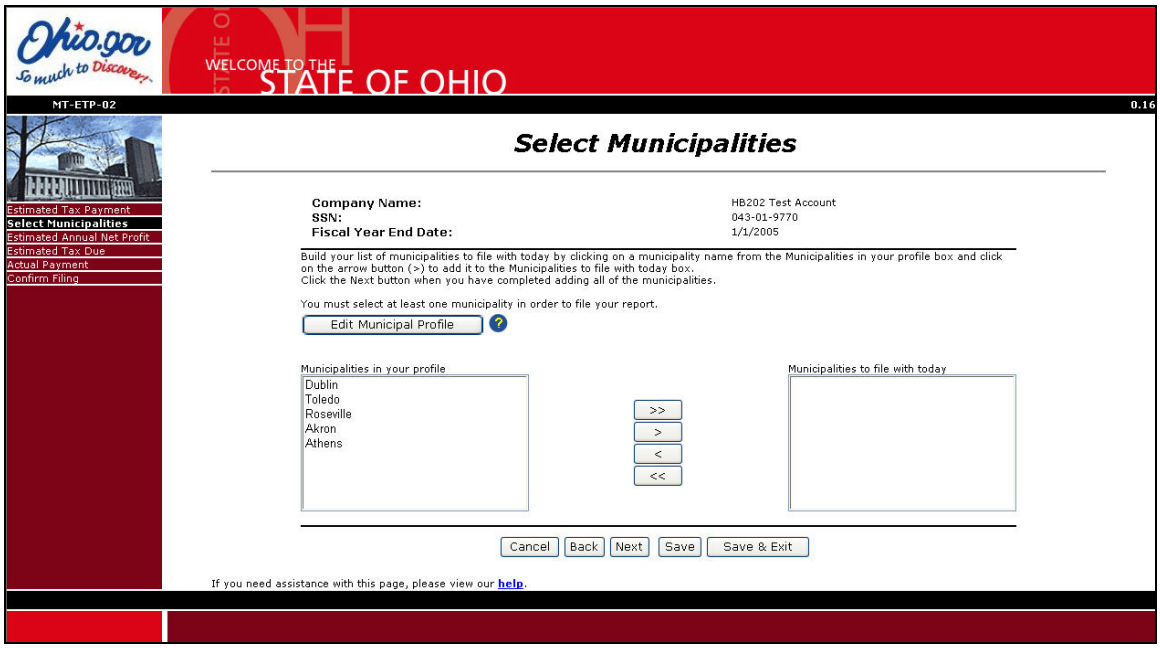
Field Name	Description
Company Name	The name of the company for which you are paying estimated taxes.
FEIN/SSN	The Federal Electronic Identification Number or Social Security Number associated with the company for which you are filing estimated tax payments.
Fiscal Year End Date	The month, day, and year established in your taxpayer profile as the last day of the fiscal year for the displayed company name and FEIN.
Guided/Express	The preferred option for building your estimated tax payment
Cancel	Displays the *Confirm Cancellation* screen.
Next	Moves to the *Select Municipalities* screen.

Guided Payment

The Guided Payment option steps you through the process of calculating your estimated tax payment. Explanatory text is provided, and system prompts are included to help you enter the information used to calculate your estimated tax liability for the year selected. In addition, there are several opportunities to review the information entered at that point in the process to double check accuracy.

Select Municipalities

The *Select Municipalities* screen is used to choose the municipality or municipalities for which you want to pay estimated taxes today.



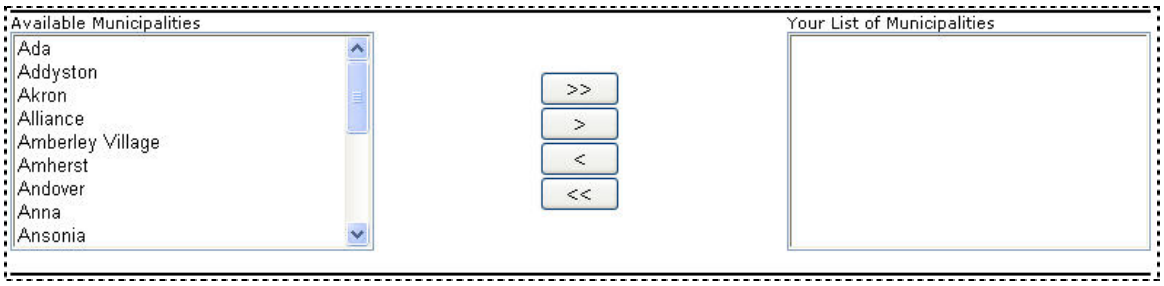
Select Municipalities Field Descriptions

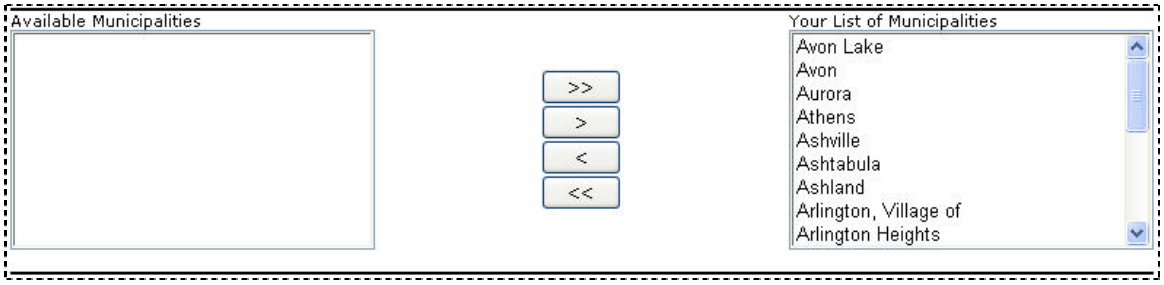
Field Name	Description
Company Name	The name of the company for which you are paying estimated taxes.
FEIN/SSN	The Federal Electronic Identification Number or Social Security Number associated with the company for which you are filing estimated tax payments.
Fiscal Year End Date	The month, day, and year established in your taxpayer profile as the last day of the fiscal year for the displayed company name and FEIN.
Edit Municipal Profile	Opens the *Municipal Taxpayer Profile* screen to add or remove municipalities in your taxpayer profile.
Municipalities in your Profile	Municipalities included in your profile that you may include in your estimated tax payment report.
Municipalities to File with Today	The municipalities you have selected to include in today's estimated tax payment report.
>>	Moves multiple or all municipalities listed in the "Municipalities in your Profile" window to the "Municipalities to File with Today" window.
>	Moves a single municipality from the "Municipalities in your Profile" window to the "Municipalities to File with Today" window.
<	Moves a single municipality from the "Municipalities to File with Today" window to the "Municipalities in your Profile" window.
<<	Moves multiple or all municipalities listed in the "Municipalities to File with Today" window to the "Municipalities in your Profile" window.
Cancel	Returns to the previous screen.

Field Name	Description
Back	Returns to the previous screen.
Next	Moves to the Estimated Annual Net Profit screen.
Save	Saves the entered information in case you lose your connection.
Save & Exit	Saves the selected municipalities and closes the Municipal Tax Application.

- Select/highlight the municipality(s) you want to include in your profile. and click >> or >.

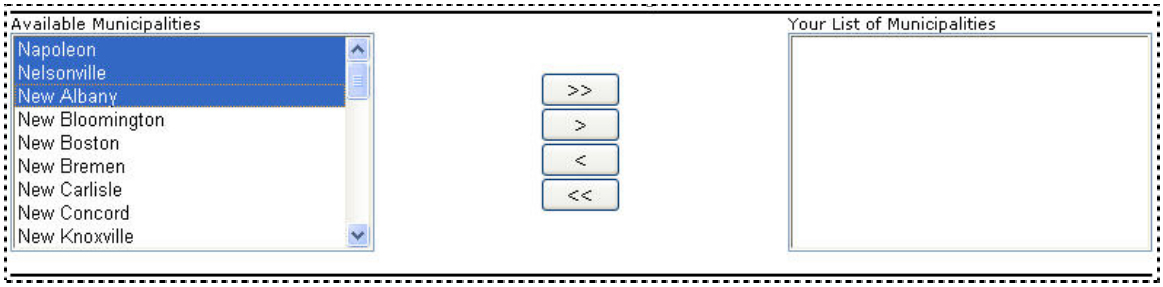
  >> - to move all the municipalities displayed in the Available Municipalities window to the Selected Municipalities window.

