



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

February 4, 2008

Dear Municipal Income Tax Administrator:

I would like to provide you with an important update on the OBG Municipal Income Tax project, including information about Municipal Profile Certifications.

### OBG Usage

There were more than 43,000 municipal income tax transactions completed in 2007, with payments to municipalities exceeding \$26 million. This compares to 9,000 and \$1.8 million for the prior year. The addition of withholding returns and payments was a significant contributor to the year-over-year increase. For all agencies in 2007, OBG processed more than 1.2 million transactions and nearly \$3 billion in payments. Your efforts to advertise the availability of the Municipal Income Tax project is helping to further increase businesses' awareness and use of the available services.

### Project Enhancements

We completed several enhancements to the municipal income tax applications over the past year. Many of the changes addressed feedback received from business users, and the improvements help make the system easier to navigate especially for the longer and more complex net profits return. Other changes addressed feedback from tax administrators. For example, human readable reports for extension requests and estimated payments have been modified so that all reports now have a portrait-style layout. A "requested extension date" field has been added to the extension reports, and this field can be populated by the business to provide more information about their request.

Future updates will include the addition of Withholding Reconciliation Reports and file upload capabilities within the existing applications. These items will be discussed at the next forum group meeting (see below).

We continue to work on other OBG site-wide updates to improve overall usability, navigation, and the checkout process. This includes providing "role-based usage" that will enable businesses to better manage the access they grant to their internal users as well as external users such as CPAs and other practitioners. These updates will be available in later 2008.

### Municipal Profile Certifications

**All municipalities that are currently "active" on OBG will remain active for 2008 and beyond.** We have not distributed a specific 2008-year version of the Municipal Profile Certifications because no new information is being collected. Data already on file

for tax year 2006 will apply to tax year 2007 and beyond unless and until the municipality advises of any changes. To make changes, you may contact the Program Office to receive a pre-filled copy of the current Municipal Profile Certification. The pre-filled copies are new, clean forms that are computer-populated with the information already on file. After marking or highlighting any changes, simply return the certification to the Program Office.

Please remember that if your municipality utilizes a third party administrator (TPA, e.g., RITA, CCA, etc.) for tax administration, you should consult with your TPA before you return any certification to OBG. OBG usually receives updates directly from TPAs on behalf of their member municipalities.

### Forum Group Meeting

We will be holding another Municipal Income Tax project forum in order to review the status of the project, gain additional feedback, and discuss upcoming work. This includes Withholding Reconciliation Reports and the integration of file upload capabilities within the existing applications. The forum groups have historically been attended by representatives from the Ohio Business Gateway Steering Committee, major cities, tax administrator association groups, TPAs, and businesses. More information about the meeting, including the date and location, will be provided to past attendees as it is finalized.

In closing, I would like to thank Jan Jacobs for her service in the Program Office and especially on this project over the past few years. Jan has accepted another position in the state and she began her new assignment at the end of December. Many of you have let me know about excellent service that Jan provided, and her efforts will be missed.

In the meantime, I ask for your patience as there is a higher likelihood that calls to the Program Office will fall to voice mail. Please remember that urgent issues or questions about the online applications and payments should be directed to our Help Desk at 866-644-6468. You may also visit the project on the web at [munitax.obg.ohio.gov](http://munitax.obg.ohio.gov).

Thank you again for your continued support of the project.

Sincerely,

Joe Zapotosky  
Program Director