



**OML Tax Conference
July 22, 2004**

Municipal Tax Project Overview

Joe Zapotosky
Program Director
Ohio Business Gateway



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Project Web Site

<http://munitax.obg.ohio.gov>



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Agenda

- Provide background on drivers in HB 95
- Present overview of current OBG
- Discuss approach to municipal tax project
- Review status and progress
- Preview upcoming events



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Committee to Study State and Local Taxes 7 of 9 recommendations adopted in HB 95

1. Create uniform net profits base
2. Create uniform withholding base for employee compensation
3. Option for appeals to Ohio Board of Tax Appeals
4. Uniform due dates



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Committee to Study State and Local Taxes 7 of 9 recommendations adopted in HB 95

5. Eliminate three-year “lock-in” for withholding purposes
6. Centralized web-based filing and payments
7. Centralized web-based tax extension site



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HB 95 Requirements for OBG

- Extension requests made after Dec. 31, 2004
- Net profits returns and payments (including estimates) for taxable years beginning after Dec. 31, 2004
- Employer withholding returns and payments for wages paid after Dec. 31, 2006



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Project Constraints Based on HB 95 Testimony

- State/Ohio Department of Taxation (ODT) does not centrally collect the tax.
- State/ODT does not administer the tax.
- State/ODT does not audit the tax.
- State/ODT does not charge any fees to cities.
- State/ODT does not hold the funds.

Ohio Business Gateway

Overview



[http:// obg.ohio.gov](http://obg.ohio.gov)

What is it?

A web-based system that allows businesses to report and pay selected obligations within the state of Ohio.



[http:// obg.ohio.gov](http://obg.ohio.gov)

Intentions

- Designed to simplify Ohio business tax reporting and payment relationships
- Driven by Governor Taft's goal to move customers from in-line to on-line



[http:// obg.ohio.gov](http://obg.ohio.gov)

Positioning

- Groups common processes in one place
- Emphasizes recurring events
- Complements agency web sites



[http:// obg.ohio.gov](http://obg.ohio.gov)

Target Audience

- Ohio businesses
- Practitioners representing businesses
- Not for personal (individual) filings



[http:// obg.ohio.gov](http://obg.ohio.gov)

Multiple Ohio Agencies

- Department of Taxation
- Bureau of Workers' Compensation
- Department of Job and Family Services
- Department of Commerce



[http:// obg.ohio.gov](http://obg.ohio.gov)

Oversight

Achieved through steering committee comprising:

- Directors of several state agencies
- Representatives appointed by Gov. Taft:
 - Businesses
 - Practitioners
 - Municipal income tax administrators



[http:// obg.ohio.gov](http://obg.ohio.gov)

Features

- One place to securely access multiple agencies
- Memory of data from prior filings (selected apps)
- Accurate rate information
- Automatic computation of amounts due



[http:// obg.ohio.gov](http://obg.ohio.gov)

Features

- Accepts multiple payment methods
- Ability to file early but schedule payment on due date (some exceptions)
- Immediate confirmations
- Email reminders



[http:// obg.ohio.gov](http://obg.ohio.gov)

Advantages

- Saves time & money
- Reduces data entry & paperwork
- Increases accuracy
- Makes it easier to transact with government



[http:// obg.ohio.gov](http://obg.ohio.gov)

Bottom Line Advantage

Helps business (and government)
do more business and less busy-work



[http:// obg.ohio.gov](http://obg.ohio.gov)

Ongoing Efforts

- Identifying and developing new applications to increase value
- Improving usability and on-line experience



[http:// obg.ohio.gov](http://obg.ohio.gov)

Outstanding Growth

Calendar year 2004 to date:

- Nearly 200,000 reports filed
- Over \$1 Billion filed



[http:// obg.ohio.gov](http://obg.ohio.gov)

National Recognition

- Recipient of Council of State Governments 2003 Innovations Award
- Recognized as “Best in Class” among projects led by honorees in ComputerWorld’s 2004 Premiere 100 (Greg Jackson, Director, State of Ohio Office of Information Technology)



[http:// obg.ohio.gov](http://obg.ohio.gov)

Registration

- Businesses must first have an account with participating agencies
- Easy web-based process



[http:// obg.ohio.gov](http://obg.ohio.gov)



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Approach to Municipal Tax Project