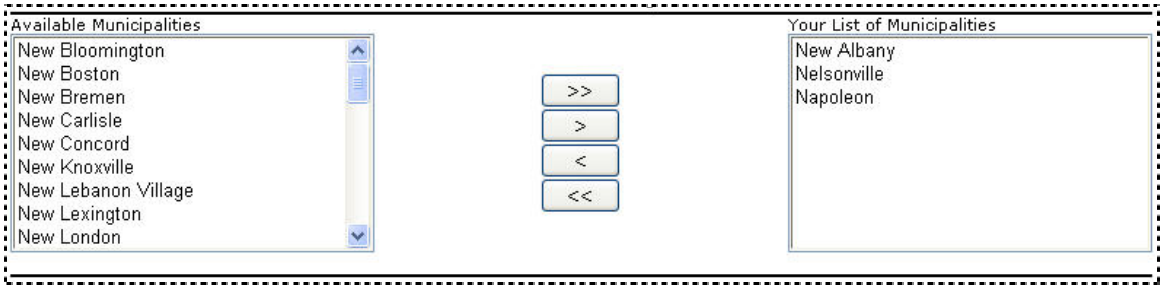




[>] – to move the selected municipality(s) from the Available Municpalities to the Selected Municipalities window.

✓ **TIP:** To select more than one municipality in the Available Municipalities window, hold down the Ctrl key and click on the selected municipality to highlight it.





- Repeat the previous step until all the municipalities you want to include in today's filing are listed in the "Municipalities to File with Today" window (see example above).
- When all the municipalities are listed in the "Selected Municipalities" window, click [Next] to move to the Estimated Annual Net Profit screen.

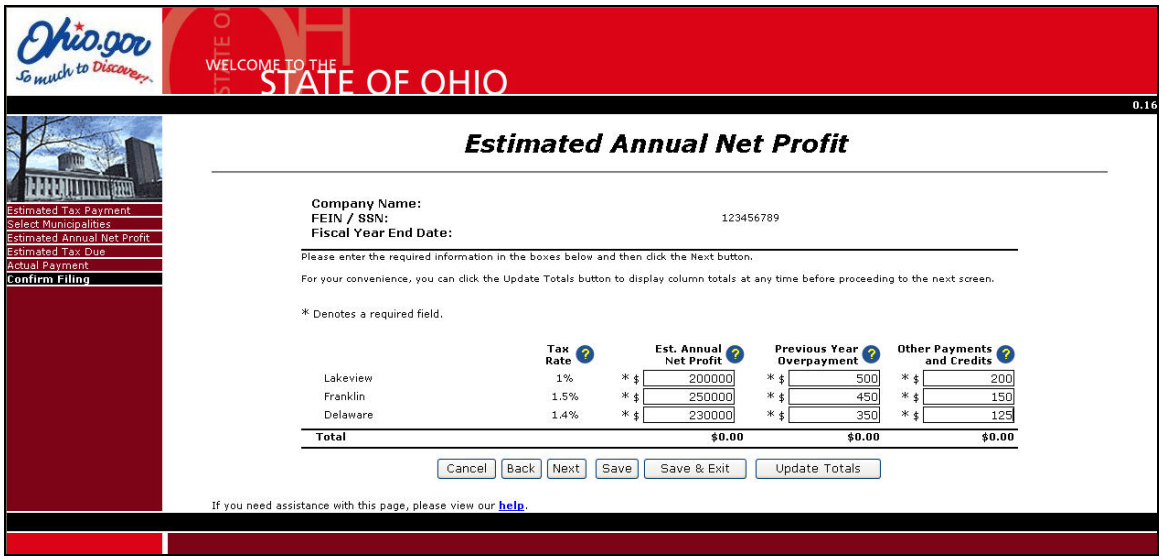
Using the Edit Municipal Profile Button

Use [Edit Municipal Profile] to open the Select Municipalities page. See Select Municipalities for detailed instructions.

Estimated Annual Net Profit

The *Estimated Annual Net Proifit* screen is designed to help you calculate your estimated taxes for each municipality you are filing with. The first time you file, the application requires you to enter your Estimated Annual Net Profit, Previous Year Overpayment, and Other Payments and Credits amounts. Once these numbers are filed, any time you return to the application, these fields will no longer be editable. You will only be able to enter which quarter you are paying for, and the amount you wish to pay.

Note: The tax rate displayed for each municipality is the rate in effect at the beginning of the taxpayer's fiscal year.



For each municipality:

- Enter the Estimated Annual Net Profit the taxpayer will make.
- Enter the Previous Year Overpayment (if any). Other payments and overpayments are not required fields – you can leave them blank, or put in zero's (both are acceptable).
- Enter any Other Payments or Credits (this number cannot be negative).
- When all the information has been entered, click Next to move to the *Estimated Tax Due* screen.

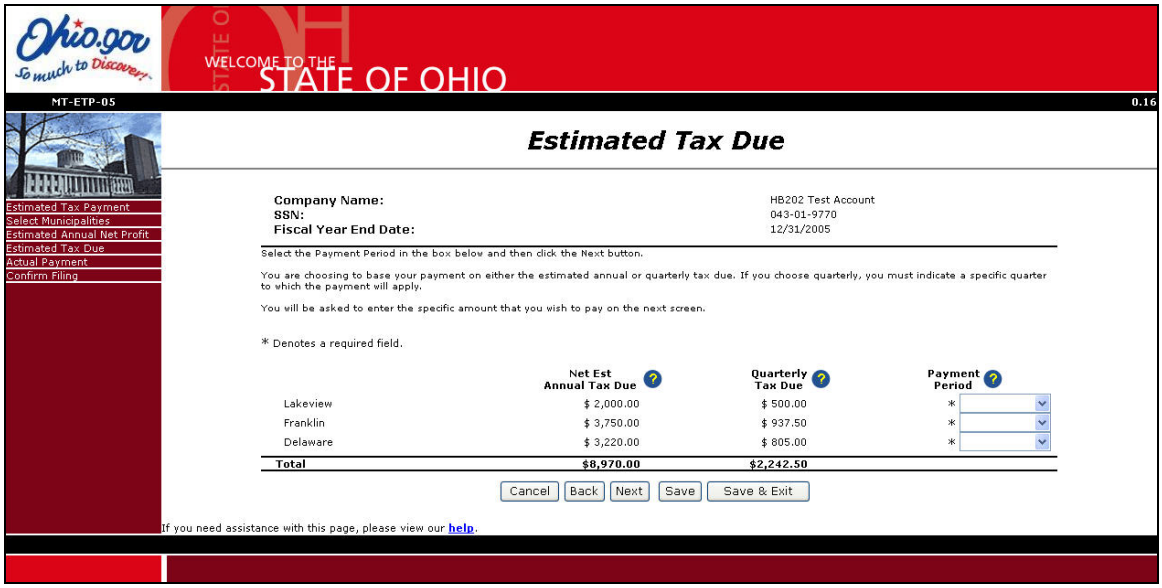
Estimated Annual Net Profit Field Descriptions

Field Name	Description
Tax Rate	The tax rate for corresponding municipality at the beginning of the taxpayer's fiscal year.
*Est. Annual Net Profit	The net profit the taxpayer estimates he/she has for the corresponding municipality.
*Previous Year Overpayment	The total dollar amount overpaid by the taxpayer for the previous fiscal year for the corresponding municipality.
*Other Payments and Credits	The total dollar amount of other payments and/or credits for the taxpayers previous fiscal year for the corresponding municipality.
Total	The total of each column (Est. Annual Net Profit, Previous Year Overpayment, etc.)
Cancel	Returns to the *Estimated Tax Payment* screen.
Back	Returns to the *Select Municipalities* screen.
Next	Moves to the *Estimated Tax Due* screen.
Save	Saves the entered tax information.
Save & Exit	Saves the entered tax information and exits the Municipal Tax application.
Update Totals	Calculates the total of each column, and redisplays the new total.
*	This number cannot be negative.

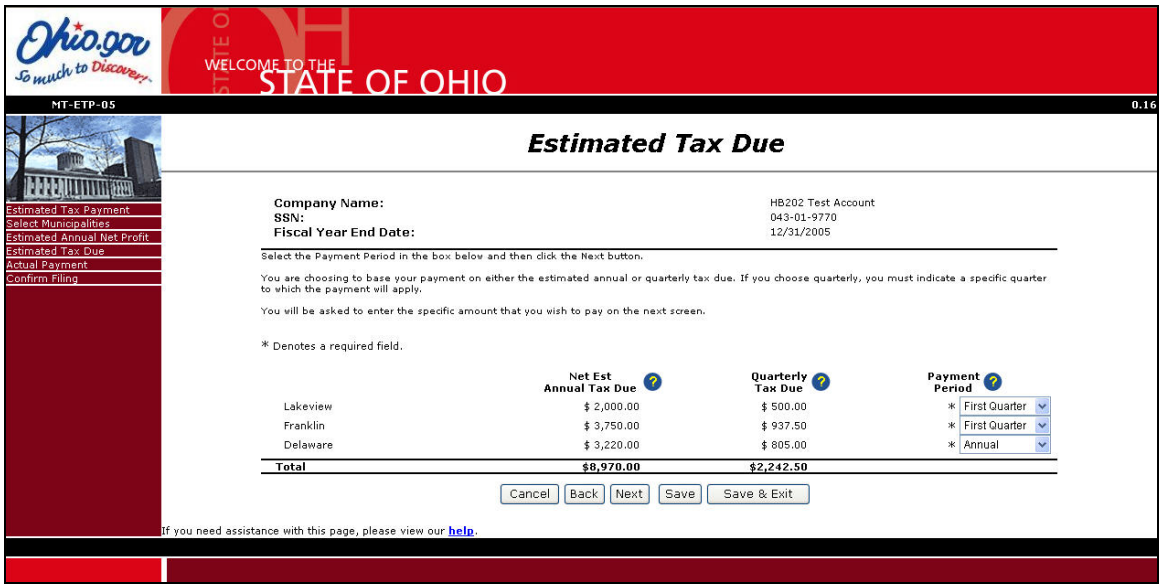
Estimated Tax Due

The *Estimated Tax Due* screen serves two purposes for each municipality:

1. Summarizes the estimated annual and quarterly tax due amounts (based on the estimated annual net profit information entered).
2. Allows you to choose to pay the full annual amount or make a specific quarterly payment.



