



Office of the Program Director
State of Ohio
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Columbus, Ohio 43215
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November 27, 2006

Dear Municipal Income Tax Administrator:

Through your participation and assistance, the Ohio Business Gateway has had an exciting 2006. OBG now offers businesses up to 27 different electronic filings for both state and municipal compliance activities. More than 115,000 businesses have used these services to file 700,000 reports and pay nearly \$2 billion electronically.

In particular, the Municipal Income Tax application added the Net Profits Return to complement the existing Estimated Payment and Extension Request applications. Approximately 10,000 municipal income tax reports have been filed in total, and businesses have leveraged the convenience of OBG to simultaneously file forms with many municipalities during a single login. As we look ahead to 2007, we will expand OBG as required by the Ohio Revised Code to include Municipal Withholding Payments. We are also listening to feedback from businesses and tax administrators by making a number of enhancements to increase the clarity, usability, and value of all the applications. Our goal is to provide valuable electronic filing services to both businesses and municipalities.

As you know, OBG must maintain accurate information regarding your municipality and its income tax. This letter also serves as the annual reminder to review your Municipal Profile Certification and provide any new or updated information. As a result of the addition of Withholding Payments, there are a few new questions, but overall the 2007 Certification is very similar to last year's version. Please review, correct, and/or complete all sections of the Certification. **It is critical that you return the Certification as soon as possible, but no later than December 29, 2006.** *If your municipality utilizes a third party administrator (TPA, e.g., RITA, CCA, etc.) for tax administration, please consult with your TPA before you return any certification to OBG. OBG will work with all TPAs to coordinate the Certification for their member municipalities.*

The enclosed pages include additional instructions for completing and returning the certification. Please remember that an updated Certification should be returned if any information changes later in the year. If you have questions about the Project and/or the Certification, please contact my office at 614-466-7344 or visit the Project web site (<http://munitax.obg.ohio.gov>). The Tax Administrators' section of project web site provides you with easy access to a variety of useful information.

Thank you for your continued support and assistance.

Sincerely,

Joe Zapotosky
Program Director

Enclosures: Municipal Profile Certification
Supplemental Instructions for Municipal Profile Certification