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Project Components

- Funds Transfer
- Data Transport
- Forms & User Interface
- Support & Help Processes
- Training, Education, & Outreach



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General Process

- Conceptual Design Analysis (Forums)
- OBGSC Endorsement of Recommended Conceptual Designs
- Detailed Requirements Analysis
- Development
- Implementation



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Forum Participants

- OBGSC members
- Tax administrators and reps from regional organizations
- Third party administrators (CCA, RITA)
- Businesses
- Practitioners



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Primary Forum Objectives

- Provide overview of project and background information
- Discuss and validate viable conceptual design ideas



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Meaning of Conceptual Designs “Endorsement”

- The conceptual designs presented are consistent with the mandate of the legislation and the associated constraints
- The project plan represents a reasonable approach to the implementation of the law
- Development should continue within the proposed conceptual designs



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Funds Transfer Design

Moving tax payments from
taxpayer to municipalities

Endorsed by OBGSC



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Possible Funds Transfer Methods

- ACH Credit
- ACH Debit
- Wire Transfer
- Paper Checks



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Funds Transfer Filters

- Easy to use and familiar to taxpayers
- Consistent with existing OBG
- Electronic
- Minimal Costs

Introduction To The ACH Network



Materials Prepared by

Tim Mills, AAP

Payments Central, Inc.

NETWORK PARTICIPANTS

- Originators
- Receiving Depository Financial Institution
- Originating Depository Institution (ODFI)
- Receiver
- ACH Operator

ORIGINATORS



ORIGINATOR



- An Originator can be a natural person, company or government agency that gives a financial institution ACH payment instructions.

ORIGINATING DEPOSITORY FINANCIAL INSTITUTION

- The financial institution that places the Originator's payments instructions into the ACH Network.



ACH OPERATOR



- The processor responsible for accepting ACH payment transactions into the network and routing these transactions to the appropriate financial institution.

RECEIVING DEPOSITORY FINANCIAL INSTITUTION

- The financial institution that accepts the ACH transaction from the ACH Operator and executes the payment instruction, posting the transaction to the account of the Receiver.

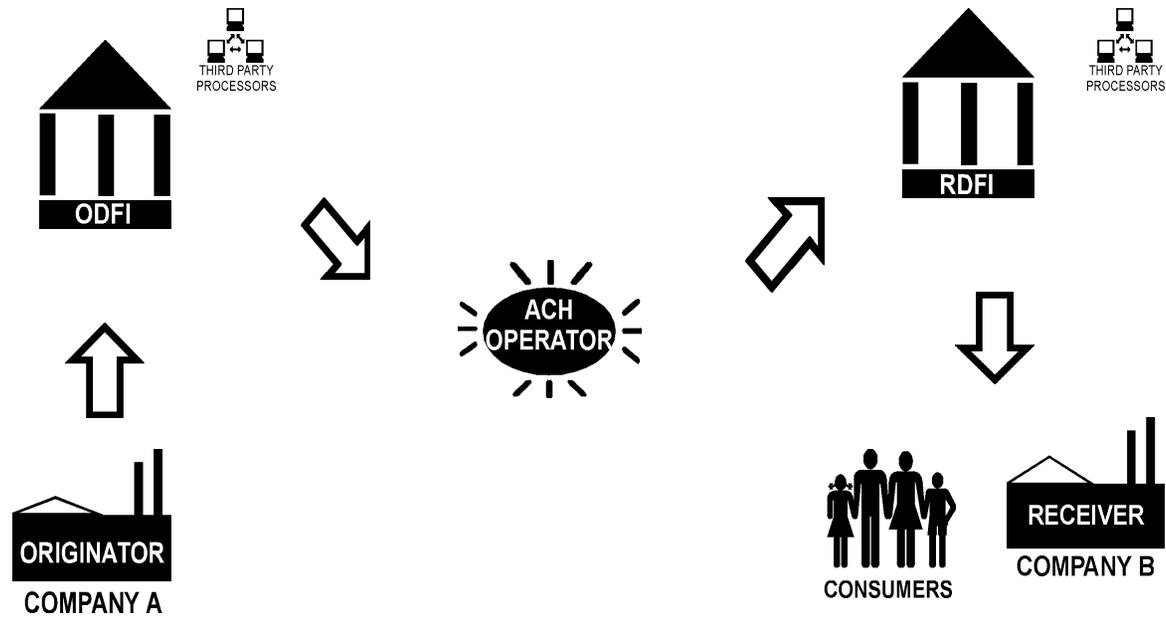


RECEIVER



- The natural person, government agency or company that authorizes an Originator to initiate a transaction to their account.

