



Office of the Program Director
State of Ohio
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Columbus, Ohio 43215
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March 1, 2005

Dear Municipal Tax Administrator:

Thank you for your positive response to OBG's efforts to develop the Municipal Income Tax Electronic Filing Services. I also want to remind you to complete your certification (if you have not already done so) so that we may work toward enabling businesses to electronically file with your municipality using OBG. **If you have not yet returned your certification, please try to respond by March 18.** Your prompt attention is appreciated.

Self-administered municipalities recently received the certification package, whereas municipalities using third party tax administrators (e.g. CCA, RITA) did not because OBG is working with the third party administrators in order to transmit tax data and payment information directly to them. As I have previously stated, your readiness (as well as the readiness of your banking partner) is important in insuring a successful start-up.

When you return your completed certification, you are indicating to us that you and your banking partner are ready. Our team processes your information and sets up your secure electronic mailbox. Then, we will contact you to confirm receipt of your certification, provide you with your mailbox access credentials, and inform you of the date that OBG will begin allowing business taxpayers to electronically file with your municipality. We are currently processing the certifications that have been returned thus far.

Whether or not you are ready to respond by March 18, the Ohio Revised Code directs all of us to continue to work toward enabling businesses to use OBG to electronically file with any municipality in Ohio. We will not automatically enable businesses to electronically file with your municipality using OBG, but we will continue to work with you to meet our obligations.

I hope that my recent presentations to tax administrator groups have helped answer many questions. As you know, the new OBG services will enable municipalities to continue to own and manage tax administration, taxpayer funds, and bank accounts. If you have any questions about the project or the certifications, please contact my office at 614-466-7344. You may also directly contact our project team at 614-644-8018 (e.g. banking-related questions). Many resources are also available online at the project web site (<http://munitax.obg.ohio.gov>).

I look forward to providing OBG's Electronic Filing Services to you and your business taxpayers, and enabling you to benefit from the efficiencies of electronic filing. Thank you again for your continued support and assistance.

Sincerely,

Joe Zapotosky
Program Director