- Review the OBG's calculation of the annual, quarterly, and quarterly tax due amounts. Decide if you want to pay the annual or quarterly tax due.
- Choose the annual or quarterly payment from the drop down list. You are not required to select the same payment period for each municipality with which your are filing today.



- When all the information is correct, click Next to move to the *Amount You Wish to Pay* screen.

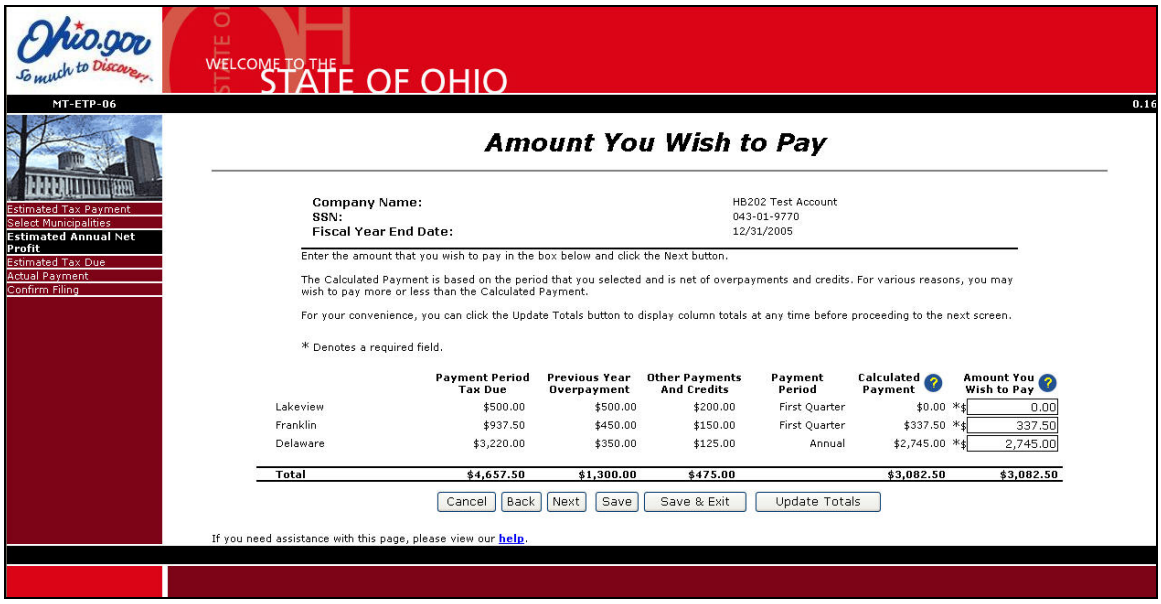
Estimated Tax Due Field Descriptions

Field Name	Description
Annual Tax Due	Estimated annual net profit * Tax Rate.
Quarterly Tax Due	(Estimated annual net profit for the selected company) * Tax Rate divided by four.
Payment Period	The period (annual or specific quarter) for which you are paying.
Total	The total of each column (Est. Annual Tax Due, Quarterly Tax Due, etc.)
Cancel	Returns to the *Estimated Tax Payment* screen.
Back	Returns to the *Estimated Annual Net Profit* screen.
Next	Moves to the *Amount You Wish to Pay* screen.
Save	Saves the estimated tax payment information.
Save & Exit	Saves the entered tax information and exits the Municipal Tax application.
Update Totals	Calculates the total of each column, and redisplays the new total.

Amount You Wish to Pay

The *Amount You Wish to Pay* screen serves two functions:

1. Summarizes tax information calculated up to this point for each municipality.
2. Defines the actual payment you wish to make for each municipality.



- Verify that the tax numbers for each item and municipality are correct.
- Enter the Amount You Wish to Pay you are making for each Municipality.
- When all the information is accurate, click Next. The system displays the *Summary* screen.

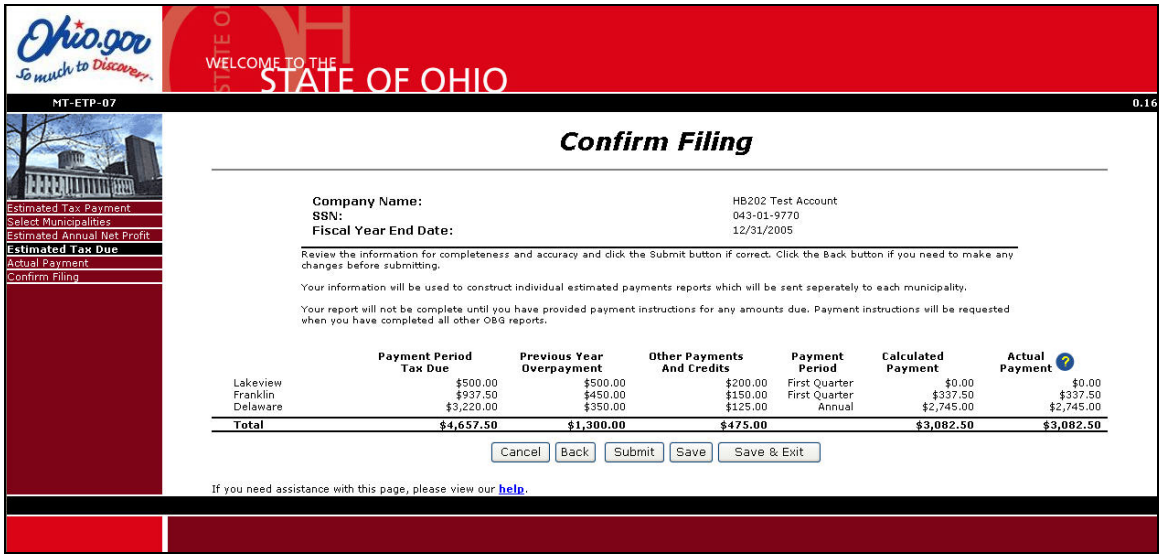
Amount You Wish to Pay Field Descriptions

Field Name	Description
Payment Period Tax Due	The tax due for the period selected for the displayed municipality (from the *Estimated Tax Due* screen).
Previous Year Overpayment	The overpayment value entered by the taxpayer (on the *Estimated Annual Profit* screen) for the previous year.
Other Payments and Credits	The other payments/credits value entered by the taxpayer (on the *Estimated Annual Profit* screen).
Payment Period	The payment period value entered by the taxpayer (on the *Estimated Annual Profit* screen).
Calculated Payment	The Payment Period Tax Due — Previous Year Overpayment — Other Payment/Credits.
Amount You Wish to Pay	The payment the taxpayer is making via the OBG. The taxpayer is not required to pay the Calculated Payment amount, and may pay a different amount if he/she chooses. The Amount You Wish to Pay amount cannot be a negative number.
Total	The total of each column (Payment Period Tax Due, Previous Year Overpayment, etc.).
Cancel	Returns to the *Estimated Tax Payment* screen.
Back	Returns to the *Estimated Tax Due* screen.
Next	Moves to the *Confirm Filing* screen.
Save	Saves the estimated tax payment information.
Save & Exit	Saves the entered tax information and exits the Municipal Tax application.

Confirm Filing

The *Confirm Filing* screen serves two functions:

1. Summarizes tax information calculated up to this point for each municipality for final verification.
2. Provides a method by which to submit a report filing and payment information via the Ohio Business Gateway.



	Payment Period Tax Due	Previous Year Overpayment	Other Payments And Credits	Payment Period	Calculated Payment	Actual Payment
Lakeview	$500.00	$500.00	$200.00	First Quarter	$0.00	$0.00
Franklin	$937.50	$450.00	$150.00	First Quarter	$337.50	$337.50
Delaware	$3,220.00	$350.00	$125.00	Annual	$2,745.00	$2,745.00
Total	**$4,657.50**	**$1,300.00**	**$475.00**		**$3,082.50**	**$3,082.50**

- Check the information displayed in each column for accuracy.
- When all the information is correct, click Submit. The system submits the information to the Ohio Business Gateway.