NETWORK FLOW





EXCEPTIONS

“ACH items that are unable to be posted to a Receiver’s account are called exceptions.”

COMMON EXCEPTION REASONS

Insufficient Funds

Account Closed

No Account

Payment Stopped

Uncollected Funds

Account Frozen

Non-Transaction Account

State Law

Account Holder Deceased

Revoked Authorization

Unauthorized Entry

Invalid Data

Refused by Receiver

Duplicate Entry

Branch Sold



SETTLEMENT

“Settlement is the transfer of funds between two depository institutions either in cash or on the books of a mutual depository institution in order to complete prior transactions.”

SETTLEMENT

- **The date when settlement will occur is known as the Settlement Date**
- **Settlement only occurs on banking days.**
- **Settlement Date and Effective Date differ. The Effective Date is the day on which the Originator wishes the payment to be active.**
- **Effective Date is used by the ACH Operator to determine Settlement Date.**

CONSUMER ACH APPLICATIONS

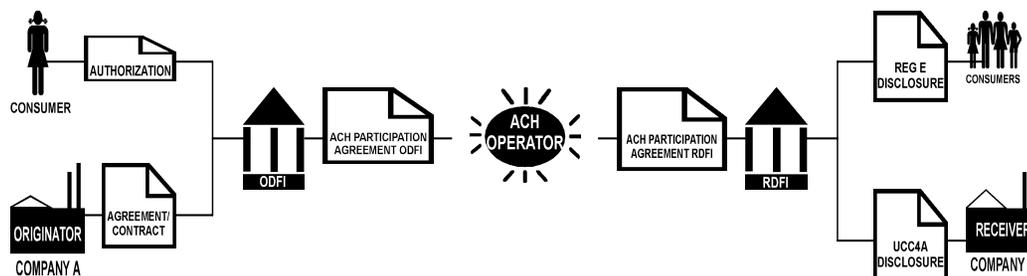
- Payroll
- Annuity
- Dividend/Interest Payments
- Collection of Insurance Premiums
- Utility Payments
- Many others...

CORPORATE ACH APPLICATIONS

- Cash Concentration and Disbursement
- Corporate Trade Payments
- State and Federal Tax Payments
- Financial EDI

LEGAL FRAMEWORK

- “The ACH network operates through a series of agreements between network participants.”



THE ACH RULES



- Each participating DFI agrees to comply with these rules.
- Each Participating DFI shall have conducted audits of its ACH compliance.
- The settlement of claims between participants may be governed by the ACH Rules.
- Each Participating DFI is subject to the rules enforcement procedures.

