



**Municipal Tax Project - Forum 3**  
**June 17, 2004**

# Municipal Tax Project Forum 3

## User Interface, Funds Transfer, & Data Transport

(Please find your name card  
or make a new one.)



**Municipal Tax Project - Forum 3**  
**June 17, 2004**

# Agenda

- 1:15 – 1:30 Welcome and Opening Remarks**
- 1:30 – 1:55 Recap of Funds Transfer Conceptual Design & Discussion of Next Steps**
- 1:55 – 2:20 Recap of Data Transport Conceptual Design & Discussion of Next Steps**



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# Agenda

**2:20 – 2:30 Break**

**2:30 – 3:15 Revised User Interface Conceptual Design Ideas**

**3:15 – 3:30 Closing Remarks**

**Final Q/A and Immediate Comments**



# Opening Remarks

- Introductions
- Contact List
- Logistics
  - Restrooms
  - Cell Phones
- Today's Presentation Available on Project Web Site  
<http://munitax.obg.ohio.gov>



# Objectives

- Provide overview of project
- Recap of earlier forums
- Share and validate viable conceptual design ideas - User Interface
- Define process for feedback
- Outline upcoming steps



# Project Components

- Funds Transfer
- Data Transport
- Forms & User Interface
- Support & Help Processes
- Training, Education, & Outreach



# 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.



# Today's Focus

## Recap & Next Steps

- Funds Transfer
- Data Transport

## Conceptual Designs

- Revisions to User Interface



## Since April 6

- Written feedback extremely limited
- Verbal feedback has been generally positive
- Funds/Data conceptual designs endorsed by OBGSC on May 25, planned next steps
- User interface design revised



# Feedback

- Implementation costs and long term funding
  - Technology
  - Bank Fees
- Data security
  - File Transfer
  - Web
- Compliance with audit standards
- Replacements for physical signatures



# Feedback

- **Support Desk**
  - Available Hours
  - Training for Munis, Taxpayers, and Taxpayer's Agents
  - Service levels and standards
- **System Usability**
  - Support of ACH Credit
  - Easy Navigation within Application
  - Availability of On-Line Help



# Meaning of Conceptual Designs “Endorsement”

- The conceptual designs presented are consistent with the mandate of the legislation and the associated constraints
- The project plan represents a reasonable approach to the implementation of the law
- Development should continue within the proposed conceptual designs



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# Q/A Checkpoint



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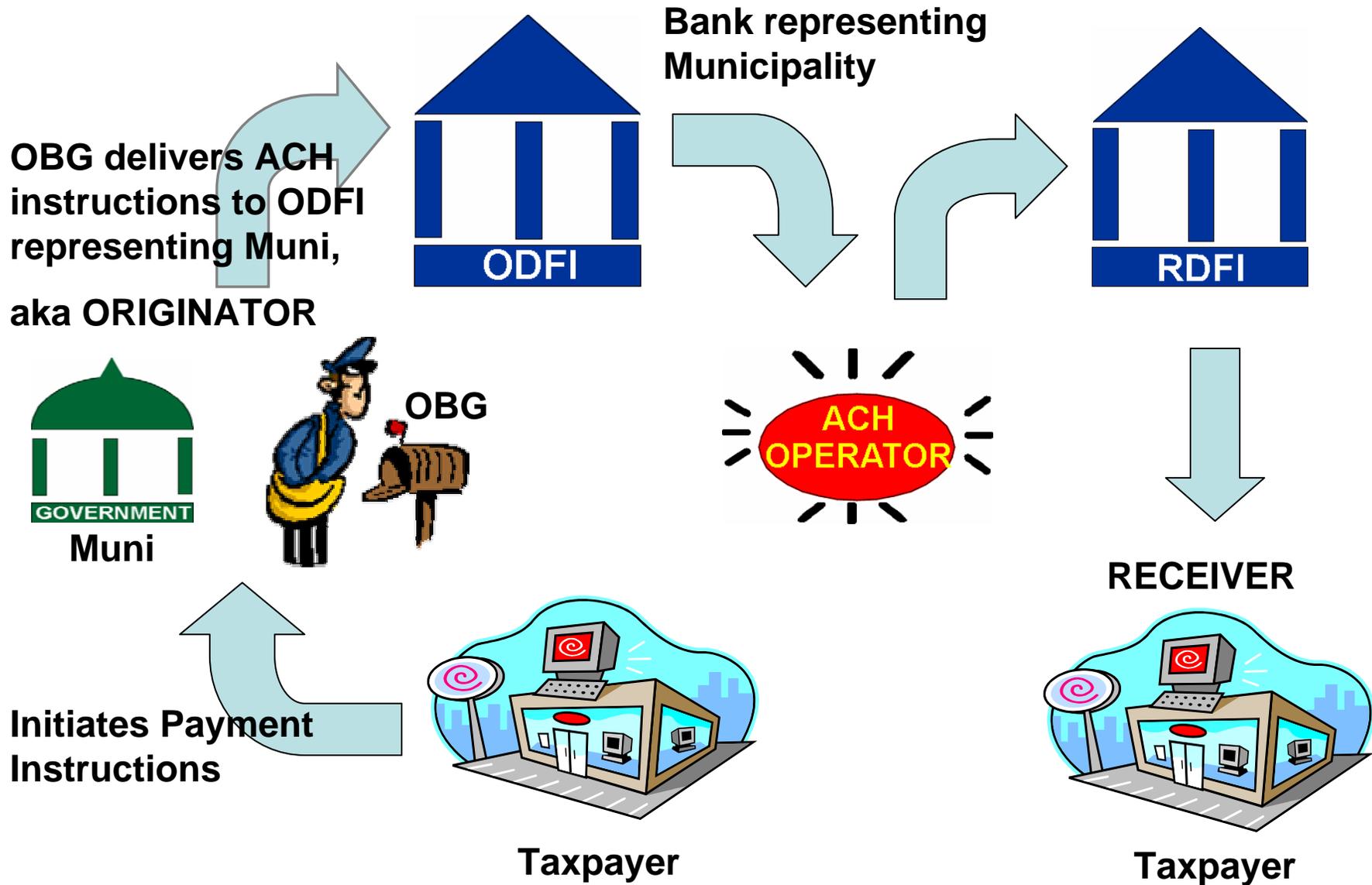
# Recap of Funds Transfer