Note: A separate line (payment) for each municipality is created on the payment pipeline report, resulting in a separate withdrawal for EACH municipal payment.

Confirm Filing Field Descriptions

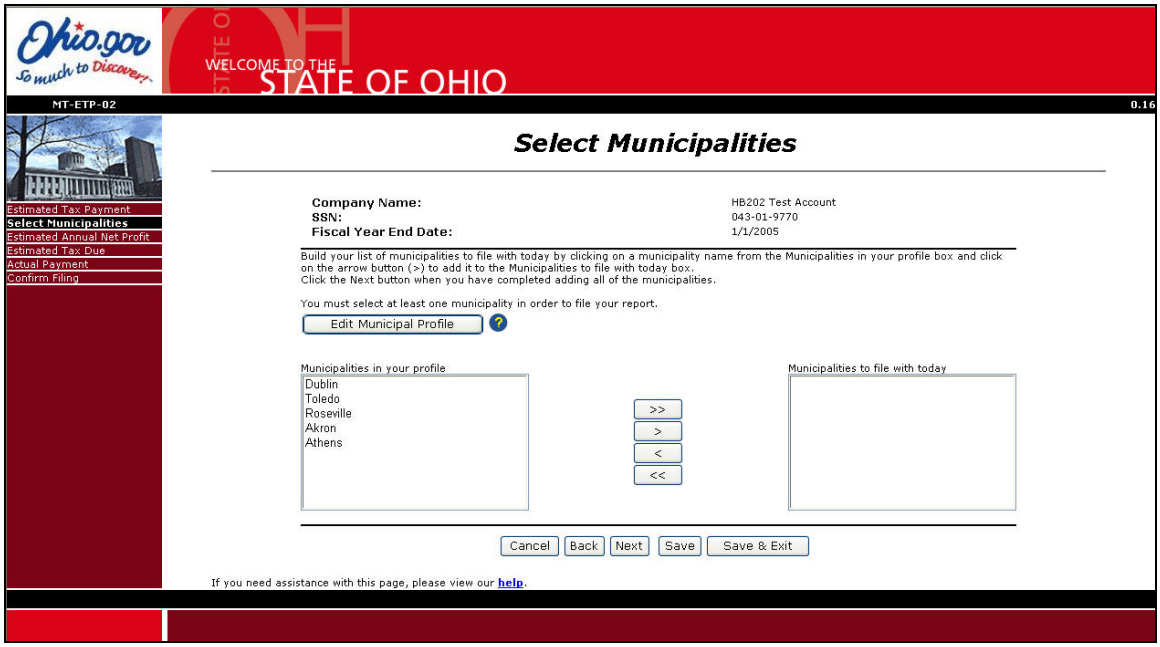
Field Name	Description
Payment Period Tax Due	The tax due for the period selected for the displayed municipality (from the *Estimated Tax Due* screen).
Previous Year Overpayment	The overpayment value entered by the taxpayer (on the *Estimated Annual Profit* screen) for the previous year.
Other Payments and Credits	The other payments/credits value entered by the taxpayer (on the *Estimated Annual Profit* screen) for the previous year.
Payment Period	The payment period value entered by the taxpayer (on the *Estimated Annual Profit* screen) for the previous year.
Calculated Payment	The Payment Period Tax Due — Previous Year Overpayment — Other Payment/Credits.
Amount You Wish to Pay	The payment the taxpayer is making via the OBG. The taxpayer is not required to pay the Calculated Payment amount, and may pay a different amount if he/she chooses. The Amount You Wish to Pay amount cannot be a negative number.
Total	The total of each column (Payment Period Tax Due, Previous Year Overpayment, etc.).
Cancel	Returns to the *Estimated Tax Payment* screen.
Back	Returns to the *Estimated Tax Due* screen.
Submit	Officially sends the information to the Ohio Business Gateway.
Save	Saves the estimated tax payment information.
Save & Exit	Saves the entered tax information and exits the Municipal Tax application.

Express Payment

The Express payment option provides a fast and efficient data entry method for entering multiple pieces of tax information at one time.

Select Municipalities

The *Select Municipalities* screen is used to choose the municipality or municipalities for which you want to pay estimated taxes.

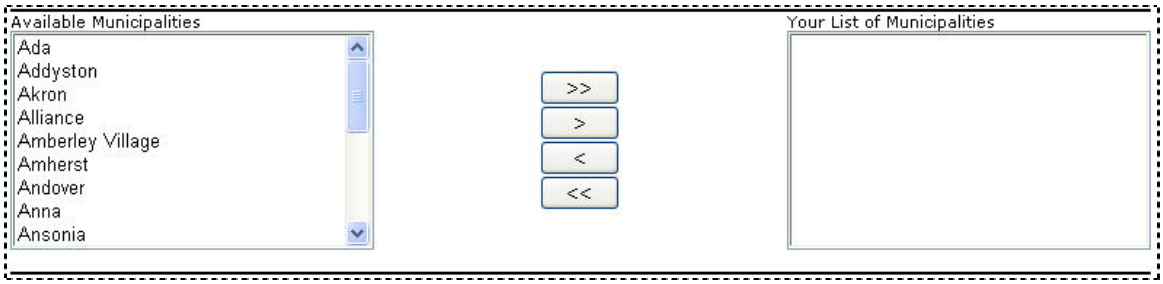


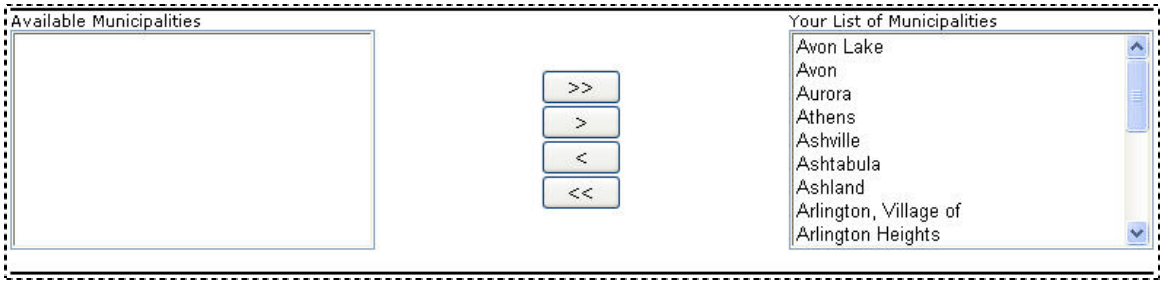
Select Municipalities Field Descriptions

Field Name	Description
Company Name	The name of the company for which you are paying estimated taxes.
FEIN/SSN	The Federal Electronic Identification Number or Social Security Number associated with the company for which you are filing estimated tax payments.
Available Municipalities	Municipalities included in your profile that you may include in your estimated tax payment report.
Selected Municipalities	The municipalities you have selected to include in today's estimated tax payment report.
>>	Moves multiple or all municipalities listed in the "Available Municipalities" window to the "Selected Municipalities" window.
>	Moves a single municipality from the "Available Municipalities" window to the "Selected Municipalities" window.
<	Moves a single municipality from the "Selected Municipalities" window to the "Available Municipalities" window.
<<	Moves multiple or all municipalities listed in the "Selected Municipalities" window to the "Available Municipalities" window.
Back	Returns to the previous screen.
Next	Moves to the Estimated Annual Net Profit screen.

- Select/highlight the municipality(s) you want to include in your profile. and click >> or >.

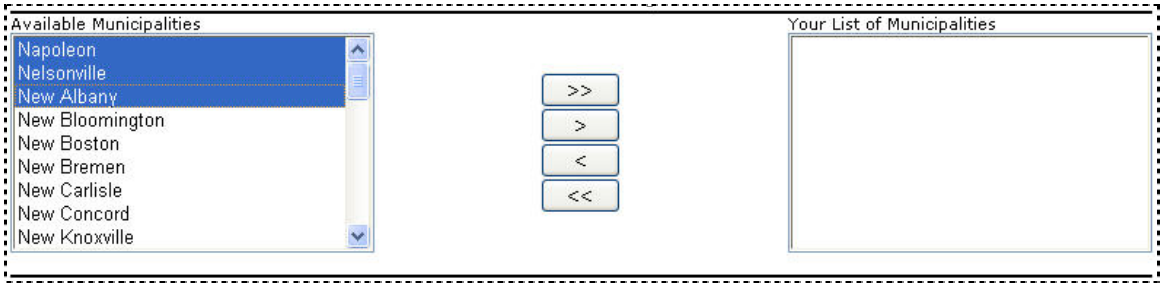
  >> - to move all the municipalities displayed in the Available Municipalities window to the Selected Municipalities window.