UNIFORM COMMERCIAL 4A



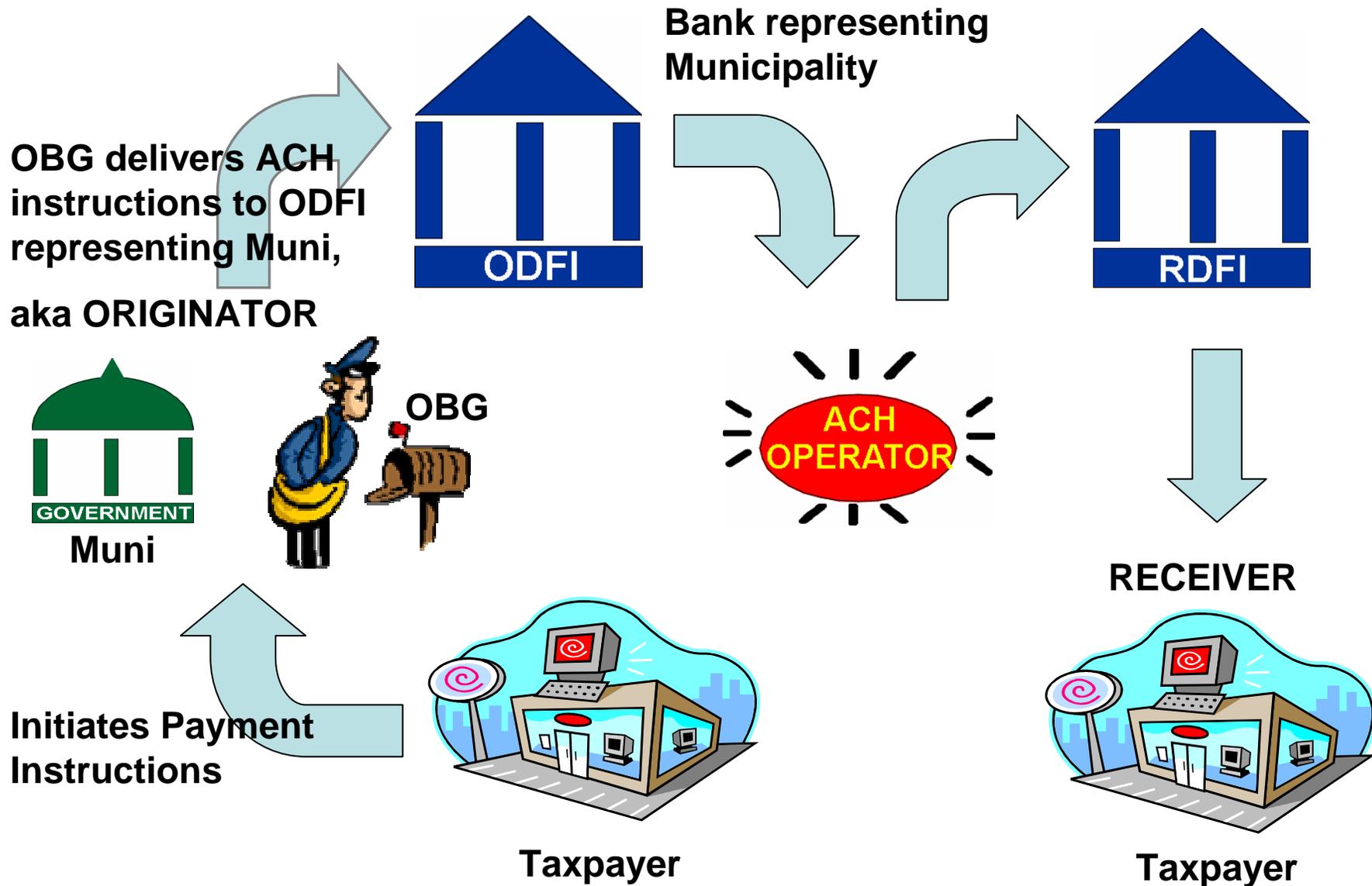
- Applies to commercial wholesale credit transfers
- Covers ACH credits as well as “on-us” transactions.
- Provides incentives for the party in the best position to avoid loss to do so.
- Promotes speed in handling transfers.



Endorsed Funds Transfer Design

- OBG acts as facilitator of payment information, forwarding instructions to an ODFI representing each municipality.
- Municipalities retain full control over the management of their bank accounts and administration of their tax systems.
- Municipal tax administration systems continue to track payments, returns, etc.

Funds Transfer Idea in a Picture





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Challenges

- OBG today facilitates payments for multiple agencies all having banking relationships at a few state banks (ODFIs).
- 100+ unique banks maintain the primary banking relationship for the 500+ municipalities levying taxes.
- It's a challenge to initiate and support new processes to transport payment instructions to any new ODFI (and some banks may not be ODFI-capable).



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Is there another way?

- Alternatives generally involve the use of a holding account and institution.
- Holding account owners could be:
 - OBG
 - State of Ohio
 - Third party
 - Custodian
- Holding accounts would require new accounting, reconciliation, and disbursement processes.



Holding Accounts are Inconsistent with HB 95 Testimony/Constraints

- State/Ohio Department of Taxation (ODT) does not centrally collect the tax.
- State/ODT does not administer the tax.
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Funds Transfer Costs

- State/OBG will not charge any fees for its services in the entire process.
- Fees for handling ACH transactions are levied by ODFIs to the municipality owning the account, under the terms of each individual account agreement.
- Overall costs to handle ACH could be offset by corresponding reductions in paper check volume and other handling expenses.