## Funds Transfer Processes

- OBG acts as facilitator of payment information, forwarding instructions to an ODFI representing each municipality.
- Municipalities retain full control over the management of their bank accounts and administration of their tax systems.
- Municipal tax administration systems continue to track payments, returns, etc.

# Funds Transfer Idea in a Picture





# Funds Transfer Costs

- State/OBG will not charge any fees for its services in the entire process.
- Fees for handling ACH transactions are levied by ODFIs to the municipality owning the account, under the terms of each individual account agreement.
- Overall costs to handle ACH could be offset by corresponding reductions in paper check volume and other handling expenses.



# Next Steps in Funds Transfer

**Known Muni Banks**  
**(at least 109)**

*Filtered by Technical  
Requirements & Operational  
Efficiencies*

**Qualified Banks**  
**(number TBD)**

- Existing Municipality Bank
- Correspondent Bank





# Next Steps in Funds Transfer for OBG

- Develop minimum technical requirements 
- Conduct exploratory discussions with sample set of banks (now)
- Verify/collect municipalities' bank profile data (Mid July)
- Group banks (August/September)
  - Qualified to accept data directly from OBG
  - Candidate for use of qualified correspondent bank
- Develop implementation plans (September)



# Next Steps in Funds Transfer for Municipalities

- Participate in the bank profile data collection activities (Mid July)
- Review existing ACH agreements or plan to develop new (July/August)



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# Q/A Checkpoint



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# Recap of Data Transport



## Municipal Tax Data & Payment Distribution Methods

- Dial-in FTP
  - Services large cities' IT shops who desire automated, full electronic delivery
- Web accessible secure mailbox
  - Minimal technology requirements include PC and internet access
  - Data delivered over secure web browser session



# Features of Both Designs

- Support for various file types, including human readable and machine readable formats for different tax administration systems capabilities
- Meet all qualifying factors:
  - Production, distribution, and labor costs
  - Error potential
  - Scalability
  - Timeliness
  - Security



# Next Steps in Data Transport

## **Universe of Data Output Formats**

- Off-Shelf Packaged Software
- In-House Software
- Paper Formats

## ***Filtering Criteria***

**Standardized Machine and  
Human Readable Formats**





# Data Output Format Filtering Criteria

- Platform Neutrality
- Generic
- Industry Standards
- Familiarity
- Avoidance of “customization”



# Next Steps in Data Transport for OBG

- Validate user interface conceptual ideas (now)
- Verify/collect the municipalities' profile data (mid-July)
- Design/communicate automated transfer process (August)
- Design/communicate output file formats (September)
- Develop criteria for state equipment (September)
- Develop implementation plans (September)



# Next Steps in Data Transport Municipalities

- Participate in profile data collection activities (mid-July)
- If automating tax data retrieval, participate in additional discussions (August)
- Acceptance of equipment (if qualified to receive) (Oct/Nov)



# Municipality Profile Data

- Data File Format, Method (Machine/Human/Both)
- Data Transport Frequency
- Contact Information
- Banking Information
- Taxpayer Help Contacts
- Tax Administration Data (e.g. TPA, tax rates, local ID #s)
- Equipment Assessment (Equipment Available to Satisfy Transport Requirements?)



