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Making an Estimated Payment

Municipal Tax Reports - Progress Filing Page

The “*Municipal Tax Reports*” progress page provides an at-a-glance view of your current Return status within the OBG. The page is typically divided into two sections:

In Progress – the In Progress section lists Municipal Tax Returns, Net Profit Return(s), Estimated Payment(s) and/or Extension Request(s) that have been started, but are not yet complete.

Ready to File – the Ready to File section lists Municipal Tax Returns, Net Profit Return(s), Estimated Payment(s) and/or Extension Request(s) that are complete, but have not been filed with the OBG.

Each section displays the Period for which the return/payment applies, the type of return/payment, and the date it was created.

[View, print or amend already filed municipal tax reports](#) - this link displays the “Archived Reports” page, listing all previously filed returns, payments, and extension requests

Municipal Tax Reports

Company Name: Imperial Countertop
FEIN: 31-1363218

To start working on a new Muni Tax Return or Payment → Select One [?] Start [?]

In Progress: (Saved returns that are not ready to file)

Period	Type	Created	
12/31/2006	Estimated Payments for Municipality	02/01/2007	Resume Work [?] Delete [?]

Ready to File: (You will have the option to file any or all when you exit Muni)

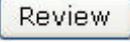
Period	Type	Created	
2007	Withholding Payment	02/01/2007	Review [?] Edit [?] Delete [?]

To file and/or pay reports or exit this screen → File or Exit Muni [?]

[View, print, or amend already filed municipal tax reports](#)

If you need assistance, please view our [Help](#).

[Delete](#) – use this link to delete the associated return/payment/extension request.

 - use this button to review the completed return/payment/extension request before filing.

 - use this button to edit a completed return/payment/extension request before filing.

 - begins a new Estimated Payment, Extension Request, Net Profits Return or Withholding Payment.

 - displays the selected “In Progress” return/payment/extension request, so you may continue to enter information.

 - if there are reports listed in the “Ready to File” section, the application moves to the filing page, otherwise, the application returns you to the OBG main site.

Rules

The “In Progress” category may contain an NPR, estimated Payment, Extension Request and/or Withholding filing which has been started and saved as incomplete.

The “Ready to File” may contain an NPR, Estimated Payment, Extension Request and/or Withholding filing which has been completed, but not yet submitted.

The “View, print, or amend already filed municipal tax reports” includes a history of all Municipal reports listed in chronological order from most recent to least recent.

A maximum of one un-submitted filing (for example either in the “In Progress” OR the “Ready to File” category) may exist in the system at any one time for each report type.

A new NPR, Estimated Payment, Extension Request and/or Withholding filing cannot be created if a filing of the same type exists in either “In Progress” or “Ready to File” status.

Estimated Tax Payment - Report

Once you have created a Municipal Taxpayer Profile, you are ready to begin making estimated tax payments. When your estimated tax payment is completed, the system displays an Estimated Tax Payment – Report (shown below). You may edit it, or delete it prior to filing it. Once an estimated tax payment is filed, however, you may not edit it or delete it.

Guidelines for making an estimated tax payment:

There is no limit to the number of estimated payments a taxpayer may make each quarter.

You may save an incomplete payment report, however you can only file one report at a time.

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MT-ETP-09

Estimated Tax Payment

Company Name: HB202 Test Account
SSN: 043-01-9770

If you have no saved reports, click the Create button to begin filing a new estimated payment report.

If a saved report does exist, you must either click the Edit button to continue working on it or click the Delete button to remove it.

Click the Cancel button if you do not wish to make an estimated payment at this time.

Fiscal Year End Date	Last Date Saved	Edit?	Delete?
Thursday, June 30, 2005	Tuesday, March 22, 2005	Edit	Delete

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

Click to create a new municipal tax report.

Estimated Tax Payment

To begin filing your Estimated Tax Payment request, click the “Estimated Payment” option in the drop down menu from the *Progress Filing* page.

Municipal Tax Reports

Company Name: HB202 Test Account
 FEIN: 043-01-9770

To start working on a new Muni Tax Return or Payment →

Select One [?] Start [?]

In Progress: (Saved returns th

Period	Type	Created

Estimated Payment
 Extension Request
 Net Profits Return
 Withholding Payment

You will be directed to an Estimated Payment splash page providing curtailed information to the Estimated Payment process for your review.

MUNI Estimated Payment EP splash

- Jan 1 - June 30 (due date is July 30)
- July 1 - Dec 31 (due date is Jan 30)

The reporting period for filing form EP is semi-annual even though you may file monthly sales and use tax returns (form UST-1).

The following information is needed to accurately file the report:

Six months of taxable sales information in 2 formats:

1. Taxable sales as reported on form(s) EP for the six-month reporting period.
2. Taxable sales on an origin basis for all retail locations as if destination sourcing did not apply.
3. If destination sales were not made, you will meet the filing requirement of form EP by using this application.

Cancel Next

The *Estimated Tax Payment* page is the first step in creating your estimated tax payment. You may choose one of two options:

Guided – steps you through the process of calculating your estimated tax payment. System prompts and explanatory text are provided to help you enter the information used to calculate your estimated tax liability for the year selected.

Express – provides a fast and efficient data entry method for entering multiple pieces of tax information at one time.

Select the year for the Fiscal Year End date from the drop down list.

Select the Guided or Express option by clicking on the appropriate circle.

Click . The system moves to the *Select Municipalities* page.

Estimated Tax Payment Field Descriptions

Field Name	Description
Company Name	The name of the company for which you are paying estimated taxes.
FEIN /SSN	The Federal Electronic Identification Number or Social Security Number associated with the company for which you are filing estimated tax payments.
Fiscal Year End Date	The month, day, and year established in your taxpayer profile as the last day of the fiscal year for the displayed

Field Name	Description
	company name and FEIN.
Guided/Express	The preferred option for building your estimated tax payment
	Displays the <i>Progress Filing</i> page.
	Moves to the <i>Select Municipalities</i> page.

Guided Payment

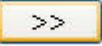
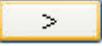
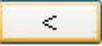
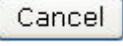
The Guided Payment option steps you through the process of calculating your estimated tax payment. Explanatory text is provided, and system prompts are included to help you enter the information used to calculate your estimated tax liability for the year selected. In addition, there are several opportunities to review the information entered at that point in the process to double check accuracy.

Select Municipalities

The *Select Municipalities* page is used to choose the municipality or municipalities for which you want to pay estimated taxes today.



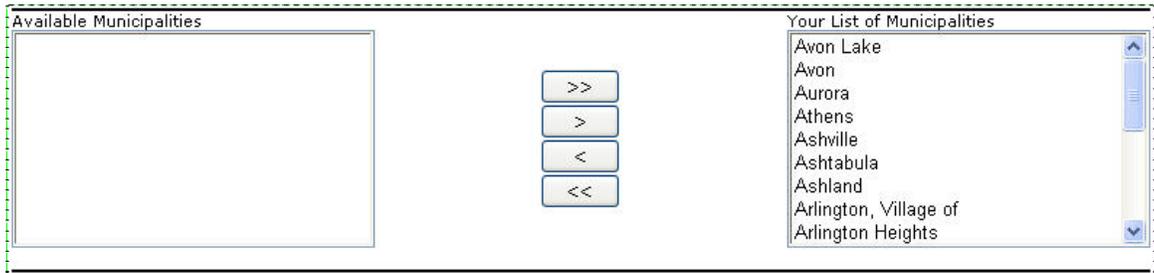
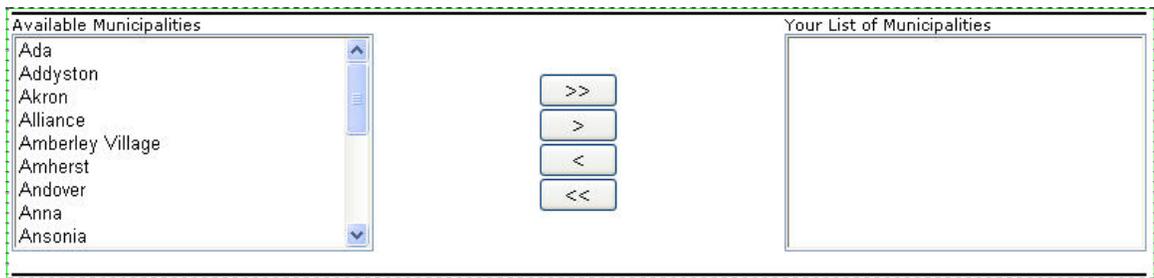
Select Municipalities Field Descriptions

Field Name	Description
Company Name	The name of the company for which you are paying estimated taxes.
FEIN/SSN	The Federal Electronic Identification Number or Social Security Number associated with the company for which you are filing estimated tax payments.
Fiscal Year End Date	The month, day, and year established in your taxpayer profile as the last day of the fiscal year for the displayed company name and FEIN.
	Opens the <i>Municipal Taxpayer Profile</i> page to add or remove municipalities in your taxpayer profile.
Municipalities in your Profile	Municipalities included in your profile that you may include in your estimated tax payment report.
Municipalities to File with Today	The municipalities you have selected to include in today's estimated tax payment report.
	Moves multiple or all municipalities listed in the "Municipalities in your Profile" window to the "Municipalities to File with Today" window.
	Moves a single municipality from the "Municipalities in your Profile" window to the "Municipalities to File with Today" window.
	Moves a single municipality from the "Municipalities to File with Today" window to the "Municipalities in your Profile" window.
	Moves multiple or all municipalities listed in the "Municipalities to File with Today" window to the "Municipalities in your Profile" window.
	Returns to the previous page.

Field Name	Description
<input type="button" value="Back"/>	Returns to the previous page.
<input type="button" value="Next"/>	Moves to the Estimated Annual Net Profit page.
<input type="button" value="Save"/>	Saves the entered information in case you lose your connection.
<input type="button" value="Save & Exit"/>	Saves the entered tax information and returns you to the <i>Progress Filing</i> page.

Select/highlight the municipality(s) you want to include in your profile. and click or .