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Next Steps in Funds Transfer

Known Muni Banks (at least 109)

*Filtered by Technical
Requirements & Operational
Efficiencies*

Qualified Banks (number TBD)

- Existing Municipality Bank
- Correspondent Bank





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Next Steps in Funds Transfer for OBG

- Develop minimum technical requirements 
- Have exploratory talks with sample set of banks (now)
- Verify/collect municipalities' bank profile data
- Group banks
 - Qualified to accept data directly from OBG
 - Candidate for use of qualified correspondent bank
- Develop implementation plans



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Next Steps in Funds Transfer for Municipalities

- Participate in the bank profile data collection activities
- Review existing ACH agreements or plan to develop new



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Data Transport Design

Moving tax data to municipal tax
administration systems

Endorsed by OBGSC



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Possible Data Transport Methods

- Floppy Disk 1.44 Mb
- CD-Rom
- Paper
- E-mail
- Fax
- Dial-in FTP Mailbox
- Web-accessible Mailbox



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Data Transport Filters

- Production Cost
- Distribution Cost
- Labor Intensity
- Potential Human Error
- Scalability
- Security
- Timeliness



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Endorsed Data Transport Design

- Dial-in FTP mailbox
 - Services large cities' IT shops who desire automated, full electronic delivery
- Web accessible secure mailbox
 - Minimal technology requirements include PC and internet access
 - Data delivered over secure web browser session



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Features of Both Designs

- Support for various file types, including human readable and machine readable formats for different tax administration systems capabilities
- Meet all qualifying factors:
 - Production, distribution, and labor costs
 - Error potential
 - Scalability
 - Timeliness
 - Security



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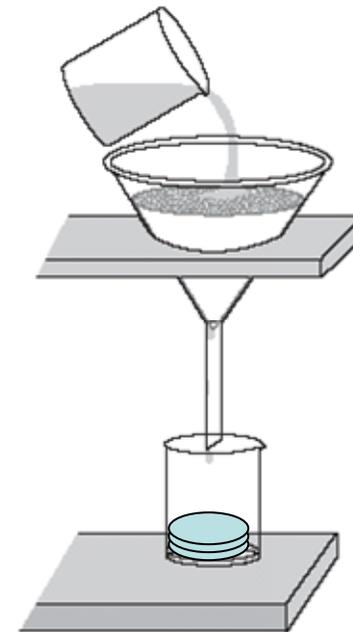
Next Steps in Data Transport

Universe of Data Output Formats

- Off-Shelf Packaged Software
- In-House Software
- Paper Formats

Filtering Criteria

**Standardized Machine and
Human Readable Formats**





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Data Output Format Filtering Criteria

- Platform Neutrality
- Generic
- Industry Standards
- Familiarity
- Avoidance of “customization”



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Next Steps in Data Transport for OBG

- Validate user interface conceptual ideas (now)
- Verify/collect the municipalities' profile data
- Design/communicate automated transport process
- Design/communicate output file formats
- Develop criteria for state-issued equipment
- Develop implementation plans



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Next Steps in Data Transport for Municipalities

- Participate in profile data collection activities
- If automating tax data retrieval, participate in additional discussions
- Acceptance of state-issued equipment as needed



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Municipality Profile Data

- Data File Format, Method (Machine/Human/Both)
- Data Transport Frequency
- Contact Information
- Banking Information
- Taxpayer Help Contacts
- Tax Administration Data (e.g. TPA, tax rates, local ID #s)
- Equipment Assessment (Equipment Available to Satisfy Transport Requirements?)



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User Interface Design

What will the online filing
application look like?



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“Forms” in the User Interface

- Estimated Payments
- Extension of Time to File



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Analysis of Sample Forms

- Focus on agnostic data elements (generic fields) regardless of specific naming conventions
- Look for common elements among collection of forms
- Consider reforms of HB 95