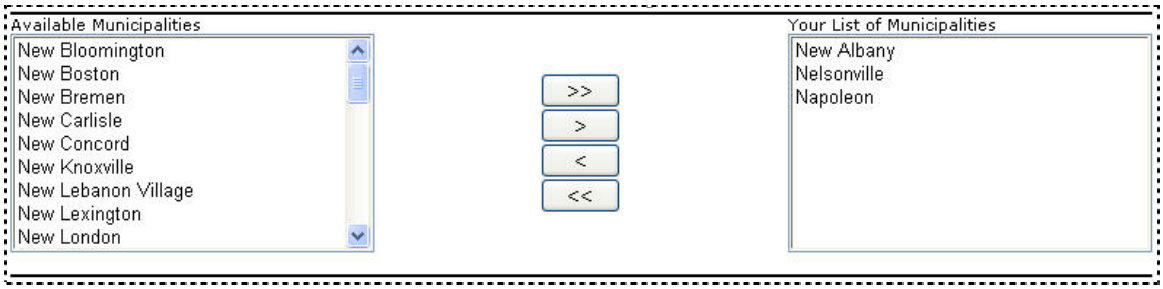




> – to move the selected municipality(s) from the Available Municpalities to the Selected Municipalities window.

✓ **TIP:** To select more than one municipality in the Available Municipalities window, hold down the Ctrl key and click on the selected municipality to highlight it.

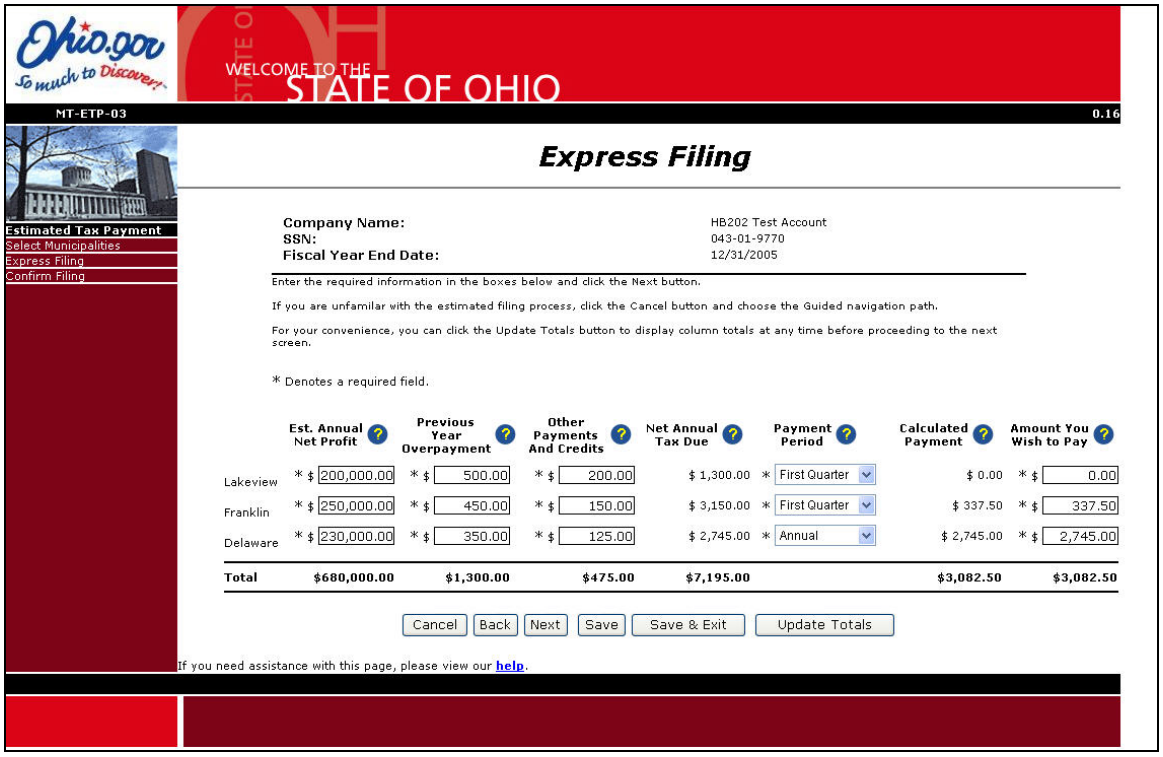




- When all the municipalities are listed in the "Selected Municipalities" window, click Next to move to the *Express Filing* screen.

Express Filing

The *Express Filing* screen allows you to efficiently enter all the required tax information on one form, rather than stepping through the process one piece at a time.



- Enter the required information in each field for each municipality.
- When all the information is entered and you are sure it is correct, click Next. The system displays the *Confirm Filing* screen.

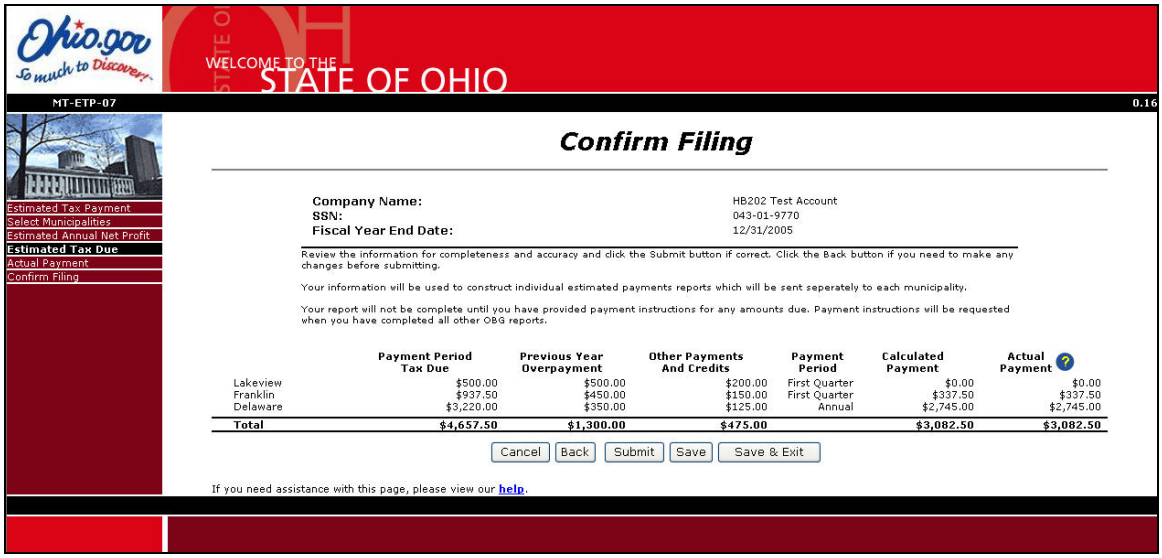
Express Filing Field Descriptions

Field Name	Description
Est. Annual Net Profit	The net profit the taxpayer estimates he/she will make for the taxpayer's fiscal year for the corresponding municipality.
Previous Year Overpayment	The overpayment value for the previous year.
Other Payments and Credits	The other payments/credits value entered for the previous year.
Net Annual Tax Due	(Est. Annual Net Profit * Tax Rate * annual tax rate) – Previous Year Overpayment – Other Payments and Credits.
Payment Period	The payment period for which you are paying the municipality.
Calculated Payment	Annual Payment Period = (Est. Annual Net Profit * Tax Rate) — Previous Year Overpayment — Other Payment/Credits = Net Annual Tax Due. Quarterly Payment Period = (Est. Annual Net Profit * Tax Rate) — Previous Year Overpayment — Other Payment/Credits.
Amount You Wish to Pay	The payment the taxpayer is making via the OBG. The taxpayer is not required to pay the Calculated Payment amount, and may pay a different amount if he/she chooses. The Amount You Wish to Pay amount cannot be a negative number.
Total	The total of each column (Payment Period Tax Due, Previous Year Overpayment, etc.).
Cancel	Returns to the *Estimated Tax Payment* screen.
Back	Returns to the *Estimated Tax Due* screen.
Next	Moves to the Confirm Filing screen.
Save	Saves the estimated tax payment information.
Save & Exit	Saves the entered tax information and exits the Municipal Tax application.

Confirm Filing

The *Confirm Filing* screen serves two functions:

1. Summarizes tax information calculated up to this point for each municipality for final verification.
2. Provides a method by which to submit a report filing and payment information via the Ohio Business Gateway.



	Payment Period Tax Due	Previous Year Overpayment	Other Payments And Credits	Payment Period	Calculated Payment	Actual Payment
Lakeview	$500.00	$500.00	$200.00	First Quarter	$0.00	$0.00
Franklin	$937.50	$450.00	$150.00	First Quarter	$337.50	$337.50
Delaware	$3,220.00	$350.00	$125.00	Annual	$2,745.00	$2,745.00
Total	**$4,657.50**	**$1,300.00**	**$475.00**		**$3,082.50**	**$3,082.50**

- Verify the information displayed in each column is correct.
- When all the information is accurate, click Submit. The system submits the information to the Ohio Business Gateway, and moves to the next report filing.