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# Q/A Checkpoint



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Break



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# User Interface Conceptual Design Ideas



# “Forms” in the User Interface

- (revised) Estimated Payments
- Extension of Time to File
- *(eliminated) Mid-year Payments*



# Analysis of Sample Forms

- Focus on agnostic data elements (generic fields) regardless of specific naming conventions
- Look for common elements among collection of forms
- Consider reforms of HB 95



# Form Data Element Filtering

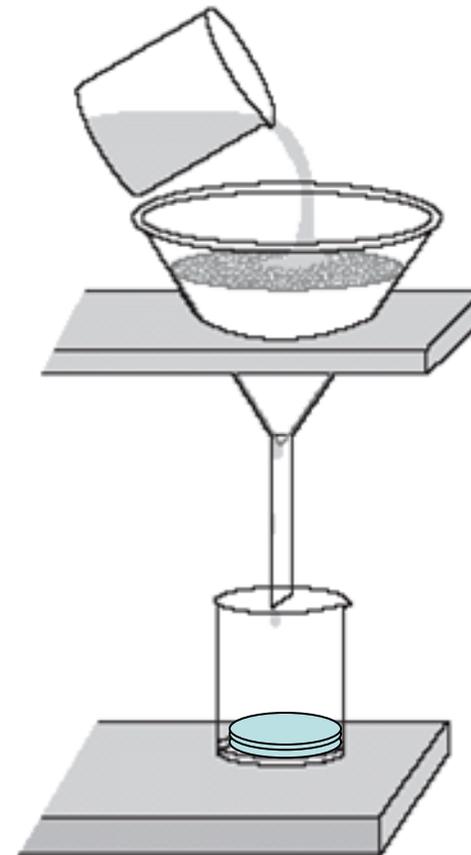
## Muni Tax Forms

- Estimated Payment
- Extension for Time to File

## *Filtering*

- Identify Common Fields
- Validate commonality

## Agnostic Data Elements





# Data Elements of Estimated Payment

- Entity Name
- Entity Identification Number
- Estimated Net Profit Amount
- Estimated Tax Due (Computed)
- Prior Year Overpayment Amount
- Net Tax Due (Computed)
- Tax Year (new)
- Payment Period (new)
- Payment Amount
- Banking Account Number
- Bank Routing Number



# Data Elements of Extension of Time to File

- Entity Name
- Entity Identification Number
- Tax Year Ending
- Total Tax Liability
- Payments/Credit Made
- Tax Balance Due
- Payment Amount
- Banking Account Number
- Bank Routing Number
- Signature



# Conceptual Design Filtering

Agnostic Data Elements

## *Analysis*

- Current OBG Functionality
- Required Enhancements

Conceptual Design Idea





# Ground Rules for Viewing Screen Shots

- Design ideas presented today are:
  - *Still* Not Final
  - Considered to be on track
  - Ready for validation
- Your feedback is important!



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# User Interface Conceptual Design Feedback

- Screen Format
- Data Elements
- Application Flow
- Business Rules
- Help Text

New user?

[Register here.](#)

Already a registered user?

Username

Password

[Having trouble logging in?](#)



## Welcome to the State of Ohio Business Gateway.

If you are interested in starting a new business within the State of Ohio, please visit the [Ohio 1st Stop Business Connection](#).

Forms and Payment Options Available for Completion at the Ohio Business Gateway:

- Bureau of Workers' Compensation - Payroll Report
- Job and Family Services - Employer's Report of Wages (JFS-66111, formerly UCO-2QR)
- Department of Taxation - Employer Withholding Tax Reports (Forms IT-501, IT-941, and IT-942)
- Department of Taxation - Employer School District Withholding Tax Reports (Forms SD-101 and SD-141) **NEW**
- Department of Taxation - State, County, and Transit Sales Tax Returns (Forms ST-10 and UST-1)
- Department of Taxation - Accelerated Sales Tax Payment Option
- Department of Taxation - Sales and Employer Withholding Billing Notice Payment Option
- Department of Commerce - Negative (None) Unclaimed Funds Report

The Purpose of this site is 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.

Ohio Businesses are able to simultaneously report and pay liabilities associated with Workers' Compensation, Unemployment Tax, Employer Withholding Tax, Sales Tax, and Unclaimed Funds.

Users must register with the State of Ohio Business Gateway before login is possible.

Click here for [System Requirements](#) (Internet Browser and Adobe Acrobat software) for running the Ohio Business Gateway website.

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



## Ohio Business Gateway - Rules Page

1. The Ohio Business Gateway (OBG) can be used by any business or organization conducting activity within Ohio and elects to use OBG for reporting and paying the returns/reports listed in rule 2.

2. Currently, only the following returns/reports can be filed through OBG:

<u>Agency</u>	<u>Return/Report</u>	<u>Original</u>	<u>Amended*</u>
Taxation	ST-10	Yes	Yes
	UST-1	Yes	Yes
	IT-501	Yes	N/A
	IT-941	Yes	Yes
	IT-942	Yes	Yes
Job and Family Services	JFS-66111	Yes	No
Bureau of Workers' Comp.	Payroll Report	Yes	No
Commerce	Negative Unclaimed Funds	Yes	N/A

\*Effective for returns/reports for periods on or after January of 2003.

3. You can only file delinquent Department of Taxation returns/reports through this site. (Effective for Periods that become delinquent on or after January of 2003.)

An account must be active and in good standing (not delinquent) with each of the other agencies to file their return/report through this site. An account which is delinquent with an agency other than Taxation must contact that agency directly to resolve the delinquency.

4. Rates and calculated amounts due are accurate only if the business or organization files its return/report through this site. If you save the return/report for later modification, the application will re-compute the amount due at the time of filing. The user must revisit and resave each return/report for the application to re-compute the return/report at the time of filing.