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Form Data Element Filtering

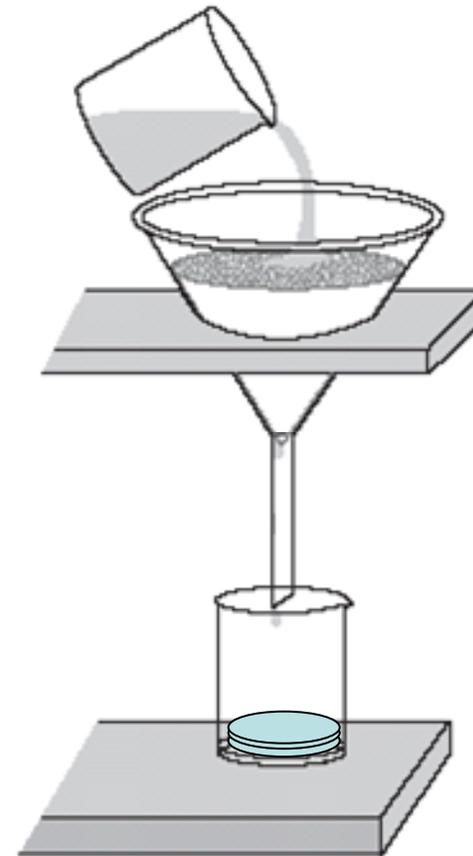
Muni Tax Forms

- Estimated Payment
- Extension for Time to File

Filtering

- Identify Common Fields
- Validate commonality

Agnostic Data Elements





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Data Elements of Estimated Payment

- Entity Name
- Entity Identification Number
- Estimated Net Profit Amount
- Estimated Tax Due (Computed)
- Prior Year Overpayment Amount
- Net Tax Due (Computed)
- Tax Year
- Payment Period Payment Amount
- Banking Account Number
- Bank Routing Number



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Data Elements of Extension of Time to File

- Entity Name
- Entity Identification Number
- Tax Year Ending
- Total Tax Liability
- Payments/Credit Made
- Tax Balance Due
- Payment Amount
- Banking Account Number
- Bank Routing Number
- Signature



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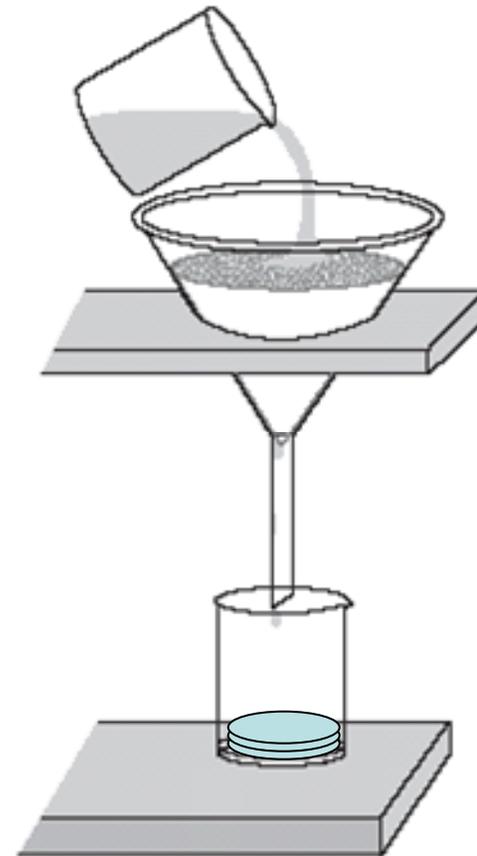
Conceptual Design Filtering

Agnostic Data Elements

Analysis

- Current OBG Functionality
- Required Enhancements

Conceptual Design Idea



New user?

[Register here.](#)

Already a registered user?

Username

Password

Login

[Having trouble logging in?](#)



Welcome to the State of Ohio Business Gateway.

If you are interested in starting a new business within the State of Ohio, please visit the [Ohio 1st Stop Business Connection](#).

Forms and Payment Options Available for Completion at the Ohio Business Gateway:

- Bureau of Workers' Compensation - Payroll Report
- Job and Family Services - Employer's Report of Wages (JFS-66111, formerly UCO-2QR)
- Department of Taxation - Employer Withholding Tax Reports (Forms IT-501, IT-941, and IT-942)
- Department of Taxation - Employer School District Withholding Tax Reports (Forms SD-101 and SD-141) **NEW**
- Department of Taxation - State, County, and Transit Sales Tax Returns (Forms ST-10 and UST-1)
- Department of Taxation - Accelerated Sales Tax Payment Option
- Department of Taxation - Sales and Employer Withholding Billing Notice Payment Option
- Department of Commerce - Negative (None) Unclaimed Funds Report

The Purpose of this site is to simplify Ohio Business's **tax reporting and payment** relationship with the following state agencies: Bureau of Workers' Compensation, Job and Family Services, Ohio Department of Taxation, and the Department of Commerce.

