



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

# Municipal Income Tax Project

## Withholding Payment Forum



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August 31, 2006**

# Agenda

- Net Profits Return Feedback
- Withholding Payments
  - Requirements Review
  - Screen Mockups
- 2007 Certification
- Role-Based Logins & File Upload
- Next Steps



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# Opening Remarks

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

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



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# General Process

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



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## Constraints based on H.B. 95 Testimony

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



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# Net Profits Return Feedback

- Need additional input regarding the 2006 NPR
  - Successes
  - Issues
  - Questions
  - Business perspective
- Input shapes enhancements and adjustments to 2007 version of application



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# Withholding Payments Requirements Review



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# Screen Mockups

Guided path

# **Splash Page**

**Contains information specific to making a withholding payment**

**Instructions:**

*\* Denotes a required field.*

 Calendar Year\*

 Navigation\*  Guided  Express

The guided option will step you through the process by which municipal withholding taxes are calculated. You will be asked to provide information which can be used to estimate your tax liability for the year you have selected. Enhanced explanatory text will be provided.

The Express option assumes that you already understand the process and the methodology by which municipal withholding taxes are calculated. This option provides fast data entry—and minimal help—for those accustomed to the process.



NPR-SM-050



Select Municipalities

## Select Municipalities

Company Name: \$  
FEIN: 34-2908452  
Taxable Year: 2005

Jump to section

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

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

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

Edit Municipal Profile ?

Municipalities in your profile ?

Dublin

Municipalities to include in this set of returns ?

>>  
>  
<  
<<

Next Back Save & Exit

If you need assistance, please view our [Help](#).

## Filing Period

Company Name: Bob's Dry Cleaning  
FEIN: 34-9999999  
Calendar Year: 2006

### Instructions:

\* Denotes a required field.

[Edit Municipal Profile](#)



### Filing Frequency



### Filing Period

Canal Winchester

Quarterly

\* Jan 1 – Mar 31

Dayton

Monthly

\* Jan

Sandusky

Quarterly

\* Jan 1 – Mar 31

Westerville

Semimonthly

\* Jan 1-15

[Previous Group](#)   [Next Group](#)

If > 5 munis appear in list,  
[Previous Group](#) and [Next  
Group](#) will be displayed,  
which the user may select to  
display all munis selected in  
the current session.

[< Back](#)   [Save and exit](#)   [Next >](#)

**Wages and Taxes Withheld**

Company Name: Bob's Dry Cleaning  
FEIN: 34-9999999  
Calendar Year: 2006

**Instructions:**

\* Denotes a required field.

	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>Filing Period</b>	<b>Workplace Qualifying Wages</b>	<b>Tax Rate</b>	<b>Workplace Tax Withheld</b>	<b>Residence Tax Withheld</b>
Canal Winchester	Jan 1 - Mar 31	* <input type="text"/>	2.000%	\$9,999.99	* <input type="text"/>
Dayton	Jan 1 - 31	* <input type="text"/>	1.750%	\$9,999.99	<input type="text"/>
Sandusky	Jan 1 - Mar 31	* <input type="text"/>	1.500%	\$9,999.99	* <input type="text"/>
Westerville	Jan 1-15	* <input type="text"/>	1.000%	\$9,999.99	<input type="text"/>

[Previous Group](#)   [Next Group](#)

[< Back](#)   [Save and exit](#)   [Next >](#)

**Penalties and Payments Already Made**

Company Name: Bob's Dry Cleaning  
 FEIN: 34-9999999  
 Calendar Year: 2006

**Instructions:**

\* Denotes a required field.

