

Ohio Business Gateway	Version 1.5
Muni 3.0 Withholding Payment Activity Report Design	Issue Date: 2/15/2008



Muni 3.0 Withholding Payment Activity Report

Detailed Design Specifications v1.5

February 6, 2007

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1.0 Purpose of Document

The main purpose of this document is to provide the Design Specifications from the User Interface perspective to meet the requirements referenced in the following requirement documents:

- OBG 200607 SRS_v1.1
- Muni 3.0 Make_a_Withholding_Payment_v1.2
- Muni 3.0 TraceabilityMatrix

2.0 Withholding Payment Activity Report

The Withholding Payment Activity Report (Muni 3.0) will use the current batch process for activity reporting which transfers all the data relating to a business day's activity in an agreed upon format utilized by Muni 1.0.

The agreed upon format for the Withholding Tax Activity Report (Muni 3.0) consists of two "flat fixed file" formats that use the current Batch process utilized by Muni 1.0:

1. Human Readable format (please refer to **Appendix B**)
2. Machine Readable format (please refer to **Appendix C**)

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Appendix A – Activity Reports Batch Process

Command Line Parameters

WP [StartDate] [EndDate] [SingleMuniID] [-COPYALL]

Set up Activity Reports (Daily):

1. Set command line to run to be: "D:\Program Files\OBG Batch Win v0.0.1\OBG.Batch.Win.exe" WP
2. Set startup directory to be: " D:\Program Files\OBG Batch Win v0.0.1\OBG.Batch.Win.exe "
3. Time to Run: <time> *
4. Days to run: weekdays (every day is fine if weekdays cannot be set up)

Run Activity Reports Manually

1. Recommended approach is to use Windows scheduler or GUI.
2. The "obg.batch.reporting" gui shall be modified to create Income Tax or Withholding activity files on the same tab rather than creating a new tab.
3. Alternative approach:
 - a. Create shortcut to OBG.Batch.Win.exe
 - b. Add parameter(s) as necessary (start date)
 - c. Run shortcut

* Note 1 – Actual run time will be determined at some point in the future.

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Appendix B – Human Readable Layout:

Notes:

- All fields will display even if data is not populated or not applicable.
- Formatting and layout rules (i.e., plain text, courier font, portrait orientation) from Muni 1.0 apply to Muni 3.0.
- There will be now be four record types – Estimated Payments, Extension of Time to File, Net Profits Return and Withholding Payment. For the initial release, Estimated Payments, Extension of Time to File, and Net Profits Return will be grouped onto one report. The Withholding Payment activity will appear on a separate activity report.
- The first line of the file contains the version number and total dollars.
- The Muni Withholding report will follow the naming convention of the Muni Tax report, but with a change to the report identifier field. Currently, the BankingInstance ID (which could also be the Muni ID), Report Identifier, and date/timestamp are defined.
- Muni Withholding will also have the Human/Machine identity for MWH or MWM name.
- An example of the Machine Readable filename is: 99999.MWM0910060248241.txt

99999.MWM0910060359131.rpt

BankingInstance/Muni ID

Report Identifier (MWH or MWM)

Date/Time Stamp

- An example of the Human Readable filename is: 99999.MWH0910060248241.txt (Human Readable file)

99999.MWH0910060359131.rpt

BankingInstance/Muni ID

Report Identifier (MWH or MWM)

Date/Time Stamp

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Municipal Payment Project Phase III – Withholding Payment Activity Report

Self - Administered

1.1.2032|1920.00

Withholding Payments

FEIN/SSN	346666666	
Tax Type	WP	
Company Name	Chuck's Logistics	
Date Report Filed	04/15/2007 4:58:17 PM	
Calendar Year	2007	
Reporter Name	Gladys Kravitz	
Reporter Phone	1111111111	
Email	anyone@somewhere.com	
Sum of Payment Calculated by Form		\$1920.00
Sum of Payment Sent to Bank		\$1920.00