Ohio Businesses are able to simultaneously report and pay liabilities associated with Workers' Compensation, Unemployment Tax, Employer Withholding Tax, Sales Tax, and Unclaimed Funds.

Users must register with the State of Ohio Business Gateway before login is possible.

Click here for [System Requirements](#) (Internet Browser and Adobe Acrobat software) for running the Ohio Business Gateway website.

If you need assistance with this page, please view our [help](#).



Create Your Municipal Profile

Company Name: Paulie's Pizza Parlor
FEIN / Acct No: 87-654321

Entity

LLC/LLP

Accounting Year End Date

/

Back

Next



Choose Your Municipalities

Company Name: Paulie's Pizza Parlor
FEIN / Acct No: 87-654321

Click Letter To Find Municipalities

ABCDEF GHIJKLM NOPQRST UVWXYZ

Select All

Cadiz

Canton

Chillicothe

Caldwell

Chardon

Coldwater

Cambridge

Charm

Columbus

Canfield

Chesapeake

Back

Next



Municipal Account Number

Company Name: Paulie's Pizza Parlor
FEIN / Acct No: 87-654321

The following require an account number

Columbus ?

Worthington ?

The following do not require an account number

Dublin

Back

Next



Confirm Municipal Profile

Company Name: Paulie's Pizza Parlor
FEIN / Acct No: 07-654321

Entity: Corporation

Accounting Year End Date: November 15, 2004

Current Municipalities: Columbus - 08457
Dublin
Worthington - 65847

Edit Municipal Profile

Back

Next



choose the form(s) to complete

verify your account(s)

Choose the Form(s) or Payment Option(s) to Complete

NOTE: If you are selecting multiple reports, all reports will be created before the filing and payment process.

Department of Taxation Forms

- Ohio State, County, and Transit Sales Tax Returns (ST-10 or UST-1)
- Ohio Employer's Payment of Ohio Tax Withheld (IT-501)
- Ohio Employer's Annual Reconciliation of Income Tax Withheld (IT-941)
- Ohio Employer's EFT Quarterly Reconciliation of Income Tax Withheld (IT-942)
- Ohio Employer's Payment of School District Income Tax Withheld (SD-101)
- Ohio Employer's Annual Reconciliation of School District Income Tax Withheld (SD-141)

Department of Taxation Payment Options

- Accelerated Sales Tax Payment Option
- Sales Tax Billing Notice Payment Option
- Employer Withholding Billing Notice Payment Option

Bureau of Workers' Compensation Form

- Bureau of Workers' Compensation Payroll Form

Department of Job and Family Services Form

- Employer's Report of Wages Form (JFS-66111, formerly UCO-2QR) & Employer's Contribution Report Form (ODJFS)

Department of Commerce, Division of Unclaimed Funds

- Negative (NONE) Unclaimed Funds Report

Municipal Forms

- Estimated Tax Payment
- Extension of Time to File

Cancel

Submit

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Guided User

- Infrequent user
- Not a tax professional
- Speed is not utmost concern
- Seeks understanding and clarity on how taxes are derived
- Appreciates the “hand-holding” experience
- Expects additional assistance as they proceed



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Express User

- Frequent user (may be a proxy filing on behalf of many taxpayers)
- Sophisticated, may be a tax professional or experienced taxpayer
- Concerned about speed and efficiency of the system
- Usability of the system relates to the ease of “tying back” to their system
- Prefers a clean and functional (no frills) interface
- Minimal assistance expected

Estimated Tax Payment

Company Name: Paulie's Pizza Parlor
FEIN / Acct No: 07-654321

Tax Year:

2004

Choose Navigational Path:

Guided

Express

Guided:

The "Guided" option will step you through the process by which tax estimates are calculated. You will be asked to provide information which can be used to estimate your tax liability for the year you have selected. Help and explanatory text will be provided.