	<input style="border: none; border-radius: 50%; padding: 2px 5px;" type="text" value="?"/>	<input style="border: none; border-radius: 50%; padding: 2px 5px;" type="text" value="?"/>	<input style="border: none; border-radius: 50%; padding: 2px 5px;" type="text" value="?"/>	<input style="border: none; border-radius: 50%; padding: 2px 5px;" type="text" value="?"/>	<input style="border: none; border-radius: 50%; padding: 2px 5px;" type="text" value="?"/>	<input style="border: none; border-radius: 50%; padding: 2px 5px;" type="text" value="?"/>	<input style="border: none; border-radius: 50%; padding: 2px 5px;" type="text" value="?"/>
	Filing Period	Workplace Tax Withheld	Residence Tax Withheld	Penalty	Late Fee	Pmnts made previously**	Total calculated payment
						**for this filing period	
Canal Winchester	Jan 1 - Mar 31	\$9,999.99 +	\$9,999.99 +	<input type="text"/>	<input type="text"/>	- * <input type="text" value="0"/>	= \$9,999.99
						<a href="#">OBG Pmnt history</a>	
Dayton	Jan 1 - 31	\$9,999.99 +	<input type="text"/>	<input type="text"/>	<input type="text"/>	- * <input type="text" value="0"/>	= \$9,999.99
						<a href="#">OBG Pmnt history</a>	
Sandusky	Jan 1 - Mar 31	\$9,999.99 +	\$9,999.99 +	<input type="text"/>	<input type="text"/>	- * <input type="text" value="\$9,999.99"/>	= \$9,999.99
						<a href="#">OBG Pmnt history</a>	
Westerville	Jan 1-15	\$9,999.99 +	<input type="text"/>	<input type="text"/>	<input type="text"/>	- * <input type="text" value="0"/>	= \$9,999.99
						<a href="#">OBG Pmnt history</a>	

[Previous Group](#)   [Next Group](#)

[< Back](#)   [Save and exit](#)   [Next >](#)

**Payment History**

Company Name: Bob's Dry Cleaning  
 FEIN: 34-9999999  
 Calendar Year: 2006

**Instructions:**

\* Denotes a required field.

	?	?	?	?	?	?	?				
	Filing Period	Workplace Tax Withheld	Residence Tax Withheld	Penalty	Late Fee	Total Calculated Payment	Amount Paid				
Canal Winchester	Jul 1 - Sept 30	\$9,999.99	+	\$9,999.99	+	\$9,999.99	+	\$9,999.99	=	\$9,999.99	\$9,999.99
	Jul 1 - Sept 30	\$9,999.99	+	\$9,999.99	+	\$9,999.99	+	\$9,999.99	=	\$9,999.99	\$9,999.99
<b>Total</b>											\$9,999.99

**Total**

If multiple payments have been made to one muni for or during the same periods, all those payments along with a total amount paid for the period will be displayed. However, it is anticipated that multiple line items on this screen will be rare.

< Back

**Aggregating payments to TPAs**

Company Name: Bob's Dry Cleaning  
 FEIN: 34-9999999  
 Calendar Year: 2006

**Instructions:**

\* Denotes a required field.

?	?	?	?	?	?	?
Filing Period	Workplace Tax Withheld	Residence Tax Withheld	Penalty	Late Fee	Pmnts made previously**	Total calculated payment

\*\*for this filing period

**TPA-administered Municipalities**

**CCA Municipalities**

Canal Winchester	Jan 1 - Mar 31	\$9,999.99	+	\$9,999.99	+	\$9,999.99	+	\$9,999.99	-	\$9,999.99	=	\$9,999.99
Dayton	Jan 1 - 31	\$9,999.99			+	\$9,999.99	+	\$9,999.99	-	\$9,999.99	=	\$9,999.99
CCA Total											\$9,999.99	

**RITA Municipalities**

Sandusky	Jan 1 - Mar 31	\$9,999.99	+	\$9,999.99	+	\$9,999.99	+	\$9,999.99	-	\$9,999.99	=	\$9,999.99
RITA Total											\$9,999.99	

**Self-administered Municipalities**

Westerville	Jan 1-15	\$9,999.99	+		+	\$9,999.99	+	\$9,999.99	-	\$9,999.99	=	\$9,999.99	\$9,999.99
-------------	----------	------------	---	--	---	------------	---	------------	---	------------	---	------------	------------

<b>Total Calculated Payment</b>	<b>\$9,999.99</b>
---------------------------------	-------------------

**Payment Options**

Company Name: Bob's Dry Cleaning  
 FEIN: 34-9999999  
 Calendar Year: 2006

**Instructions:**

\* Denotes a required field.