Municipality ID	11056
Municipality	Westerville

Local ID Number	12345
Filing Frequency	Quarterly
Filing Period	Jan 1 - Mar 31
OBG Confirm No	1195101
Pay Type	ACH
Unique Transaction ID	123456
Transaction Date	04/15/2007
DateTimeStamp	04/15/2007 4:58:17 PM
Workplace Qualifying Wages	50000.00
Residence Qualifying Wages	30000.00
Tax Rate	.024
Calculated Workplace Tax Withholding	1200.00
Actual Workplace Tax Withheld	1193.10
Actual Residence Tax Withheld	720.00
Penalties and Fees	0.00
Interest	0.00
Previous Payments for this period	0.00
Payment Calculated by Form	1920.00
Payment Sent to Bank	1920.00

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Municipal Payment Project Phase III – Withholding Payment Activity Report

TPA – Administered

1.1.2032|2815.00

Withholding Payments

FEIN/SSN	346666666
Tax Type	WP
Company Name	Chuck's Logistics
Date Report Filed	04/15/2007
Calendar Year	2007
Reporter Name	Gladys Kravitz
Reporter Phone	6145551212
Email	anyone@somewhere.com
Sum of payment calculated by form	\$2815.00
Sum of Payment sent to bank	\$2815.00

Municipality ID	11056
Municipality	Bluffton

Local ID Number	12345
Filing Frequency	Quarterly
Filing Period	Jan 1 - Mar 31
OBG Confirm No	1195101
Pay Type	ACH
Unique Transaction ID	123456
Transaction Date	04/15/2007
DateTimeStamp	04/15/2007 4:58:17 PM
Workplace Qualifying Wages	50,000.00
Residence Qualifying Wages	25,000.00
Tax Rate	.020
Calculated Workplace Tax Withholding	1,000.00
Actual Workplace Tax Withheld	800.00
Actual Residence Tax Withheld	500.00
Penalties and Fees	0.00
Interest	0.00
Previous Payments	0.00
Payment calculated by form	1,500.00
Payment sent to bank	1,500.00



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Municipal Payment Project Phase III – Withholding Payment Activity Report

TPA – Administered

1.1.2032|2815.00

Withholding Payments

Muni ID	11077
Municipality	Dayton
Local ID Number	12345
Filing Frequency	Semimonthly
Filing Period	Mar 15 - Mar 31
OBG Confirm No	1195101
Pay Type	ACH
Unique Transaction ID	123456
Transaction Date	04/15/2007
DateTimeStamp	04/15/2007 4:58:17 PM
Workplace Qualifying Wages	50,000.00
Residence Qualifying Wages	10,000.00
Tax Rate	.010
Calculated Workplace Tax Withholding	500.00
Actual Workplace Tax Withheld	400.00
Actual Residence Tax Withheld	100.00
Penalties and Fees	0.00
Interest	0.00
Previous Payments	0.00
Payment Calculated by Form	600.00
Payment Sent to Bank	600.00

Muni ID	11044
Municipality	Gallipolis
Local ID Number	12345
Filing Frequency	Monthly
Filing Period	Mar
OBG Confirm No	1195101
Pay Type	ACH
Unique Transaction ID	123456
Transaction Date	04/15/2007
DateTimeStamp	04/15/2007 4:58:17 PM
Workplace Qualifying Wages	50,000.00
Residence Qualifying Wages	1,000.00
Tax Rate	.015
Calculated Workplace Tax Withholding	750.00
Actual Workplace Tax Withheld	500.00
Actual Residence Tax Withheld	15.00
Penalties and Fees	0.00
Interest	0.00
Previous Payments	50.00
Payment Calculated by Form	715.00
Payment Sent to Bank	715.00

Appendix C – Machine Readable Layout:

Notes:

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- All formatting information (please refer to the OBG Batch Process document) that applied to Muni 1.0 applies to Muni 3.0
- The machine readable version of this report will be a series of "|" (pipe) delimited data elements for each record in a report. If there is a "|" within the data it must be changed to a "|" double pipe
- The line break occurs for each session confirmation number, and should show all the filings for the row for that occurrence. The header row may be repeated and look somewhat similar but in comparison the confirmation and filing data will be differ.
- The first line of the file contains the version number and total dollars.
- Match the Human Readable Format
- Follow the Sample Format and Examples below

Header Line

The first line of the output file will be reserved for storing file attributes such as version number and Total Dollars.