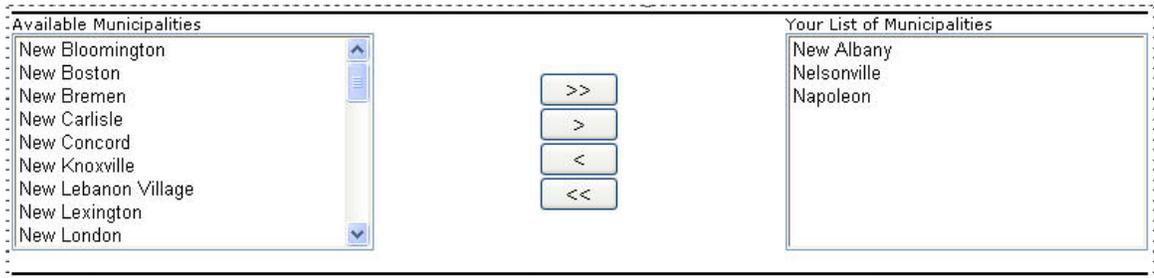
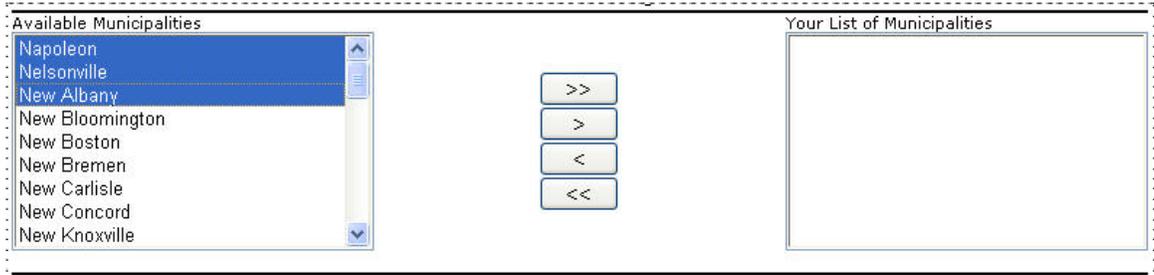
- to move all the municipalities displayed in the Available Municipalities window to the Selected Municipalities window.





– to move the selected municipality(s) from the Available Municipalities to the Selected Municipalities window.

- ✓ **TIP:** To select more than one municipality in the Available Municipalities window, hold down the Ctrl key and click on the selected municipality to highlight it.



Repeat the previous step until all the municipalities you want to include in today’s filing are listed in the “Municipalities to File with Today” window (see example above).

When all the municipalities are listed in the “Selected Municipalities” window, click  to move to the Estimated Annual Net Profit page.

Using the Edit Municipal Profile Button

Use  to open the Select Municipalities page. See [Select Municipalities](#) for detailed instructions.

Estimated Annual Net Profit

The *Estimated Annual Net Profit* page is designed to help you calculate your estimated taxes for each municipality you are filing with. The first time you file, the application allows you to enter your Estimated Annual Net Profit, Previous Year Overpayment, and Other Payments and Credits amounts. Once these numbers are filed, any time you return to the application, these fields will no longer be editable. You will only be able to enter which quarter you are paying for, and the amount you wish to pay.

Note: *The tax rate displayed for each municipality is the rate in effect at the beginning of the taxpayer’s fiscal year.*

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MT-ETP-04

Estimated Annual Net Profit

Company Name: HB202 Test Account
 SSN: 043-01-9770
 Fiscal Year End Date: 6/30/2005

Please enter the information in the boxes below and then click the Next button. For your convenience, if you used OBG to make a prior declaration for the current year, that data will be displayed and can not be altered.

You should only enter data if you have not made any other declaration to the municipality for the current year. Do not use this screen to make an amendment to a prior declaration.

For your convenience, you can click the Update Totals button to display column totals at any time before proceeding to the next screen.

	Tax Rate ?	Est. Annual Net Profit ?	Previous Year Overpayment ?	Other Payments and Credits ?
Galena	1%	\$ 450,000.00	\$ 250.00	\$ 280.00
Toledo	2.25%	\$ 345,344.00	\$ 0.00	\$ 0.00
Total		\$795,344.00	\$250.00	\$280.00

Next Back Cancel Save Save & Exit Update Totals

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

For each municipality:

Enter the Estimated Annual Net Profit the taxpayer will make.

Enter the Previous Year Overpayment (if any). Other payments and overpayments are not required fields – you can leave them blank, or put in zero’s (both are acceptable).

Enter any Other Payments or Credits (this number cannot be negative).

When all the information has been entered, click **Next** to move to the *Estimated Tax Due* page.

Estimated Annual Net Profit Field Descriptions

Field Name	Description
Tax Rate	The tax rate for corresponding municipality at the beginning of the taxpayer's fiscal year.
*Est. Annual Net Profit	The net profit the taxpayer estimates he/she has for the corresponding municipality.
*Previous Year Overpayment	The total dollar amount overpaid by the taxpayer for the previous fiscal year for the corresponding municipality.
*Other Payments and Credits	The total dollar amount of other payments and/or credits for the taxpayers previous fiscal year for the corresponding municipality.
Total	The total of each column (Est. Annual Net Profit, Previous Year Overpayment, etc.)
<input type="button" value="Cancel"/>	Returns to the <i>Estimated Tax Payment</i> page.
<input type="button" value="Back"/>	Returns to the <i>Select Municipalities</i> page.
<input type="button" value="Next"/>	Moves to the <i>Estimated Tax Due</i> page.
<input type="button" value="Save"/>	Saves the entered tax information.
<input type="button" value="Save & Exit"/>	Saves the entered tax information and returns you to the <i>Progress Filing</i> page.
<input type="button" value="Update Totals"/>	Calculates the total of each column, and redisplay the new total.
*	This number cannot be negative.

Estimated Tax Due

The *Estimated Tax Due* page serves two purposes for each municipality:

1. Summarizes the estimated annual and quarterly tax due amounts (based on the estimated annual net profit information entered).
2. Allows you to choose to pay the full annual amount or make a specific quarterly payment.

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MT-ETP-05

Estimated Tax Due

Company Name: HB202 Test Account
 SSN: 043-01-9770
 Fiscal Year End Date: 6/30/2005

Select the Payment Period in the box below and then click the Next button.

You are choosing to base your payment on either the estimated annual or quarterly tax due. If you choose quarterly, you must indicate a specific quarter to which the payment will apply.

You will be asked to enter the specific amount that you wish to pay on the next screen.

* Denotes a required field.

	Net Est Annual Tax Due	Quarterly Tax Due	Payment Period
Galena	\$ 4,500.00	\$ 1,125.00	* First Quarter
Toledo	\$ 7,770.24	\$ 1,942.56	* First Quarter
Total	\$12,270.24	\$3,067.56	

Next Back Cancel Save Save & Exit

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

Review the OBG’s calculation of the annual, quarterly, and quarterly tax due amounts. Decide if you want to pay the annual or quarterly tax due.

Choose the annual or quarterly payment from the drop down list. You are not required to select the same payment period for each municipality you are filing today.

When all the information is correct, click Next to move to the *Amount You Wish to Pay* page.

Estimated Tax Due Field Descriptions

Field Name	Description
Annual Tax Due	Estimated annual net profit * Tax Rate.
Quarterly Tax Due	(Estimated annual net profit for the selected company) * Tax Rate divided by four.
Payment Period	The period (annual or specific quarter) for which you are paying.
Total	The total of each column (Est. Annual Tax Due, Quarterly Tax Due, etc.)
<input type="button" value="Cancel"/>	Returns to the <i>Estimated Tax Payment</i> page.
<input type="button" value="Back"/>	Returns to the <i>Estimated Annual Net Profit</i> page.
<input type="button" value="Next"/>	Moves to the <i>Amount You Wish to Pay</i> page.
<input type="button" value="Save"/>	Saves the estimated tax payment information.
<input type="button" value="Save & Exit"/>	Saves the entered tax information and returns you to the <i>Progress Filing</i> page.
<input type="button" value="Update Totals"/>	Calculates the total of each column, and redisplay the new total.

Amount You Wish to Pay

The *Amount You Wish to Pay* page serves two functions:

1. Summarizes tax information calculated up to this point for each municipality.
2. Defines the actual payment you wish to make for each municipality.

MT-ETP-06

Amount You Wish to Pay

Company Name: HB202 Test Account
SSN: 043-01-9770
Fiscal Year End Date: 6/30/2005

Enter the amount that you wish to pay in the box below and click the Next button.

The Calculated Payment is based on the period that you selected (and is net of overpayments and credits if this is a first quarter payment). For various reasons, you may wish to pay more or less than the Calculated Payment.

For your convenience, you can click the Update Totals button to display column totals at any time before proceeding to the next screen.

* Denotes a required field.

	Payment Period Tax Due	Previous Year Overpayment	Other Payments And Credits	Payment Period	Calculated Payment	Amount You Wish to Pay
Galena	\$ 1,125.00	\$ 250.00	\$ 280.00	First Quarter	\$ 595.00	\$ 595.00
Toledo	\$ 1,942.56	\$ 0.00	\$ 0.00	First Quarter	\$ 1,942.56	\$ 1,942.56
Total	\$3,067.56	\$250.00	\$280.00		\$2,537.56	\$2,537.56

Next Back Cancel Save Save & Exit Update Totals

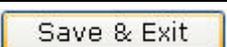
If you need assistance with this page, please view our [help](#).

Verify that the tax numbers for each item and municipality are correct.

Enter the Amount You Wish to Pay you are making for each Municipality.

When all the information is accurate, click . The system displays the *Report Summary* page.

Amount You Wish to Pay Field Descriptions

Field Name	Description
Payment Period Tax Due	The tax due for the period selected for the displayed municipality (from the <i>Estimated Tax Due</i> page).
Previous Year Overpayment	The overpayment value entered by the taxpayer (on the <i>Estimated Annual Profit</i> page) for the previous year.
Other Payments and Credits	The other payments/credits value entered by the taxpayer (on the <i>Estimated Annual Profit</i> page).
Payment Period	The payment period value entered by the taxpayer (on the <i>Estimated Annual Profit</i> page).
Calculated Payment	The Payment Period Tax Due — Previous Year Overpayment — Other Payment/Credits.
Amount You Wish to Pay	The payment the taxpayer is making via the OBG. The taxpayer is not required to pay the Calculated Payment amount, and may pay a different amount if he/she chooses. The Amount You Wish to Pay amount cannot be a negative number.
Total	The total of each column (Payment Period Tax Due, Previous Year Overpayment, etc.).
	Returns to the <i>Estimated Tax Payment</i> page.
	Returns to the <i>Estimated Tax Due</i> page.
	Moves to the <i>Confirm Filing</i> page.
	Saves the estimated tax payment information.
	Saves the entered tax information and returns you to the <i>Progress Filing</i> page.

Netting Out

The *Netting Out* page displays a summary of the payments for TPA-administered municipalities and self-administered municipalities based on the information entered into the system.

Netting Out

Company Name: HB202 Test Account
FEIN: 043-01-9770
Fiscal Year End Date: 6/30/2005

When more than one municipality is administered by the same Administering Entity, this screen will show one net amount or overpayment to each Administering Entity.