5. If you file a return/report through OBG, you should not file the paper version of the return/report or file another electronic version of the return/report (e.g. Dolphin application through BWC) for the same period with the agency.

Bureau of Workers' Comp.	Payroll Report	Yes	No
Commerce	Negative Unclaimed Funds	Yes	N/A

\*Effective for returns/reports for periods on or after January of 2003.

3. You can only file delinquent Department of Taxation returns/reports through this site. (Effective for Periods that become delinquent on or after January of 2003.)  
  
An account must be active and in good standing (not delinquent) with each of the other agencies to file their return/report through this site. An account which is delinquent with an agency other than Taxation must contact that agency directly to resolve the delinquency.
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5. If you file a return/report through OBG, you should not file the paper version of the return/report or file another electronic version of the return/report (e.g. Dolphin application through BWC) for the same period with the agency.
6. You cannot file a return/report during one session and return in a later session to pay the amount due on that return/report. Beginning March 2003, except for Bureau of Worker's Comp Payroll Reports, you can file a return/report during the session and post date (no later than the due date for that return/report) an ACH debit payment transaction.
7. If you do not pay the full amount due shown on the return/report, you will be subject to each agency's rules regarding payment deadlines, interest, penalties, and fee charges. Subsequent payment of any unpaid balance by paper check must display the agency's account number on the check.
8. No return/report will be submitted until you complete the entire application process. You should not log off or shut down your browser until you have completed all parts of the application and received confirmation of filing.

---

If you have any problems during your Ohio Business Gateway session, contact the Ohio Business Gateway Help Service at (1-866-644-6468).

[I Agree](#)



## Registration Information

Welcome to the Ohio Business Gateway. Please enter your registration information.

\*indicates required field

### Company Information

- Federal Employer ID Number \*  -
- SSN \*  -  -

Company Legal/Business Name \*

Company Corporate Name

Company Trade (DBA) Name

Create Municipal Tax Profile

### Company Contact Information (For Questions about the Business)

Contact First Name \*

Contact Last Name \*

Contact Phone \* (  )  -

Email Address \*

Confirm Email Address \*

### Reporting (Primary) User Information

First Name \*

Last Name \*

Job Title \*

Phone Number \* (  )  -

### Reporting (Primary) User Access Information

Company Trade (DBA) Name

Choose Municipalities

### Company Contact Information (For Questions about the Business)

---

Contact First Name \*

Contact Last Name \*

Contact Phone \*

 (  )  - 

Email Address \*

Confirm Email Address \*

### Reporting (Primary) User Information

---

First Name \*

Last Name \*

Job Title \*

Phone Number \*

 (  )  - 

### Reporting (Primary) User Access Information

---

Username \*

 Case-sensitive; must be 8 to 10 characters long.

Your secret question \*

Answer to your question \*

### Email Reminders

---

Bureau of Workers' Compensation Payroll Report

Job and Family Services Employer's Report of Wages and Contribution Report

Department of Taxation Sales Tax Return (ST-10 or UST-1)

Department of Taxation Ohio Tax Withheld (IT-501, IT-941)

Submit Your Registration

Cancel

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



confirm registration  
information

manage users

edit user registration  
information

add new user

edit company registration  
information

## Confirm Registration Information

Please verify that the information below is accurate and up to date.

### Company Information

Federal Employer ID Number	87 - 654321
Company Legal/Business Name	Paulie's Pizza Parlor
Company Corporate Name	N/A
Company Trade (DBA) Name	N/A

### Contact Information (For Questions about the Business)

Contact First Name	W
Contact Last Name	Smith
Contact Phone	614 - 555 - 1212
Email Address	developer@state.oh.us

### User / Employer Information

First Name	W
Last Name	Smith
Job Title	Lead
Phone Number	614 - 555 - 1212

[Edit User Information](#) | [Manage Users](#) | [Edit Company Information](#) | [File Reports](#)  
[Edit Municipalities](#)

If you have completed registration and do not want to file any reports you may [logout](#) now.

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



## Create Your Municipal Profile

Company Name: Paulie's Pizza Parlor  
FEIN / Acct No: 87-654321

Entity

LLC/LLP

Accounting Year End Date

/

Back

Next



## Choose Your Municipalities

Company Name: Paulie's Pizza Parlor  
FEIN / Acct No: 87-654321

Click Letter To Find Municipalities

ABCDEF GHIJKLM NOPQRST UVWXYZ

Select All

Cadiz

Canton

Chillicothe

Caldwell

Chardon

Coldwater

Cambridge

Charm

Columbus

Canfield

Chesapeake

Back

Next



## Municipal Account Number

---

**Company Name:** Paulie's Pizza Parlor  
**FEIN / Acct No:** 87-654321

---

The following require an account number

Columbus  ?

Worthington  ?

