



Office of the Program Director  
State of Ohio  
30 East Broad Street, 39<sup>th</sup> Floor  
Columbus, Ohio 43215  
Phone 614.466.7344  
Fax 614.387.5558

January 14, 2005

Dear Municipal Tax Administrator:

I am happy to inform you that the Ohio Business Gateway Municipal Tax Project Team is kicking off 2005 with the rollout of electronic filing for municipal taxes. This addition to OBG's existing menu of electronic filing services is an important enhancement offering many benefits for both businesses and municipalities. It is also a significant step on the path toward satisfying the requirements of the Ohio Revised Code and insuring that businesses may use OBG to electronically file with any municipality in Ohio.

Two important attributes of the finished product are simplicity and compatibility, allowing you to easily incorporate electronic filing from OBG within your existing processes. Municipalities retain full ownership and responsibility for municipal tax administration, including bank accounts and the handling of taxpayer funds. The OBG Municipal Tax Application does not require you to have a computerized tax administration system. This allows you to decide when, if, and/or how you incorporate any such system within your office. You continue to administer your taxes, and if you choose to utilize the services of a third party administrator such as RITA, CCA, or another municipality, OBG will coordinate the electronic filing with your chosen administrator.

The initial rollout is designed to provide you and your banking and administration partners the opportunity to prepare before OBG accepts filings for your municipality. Please note that your municipality will not be automatically enabled for on-line filing via OBG. You will soon receive a start-up package that includes a certification sheet to validate and return to OBG. The certification sheet will help us verify information about your municipality that we have previously collected through surveys. We will also be requesting a few additional items. Instructions for completing the form will be included with the package. Once we receive and process the certification, we will provide self-administered municipalities with mailbox login credentials. As the final step, you will be notified of the starting date for electronic filing for your municipality.

To further assist you, I am presenting the Municipal Tax Application at several tax administrator group meetings around the state during January and February. You may continue to contact the Municipal Tax Project team at 614-644-8018 or send email to [obg@ohio.gov](mailto:obg@ohio.gov) with any questions. I also encourage you to continue visiting the project web site (<http://munitax.obg.ohio.gov>) where user guides, demos, and other information will be posted.

Sincerely,

Joe Zapotosky  
Program Director