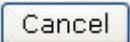
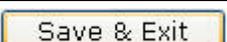
	Payment Period	Tax Due	Previous Year Overpayment	Other Payments And Credits	Payment Period	Calculated Payment	Amount You Wish To Pay
Third Party Administered Municipalities							
Akron City							
	Akron	14.4500					
	Akron City Total		152.0000	14.0000	Annual	0	\$0.00
Central Collection Agency (CCA)							
	Ada	13.0000					
	Central Collection Agency (CCA) Total		300.0000	100.0000	Annual	0	\$0.00
Regional Income Tax Agency (RITA)							
	Kirtland	9.7600					
	Fairborn	0	5.0000	0	Annual	4.7600	4.7600
	Regional Income Tax Agency (RITA) Total		256.0000	352.0000	Annual	0	\$4.76
Grand Total							\$4.76

Check the information displayed in each column for accuracy.

If all the information is correct, click . The system displays the *Report Summary* page (next page).

Netting Out Field Descriptions

Field Name	Description
Payment Period Tax Due	The tax due for the period selected for the displayed municipality (from the <i>Estimated Tax Due</i> page).
Previous Year Overpayment	The overpayment value entered by the taxpayer (on the <i>Estimated Annual Profit</i> page) for the previous year.
Other Payments and Credits	The other payments/credits value entered by the taxpayer (on the <i>Estimated Annual Profit</i> page) for the previous year.
Payment Period	The payment period value entered by the taxpayer (on the <i>Estimated Annual Profit</i> page) for the previous year.
Calculated	The Payment Period Tax Due — Previous Year

Field Name	Description
Payment	Overpayment — Other Payment/Credits.
Amount You Wish to Pay	The payment the taxpayer is making via the OBG. The taxpayer is not required to pay the Calculated Payment amount, and may pay a different amount if he/she chooses. The Amount You Wish to Pay amount cannot be a negative number.
Total	The total of each column (Payment Period Tax Due, Previous Year Overpayment, etc.).
	Returns to the <i>Estimated Tax Payment</i> page.
	Returns to the <i>Amount You Wish To Pay</i> page.
	Moves to the <i>Report Summary</i> page.
	Saves the estimated tax payment information.
	Saves the entered tax information and returns you to the <i>Progress Filing</i> page.

Report Summary

The *Report Summary* page serves two functions:

1. Summarizes tax information calculated up to this point for each municipality for final verification.
2. Provides a method by which to submit a report filing and payment information via the [Ohio Business Gateway](#).

Report Summary

Company Name: HB202 Test Account
 SSN: 043-01-9770
 Fiscal Year End Date: 6/30/2005

	Payment Period Tax Due	Previous Year Overpayment	Other Payments And Credits	Payment Period	Calculated Payment	Amount You Wish to Pay
Galena	\$ 1,125.00	\$ 250.00	\$ 280.00	First Quarter	\$ 595.00	\$ 595.00
Toledo	\$ 1,942.56	\$ 0.00	\$ 0.00	First Quarter	\$ 1,942.56	\$ 1,942.56
Total	\$3,067.56	\$250.00	\$280.00		\$2,537.56	\$2,537.56

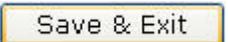
Buttons: Back, Cancel, Submit, Save, Save & Exit

Check the information displayed in each column for accuracy.

When all the information is correct, click . The system displays the *Payment Selection* page (next page).

Report Summary Field Descriptions

Field Name	Description
Payment Period Tax Due	The tax due for the period selected for the displayed municipality (from the <i>Estimated Tax Due</i> page).
Previous Year Overpayment	The overpayment value entered by the taxpayer (on the <i>Estimated Annual Profit</i> page) for the previous year.
Other Payments and Credits	The other payments/credits value entered by the taxpayer (on the <i>Estimated Annual Profit</i> page) for the previous year.
Payment Period	The payment period value entered by the taxpayer (on the <i>Estimated Annual Profit</i> page) for the previous year.
Calculated Payment	The Payment Period Tax Due — Previous Year Overpayment — Other Payment/Credits.

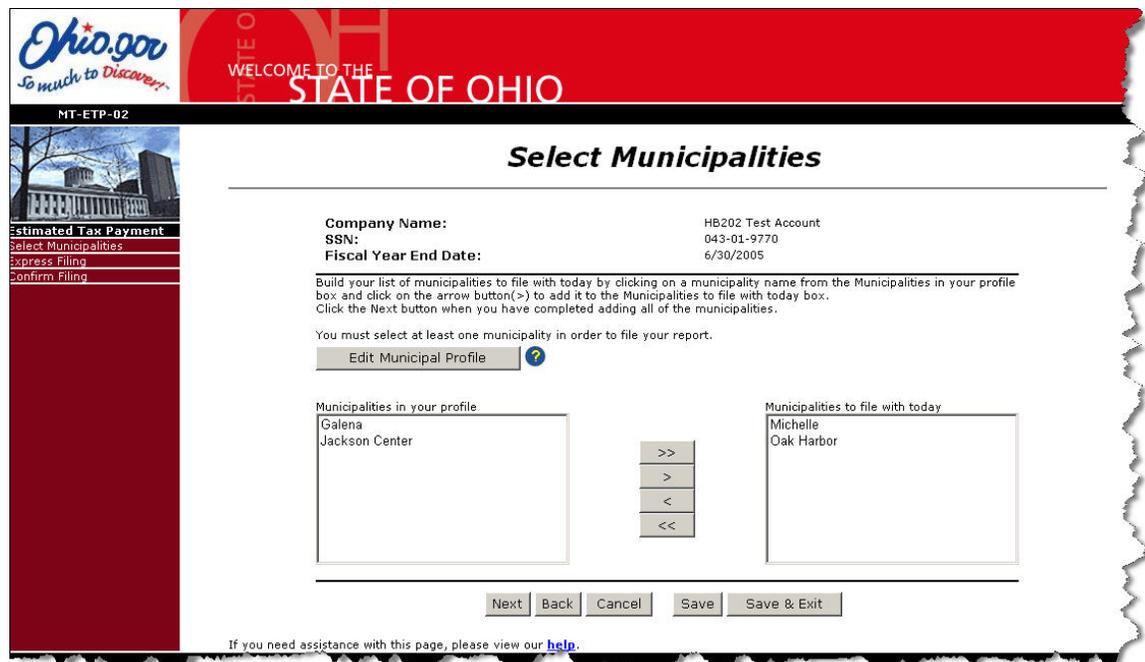
Field Name	Description
Amount You Wish to Pay	The payment the taxpayer is making via the OBG. The taxpayer is not required to pay the Calculated Payment amount, and may pay a different amount if he/she chooses. The Amount You Wish to Pay amount cannot be a negative number.
Total	The total of each column (Payment Period Tax Due, Previous Year Overpayment, etc.).
	Returns to the <i>Estimated Tax Payment</i> page.
	Returns to the <i>Estimated Tax Due</i> page.
	Officially sends the information to the Ohio Business Gateway.
	Saves the estimated tax payment information.
	Saves the entered tax information and returns you to the <i>Progress Filing</i> page.

Express Payment

The Express payment option provides a fast and efficient data entry method for entering multiple pieces of tax information at one time.

Select Municipalities

The *Select Municipalities* page is used to choose the municipality or municipalities for which you want to pay estimated taxes.



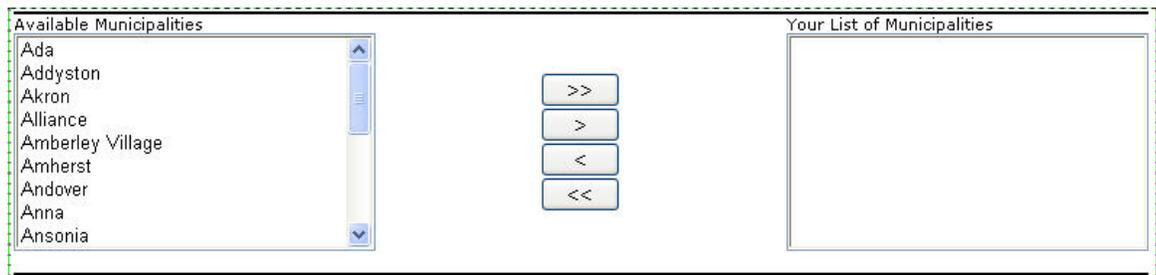
Select Municipalities Field Descriptions

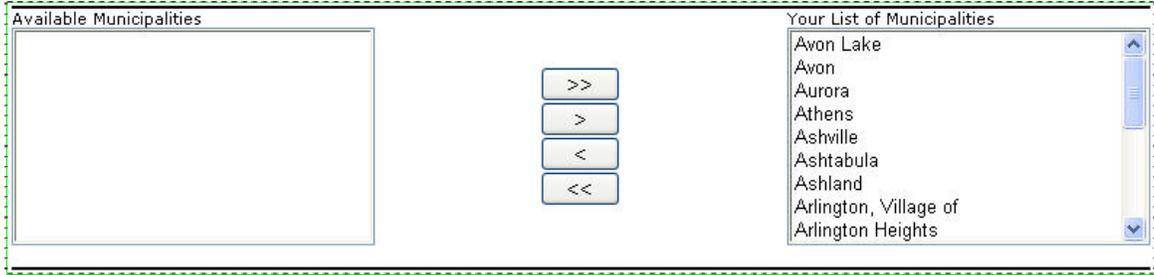
Field Name	Description
Company Name	The name of the company for which you are paying estimated taxes.
FEIN /SSN	The Federal Electronic Identification Number or Social Security Number associated with the company for which you are filing estimated tax payments.

Field Name	Description
Available Municipalities	Municipalities included in your profile that you may include in your estimated tax payment report.
Selected Municipalities	The municipalities you have selected to include in today's estimated tax payment report.
	Moves multiple or all municipalities listed in the "Available Municipalities" window to the "Selected Municipalities" window.
	Moves a single municipality from the "Available Municipalities" window to the "Selected Municipalities" window.
	Moves a single municipality from the "Selected Municipalities" window to the "Available Municipalities" window.
	Moves multiple or all municipalities listed in the "Selected Municipalities" window to the "Available Municipalities" window.
	Returns to the previous page.
	Moves to the Estimated Annual Net Profit page.

Select/highlight the municipality(s) you want to include in your profile. and click  or .