The following do not require an account number

Dublin

---

Back

Next



## Confirm Municipal Profile

**Company Name:** Paulie's Pizza Parlor  
**FEIN / Acct No:** 87-654321

**Entity:** Corporation

**Accounting Year End Date:** November 15, 2004

**Current Municipalities:** Columbus - 08457  
Dublin  
Worthington - 65847

Edit Municipal Profile

Back

Next



choose the form(s) to complete

verify your account(s)

## Choose the Form(s) or Payment Option(s) to Complete

**NOTE: If you are selecting multiple reports, all reports will be created before the filing and payment process.**

### Department of Taxation Forms

- Ohio State, County, and Transit Sales Tax Returns (ST-10 or UST-1)
- Ohio Employer's Payment of Ohio Tax Withheld (IT-501)
- Ohio Employer's Annual Reconciliation of Income Tax Withheld (IT-941)
- Ohio Employer's EFT Quarterly Reconciliation of Income Tax Withheld (IT-942)
- Ohio Employer's Payment of School District Income Tax Withheld (SD-101)
- Ohio Employer's Annual Reconciliation of School District Income Tax Withheld (SD-141)

### Department of Taxation Payment Options

- Accelerated Sales Tax Payment Option
- Sales Tax Billing Notice Payment Option
- Employer Withholding Billing Notice Payment Option

### Bureau of Workers' Compensation Form

- Bureau of Workers' Compensation Payroll Form

### Department of Job and Family Services Form

- Employer's Report of Wages Form (JFS-66111, formerly UCO-2QR) & Employer's Contribution Report Form (ODJFS)

### Department of Commerce, Division of Unclaimed Funds

- Negative (NONE) Unclaimed Funds Report

### Municipal Forms

- Estimated Tax Payment
- Extension of Time to File

Cancel

Submit

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



# Guided User

- Infrequent user
- Not a tax professional
- Speed is not utmost concern
- Seeks understanding and clarity on how taxes are derived
- Appreciates the “hand-holding” experience
- Expects additional assistance as they proceed



# Express User

- Frequent user (may be a proxy filing on behalf of many taxpayers)
- Sophisticated, may be a tax professional or experienced taxpayer
- Concerned about speed and efficiency of the system
- Usability of the system relates to the ease of “tying back” to their system
- Prefers a clean and functional (no frills) interface
- Minimal assistance expected



## Estimated Tax Payment

Company Name: Paulie's Pizza Parlor  
FEIN / Acct No: 87-654321

Tax Year:

2004

**Choose Navigational Path:**

Guided

Express

**Guided:**

The "Guided" option will step you through the process by which tax estimates are calculated. You will be asked to provide information which can be used to estimate your tax liability for the year you have selected. Help and explanatory text will be provided.

**Express:**

The "Express" option assumes that you already understand the process and the methodology by which municipal taxes are calculated. An interface with minimal help is provided which allows you to provide the data required by the municipalities in which you do business

Cancel

Next

## Select Municipalities

Company Name: Paulie's Pizza Parlor  
FEIN / Acct No: 87-654321  
Tax Year End: 11/15/2004

Edit Municipal Profile

Select municipalities for which you want to make an estimated payment today:

- Select All
- Columbus
  - Dublin
  - Worthington

Cancel

Back

Next



## Estimated Annual Net Profit

Company Name: Paulie's Pizza Parlor  
FEIN / Acct No: 87-654321  
Tax Year End: 11/15/2004

	Tax Rate	Est. Annual Net Profit	Previous Year Overpayment
Columbus	2%	\$110,000	\$300
Dublin	1.5%	\$290,000	\$250
Worthington	1.75%	\$156,000	\$100
Total		\$556,000	\$650

Cancel Back Next

## Estimated Tax Due

Company Name: Paulie's Pizza Parlor  
FEIN / Acct No: 87-654321  
Tax Year End: 11/15/2004

	Net Est Annual Tax Due	Quarterly Tax Due	Payment Period
Columbus	\$2,200	\$495	Annual
Dublin	\$4,350	\$978.75	1st Quarter
Worthington	\$2,730	\$614.25	1st Quarter
Total	\$9,280	\$2,088	

Cancel Back Next



## Actual Payment

Company Name: Paulie's Pizza Parlor  
FEIN / Acct No: 87-654321  
Tax Year End: 11/15/2004

	Payment Period Tax Due	Overpayment	Payment Period	Calculated Payment	Actual Payment
Columbus	\$2,200	\$300	Annual	\$1,900	\$1,000
Dublin	\$978.75	\$250	1st Quarter	\$728.75	\$728.75
Worthington	\$614.25	\$100	1st Quarter	\$514.25	\$514.25
Total	\$3,793	\$650		\$3,143	\$2,243

Cancel Back Next

## Confirm Filing

**Company Name:** Paulie's Pizza Parlor  
**FEIN / Acct No:** 87-654321  
**Tax Year End:** 11/15/2004

	Net Profit	Overpayment	Net Tax Due	Payment Period	Calculated Payment	Actual Payment
Columbus	\$110,000	\$300	\$2,200	Annual	\$1,900	\$1,000
Dublin	\$290,000	\$250	\$4,350	1st Quarter	\$728.75	\$728.75
Worthington	\$156,000	\$100	\$2,730	1st Quarter	\$514.25	\$514.25
Total	\$556,000	\$650	\$9,280		\$3,143	\$2,243