Express:

The "Express" option assumes that you already understand the process and the methodology by which municipal taxes are calculated. An interface with minimal help is provided which allows you to provide the data required by the municipalities in which you do business

Cancel

Next

Select Municipalities

Company Name: Paulie's Pizza Parlor
FEIN / Acct No: 07-654321
Tax Year End: 11/15/2004

[Edit Municipal Profile](#)

Select municipalities for which you want to make an estimated payment today:

- Select All**
- Columbus
 Dublin
 Worthington

[Cancel](#) [Back](#) [Next](#)



Estimated Annual Net Profit

Company Name: Paullie's Pizza Parlor
FEIN / Acct No: 07-654321
Tax Year End: 11/15/2004

	Tax Rate	Est. Annual Net Profit	Previous Year Overpayment
Columbus	2%	\$110,000	\$300
Dublin	1.5%	\$290,000	\$250
Worthington	1.75%	\$156,000	\$100
Total		\$556,000	\$650

Cancel

Back

Next



Estimated Tax Due

Company Name: Paulie's Pizza Parlor
FEIN / Acct No: 07-654321
Tax Year End: 11/15/2004

	Net Est Annual Tax Due	Quarterly Tax Due	Payment Period
Columbus	\$2,200	\$495	Annual
Dublin	\$4,350	\$978.75	1st Quarter
Worthington	\$2,730	\$614.25	1st Quarter
Total	\$9,280	\$2,088	

Cancel Back Next

Actual Payment

Company Name: Paulie's Pizza Parlor
FEIN / Acct No: 07-654321
Tax Year End: 11/15/2004

	Payment Period Tax Due	Overpayment	Payment Period	Calculated Payment	Actual Payment
Columbus	\$2,200	\$300	Annual	\$1,900	<input type="text" value="\$1,000"/>
Dublin	\$978.75	\$250	1st Quarter	\$728.75	<input type="text" value="\$728.75"/>
Worthington	\$614.25	\$100	1st Quarter	\$514.25	<input type="text" value="\$514.25"/>
Total	\$3,793	\$650		\$3,143	\$2,243

Confirm Filing

Company Name: Paule's Pizza Parlor
FEIN / Acct No: 07-654321
Tax Year End: 11/15/2004

	Net Profit	Overpayment	Net Tax Due	Payment Period	Calculated Payment	Actual Payment
Columbus	\$110,000	\$300	\$2,200	Annual	\$1,900	\$1,000
Dublin	\$290,000	\$250	\$4,350	1st Quarter	\$728.75	\$728.75
Worthington	\$156,000	\$100	\$2,730	1st Quarter	\$514.25	\$514.25
Total	\$556,000	\$650	\$9,280		\$3,143	\$2,243

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Submit

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Cancel

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Tax Year End: 11/15/2004

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- Bureau of Workers' Compensation Payroll Form

Department of Job and Family Services Form

- Employer's Report of Wages Form (JFS-66111, formerly UCO-2QR) & Employer's Contribution Report Form (ODJFS)

Department of Commerce, Division of Unclaimed Funds

- Negative (NONE) Unclaimed Funds Report

Municipal Forms

- Estimated Tax Payment
- Extension of Time to File

Cancel

Submit

If you need assistance with this page, please view our [help](#).

Select Municipalities

Company Name: Paulie's Pizza Parlor
FEIN / Acct No: 87-654321
Tax Year End: 2004

Edit Municipal Profile

Select municipalities you want to file an extension for:

- Select All
- Columbus
 - Dublin
 - Worthington

Cancel

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Extension of Time to File

Company Name: Paulie's Pizza Parlor
FEIN / Acct No: 07-654321
Tax Year End: 11/15/2004

	Total Tax Liability	Prior Payments and Credits	Balance Due
Columbus	\$2,200	\$700	\$1,500
Dublin	\$4,350	\$500	\$3,850
Worthington	\$2,730	\$1,000	\$1,730
Total	\$9,280	\$2,200	\$7,080

Cancel Back Next Save



Confirm Ext. of Time to File

Company Name: Paullie's Pizza Parlor
FEIN / Acct No: 07-654321
Tax Year End: 11/15/2004

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Recap of Upcoming Events



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Next Steps for Municipalities

- Review existing ACH agreements or plan to develop new (start now)
- Participate in the profile data collection activities (August)
- If automating tax data retrieval, participate in additional discussions (August)
- Acceptance of equipment as needed (Oct/Nov)



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Next Steps for OBG

- Have exploratory talks with sample set of banks (now)
- Verify/collect the municipalities' profile data (August)
- Design/communicate automated data transport process (August)
- Group banks (August/September)
- Design/communicate output file formats (September)
- Develop criteria for state-issued equipment (September)
- Develop implementation plans (September)



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Still to Come

- Support & Help Processes
- Training, Education, & Outreach



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Project Web Site

<http://munitax.obg.ohio.gov>



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