<version number>|<Total Dollars>

Withholding Payments Common Fields

<FEIN\SSN>|<Tax Type>|<Company Name>|<Date Time Report Filed>|<Calendar Year>|<Reporter Name>|<Reporter Phone Number>|<email>|<Sum Of Payment Calculated By Form>|<Sum Of Payment Sent To Bank>

Withholding Payments Detail Fields

<Muni ID>|<Municipality>|<Local ID Number>|<Filing Frequency>|<Filing Period>|<OBG Confirm No>|<Pay Type>|<Unique Transaction ID>|<Transaction Date>|<DateTimeStamp>|<Workplace Qualifying Wages>|<Residence Qualifying Wages>|<Tax Rate>|<Calculated Workplace Tax Withholding>|<Actual Workplace Tax Withheld>|<Actual Residence Tax Withheld>|<Penalties and Fees>|<Interest>|<Previous Payments for this period>|<Payment Calculated By Form>|<Payment Sent To Bank>

Sample 1 – Single Filing for One Muni

```
1.1.2032|2815.00
3466666666|WP|Chuck's Logistics|04/15/2007|2007|Gladys Kravitz|
6145551212|anyone@somewhere.com|2815.00|2815.00|11088|Bluffton|12345|Q|J
an 1 - Mar 31|1195101|ACH|123456|04/15/2007|04/15/2007 10:42:12 AM|
50000.00|25000.00|0.020|1000.00|500.00|500.00|0.00|0.00|0.00|1500.00|
1500.00|11066|Dayton|12345|S|Mar 16 - Mar 31|1195101|ACH|123456|
04/15/2007|04/15/2007 02:33:09 PM|50000.00|10000.00|0.010|500.00|
100.00|100.00|0.00|0.00|0.00|600.00|600.00|11044|Gallipolis|12345|M|Mar|
1195101|ACH|123456|04/15/2007|04/15/2007 04:22:36 PM|50000.00|1000.00|
0.015|750.00|15.00|15.00|0.00|0.00|50.00|715.00|715.00|CRLF
```

Sample 2 – Single Tax Payer with Multiple Confirmation Numbers for One Muni

```
1.1.2379|700.00
043019770|WP|Test, OBG |5/16/2007|2007|obg
Test|6145566666|nobody@ohio.gov|100.00|100.00|11027|Beachwood|
|Quarterly|Jan 1 - Mar 31|4096778|ACH|1860842|5/16/2007|5/16/2007
9:41:04 AM|100.00||.0150|1.50|50.00|||0|50.00|50.00|11165|Fairport
```