Cancel Back Next



choose the form(s) to complete

verify your account(s)

## Choose the Form(s) or Payment Option(s) to Complete

**NOTE: If you are selecting multiple reports, all reports will be created before the filing and payment process.**

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### Department of Commerce, Division of Unclaimed Funds

- Negative (NONE) Unclaimed Funds Report

### Municipal Forms

- Estimated Tax Payment
- Extension of Time to File

Cancel

Submit

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



## Estimated Tax Payment

Company Name: Paulie's Pizza Parlor  
FEIN / Acct No: 87-654321

Tax Year:

2004

Choose Navigational Path:

Guided

Express

**Guided:**

The "Guided" option will step you through the process by which tax estimates are calculated. You will be asked to provide information which can be used to estimate your tax liability for the year you have selected. Help and explanatory text will be provided.

**Express:**

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Cancel

Next



## Express Filing

Company Name: Paulie's Pizza Parlor  
FEIN / Acct No: 87-654321  
Tax Year End: 11/15/2004

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Columbus	\$110,000	\$300	\$2,200	Annual	\$1,900	\$1,000
Dublin	\$290,000	\$250	\$4,350	1st Quarter	\$728.75	\$728.75
Worthington	\$156,000	\$100	\$2,730	1st Quarter	\$514.25	\$514.25
Total	\$556,000	\$650	\$9,280		\$3,143	\$2,243

Cancel Back Next



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**Company Name:** Paulie's Pizza Parlor  
**FEIN / Acct No:** 87-654321  
**Tax Year End:** 11/15/2004

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Total	\$556,000	\$650	\$9,280		\$3,143	\$2,243

Cancel Back Next



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### Department of Commerce, Division of Unclaimed Funds

- Negative (NONE) Unclaimed Funds Report

### Municipal Forms

- Estimated Tax Payment
- Extension of Time to File

Cancel

Submit

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

## Select Municipalities

Company Name: Paulie's Pizza Parlor  
FEIN / Acct No: 87-654321  
Tax Year End: 2004

Edit Municipal Profile

Select municipalities you want to file an extension for:

Select All

- Columbus
- Dublin
- Worthington

Cancel

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## Extension of Time to File

Company Name: Paulie's Pizza Parlor  
FEIN / Acct No: 87-654321  
Tax Year End: 11/15/2004

	Total Tax Liability	Prior Payments and Credits	Balance Due
Columbus	\$2,200	\$700	\$1,500
Dublin	\$4,350	\$500	\$3,850
Worthington	\$2,730	\$1,000	\$1,730
Total	\$9,280	\$2,200	\$7,080

Cancel Back Next Save



## Confirm Ext. of Time to File

Company Name: Paulie's Pizza Parlor  
FEIN / Acct No: 87-654321  
Tax Year End: 11/15/2004

	Total Tax Liability	Prior Payments and Credits	Balance Due
Columbus	\$2,200	\$700	\$1,500
Dublin	\$4,350	\$500	\$3,850
Worthington	\$2,730	\$1,000	\$1,730
Total	\$9,280	\$2,200	\$7,080

Cancel

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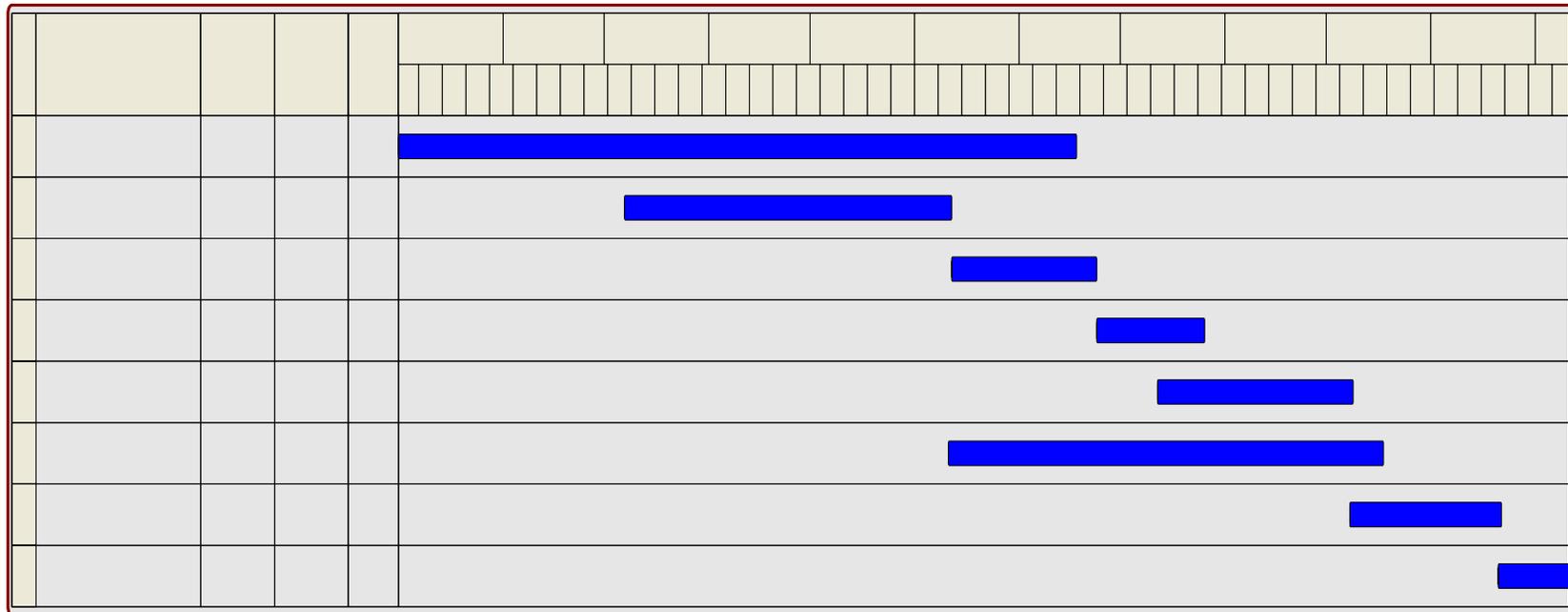
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**June 17, 2004**