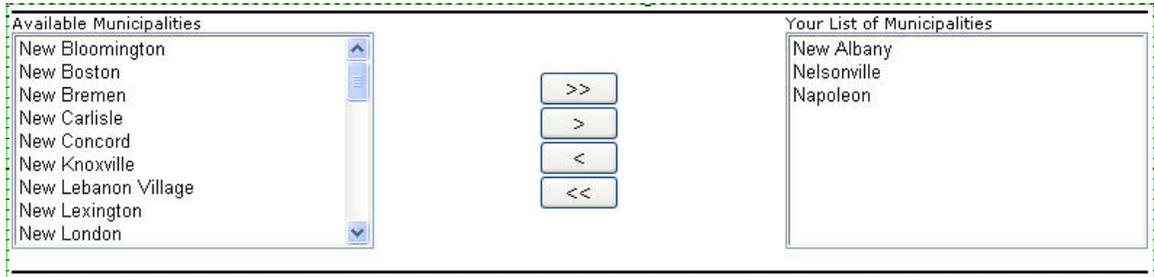
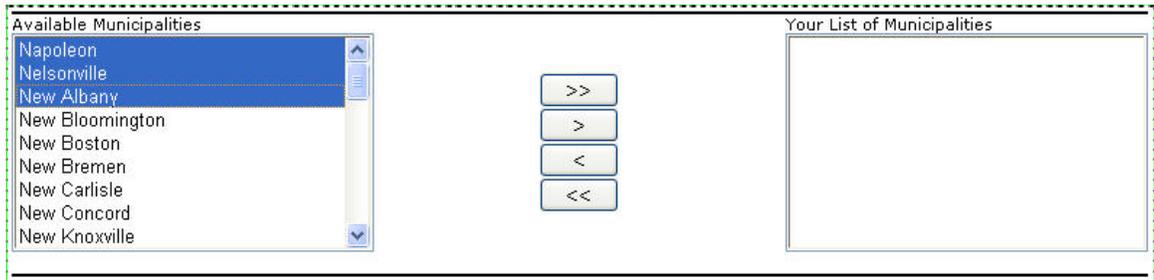
 - to move all the municipalities displayed in the Available Municipalities window to the Selected Municipalities window.





– to move the selected municipality(s) from the Available Municipalities to the Selected Municipalities window.

- ✓ **TIP:** To select more than one municipality in the Available Municipalities window, hold down the Ctrl key and click on the selected municipality to highlight it.



When all the municipalities are listed in the “Selected Municipalities” window, click  to move to the *Express Filing* page.

Express Filing

The *Express Filing* page allows you to efficiently enter all the required tax information on one form, rather than stepping through the process one piece at a time.

Express Filing

Company Name: HB202 Test Account
 SSN: 043-01-9770
 Fiscal Year End Date: 6/30/2005

Enter the required information in the boxes below and click the Next button.
 If you are unfamiliar with the estimated filing process, click the Cancel button and choose the Guided navigation path.
 For your convenience, you can click the Update Totals button to display column totals at any time before proceeding to the next screen.

* Denotes a required field.

	Est. Annual Net Profit	Previous Year Overpayment	Other Payments And Credits	Net Annual Tax Due	Payment Period	Calculated Payment	Amount You Wish to Pay
Michelle	\$ 375,000.00	\$ 420.00	\$ 150.00	\$ 6,375,000.00	First Quarter	\$ 1593180.00 *	\$ 1,593,180.00
Oak Harbor	\$ 652,000.00	\$ 258.00	\$ 120.00	\$ 6,520.00	First Quarter	\$ 1252.00 *	\$ 1,252.00
Total	\$1,027,000.00	\$678.00	\$270.00	\$6,381,520.00		\$1,594,432.00	\$1,594,432.00

Next Back Cancel Save Save & Exit Update Totals

Enter the required information in each field for each municipality.

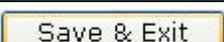
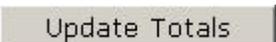
When all the information is entered and you are sure it is correct, click



. The system displays the *Confirm Filing* page.

Express Filing Field Descriptions

Field Name	Description
Est. Annual Net Profit	The net profit the taxpayer estimates he/she will make for the taxpayer's fiscal year for the corresponding municipality.
Previous Year Overpayment	The overpayment value for the previous year.
Other Payments and Credits	The other payments/credits value entered for the previous year.
Net Annual Tax Due	(Est. Annual Net Profit * Tax Rate * annual tax rate) – Previous Year Overpayment – Other Payments and

Field Name	Description
	Credits.
Payment Period	The payment period for which you are paying the municipality.
Calculated Payment	Annual Payment Period = (Est. Annual Net Profit * Tax Rate) — Previous Year Overpayment — Other Payment/Credits = Net Annual Tax Due. Quarterly Payment Period = (Est. Annual Net Profit * Tax Rate) — Previous Year Overpayment — Other Payment/Credits.
Amount You Wish to Pay	The payment the taxpayer is making via the OBG. The taxpayer is not required to pay the Calculated Payment amount, and may pay a different amount if he/she chooses. The Amount You Wish to Pay amount cannot be a negative number.
Total	The total of each column (Payment Period Tax Due, Previous Year Overpayment, etc.).
	Returns to the <i>Estimated Tax Payment</i> page.
	Returns to the <i>Estimated Tax Due</i> page.
	Moves to the Confirm Filing page.
	Saves the estimated tax payment information.
	Saves the entered tax information and returns you to the <i>Progress Filing</i> page.
	Refreshes column totals.

Netting Out

The *Netting Out* page displays a summary of the payments for TPA-administered municipalities and self-administered municipalities based on the information entered into the system.

Netting Out

Company Name: HB202 Test Account
FEIN: 043-01-9770
Fiscal Year End Date: 6/30/2005

When more than one municipality is administered by the same Administering Entity, this screen will show one net amount or overpayment to each Administering Entity.

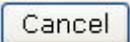
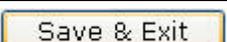
	Payment Period	Tax Due	Previous Year Overpayment	Other Payments And Credits	Payment Period	Calculated Payment	Amount You Wish To Pay
Third Party Administered Municipalities							
Akron City							
	Akron	14.4500					
	Akron City Total		152.0000	14.0000	Annual	0	\$0.00
Central Collection Agency (CCA)							
	Ada	13.0000					
	Central Collection Agency (CCA) Total		300.0000	100.0000	Annual	0	\$0.00
Regional Income Tax Agency (RITA)							
	Kirtland	9.7600					
	Fairborn	0	5.0000	0	Annual	4.7600	4.7600
	Regional Income Tax Agency (RITA) Total		256.0000	352.0000	Annual	0	\$4.76
Grand Total							\$4.76

Check the information displayed in each column for accuracy.

If all the information is correct, click . The system displays the *Report Summary* page (next page).

Netting Out Field Descriptions

Field Name	Description
Payment Period Tax Due	The tax due for the period selected for the displayed municipality (from the <i>Estimated Tax Due</i> page).
Previous Year Overpayment	The overpayment value entered by the taxpayer (on the <i>Estimated Annual Profit</i> page) for the previous year.
Other Payments and Credits	The other payments/credits value entered by the taxpayer (on the <i>Estimated Annual Profit</i> page) for the previous year.
Payment Period	The payment period value entered by the taxpayer (on the <i>Estimated Annual Profit</i> page) for the previous year.
Calculated	The Payment Period Tax Due — Previous Year

Field Name	Description
Payment	Overpayment — Other Payment/Credits.
Amount You Wish to Pay	The payment the taxpayer is making via the OBG. The taxpayer is not required to pay the Calculated Payment amount, and may pay a different amount if he/she chooses. The Amount You Wish to Pay amount cannot be a negative number.
Total	The total of each column (Payment Period Tax Due, Previous Year Overpayment, etc.).
	Returns to the <i>Estimated Tax Payment</i> page.
	Returns to the <i>Express Filing</i> page.
	Moves to the <i>Report Summary</i> page.
	Saves the estimated tax payment information.
	Saves the entered tax information and returns you to the <i>Progress Filing</i> page.

Report Summary

The *Report Summary* page serves two functions:

1. Summarizes tax information calculated up to this point for each municipality for final verification.
2. Provides a method by which to submit a report filing and payment information via the [Ohio Business Gateway](#).

Report Summary

Company Name: HB202 Test Account
 SSN: 043-01-9770
 Fiscal Year End Date: 6/30/2005

Review the information for completeness and accuracy and click the Submit button if correct. Click the Back button if you need to make any changes before submitting.

Your information will be used to construct individual estimated payments reports which will be sent separately to each municipality.

Your report will not be complete until you have provided payment instructions for any amounts you wish to pay. Payment instructions will be requested when you have completed all other OBG reports.

	Payment Period Tax Due	Previous Year Overpayment	Other Payments And Credits	Payment Period	Calculated Payment	Amount You Wish to Pay
Michelle	\$ 1,593,750.00	\$ 420.00	\$ 150.00	First Quarter	\$ 1,593,180.00	\$ 1,593,180.00
Oak Harbor	\$ 1,630.00	\$ 258.00	\$ 120.00	First Quarter	\$ 1,252.00	\$ 1,252.00
Total	\$1,595,380.00	\$678.00	\$270.00		\$1,594,432.00	\$1,594,432.00

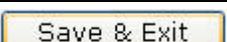
Back Cancel Submit Save Save & Exit

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

Verify the information displayed in each column is correct.

When all the information is accurate, click . The system submits the information to the Ohio Business Gateway, and displays the *Payment Selection* page (see Payment Selection on page 31 for instructions).

Report Summary Field Descriptions

Field Name	Description
Payment Period Tax Due	The tax due for the period selected for the displayed municipality (from the <i>Estimated Tax Due</i> page).
Previous Year Overpayment	The overpayment value entered by the taxpayer (on the <i>Estimated Annual Profit</i> page) for the previous year.
Other Payments and Credits	The other payments/credits value entered by the taxpayer (on the <i>Estimated Annual Profit</i> page) for the previous year.
Payment Period	The payment period value entered by the taxpayer (on the <i>Estimated Annual Profit</i> page) for the previous year.
Calculated Payment	The Payment Period Tax Due — Previous Year Overpayment — Other Payment/Credits..
Amount You Wish to Pay	The payment the taxpayer is making via the OBG. The taxpayer is not required to pay the Calculated Payment amount, and may pay a different amount if he/she chooses. The Amount You Wish to Pay amount cannot be a negative number.
Total	The total of each column (Payment Period Tax Due, Previous Year Overpayment, etc.).
	Returns to the <i>Estimated Tax Payment</i> page.
	Returns to the <i>Estimated Tax Due</i> page.
	Officially sends the information to the Ohio Business Gateway.
	Saves the estimated tax payment information.
	Saves the entered tax information and returns you to the <i>Progress Filing</i> page.

Payment Selection

The *Payment Selection* page displays the estimated payments for each municipality selected for payment for the filed report.

