



Please mail or fax completed form to:

Ohio Business Gateway
 Attn: Certifications
 30 E. Broad Street, 39th Floor
 Columbus, Ohio 43215-3414

Fax 614.387.5558

MUNICIPAL PROFILE CERTIFICATION

Certifications must be returned whenever changes are needed for any information currently on file. Information currently on file will automatically be carried forward to apply to future tax years unless and until changes are reported on a new Municipal Profile Certification.

If your municipality utilizes a third party administrator (TPA, e.g., RITA, CCA, etc.) for tax administration, please consult with your TPA before you return any certification to OBG. The TPA will be coordinating certification for its member municipalities.

Please visit the project web site (<http://munitax.obg.ohio.gov>) for more information.

Section 718.051 of the Ohio Revised Code directs the Ohio Business Gateway to offer electronic filing to businesses for municipal income taxes. By providing the information in sections I-V, the municipality is certifying the information required to enable businesses to file electronically with the municipality using the Ohio Business Gateway. **AN UPDATED CERTIFICATION MUST BE RETURNED WHENEVER CHANGES ARE MADE TO ANY INFORMATION CURRENTLY ON FILE.**

SECTION I – TAX RATE

PLEASE MAKE ANY NECESSARY CORRECTIONS BY STRIKING THE DATA SHOWN AND PROVIDING NEW DATA. PLEASE PROVIDE ANY MISSING DATA OR WRITE N/A AS APPLICABLE. PLEASE SEE THE SUPPLEMENTAL INSTRUCTIONS BEFORE WRITING N/A.

Name of Municipality (City or Village)	Tax rate and Effective Date
Has a rate change recently occurred or is a rate change anticipated in the near future? If yes, what was (will be) the new rate?	Yes or No
What was (will be) the effective date for the new rate?	

SECTION II – GENERAL TAX ADMINISTRATION INFORMATION

PLEASE MAKE ANY NECESSARY CORRECTIONS BY STRIKING THE DATA SHOWN AND PROVIDING NEW DATA. PLEASE PROVIDE ANY MISSING DATA OR WRITE N/A AS APPLICABLE. PLEASE SEE THE SUPPLEMENTAL INSTRUCTIONS BEFORE WRITING N/A.

Is your municipality currently active on the Ohio Business Gateway?	Municipality Mailing Address	
Website Address <i>(used for taxpayer support)</i>		
Primary Tax Contact <i>Tax Administrator</i>	Name	Phone
		Fax
	Title	Email
Secondary Tax Contact <i>e.g. Net Profits Return contact in the absence of the Tax Administrator</i>	Name	Phone
		Fax
	Title	Email
Secondary Tax Contact <i>e.g. Withholding contact in the absence of the Tax Administrator</i>	Name	Phone
		Fax
	Title	Email
Chief Fiscal Officer Contact <i>Auditor, Clerk, Treasurer, Finance Director</i>	Name	Phone
		Fax
	Title	Email
Taxpayer Support <i>Used by taxpayers for assistance</i>	Phone	Voice/TDD/TDY
	Email	
Tax Administration Administer Your Own Taxes?	Yes or No	If No, TPA Name:
Activity Report Format (Human-readable, Machine-readable, or Both)		
Send Filing Activity Courtesy Notification via email? <i>(circle one, email addresses must be provided above)</i>		
Primary Tax Chief Fiscal Officer	Secondary – NPR	Secondary – Withholding

SECTION III - NET PROFITS RETURN INFORMATION

PLEASE MAKE ANY NECESSARY CORRECTIONS BY STRIKING THE DATA SHOWN AND PROVIDING NEW DATA. PLEASE PROVIDE ANY MISSING DATA OR WRITE N/A AS APPLICABLE. PLEASE SEE THE SUPPLEMENTAL INSTRUCTIONS BEFORE WRITING N/A.