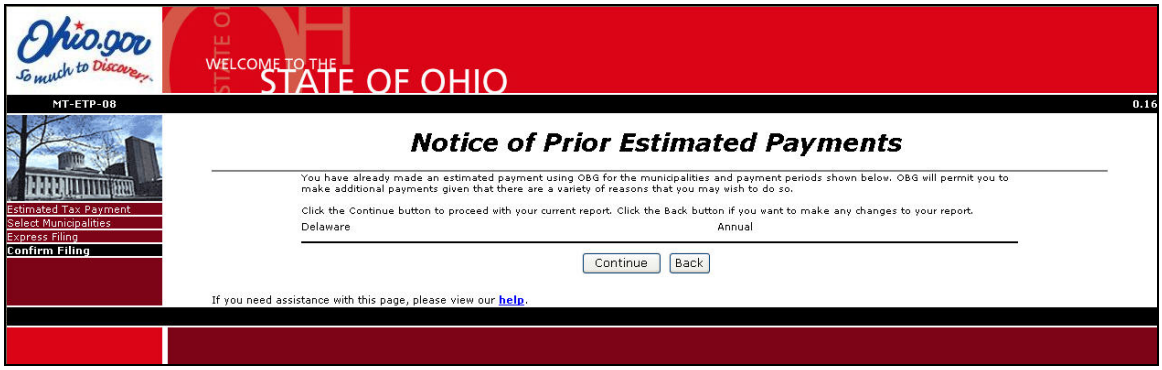
Note: A separate line (payment) for each municipality is created on the payment pipeline report, resulting in a separate withdrawal for EACH municipal payment.

Confirm Filing Field Descriptions

Field Name	Description
Payment Period Tax Due	The tax due for the period selected for the displayed municipality (from the *Estimated Tax Due* screen).
Previous Year Overpayment	The overpayment value entered by the taxpayer (on the *Estimated Annual Profit* screen) for the previous year.
Other Payments and Credits	The other payments/credits value entered by the taxpayer (on the *Estimated Annual Profit* screen) for the previous year.
Payment Period	The payment period value entered by the taxpayer (on the *Estimated Annual Profit* screen) for the previous year.
Calculated Payment	The Payment Period Tax Due — Previous Year Overpayment — Other Payment/Credits..
Amount You Wish to Pay	The payment the taxpayer is making via the OBG. The taxpayer is not required to pay the Calculated Payment amount, and may pay a different amount if he/she chooses. The Amount You Wish to Pay amount cannot be a negative number.
Total	The total of each column (Payment Period Tax Due, Previous Year Overpayment, etc.).
Cancel	Returns to the *Estimated Tax Payment* screen.
Back	Returns to the *Estimated Tax Due* screen.
Submit	Officially sends the information to the Ohio Business Gateway.
Save	Saves the estimated tax payment information.
Save & Exit	Saves the entered tax information and exits the Municipal Tax application.

Notice of Prior Estimated Payments

The application displays the *Notice of Prior Estimated Payments* screen when you are making a quarterly estimated tax payment to a municipality you have already made a payment to, for that quarter. The OBG permits you to make multiple payments to a municipality in a given quarter, but it will use this screen to notify you of any previous payments made for the same quarter. This is a read-only screen, no edits or entries may be made.



Action	Result
Continue	Moves the payment process forward to the *Amount You Wish to Pay* screen.
Back	Returns to the previous (*Estimated Tax Due*) screen.

- Review the payment information for each municipality. If after reviewing the information, you need to make changes to the estimated payment you are attempting to make now, click Back. Otherwise, click Continue.

Filing an Extension Request

The *Extension of Time to File – Report* screen displays summary information about your business, including: Company Name, FEIN/SSN, Fiscal End Date, and the last date tax information was saved by the system (Last Date Saved). From this screen you can:

- Edit the saved information
- Delete the saved information
- Create an Extension of Time to File a tax payment

Action	Result
Cancel	Exits the *Extension of Time to File – Report* screen.
Create	Creates an Extension Request.

- Select Cancel to delete the Extension request, or Create to file a tax extension request.

File an Extension Request Field Descriptions

Field Name	Description
Company Name	The name of the company for which you are paying estimated taxes.
FEIN/SSN	The Federal Electronic Identification Number or Social Security Number associated with the company for which you are filing estimated tax payments.
Fiscal Year End Date	The month and day established in your taxpayer profile as the last day of the fiscal year for the displayed company.
Last Date Saved	The month, day, and year on which you last saved an estimated tax payment report.
Edit	Selecting the Edit link opens a saved (unfilled) *Extension of Time to File* a tax payment form.
Delete	Selecting the Delete link opens the *Confirm Deletion* page.
Cancel	Returns to the *Report Navigation* screen.
Create	Moves to the *Extension of Time to File Report* screen.

Deleting a Tax Extension Request

When you select Cancel on the *Extension of Time to File – Report* screen, the system displays the *Confirm Deletion screen* (show below).

Action	Result
Return	The system moves back to the *Extension of Time to File – Report* screen.
Confirm	Deletes the Extension to File information.

Extension of Time to File

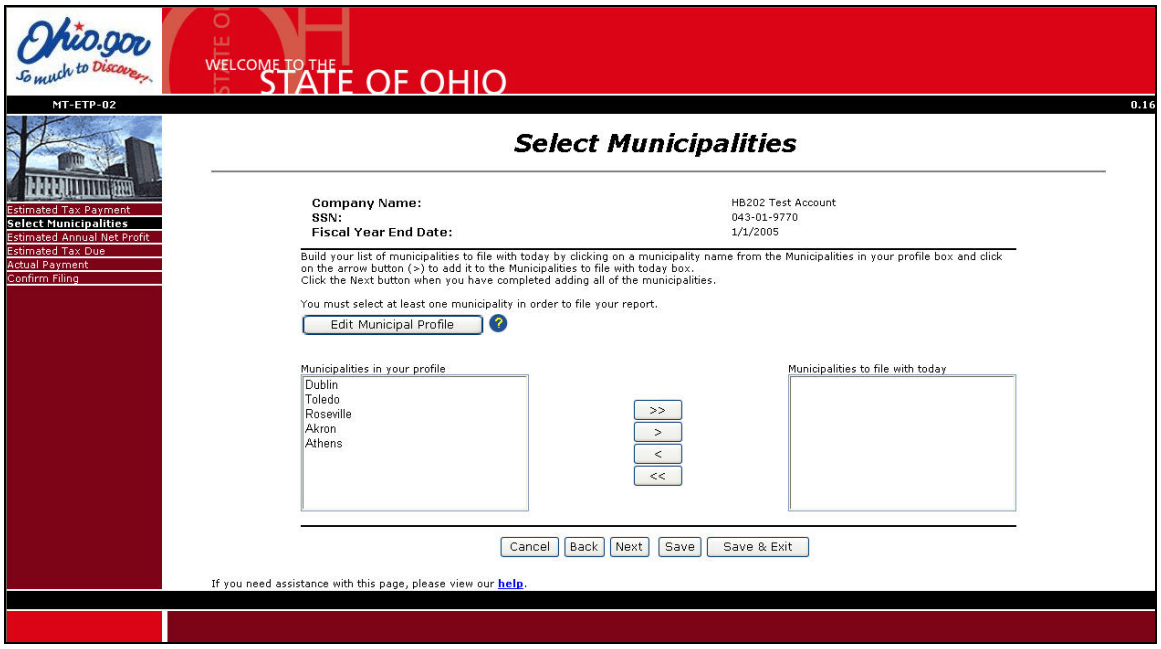
The *Extension of Time to File* screen is the first step in filing for an extension for paying municipal taxes for your business.

- Select the tax year for which you are filing for an extension from the drop down list and click Next.

Field Name	Description
Company Name	The name of the company for which you are paying estimated taxes.
FEIN/SSN	The Federal Electronic Identification Number or Social Security Number associated with the company for which you are filing estimated tax payments.
Fiscal Year End Date	The month and day established in your taxpayer profile as the last day of the fiscal year for the displayed company.
Year	The fiscal year for which you are filing an extension.
Cancel	Returns to the *Extension of Time to File - Report* screen.
Next	Moves to the *Select Municipalities* screen.

Select Municipalities

The *Select Municipalities* screen is used to designate which municipality(s) you want to include in filing for an extension.