**Discussion**

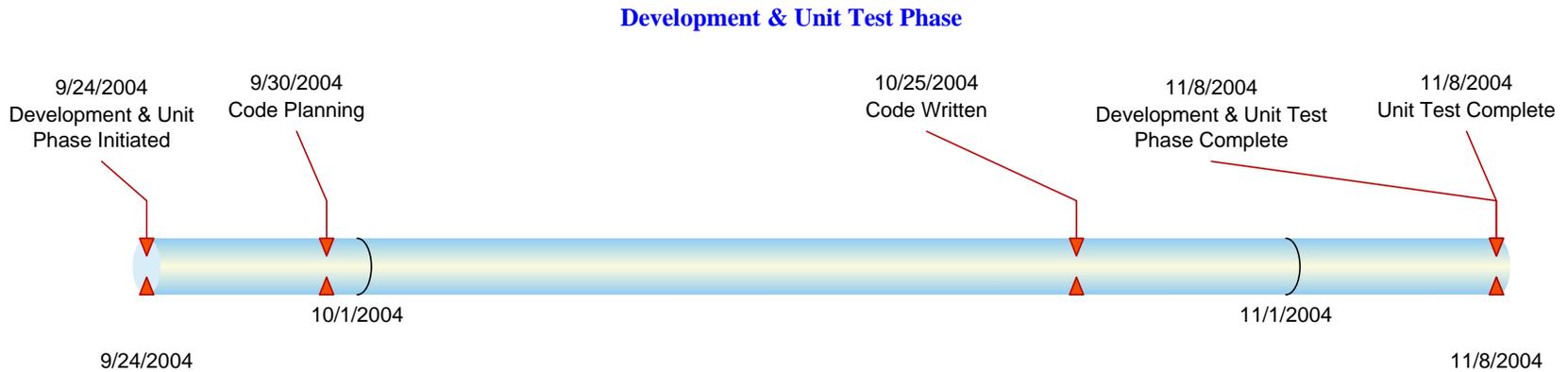
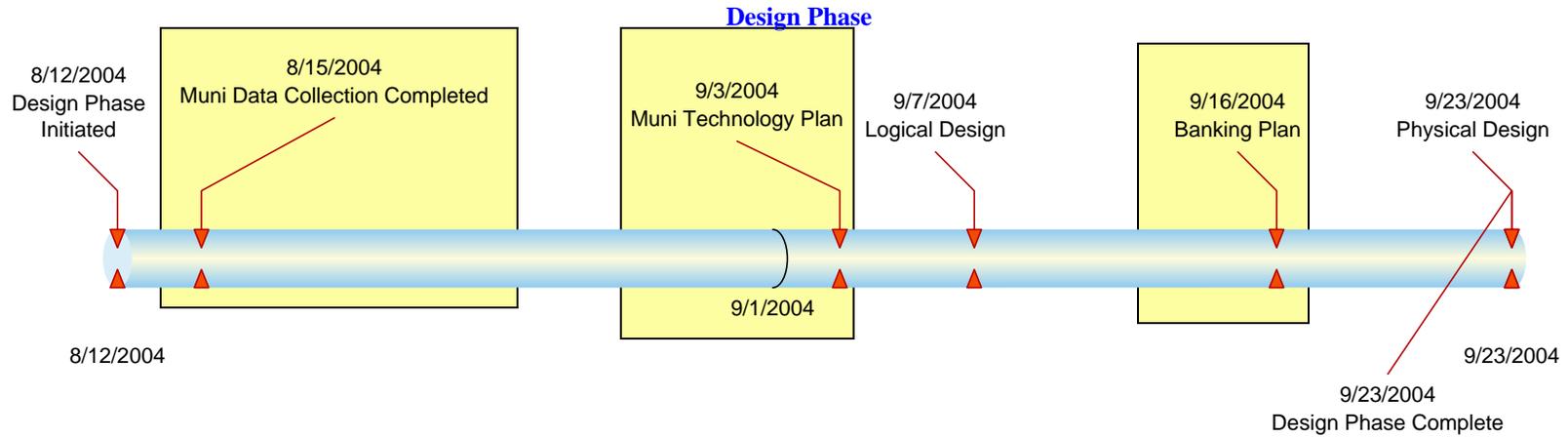
**Q/A Checkpoint**