1. Does the municipality allow taxpayers to *claim* a net operating loss carryforward deduction on their tax returns for a loss incurred in a previous year? Yes or No

If Yes, then for each of the calendar years shown below, please indicate the number of years that a taxpayer would be allowed to carry forward a loss if the loss were incurred in that year:

1999 _____ 2003 _____ 2007 _____

2000 _____ 2004 _____

2001 _____ 2005 _____

2002 _____ 2006 _____

Please answer all questions 2-11 below.
Does the municipality:

2. Allow a stock option exemption for employees? Yes or No

3. Allow taxpayers to claim the:

3a. New Jobs Refundable Credit (ORC section 718.15)? Yes or No

3b. New Jobs Nonrefundable Credit (ORC section 718.15)? Yes or No

3c. Job Retention Nonrefundable Credit (ORC section 718.151)? Yes or No

4. Disallow the intangible income deduction? Yes or No

5. Allow overpayment amounts to be split between refunds and carryforwards? Yes or No

6. Have a minimum allowed refund amount? Yes or No
 6a. If yes, what is the minimum amount? \$

7. Have a minimum tax due amount? Yes or No
 7a. If yes, what is the minimum amount? \$

8. Does your municipality require taxpayers to add back distributive share of losses from partnerships in which the taxpayer has invested? (ORC section 718.01(H)) Yes or No

9. Exempt PTEs from tax because the municipality taxes the PTE income in the hands of the PTE owner? (see instructions)

9a. Exempt partnerships on account of ORC 718.14(D)? Yes or No

9b. Exempt S corps on account of ORC 718.01(F)(9)(d) and 718.14(D)? Yes or No

9c. Exempt LLC treated as partnership on account of ORC 718.14(D)? Yes or No

9d. Exempt LLC treated as S corp on account of ORC 718.14(D)? Yes or No

9e. Exempt any other class of entity on account of ORC 718.14(D)? (please provide explanation) Yes or No

If the municipality taxes the PTE owner(s) (the PTE is exempted), does the municipality allow the PTE to file a "composite" return on behalf of and for the PTE owner(s)? (see instructions) Yes or No

10. Allow corporations, partnerships, and LLC's to claim the ORC (Ohio Revised Code) 718.14(B) credit? Yes or No

11. Require copies of the federal tax forms? Yes or No
 If yes, address where taxpayers should mail forms?

Does your municipality use a local taxpayer ID for business income taxes (in addition to the federal identification number)? Yes or No	If yes, the structure of the ID and a sample (not actual) taxpayer ID
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SECTION IV – WITHHOLDING INFORMATION

PLEASE MAKE ANY NECESSARY CORRECTIONS BY STRIKING THE DATA SHOWN AND PROVIDING NEW DATA. PLEASE PROVIDE ANY MISSING DATA OR WRITE N/A AS APPLICABLE. PLEASE SEE THE SUPPLEMENTAL INSTRUCTIONS BEFORE WRITING N/A.

Does your municipality require residence taxes be withheld?	Yes	or	No
Does your municipality use a local taxpayer ID for Withholding taxes (in addition to the federal identification number)?	Yes	or	No
If yes, is the local taxpayer ID for Withholding the same as the taxpayer ID for business income taxes (net profits)?	Yes	or	No
If no, specify the structure of the ID and a sample (not actual) taxpayer ID			

SECTION V – BANKING INFORMATION

PLEASE MAKE ANY NECESSARY CORRECTIONS BY STRIKING THE DATA SHOWN AND PROVIDING NEW DATA. PLEASE PROVIDE ANY MISSING DATA OR WRITE N/A AS APPLICABLE. PLEASE SEE THE SUPPLEMENTAL INSTRUCTIONS BEFORE WRITING N/A.

Has your municipality recently changed banks or do you anticipate a change in the near future?				
		Yes	or	No
If yes, what was (will be) the date of the change?				
If yes, please update bank information below:				
Name of Bank (local branch) NPR/Primary		Mailing Address		
Bank Contact	Name	Phone		
		Fax		
	Title	Email		
Are Withholding taxes deposited to the same account as Net Profits?				
		Yes	or	No
<i>If withholding taxes are deposited to a different bank than NPR, please provide the information for the withholding bank below:</i>				
Name of Bank (local branch) for WITHHOLDING account		Mailing Address		
Bank Contact	Name	Phone		
		Fax		
	Title	Email		

I certify that:

- All of the above information is correct to the best of my knowledge.
- I am an authorized representative with signature authority for the municipality in matters pertaining to the administration of municipal income taxes.
- I have reviewed the Terms of Service for the OBG Municipal Income Tax Electronic Filing Services (available in "Tax Administrator" section of the project web site <http://munitax.obg.ohio.gov>).
- The municipality has an account relationship with its banking partner(s) that includes the ability to process ACH debit payments.

Signature

Name (Printed)

Title

Date