	Total calculated payment	Actual Payment Amount	Means of Payment	Transaction Date
CCA	\$9,999.99	* \$9,999.99	ACH Debit	* 8/31/2006
RITA	\$9,999.99	* \$9,999.99	ACH Debit	* 8/31/2006
Westerville	\$9,999.99	* \$9,999.99	ACH Debit	* 8/31/2006
<b>Total Calculated Payment</b>		<b>\$9,999.99</b>		

< Back Save and exit Next >



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# Screen Mockups

Express path

**Instructions:**

*\* Denotes a required field.*

 Calendar Year\*

 Navigation\*  Guided  Express

The guided option will step you through the process by which municipal withholding taxes are calculated. You will be asked to provide information which can be used to estimate your tax liability for the year you have selected. Enhanced explanatory text will be provided.

The Express option assumes that you already understand the process and the methodology by which municipal withholding taxes are calculated. This option provides fast data entry—and minimal help—for those accustomed to the process.

Select Municipalities - Microsoft Internet Explorer provided by Compuware Corporation

File Edit View Favorites Tools Help

Back Search Favorites

Address: https://obgperf.ohio.gov/HB202/MuniTax/net%20profit%20return/selectmunicipalities.aspx

**Ohio.gov**  
So much to Discover!

STATE OF OHIO  
WELCOME TO THE  
**STATE OF OHIO**

NPR-SM-050

## Select Municipalities

**Company Name:** \$  
**FEIN:** 34-2908452  
**Taxable Year:** 2005

Jump to section

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

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

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

Edit Municipal Profile

Municipalities in your profile  
Dublin

Municipalities to include in this set of returns

>>  
>  
<  
<<

Next Back Save & Exit

If you need assistance, please view our [Help](#).

Done Internet

Company Name: Bob's Dry Cleaning  
 FEIN: 34-9999999  
 Calendar Year: 2006

**Instructions:**

\* Denotes a required field.

	<input style="border: none; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="text" value="?"/>	<input style="border: none; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="text" value="?"/>	<input style="border: none; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="text" value="?"/>	<input style="border: none; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="text" value="?"/>	<input style="border: none; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="text" value="?"/>	<input style="border: none; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="text" value="?"/>	<input style="border: none; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="text" value="?"/>	<input style="border: none; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="text" value="?"/>
	Filing Period	Workplace Qualifying Wages	Workplace Tx Withheld	Residence Tx Withheld	Penalty	Late Fee	Pmnts made previously**	Total calculated payment
							**for this filing period	
Canal Winchester	* <input type="text" value="Jan 1 - Mar 31"/> <input type="button" value="v"/>	* <input type="text"/>	\$9,999.99 + *	<input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	- <input type="text"/>	= \$9,999.99
							<a href="#">OBG Pmnt history</a>	
Dayton	* <input type="text" value="Jan"/> <input type="button" value="v"/>	* <input type="text"/>	\$9,999.99 + *	<input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	- <input type="text"/>	= \$9,999.99
							<a href="#">OBG Pmnt history</a>	
Sandusky	* <input type="text" value="Jan 1 - Mar 31"/> <input type="button" value="v"/>	* <input type="text"/>	\$9,999.99 + *	<input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	- <input type="text"/>	= \$9,999.99
							<a href="#">OBG Pmnt history</a>	
Westerville	* <input type="text" value="Jan 1-15"/> <input type="button" value="v"/>	* <input type="text"/>	\$9,999.99 + *	<input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	- <input type="text"/>	= \$9,999.99
							<a href="#">OBG Pmnt history</a>	

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**Aggregating payments to TPAs**

Company Name: Bob's Dry Cleaning  
 FEIN: 34-9999999  
 Calendar Year: 2006

**Instructions:**

\* Denotes a required field.