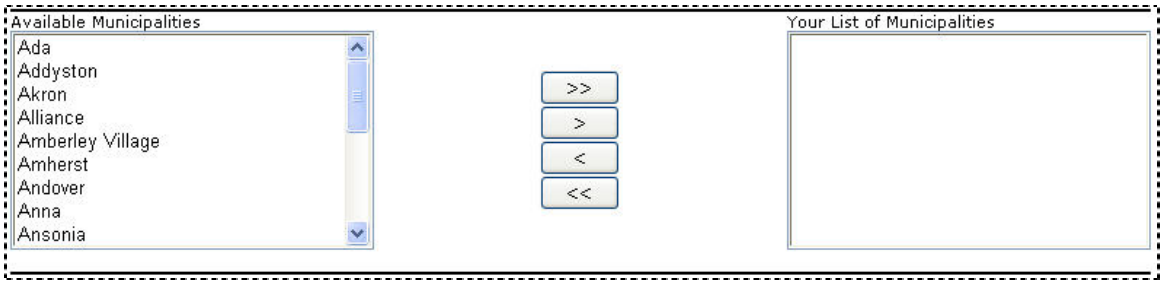


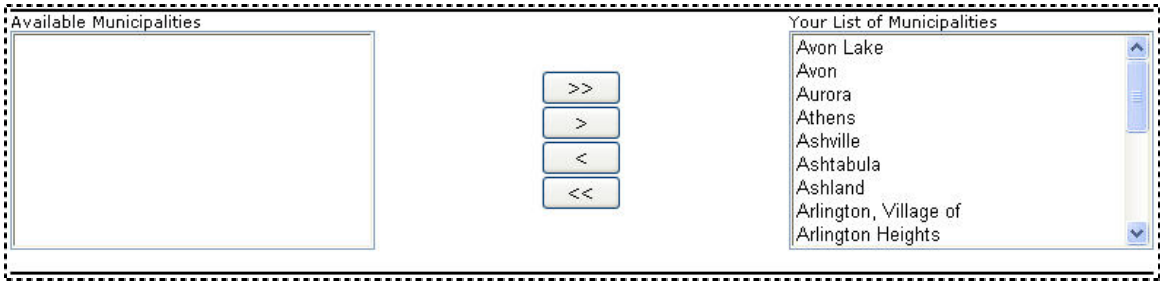
- Move the municipalities you want to include in your extension request from the “Municipalities in your Profile” window to the “Selected Municipalities” window.

Choosing Municipalities

Click

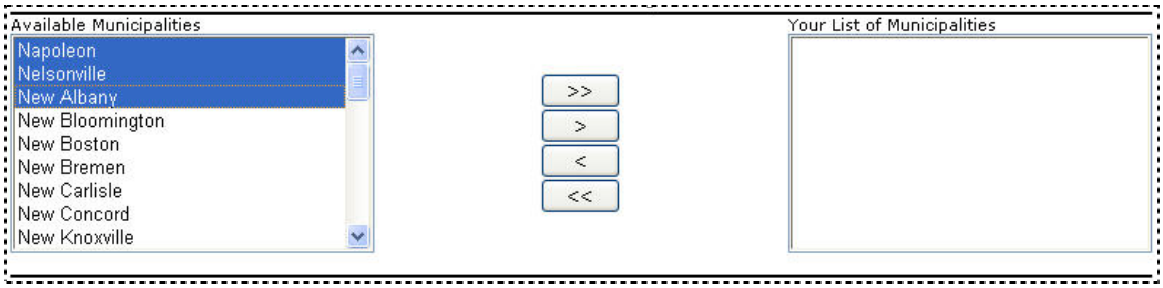
- to move all the municipalities displayed in the Available Municipalities window to the Selected Municipalities window.



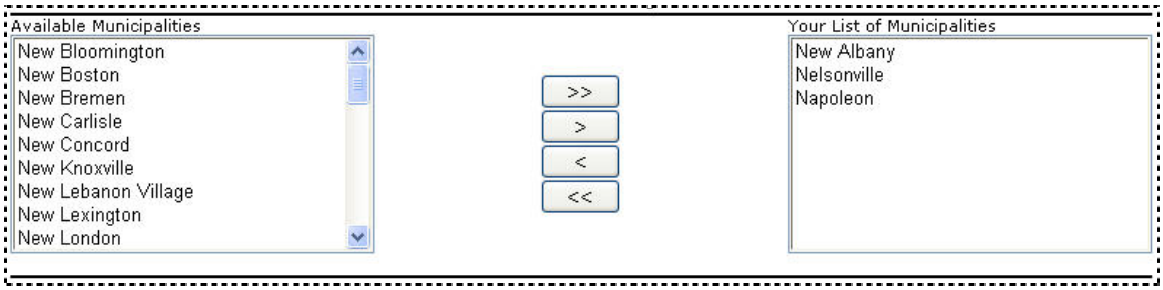


Click > – to move the selected municipality(s) from the Available Municpalities to the Selected Municipalities window.

✓ **TIP:** To select more than one municipality in the Available Municipalities window, hold down the Ctrl key and click on the selected municipality to highlight it.



- When all the municipalities you want to include in your extension are highlighted, click > to move them to the Selected Municipalities window.



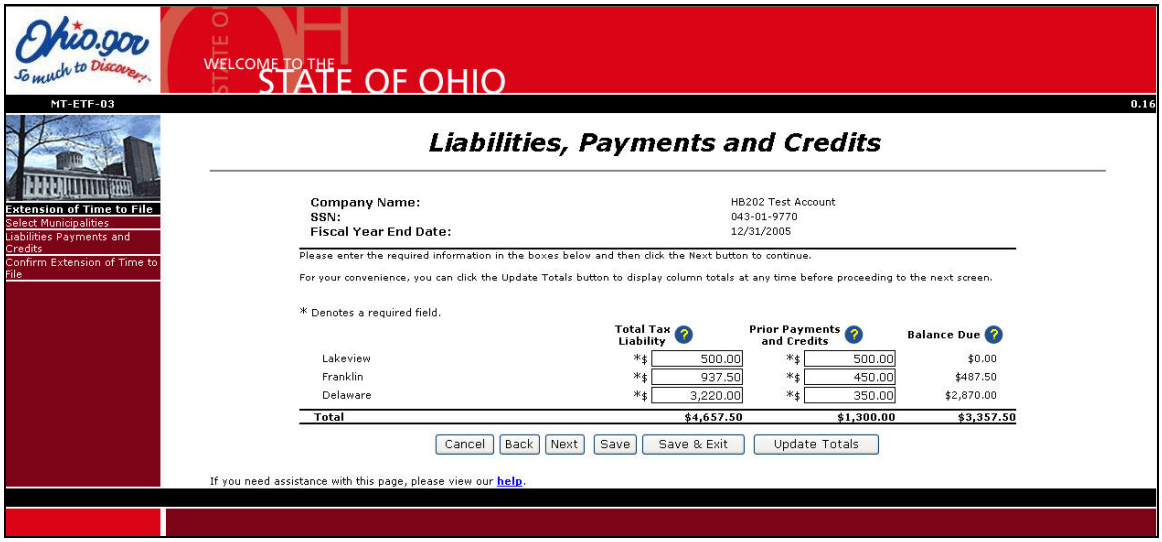
- When all the municipalities you want to include in your extension request are listed in the "Selected Municipalities" window, click Next.

Select Municipalities Field Descriptions

Field Name	Description
Company Name	The name of the company for which you are paying estimated taxes.
FEIN/SSN	The Federal Electronic Identification Number or Social Security Number associated with the company for which you are filing estimated tax payments.
Available Municipalities	Municipalities included in your profile that you may include in your estimated tax payment report.
Selected Municipalities	The municipalities you have selected to include in today's estimated tax payment report.
>>	Moves multiple or all municipalities listed in the "Available Municipalities" window to the "Selected Municipalities" window.
>	Moves a single municipality from the "Available Municipalities" window to the "Selected Municipalities" window.
<	Moves a single municipality from the "Selected Municipalities" window to the "Available Municipalities" window.
<<	Moves multiple or all municipalities listed in the "Selected Municipalities" window to the "Available Municipalities" window.
Back	Returns to the previous screen.
Next	Moves to the Estimated Annual Net Profit screen.

Liabilities, Payments and Credits

The *Liabilities Payments and Credits* screen is used to enter the tax liability, payments, and credits for each selected municiplaity, and calculate the balance due tax amount.



- Enter the Total Tax Liability amount for each municipality.
- Enter the total of all prior payments and credits for each municipality.

  The system will calculate the Balance Due amount, and display a total for each column.

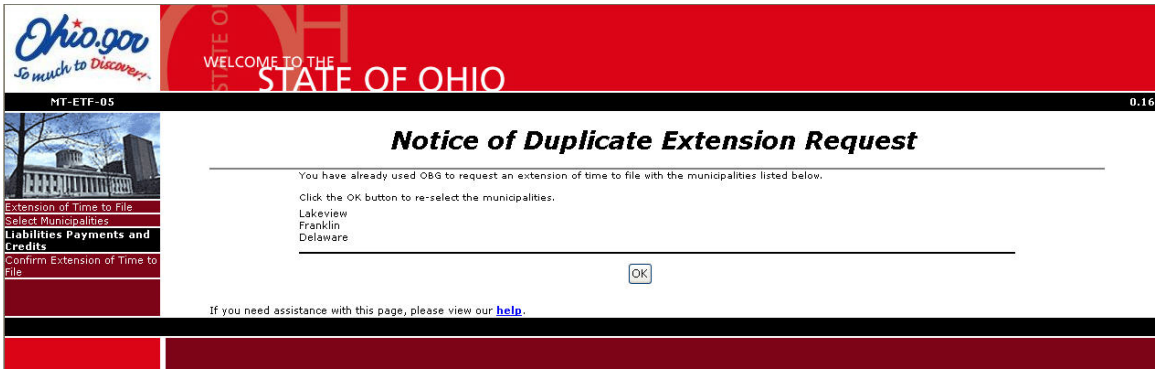
- Click Next to move to the *Confirm Extension of Time to File* screen.