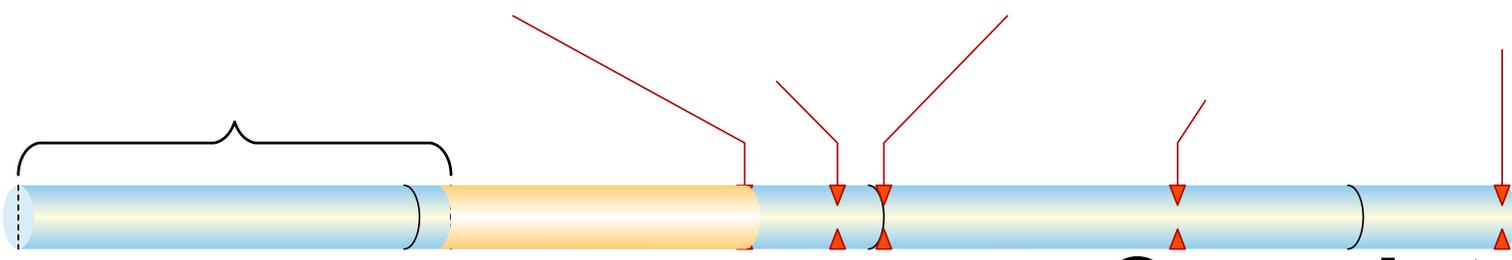
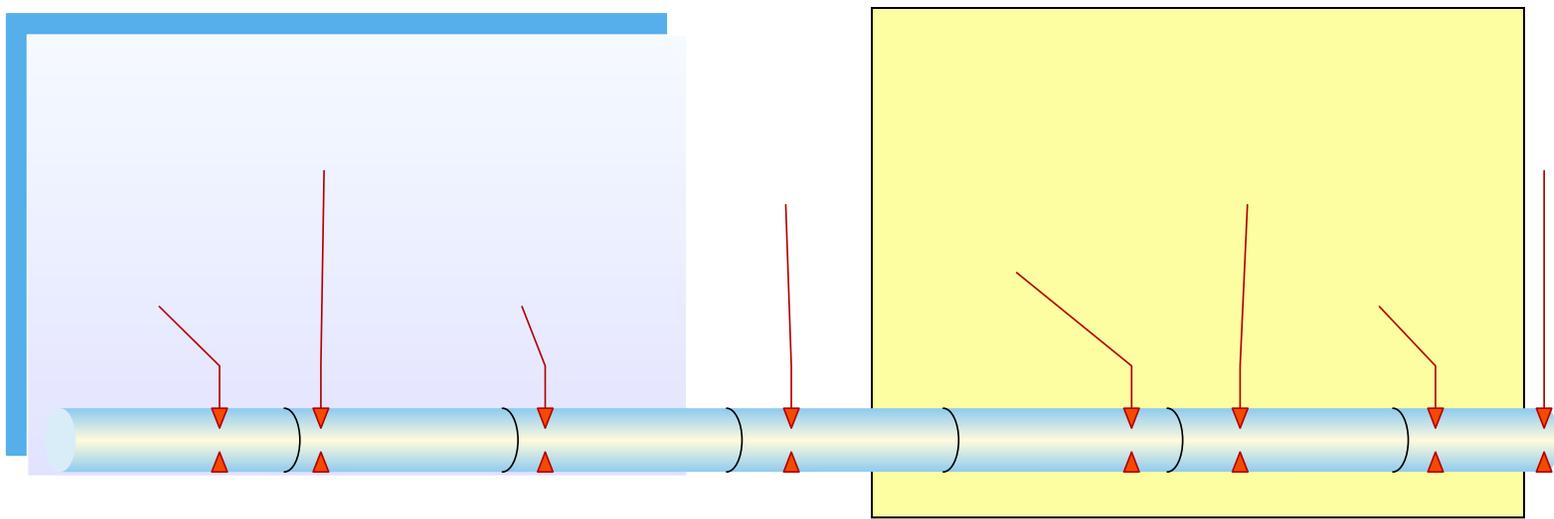


# Project Schedule



## Municipal Tax Project – Phase I Net Profit Extension Requests and Estimated Payments





**Completed**

4/6/2004



# Closing Remarks

- Please provide written comments regarding today's event and the conceptual designs by June 24, 2004
- An update letter will be sent to all municipalities summarizing project status, events, and timelines
- Forum updates can be viewed on the Municipal Tax Project Website at:

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



**Municipal Tax Project - Forum 3**  
**June 17, 2004**

**Final Q/A**

**Immediate Comments**



**Municipal Tax Project - Forum 3**  
**June 17, 2004**

## **Contact Information**

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**Municipal Tax Project - Forum 3**  
**June 17, 2004**

**Thanks for Attending!**