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Payment Selection

Company Name: HB202 Test Account
FEIN: 04-3019770

Electronic Payment Methods

Payment by Credit Card will incur a convenience fee totaling the higher of 2.5% of the transaction amount or \$1.00 on payments under \$40.00

OPTION A. Pay Total Balance Today: Select Electronic Check or Credit Card

Total Balance	\$2,537.56
Pay Total Balance Today With a Checking/Savings Account	<input type="button" value="Pay"/>
Pay Total Balance Today With a Credit Card	<input type="button" value="Pay"/>

OPTION B. Split Payment Method or Postdate Electronic Check

Form/Payment Type	Transaction Date	Payment/Net Due
Estimated Payments for Municipality: Toledo - First Quarter		\$1,942.56
Electronic Check (from Checking/Savings Account)	3/23/2005	\$1,942.56
Total Payment		\$1,942.56

Form/Payment Type	Transaction Date	Payment/Net Due
Estimated Payments for Municipality: Galena - First Quarter		\$595.00
Electronic Check (from Checking/Savings Account)	3/23/2005	\$595.00
Total Payment		\$595.00

PLEASE NOTE:

To pay by check or be billed, enter \$0.00 in the payment field and click the "Exit Payment Process" button.
 If the full amount on any tax is not paid electronically, you must mail a separate check for each tax.
 If you do not pay the full amount electronically or by a mailed check, you **may not** be billed for the balance until it is past due.
 Any amount not paid in full by the report's due date will be considered past due and subject to related fees, forfeiture, penalties, and interest.
 For Bureau of Workers' Compensation: If you do not pay the full amount your coverage may lapse.

Payment Options

The system provides two options for paying municipal taxes.

Option A: Pay today's balance via electronic check or credit card.

Option B: Split the payment method or post date an electronic check.

Payment Option A

To pay the total balance of the municipal tax today, use Payment Option A.

OPTION A. Pay Total Balance Today: Select Electronic Check or Credit Card ?	
Total Balance	\$2,537.56
Pay Total Balance Today With a Checking/Savings Account	<input type="button" value="Pay"/>
Pay Total Balance Today With a Credit Card	<input type="button" value="Pay"/>

Verify that the payment amount is correct.

Click (Checking/Savings account, or Credit Card). The system submits the entire payment for processing via the method selected, and displays the Confirmation page. Print a copy of this page for your records.

Payment Option B

To pay a portion of the municipal tax, or to post date the payment use Payment Option B.

OPTION B. Split Payment Method or Postdate Electronic Check ?		
Form/Payment Type	Transaction Date	Payment/Net Due
Estimated Payments for Municipality: Toledo - First Quarter		\$1,942.56
Electronic Check (from Checking/Savings Account)	3/23/2005	\$1,942.56
Total Payment		\$1,942.56
Form/Payment Type	Transaction Date	Payment/Net Due
Estimated Payments for Municipality: Galena - First Quarter		\$595.00
Electronic Check (from Checking/Savings Account)	3/23/2005	\$595.00
Total Payment		\$595.00

Enter the date for which you want to pay the tax.

Enter the payment due amount.

When all the information is correct for each municipality, click

Process Payments

. The system submits the information, and the payment is processed on the date specified.

The system displays the Electronic Payment (ACH) Terms of Service page.

Electronic Payment (ACH) Terms of Service

The *Electronic Payment (ACH) Terms of Service* page displays the terms of service associated with electronic payments.

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Electronic Payment (ACH) Terms of Service

1. Before attempting to authorize an ACH Payment on your savings or checking account, you should check with your accounting department or local bank to be sure that electronic debits are permitted on the account.
2. Any fees or charges incurred due to insufficient funds or other issues with the account will be the sole responsibility of the account's owner.
3. By authorizing an electronic payment on this system, you consent to our transmission of your tax identification number to the financial institution processing your payment.
4. Users making Ohio Department of Job and Family Services Unemployment Tax Payments that include Forfeiture and/or Interest will have two debits made to their account. The first for the amount of the Contribution the second for the combined amount of the Forfeiture and Interest. If the account is found to have insufficient funds for either or both of these transactions, the bank will charge the user a fee, to be determined by the bank, for each of the failed transactions.

I Understand

Read the terms and click **I Understand**, the system displays the *Add Checking or Savings Account* page (next page).

Add Checking or Savings Account

The *Add Checking or Savings Account* page is used to enter your account information into the system.

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Add Checking or Savings Account

Company Name: HB202 Test Account
FEIN: 04-3019770

Electronic Payment

Step 1 [Select Account Type](#)
Checking Business ?

Step 2 [Enter Account Information](#)

First Name: John
Last Name or Company Name: John Doe Inc.
Routing Number: 031200730
Account Number: [masked]
Confirm Account Number: [masked]

Back Clear Next

Select the Account Type from the drop down list.

Enter the First Name of the account.

Enter the Last Name or Company Name of the account.

Enter the bank Routing Number.

Enter the Account Number (for security reasons, this number is not displayed on the page).

Enter the Account Number a second time to confirm its accuracy.

When all the information is accurate, click **Next**. The system displays the *Payment* page.

Payment

The *Payment* page offers a last review of the selections made up to this point.

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Payment

Company Name: Dan's Testing House
FEIN: 34-8989898

Electronic Payment

Amount Due All Reports	\$480.00
Credit Card Convenience Fees	\$0.00
Total Paid Including Fees	\$480.00
Balance Unpaid	\$0.00

Estimated Payments for Municipality: Dublin - Third Quarter

Description	Method	Account Number	Transaction Date	Debit Amount
Municipal Tax	Checking Business	123	3/24/2005	\$480.00
Amount Due				\$480.00
Total Payment				\$480.00
Balance Due				\$0.00

[Back](#) [Click to Confirm Payment](#)

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Payment

Company Name: HB202 Test Account
FEIN: 04-3019770

Electronic Payment

Amount Due All Reports	\$55,835.00
Credit Card Convenience Fees	\$0.00
Total Paid Including Fees	\$55,835.00
Balance Unpaid	\$0.00
Confirmation Number	1195332

Extension Request for Municipality: Galena - Annual

Description	Method	Account Number	Transaction Date	Debit Amount	Confirmation Number
Municipal Tax	Checking Business	0123	3/23/2005	\$24,522.00	
Amount Due					\$24,522.00
Total Payment					\$24,522.00
Balance Due					\$0.00

Extension Request for Municipality: Oak Harbor - Annual

Description	Method	Account Number	Transaction Date	Debit Amount	Confirmation Number
Municipal Tax	Checking Business	0123	3/23/2005	\$31,313.00	
Amount Due					\$31,313.00
Total Payment					\$31,313.00
Balance Due					\$0.00

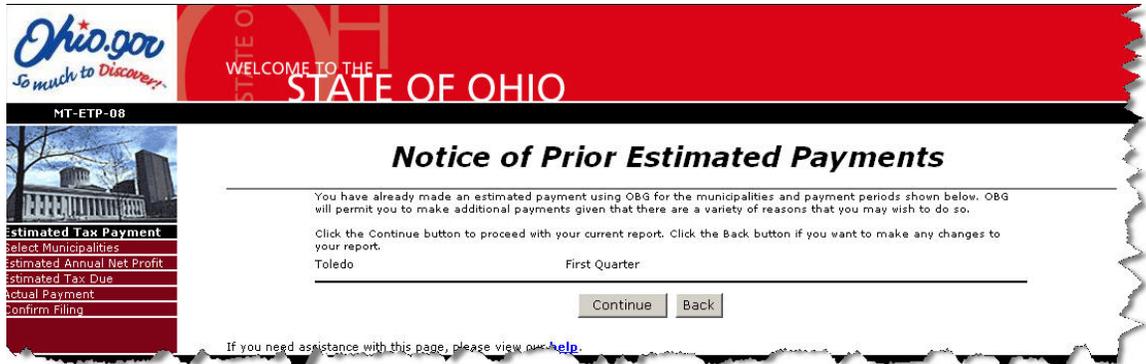
To ensure proper filing of your report, please do not use the browser "Back" button or the browser history list to return to previous screens.

Click to print a copy of this page for you records.

Click to complete the Extension process.

Notice of Prior Estimated Payments

The application displays the *Notice of Prior Estimated Payments* page when you are making a quarterly estimated tax payment to a municipality you have already made a payment to, for that quarter. The OBG permits you to make multiple payments to a municipality in a given quarter, but it will use this page to notify you of any previous payments made for the same quarter. This is a read-only page, no edits or entries may be made.



Action	Result
<input type="button" value="Continue"/>	Moves the payment process forward to the <i>Amount You Wish to Pay</i> page.
<input type="button" value="Back"/>	Returns to the previous (<i>Estimated Tax Due</i>) page.

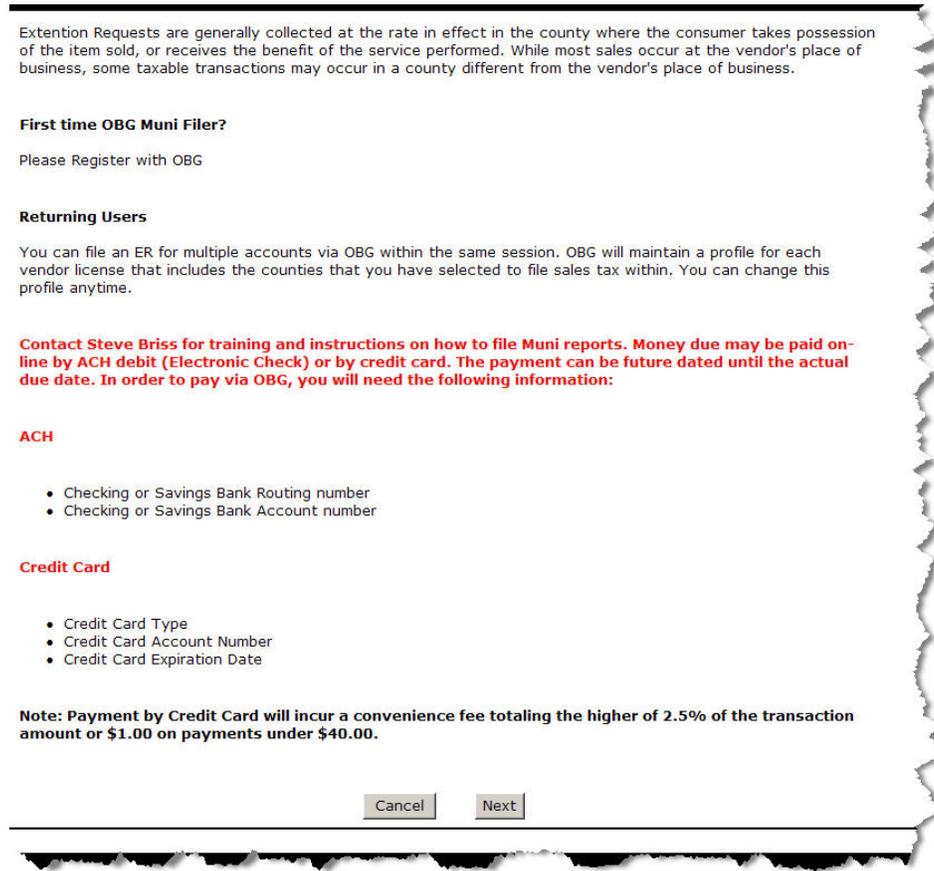
Review the payment information for each municipality. If after reviewing the information, you need to make changes to the estimated payment you are attempting to make now, click . Otherwise, click .