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Harbor| |Monthly|Jan|4096778|ACH|1860843|5/16/2007|5/16/2007 9:41:04
AM|100.00||.0200|2.00|50.00|||0|50.00|50.00|CRLF
043019770|WP|Test, OBG |5/16/2007|2007|obg
Test|6145566666|nobody@ohio.gov|.00|200.00|11027|Beachwood|
|Quarterly|Apr 1 - Jun 30|4096779|ACH|1860844|5/16/2007|5/16/2007
9:42:38 AM|||.0150|||100.00|11165|Fairport Harbor|
|Monthly|Feb|4096779|ACH|1860845|5/16/2007|5/16/2007 9:42:38
AM|||.0200|||100.00|CRLF
043019770|WP|Test, OBG |5/16/2007|2007|obg
Test|6145566666|nobody@ohio.gov|400.00|400.00|11027|Beachwood|
|Quarterly|Jul 1 - Sep 30|4096780|ACH|1860846|5/16/2007|5/16/2007
9:44:26 AM|100.00||.0150|1.50|200.00|||0|200.00|200.00|11165|Fairport
Harbor| |Monthly|Mar|4096780|ACH|1860847|5/16/2007|5/16/2007 9:44:26
AM|100.00||.0200|2.00|200.00|||0|200.00|200.00|CRLF

```

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Withholding Payments Common Fields

Field Name	Description	Format	Required
FEIN\SSN	This is a FEIN or SSN of the taxpayer (FEIN)	Numeric only (0-9) Valid Examples: 123456789 999887777 113456789 Invalid Examples: -123456789 -12345678 123.456789 123.45678 12345678	YES
Tax Type	Type of Tax	ALPHA Example: WP	YES
Company Name	This is the human readable name of the business that is initiating this transaction. (Legal Name)	Any combination of alphanumeric characters including spaces	YES
Date Time Report Filed	This is the date and time that the transaction was initiated on the OBG web site. (Submitted Date)	MM/DD/YYYY MM is a 2 digit month DD is a 2 digit day YYYY is a 4 digit year	YES
Calendar Year	The tax year for the payment being made.	Numeric 4 digit year 2007	YES
Reporter Name	Name of the individual sending this information.	Any combination of alphanumeric characters including spaces	YES
Reporter Phone Number	This is the Phone number of the taxpayer	Any alphanumeric characters without the dashes	YES
Email	This is the email address of the taxpayer	Any alphanumeric characters	OPTIONAL
Sum of Payment Calculated by Form	Dollar amount owed including penalties, fees and interest. (Report Amount)	The larger Dollar amount of the two fields (Calculated Workplace Tax vs Actual Workplace Tax) plus penalties, fees, and interest	Yes
Sum of Payment Sent To Bank	Amount of Payment Field actually tendered to bank. (Fee Amount) - Amount entered on UI	Dollar amount	No

Withholding Payments Detail Fields

Field Name	Description	Format	Required
Muni ID	Unique Muni ID	Numeric	Yes
Municipality	Name of Municipality	Any combination of alphanumeric characters including spaces	Yes
Local ID Number	Local Muni ID recorded at the filing	Numeric	No

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Field Name	Description	Format	Required
Muni ID	Unique Muni ID	Numeric	Yes
Filing Frequency	Quarterly, Monthly, Semi-Monthly	Quarterly Monthly Semimonthly	Yes
Filing Period	Period for which payment is being made.	Quarterly: Jan 1 - Mar 31 Monthly: Jan SemiMonthly: Jan 1 - Jan 31	Yes
OBG Confirm No	This is a unique ID generated by OBG for each transaction. This number is provided to the taxpayer upon filing completion. (Confirmation Number)	Numeric	Yes
Pay Type	Description of the payment type. (Payment Method)	Alpha - example: ACH	Yes
Unique Transaction ID	A unique identifier for this transaction.	Numeric	Yes
Transaction Date	Date on which the Withholding Payment was submitted.	Date mm/dd/yyyy	Yes
DateTimeStamp	The creation date of the pay_payment record if a payment has been made. The submitted date if there is no payment.	Date and time (with AM or PM)	Yes
Workplace Qualifying Wages	Workplace qualifying wage represents employees' wages from which withholding shall be deducted by the employer.	Dollar Amount	Yes
Residence Qualifying Wages	Residence qualifying wage represents employees' wages from which withholding shall be deducted by the employer.	Dollar Amount	No
Tax Rate	Current tax rate in effect for this municipality.	Decimal Percentage	Yes
Calculated Workplace Tax Withholding	Workplace qualifying wages times tax rate.	Dollar Amount	Yes
Actual Workplace Tax Withheld	Amount actually withheld by employer.	Dollar Amount	Yes
Actual Residence Tax Withheld	Amount withheld for municipality of residence if different than workplace.	Dollar Amount	No
Penalties and Fees	Penalties and fees due.	Dollar Amount	No
Interest	Interest due.	Dollar Amount	No
Previous Payments for this period	Total amount of payments made previous this tax year.	Dollar Amount	No

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Field Name	Description	Format	Required
Muni ID	Unique Muni ID	Numeric	Yes
Payment Calculated by Form	Payment amount as calculated on the form.	Dollar Amount	Yes
Payment sent to Bank	Payment amount sent to bank.	Dollar Amount	Yes

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Organization

The machine readable format file will be ordered by taxpayer.

In a single record you can see all municipalities that a taxpayer is filing for during the session that they were logged in. Each municipality that a taxpayer filed with for the session can be seen as a detail entry for the taxpayer record.

All fields marked "Required" will have a real value entered for the field value. Fields marked Optional will either be empty or have a real value. In either case, they will be represented in this pipe delimited file.

This file format is targeted to meet a common file format that can be accepted by all municipalities and TPAs.



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Appendix D – Revision History

Date	Version	Description	Author
11/20/06	Development Team	Initial Version	1.1
12/01/06	Development Team	Updated Version from send	1.2
12/05/06	Development Team	Updated Version from 12/4 meeting	1.3
12/15/06	Development Team	Updated from Change Control	1.4
2/7/07	Development Team	Added Muni ID and Local ID Number. Added end date to command line	1.5
5/21/07	Development Team	Updated Machine Readable with the Muni fix for multiple filings	1.5

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