?	?	?	?	?	?	?
Filing Period	Workplace Tax Withheld	Residence Tax Withheld	Penalty	Late Fee	Pmnts made previously**	Total calculated payment

\*\*for this filing period

**TPA-administered Municipalities**

**CCA Municipalities**

Canal Winchester	Jan 1 - Mar 31	\$9,999.99	+	\$9,999.99	+	\$9,999.99	+	\$9,999.99	-	\$9,999.99	=	\$9,999.99
Dayton	Jan 1 - 31	\$9,999.99			+	\$9,999.99	+	\$9,999.99	-	\$9,999.99	=	\$9,999.99
CCA Total											\$9,999.99	

**RITA Municipalities**

Sandusky	Jan 1 - Mar 31	\$9,999.99	+	\$9,999.99	+	\$9,999.99	+	\$9,999.99	-	\$9,999.99	=	\$9,999.99
RITA Total											\$9,999.99	

**Self-administered Municipalities**

Westerville	Jan 1-15	\$9,999.99	+		+	\$9,999.99	+	\$9,999.99	-	\$9,999.99	=	\$9,999.99	\$9,999.99
-------------	----------	------------	---	--	---	------------	---	------------	---	------------	---	------------	------------

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**Total Calculated Payment** **\$9,999.99**

**Payment Options**

Company Name: Bob's Dry Cleaning  
 FEIN: 34-9999999  
 Calendar Year: 2006

**Instructions:**

\* Denotes a required field.



	Total calculated payment	Actual Payment Amount	Means of Payment	Transaction Date
CCA	\$9,999.99	* \$9,999.99	ACH Debit	* 8/31/2006
RITA	\$9,999.99	* \$9,999.99	ACH Debit	* 8/31/2006
Westerville	\$9,999.99	* \$9,999.99	ACH Debit	* 8/31/2006
<b>Total Calculated Payment</b>		<b>\$9,999.99</b>		

< Back Save and exit Next >



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# 2007 Municipal Profile Certification



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## Why *ReCertify*?

- Validate existing data
  - Municipal Contacts
  - Banking Information
- Collect additional data necessary to administer the Withholding online application



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# 2007 Certifications

- Anticipated to be very similar to the 2006 certifications
- Will capture any new banking information regarding withholding deposits (is this necessary?)



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# Certification Process

- Starts in mid-October
- **Must conclude by Nov 15, 2006**



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# Role-Based Logins & File Upload

- Both features are in the “concept initiation” phase
- Both are envisioned to be new site-wide infrastructure extensions for OBG
- Individual OBG applications could incorporate and adapt as needed
- Today’s discussion is a kickoff for planning and evaluation with the municipal income tax application suite



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# Role-Based Logins Concept

- Permit practitioners and third parties to log on to OBG as “themselves” with the ability to enter data for an existing OBG business
- Role-based login privileges or features could be different across OBG applications – not necessarily a “one-size fits all” feature



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# Role-Based Logins Discussion

- How do municipalities track authorized forms submitters?
- What issues arise?
- What special considerations exist?



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# File Upload Concept

- Allow users to provide municipal income tax filing data through a file uploaded to OBG as opposed to entering data via keyboard within the online app
- Input file format for upload to OBG does not affect file format for output to tax administrators



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# File Upload Discussion

- Is OBG output format to municipalities a workable standard for input? What other standards exist?
- What issues arise?
- Further discussions need to involve software partners of municipalities and practitioners
- File Upload has significant value with respect to withholding payments given the role of payroll processing companies



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# Project Status & Next Steps



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# Project Schedule

- Finalize Requirements - October 15
- Design - November 15
- 2007 Certifications - November 15
- Development - December 15
- Testing - January 15
- Implementation - January 20



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## Next Steps

- Withholding and NPR - Finalize requirements and development plans. Includes business rules, screens, & ancillary data elements.
- Certification process starts in mid-October
- Follow up forums will discuss role-based logins and file upload in greater detail



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# Closing Remarks

- Please provide written comments regarding today's event by September 6, 2006
- Forum materials can be viewed on the Municipal Tax Project Website at:

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



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**Final Q/A**

**Immediate Comments**



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## **Contact Information**

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

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**Thanks for Attending!**