Filing an Extension Request

To begin filing your Extension Request, click the “Extension Request” option in the drop down menu from the Progress Filing page.

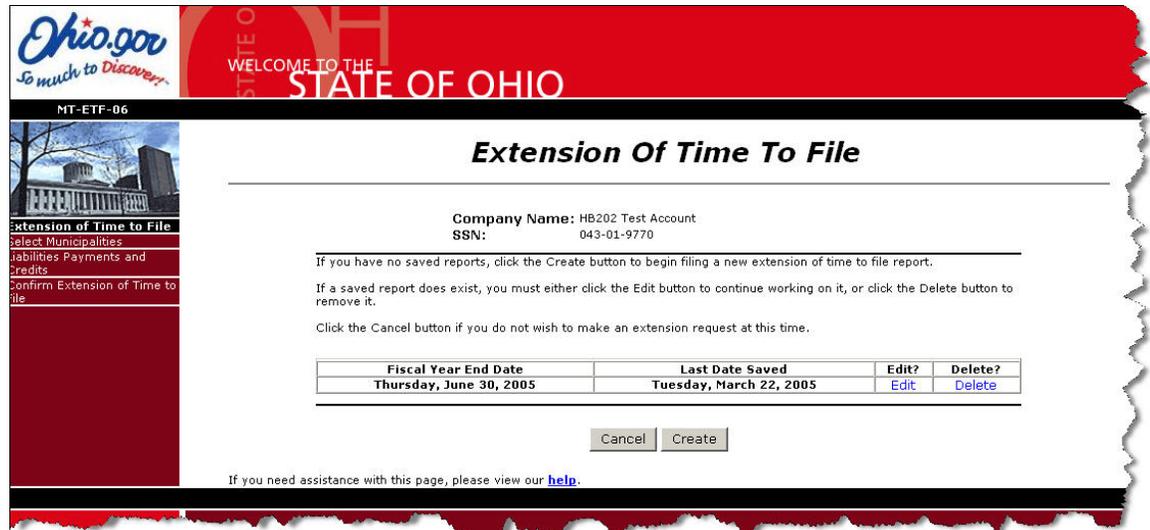


You will be directed to an Extension Request splash page providing curtailed information to the Estimated Payment process for your review.



The *Extension of Time to File – Report* page displays summary information about your business, including: Company Name, FEIN/SSN, Fiscal End Date, and the last date tax information was saved by the system (Last Date Saved). From this page you can:

- Edit the saved information
- Delete the saved information
- Create an Extension of Time to File a tax payment



Action	Result
<input type="button" value="Cancel"/>	Exits the <i>Extension of Time to File – Report</i> page.
<input type="button" value="Create"/>	Creates an Extension Request.

Select to delete the Extension request, or to file a tax extension request.

File an Extension Request Field Descriptions

Field Name	Description
Company Name	The name of the company for which you are paying estimated taxes.
FEIN/SSN	The Federal Electronic Identification Number or Social Security Number associated with the company for which you are filing estimated tax payments.

Field Name	Description
Fiscal Year End Date	The month and day established in your taxpayer profile as the last day of the fiscal year for the displayed company.
Last Date Saved	The month, day, and year on which you last saved an estimated tax payment report.
Edit	Selecting the Edit link opens a saved (unfilled) <i>Extension of Time to File</i> a tax payment form.
Delete	Selecting the Delete link opens the <i>Confirm Deletion</i> page.
	Returns to the <i>Report Navigation</i> page.
	Moves to the <i>Extension of Time to File Report</i> page.

Extension of Time to File

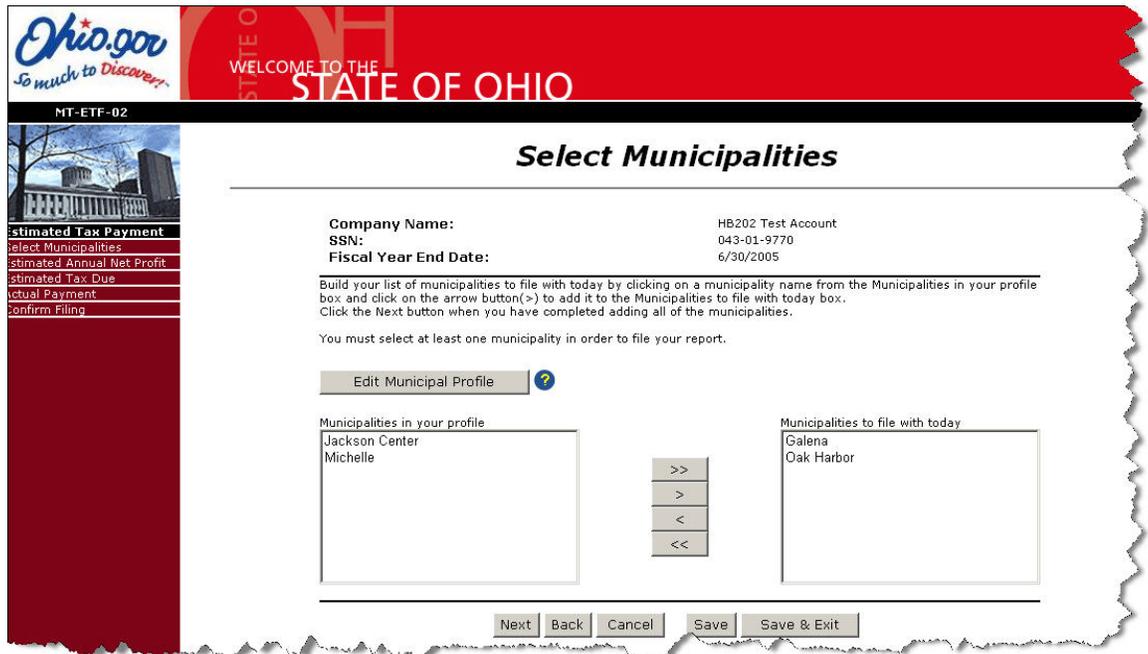
The *Extension of Time to File* page is the first step in filing for an extension for paying municipal taxes for your business.

Select the tax year for which you are filing for an extension from the drop down list and click **Next**.

Field Name	Description
Company Name	The name of the company for which you are paying estimated taxes.
FEIN/SSN	The Federal Electronic Identification Number or Social Security Number associated with the company for which you are filing estimated tax payments.
Fiscal Year End Date	The month and day established in your taxpayer profile as the last day of the fiscal year for the displayed company.
Year	The fiscal year for which you are filing an extension.
Cancel	Returns to the <i>Extension of Time to File - Report</i> page.
Next	Moves to the <i>Select Municipalities</i> page.

Select Municipalities

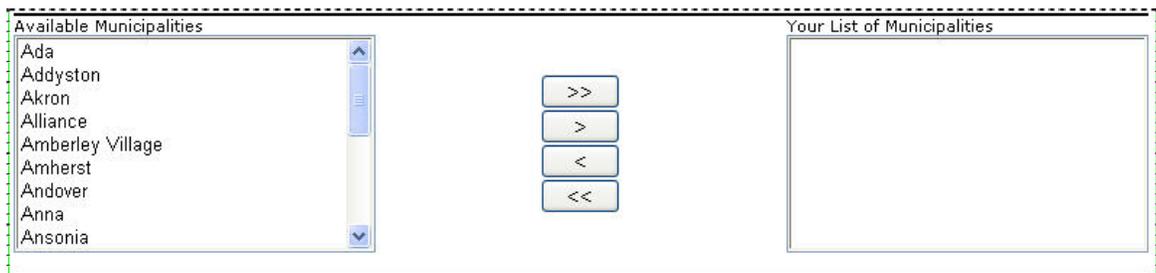
The *Select Municipalities* page is used to designate which municipality(s) you want to include in filing for an extension.

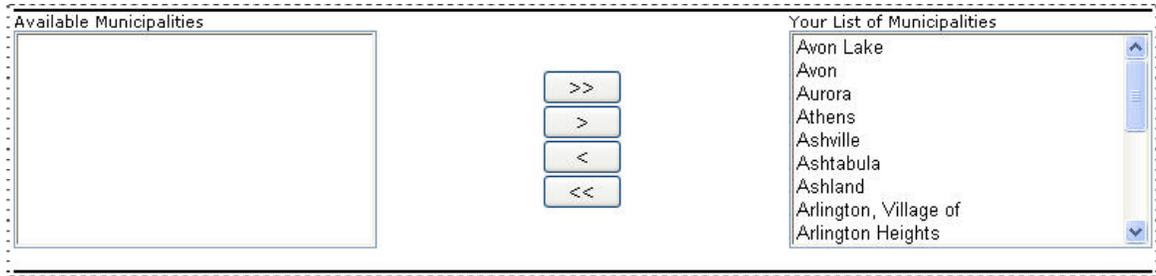


Move the municipalities you want to include in your extension request from the “Municipalities in your Profile” window to the “Selected Municipalities” window.

Choosing Municipalities

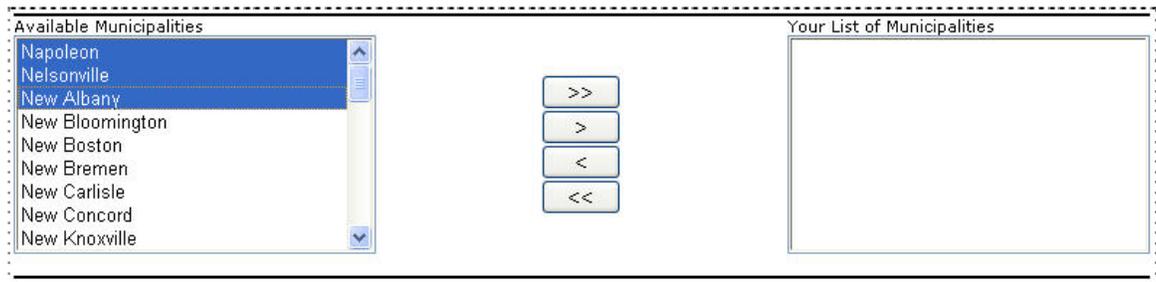
Click  - to move all the municipalities displayed in the Available Municipalities window to the Selected Municipalities window.