Liabilities, Payments, and Credits Field Descriptions

Field Name	Description
Company Name	The name of the company for which you are paying estimated taxes.
FEIN/SSN	The Federal Electronic Identification Number or Social Security Number associated with the company for which you are filing estimated tax payments.
Fiscal Year End Date	The month, day, and year established in your taxpayer profile as the last day of the fiscal year for the displayed company name and FEIN.
Total Tax Liability	The total tax liability owed to the specified municipality.
Prior Payments and Credits	The total of all payments and credits made to the specified municipality.
Balance Due	The total tax liability minus any prior payments/credits for the specified municipality. This cannot be a negative number.
Cancel	Returns to the previous screen.
Back	Returns to the *Select Municipalities* screen.
Next	Moves to the *Confirm Extension of Time to File* screen.
Save	Saves the liabilities, payments, and credit information.
Save & Exit	Saves the liabilities, payments, and credit information and closes the Municipal Tax Application.

Notice of Duplicate Extension Request

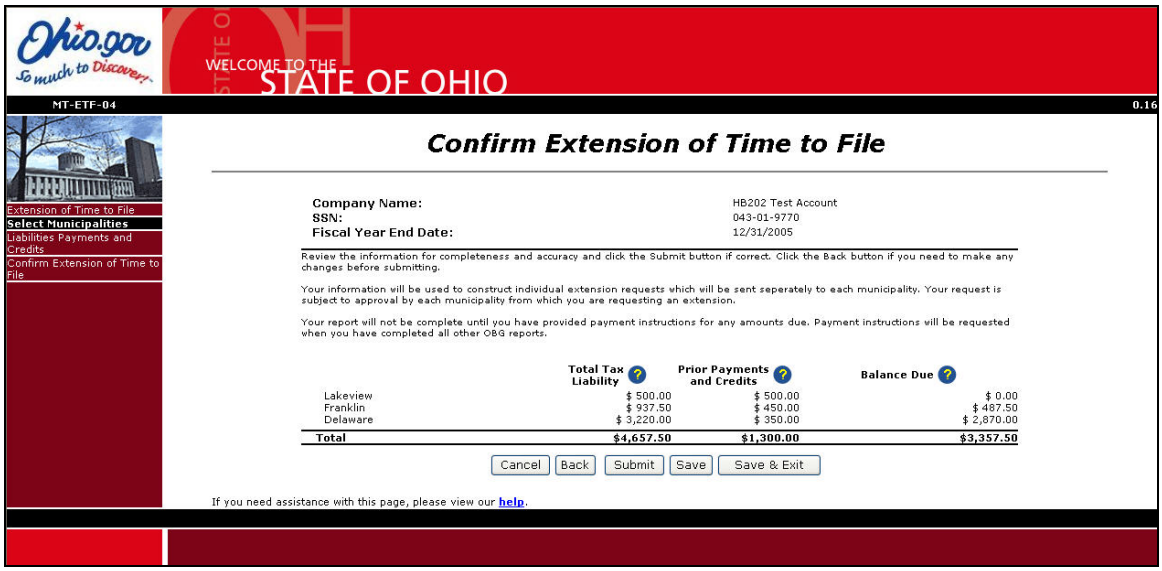
The system displays the *Notice of Duplicate Extension Request* screen when an extension has already been submitted via the OBG. Only one extension request may be submitted per municipality per tax year using the Municipal Tax Application.



- Click OK to close the window and return to the *Choose Your Municipalities* screen.

Confirm Extension of Time to File

The *Confirm Extension of Time to File* screen offers one last review of the information before submitting it to the OBG. The screen lists the total tax liability, prior payments and credits, and balance due for each municipality with which you are filing for an extention.



- Review the information to check that the tax liabilities, payments, credits, and balance due are correct for each municipality.
- Click Submit, to save the extension information and submit the request via the OBG.

Confirm Extension Time to File Field Descriptions

Field Name	Description
Company Name	The name of the company for which you are paying estimated taxes.
FEIN/SSN	The Federal Electronic Identification Number or Social Security Number associated with the company for which you are filing estimated tax payments.
Fiscal Year End Date	The month, day, and year established in your taxpayer profile as the last day of the fiscal year for the displayed company name and FEIN.
Total Tax Liability	The total tax liability owed to the specified municipality.
Prior Payments and Credits	The total of all payments and credits made to the specified municipality.
Balance Due	The total tax liability minus any prior payments/credits for the specified municipality. This cannot be a negative number.
Cancel	Returns to the previous screen.
Back	Returns to the *Select Municipalities* screen.
Submit	Saves the extension information and sends the request via the Ohio Business Gateway.
Save	Saves the liabilities, payments, and credit information but does NOT submit it via the Ohio Business Gateway.
Save & Exit	Saves the liabilities, payments, and credit information (without submitting it via the OBG) and closes the Municipal Tax Application.

Appendix A

E-mail Reminders

If you select the E-mail Reminders option as part of the registration process, you will receive occaission reminders from the OBG via E-mail regarding filing deadlines and related information. An example is shown below:

Subject: Ohio Business Gateway Reminder: Municipal Taxes May be Due Soon

Dear XXXXXXXXX:

Please do not reply to this email. It is an automated service of the
Ohio Business Gateway that you have elected to receive. If you require assistance, please call our Help
Desk at 1-866-644-6468.

As a reminder, municipal taxes for XXXXXXXX, INC. may be due on MM/DD/YYYY if the company's fiscal year is based on the calendar year. Please note that the actual due date may vary if a
different fiscal year is used. If you have already filed, please disregard this message.

To file and pay your taxes online logon to the Ohio Business Gateway at
http://www.businessgateway.ohio.gov

If you have forgotten your password you may retrieve it by visiting
https://ohiobusinessgateway.ohio.gov/hb202/login/userassist.asp

Thank you for using the Ohio Business Gateway.

Sincerely,
The OBG Team

Glossary

Account Number – a unique identifier created by many (but not all) municipalities to represent themselves numerically.

Account Number Example – an ***example*** of the format of the displayed municipalities account number.

Automated Clearing House (ACH) - a funds transfer system which provides for the interbank clearing of electronic entries for participating financial institutions. The ACH system is the primary electronic funds transfer (EFT) system used by agencies to make payments.

Bank – an ODFI-complient financial institution which is capable of receiving an electronic payment on behalf of a municipality.

Electronic Funds Transfer (EFT) – provides for safe, secure, and efficient electronic payments and collections.

Entity Type – business type: sole proprietor, corporation, joint venture, etc.

Federal Electronic Identificaion Number (FEIN) – a nine digit number assigned to sole proprietors, corporations, patnerships, estates, trusts, and other entities for tax filing and reporting purposes.

Fiscal Year End Date - month and day the (business) filer's fiscal year ends.

Hyper Text Transfer Protocal (HTTP) - the underlying protocal used by the World Wide Web to define how messages are formatted and transmitted.

Municipal Tax Application - an internet-based system providing a single point of contact for businesses with municpal tax liabilities with the State of Ohio to file and pay municipal taxes, and make extension requests.

Municipal Taxpayer Profile – a collection of specific data uniquely identifying the municipal taxpayer.

Municipality – a city, town, village, or Joint Economic Development District (JEDD) to whom a tax liability is owed.

Ohio Business Gateway (OBG) – an internet-based entity created to simplify Ohio Business's tax reporting and payment relationship with the following state agencies: Bureau of Workers' Compensation, Job and Family Services, Ohio Department of Taxation, and the Department of Commerce. Using this gateway, Ohio Businesses are able to simultaneously report and pay liabilities associated with Workers' Compensation, Unemployment Tax, Employer Withholding Tax, Sales Tax, and Unclaimed Funds.

ODFI – Originating Depository Financial Institution.

RDFI – Receiving Depository Financial Institution.

System Administrator – the individual primarily responsible for operation of the Ohio Business Gateway, and by extension, the Municipal Tax Applicatioin.

Taxpayer – any business entity(i.e., not an individual taxpayer) that owes a tax liability to one or more municipalities within the State of Ohio.

Third Party Administrator (TPA) – organizations to whom municipalities outsource the administration of issues related to taxation.

Total Tax Liability – The total tax owed to a taxing entity (municipality).

Uniform Resource Locator (URL) – An acronym for the phrase Uniform Resource Locator, a URL is the global address for documents and other resources on the World Wide Web (Internet).