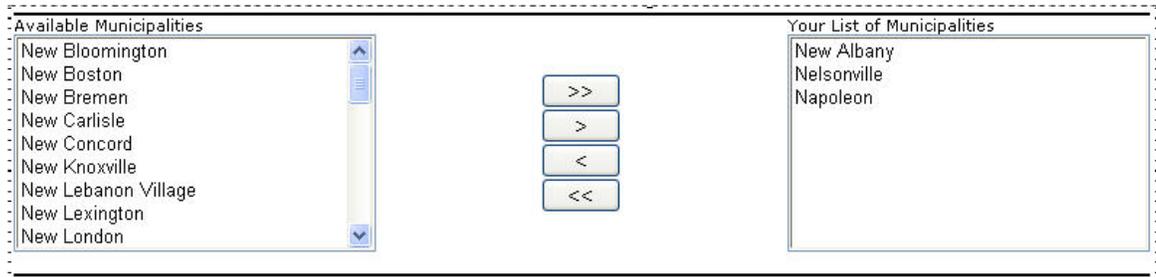


Click  – to move the selected municipality(s) from the Available Municipalities to the Selected Municipalities window.

- ✓ **TIP:** To select more than one municipality in the Available Municipalities window, hold down the Ctrl key and click on the selected municipality to highlight it.



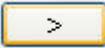
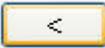
When all the municipalities you want to include in your extension are highlighted, click  to move them to the Selected Municipalities window.



When all the municipalities you want to include in your extension request are listed in the “Selected Municipalities” window, click

.

Select Municipalities Field Descriptions

Field Name	Description
Company Name	The name of the company for which you are paying estimated taxes.
FEIN /SSN	The Federal Electronic Identification Number or Social Security Number associated with the company for which you are filing estimated tax payments.
Available Municipalities	Municipalities included in your profile that you may include in your estimated tax payment report.
Selected Municipalities	The municipalities you have selected to include in today's estimated tax payment report.
	Moves multiple or all municipalities listed in the "Available Municipalities" window to the "Selected Municipalities" window.
	Moves a single municipality from the "Available Municipalities" window to the "Selected Municipalities" window.
	Moves a single municipality from the "Selected Municipalities" window to the "Available Municipalities" window.
	Moves multiple or all municipalities listed in the "Selected Municipalities" window to the "Available Municipalities" window.
	Returns to the previous page.
	Moves to the Estimated Annual Net Profit page.

Liabilities, Payments and Credits

The *Liabilities Payments and Credits* page is used to enter the tax liability, payments, and credits for each selected municipality, and calculate the balance due tax amount.

Enter the Total Tax Liability amount for each municipality.

Enter the total of all prior payments and credits for each municipality.

The system will calculate the Balance Due amount, and display a total for each column.

Click  to move to the Confirm Extension of Time to File page.

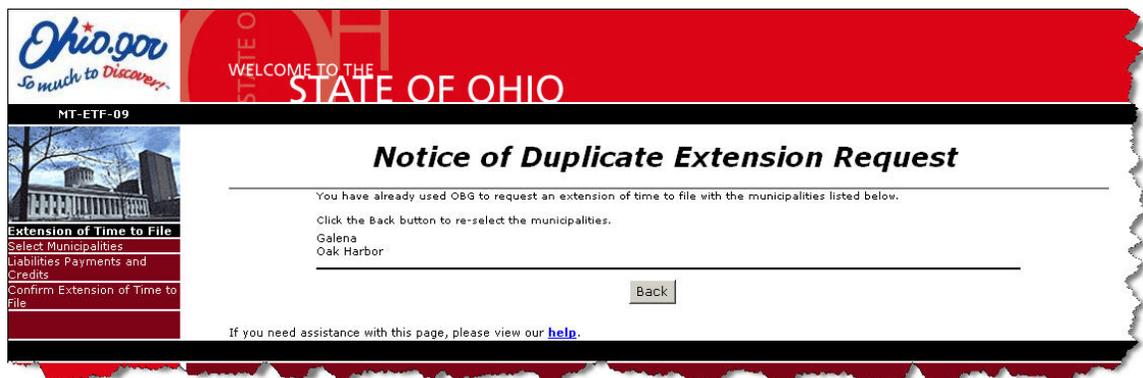
Liabilities, Payments, and Credits Field Descriptions

Field Name	Description
Company Name	The name of the company for which you are paying estimated taxes.
FEIN /SSN	The Federal Electronic Identification Number or Social Security Number associated with the company for which you are filing estimated tax payments.
Fiscal Year End Date	The month, day, and year established in your taxpayer profile as the last day of the fiscal year for the displayed

Field Name	Description
	company name and FEIN.
Total Tax Liability	The total tax liability owed to the specified municipality.
Prior Payments and Credits	The total of all payments and credits made to the specified municipality.
Balance Due	The total tax liability minus any prior payments/credits for the specified municipality. This cannot be a negative number.
<input type="button" value="Cancel"/>	Returns to the previous page.
<input type="button" value="Back"/>	Returns to the <i>Select Municipalities</i> page.
<input type="button" value="Next"/>	Moves to the <i>Confirm Extension of Time to File</i> page.
<input type="button" value="Save"/>	Saves the liabilities, payments, and credit information.
<input type="button" value="Save & Exit"/>	Saves the entered tax information and returns you to the <i>Progress Filing</i> page.
<input type="button" value="Update Totals"/>	Refreshes column totals.

Notice of Duplicate Extension Request

The system displays the *Notice of Duplicate Extension Request* page when an extension has already been submitted via the OBG. Only one extension request may be submitted per municipality per tax year using the Municipal Tax Application.



Click to close the window and return to the *Select Municipalities* page.

Netting Out

The *Netting Out* page displays a summary of the payments for TPA-administered municipalities and self-administered municipalities based on the information entered into the system.

Netting Out

Company Name:	HB202 Test Account
FEIN:	043-01-9770
Fiscal Year End Date:	6/30/2005

When more than one municipality is administered by the same Administering Entity, this screen will show one net amount or overpayment to each Administering Entity.

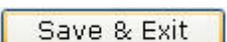
	Total Tax Liability	Prior Payments and Credits	Balance Due
Third Party Administered Municipalities			
Akron City			
Akron	\$500.00		
Akron City Total			\$500.00
Regional Income Tax Agency (RITA)			
Kirtland	\$500.00		
Regional Income Tax Agency (RITA) Total			\$500.00
Grand Total			\$1,000.00

Check the information displayed in each column for accuracy.

If all the information is correct, click . The system displays the *Report Summary* page (next page).

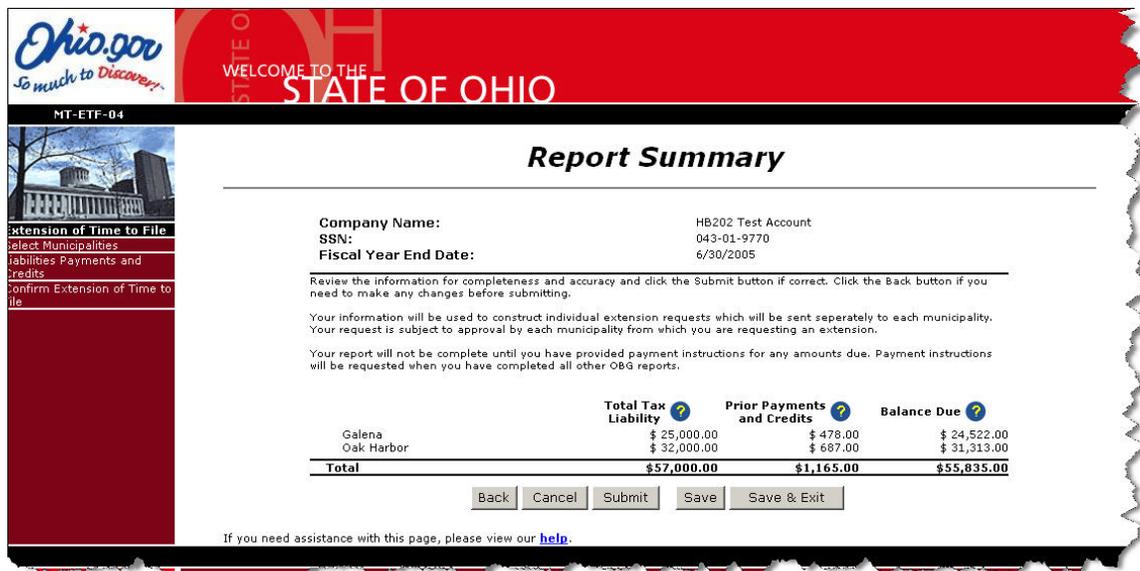
Netting Out Field Descriptions

Field Name	Description
Total Tax Liability	The total tax liability owed to the specified municipality.
Prior Payments and Credits	The total of all payments and credits made to the specified municipality.
Balance Due	The total tax liability minus any prior payments/credits for the specified municipality. This cannot be a negative number.
<input type="button" value="Cancel"/>	Returns to the <i>Extension of Time to File</i> page.
<input type="button" value="Back"/>	Returns to the <i>Liabilities, Payments and Credits</i> page.
<input type="button" value="Next"/>	Takes you to the <i>Report Summary Page</i>

Field Name	Description
	Saves the liabilities, payments, and credit information but does NOT submit it via the Ohio Business Gateway.
	Saves the entered tax information and returns you to the <i>Progress Filing</i> page.

Report Summary

The *Report Summary* page offers one last review of the extension request before submitting it to the OBG. The page lists the total tax liability, prior payments and credits, and balance due for each municipality with which you are filing for an extension.



Report Summary

Company Name: HB202 Test Account
 SSN: 043-01-9770
 Fiscal Year End Date: 6/30/2005

Review the information for completeness and accuracy and click the Submit button if correct. Click the Back button if you need to make any changes before submitting.

Your information will be used to construct individual extension requests which will be sent separately to each municipality. Your request is subject to approval by each municipality from which you are requesting an extension.

Your report will not be complete until you have provided payment instructions for any amounts due. Payment instructions will be requested when you have completed all other OBG reports.

	Total Tax Liability	Prior Payments and Credits	Balance Due
Galena	\$ 25,000.00	\$ 478.00	\$ 24,522.00
Oak Harbor	\$ 32,000.00	\$ 687.00	\$ 31,313.00
Total	\$57,000.00	\$1,165.00	\$55,835.00

Back Cancel Submit Save Save & Exit

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

Review the information to check that the tax liabilities, payments, credits, and balance due are correct for each municipality.

Click  to save the extension information and submit the request via the OBG. The system displays the Payment Selection page (see Payment Selection on page 31 for instructions).

Confirm Extension Time to File Field Descriptions

Field Name	Description
Company Name	The name of the company for which you are paying estimated taxes.
FEIN/SSN	The Federal Electronic Identification Number or Social Security Number associated with the company for which you are filing estimated tax payments.
Fiscal Year End Date	The month, day, and year established in your taxpayer profile as the last day of the fiscal year for the displayed company name and FEIN.
Total Tax Liability	The total tax liability owed to the specified municipality.
Prior Payments and Credits	The total of all payments and credits made to the specified municipality.
Balance Due	The total tax liability minus any prior payments/credits for the specified municipality. This cannot be a negative number.
<input type="button" value="Cancel"/>	Returns to the previous page.
<input type="button" value="Back"/>	Returns to the <i>Select Municipalities</i> page.
<input type="button" value="Submit"/>	Saves the extension information and sends the request via the Ohio Business Gateway.
<input type="button" value="Save"/>	Saves the liabilities, payments, and credit information but does NOT submit it via the Ohio Business Gateway.
<input type="button" value="Save & Exit"/>	Saves the entered tax information and returns you to the <i>Progress Filing</i> page.

Payment Selection

The *Payment Selection* page displays the estimated payments for each municipality selected for an extension request.

The screenshot shows the Ohio.gov website interface. At the top left is the Ohio.gov logo with the slogan "So much to Discover!". To the right is a red banner with the text "WELCOME TO THE STATE OF OHIO". Below the banner is a navigation menu with items: "report selection", "report confirmation", "payment selection", "payment account", and "payment confirmation". The main content area is titled "Payment" and displays the following information:

Company Name: Dan's Testing House
FEIN: 34-8989898

Electronic Payment

Amount Due All Reports	\$480.00
Credit Card Convenience Fees	\$0.00
Total Paid Including Fees	\$480.00
Balance Unpaid	\$0.00

Below this is a table titled "Estimated Payments for Municipality: Dublin - Third Quarter":

Description	Method	Account Number	Transaction Date	Debit Amount
Municipal Tax	Checking Business	123	3/24/2005	\$480.00
Amount Due				\$480.00
Total Payment				\$480.00
Balance Due				\$0.00

At the bottom of the page are two buttons: "Back" and "Click to Confirm Payment".

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Payment Selection

Company Name: HB202 Test Account
FEIN: 04-3019770

Electronic Payment Methods

Payment by Credit Card will incur a convenience fee totaling the higher of 2.5% of the transaction amount or \$1.00 on payments under \$40.00

OPTION A. Pay Total Balance Today: Select Electronic Check or Credit Card

Total Balance	\$15,722.00
Pay Total Balance Today With a Checking/Savings Account	<input type="button" value="Pay"/>
Pay Total Balance Today With a Credit Card	<input type="button" value="Pay"/>

OPTION B. Split Payment Method or Postdate Electronic Check

Form/Payment Type	Transaction Date	Payment/Net Due
Extension Request for Municipality: Michelle - Annual		\$15,722.00
Electronic Check (from Checking/Savings Account)	3/23/2005	\$15,722.00
Total Payment		\$15,722.00

PLEASE NOTE: To pay by check or be billed, enter \$0.00 in the payment field and click the "Exit Payment Process" button. If the full amount on any tax is not paid electronically, you must mail a separate check for each tax. If you do not pay the full amount electronically or by a mailed check, you **may not** be billed for the balance until it is past due. Any amount not paid in full by the report's due date will be considered past due and subject to related fees, forfeiture, penalties, and interest. For Bureau of Workers' Compensation: If you do not pay the full amount your coverage may lapse.

Payment Options

The system provides two options for paying municipal taxes.

Option A: Pay today's balance via electronic check or credit card.

Option B: Split the payment method or post date an electronic check.

Payment Option A

To pay the total balance of the municipal tax today, use Payment Option A.

OPTION A. Pay Total Balance Today: Select Electronic Check or Credit Card ?	
Total Balance	\$15,722.00
Pay Total Balance Today With a Checking/Savings Account	<input type="button" value="Pay"/>
Pay Total Balance Today With a Credit Card	<input type="button" value="Pay"/>

Verify that the payment amount is correct.

Click (Checking/Savings account, or Credit Card). The system submits the entire payment for processing via the method selected, and displays the Confirmation page. Print a copy of this page for your records.

Payment Option B

To pay a portion of the municipal tax, or to post date the payment use Payment Option B.

OPTION B. Split Payment Method or Postdate Electronic Check ?		
Form/Payment Type	Transaction Date	Payment/Net Due
Extension Request for Municipality: Michelle - Annual		\$15,722.00
Electronic Check (from Checking/Savings Account)	3/23/2005	\$15,722.00
Total Payment		\$15,722.00

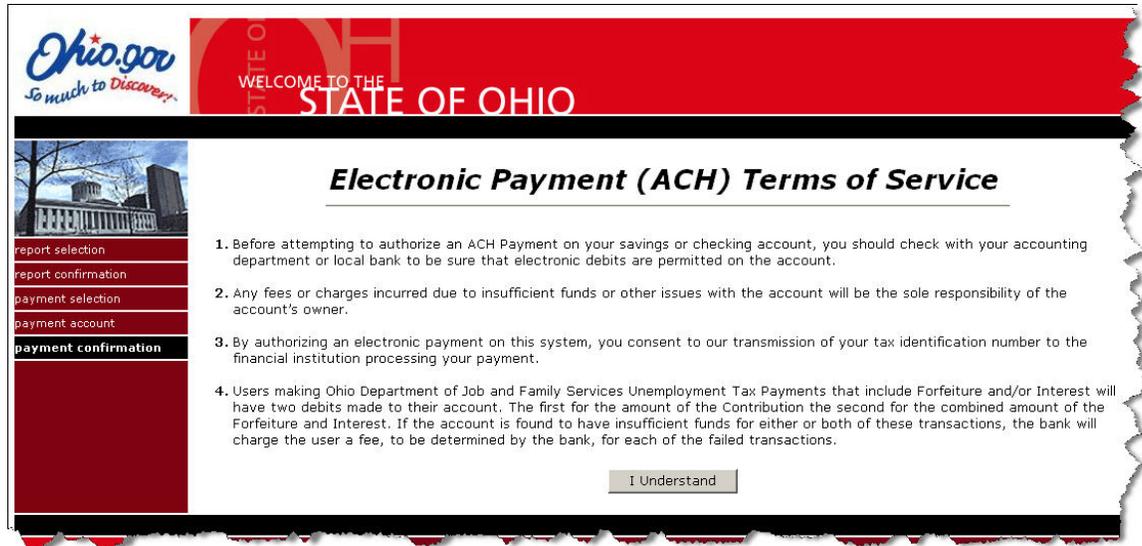
Enter the date for which you want to pay the tax.

Enter the payment due amount.

When all the information is correct for each municipality, click . The system submits the information, and the payment is processed on the date specified and displays the *Electronic Payment (ACH) Terms of Service* page.

Electronic Payment (ACH) Terms of Service

The *Electronic Payment (ACH) Terms of Service* page displays the terms of service associated with electronic payments.



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Electronic Payment (ACH) Terms of Service

- 1. Before attempting to authorize an ACH Payment on your savings or checking account, you should check with your accounting department or local bank to be sure that electronic debits are permitted on the account.
- 2. Any fees or charges incurred due to insufficient funds or other issues with the account will be the sole responsibility of the account's owner.
- 3. By authorizing an electronic payment on this system, you consent to our transmission of your tax identification number to the financial institution processing your payment.
- 4. Users making Ohio Department of Job and Family Services Unemployment Tax Payments that include Forfeiture and/or Interest will have two debits made to their account. The first for the amount of the Contribution the second for the combined amount of the Forfeiture and Interest. If the account is found to have insufficient funds for either or both of these transactions, the bank will charge the user a fee, to be determined by the bank, for each of the failed transactions.

Read the terms and click , the system displays the *Payment* page (next page).

Extension Payment

The *Payment* page offers a last review of the extension selections made up to this point.

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WELCOME TO THE
STATE OF OHIO

Payment

Company Name: HB202 Test Account
FEIN: 04-3019770

Electronic Payment

Amount Due All Reports	\$55,835.00
Credit Card Convenience Fees	\$0.00
Total Paid Including Fees	\$55,835.00
Balance Unpaid	\$0.00
Confirmation Number	1195332

Extension Request for Municipality: Galena - Annual					
Description	Method	Account Number	Transaction Date	Debit Amount	Confirmation Number
Municipal Tax	Checking Business	0123	3/23/2005	\$24,522.00	
Amount Due					\$24,522.00
Total Payment					\$24,522.00
Balance Due					\$0.00

Extension Request for Municipality: Oak Harbor - Annual					
Description	Method	Account Number	Transaction Date	Debit Amount	Confirmation Number
Municipal Tax	Checking Business	0123	3/23/2005	\$31,313.00	
Amount Due					\$31,313.00
Total Payment					\$31,313.00
Balance Due					\$0.00

To ensure proper filing of your report, please do not use the browser "Back" button or the browser history list to return to previous screens.

Finished Paying Print

Click **Print** to print a copy of this page for you records.

Click **Finished Paying** to complete the Extension process.

Appendix A

E-mail Reminders

If you select the E-mail Reminders option as part of the registration process, you will receive occasional reminders from the OBG via E-mail regarding filing deadlines and related information. An example is shown below:

Subject: Ohio Business Gateway Reminder: Municipal Taxes May be Due Soon

Dear XXXXXXXXXX:

Please do not reply to this email. It is an automated service of the Ohio Business Gateway that you have elected to receive. If you require assistance, please call our Help Desk at 1-866-644-6468.

As a reminder, municipal taxes for XXXXXXXXX, INC. may be due on MM/DD/YYYY if the company's fiscal year is based on the calendar year. Please note that the actual due date may vary if a different fiscal year is used. If you have already filed, please disregard this message.

To file and pay your taxes online logon to the Ohio Business Gateway at <http://www.businessgateway.ohio.gov>

If you have forgotten your password you may retrieve it by visiting <https://ohiobusinessgateway.ohio.gov/hb202/login/userassist.asp>

Thank you for using the Ohio Business Gateway.

Sincerely,
The OBG Team