

Table of Contents

TABLE OF CONTENTS	1
COMPLETING A WITHHOLDING PAYMENT	2
<i>Field Descriptions</i>	2
CHOOSEING THE CALENDAR YEAR	3
<i>Field Descriptions</i>	3
<i>Instructions</i>	3
SELECT MUNICIPALITIES	4
<i>Rules</i>	4
<i>Field Descriptions</i>	5
<i>Select Municipalities Instructions</i>	5
<i>Editing Existing Municipal Profile</i>	7
WITHHOLDING FREQUENCY AND ID NUMBER	7
<i>Field Descriptions</i>	7
<i>Confirm Municipality Withholding Profile</i>	8
FILING PERIOD AND FILING OPTION	9
<i>Rules</i>	10
<i>Field Descriptions</i>	10
<i>Instructions</i>	11
<i>Rules</i>	12
<i>Field Descriptions</i>	12
<i>Instructions</i>	13
OTHER FEES AND PAYMENTS	14
<i>Rules</i>	14
<i>Field Descriptions</i>	15
<i>Instructions</i>	16
<i>Filing History</i>	16
AGGREGATING PAYMENTS	17
<i>Field Descriptions</i>	17
<i>Instructions</i>	18
REVIEW REPORT	19
<i>Instructions</i>	20
EXIT MUNICIPAL TAXES	21
<i>Instructions</i>	21
NO REPORTS READY TO FILE	22
<i>Field Descriptions</i>	22
SESSION SUMMARY	23
<i>Instructions</i>	23

Completing a Withholding Payment

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

Municipal Tax Reports

Company Name: Imperial Countertop
 FEIN: 31-1363218

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

In Progress: (Saved returns that are created)

Period	Type	Created

Select One dropdown menu options:
 Select One
 Estimated Payment
 Extension Request
 Net Profits Return
 Withholding Payment

Start button

You will be directed to a Withholding Payment splash page providing curtailed information to the Withholding Payment process for your review. This page introduces you to important information regarding the Withholding filing process.

STATE OF OHIO

- Due dates and required filing frequencies for withholding payments vary and are determined by the municipalities. Any questions about these particular issues should be directed to the individual municipalities
- Typically, withholding payments must be received by the municipality or its third party administrator by the due date. You must allow sufficient time for the payment to be processed through the Ohio Business Gateway (1 business day minimum)

Cancel Next

Field Descriptions

Field Name	Description
Next	Moves you to the <i>Calendar Year</i> page in the filing process.
Cancel	Returns to the <i>Progress Filing</i> page.

Choosing the Calendar Year

Use the *Calendar Year* page to select the calendar year for which you are creating your Withholding filing.

Calendar Year

Company Name: Imperial Countertop
FEIN: 31-1363218

Select the calendar year corresponding to this report from the drop down list, and click Next to continue.
 * Denotes a required field.

*Calendar Year: 2007 ?

Back Next

Field Descriptions

Field Name	Description
Company Name	Name of the company logged in to file a report.
FEIN / SSN	FEIN or Social Security Number or the company logged into to file a report.
Calendar Year	Select a calendar year from the drop down list.
<input type="button" value="Next"/>	Moves to the <i>Select Municipalities</i> page.
<input type="button" value="Back"/>	Returns to the Withholding Payment Splash page.

Instructions

Select the calendar year for this report from the drop down list.

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

Select Municipalities

Use the *Select Municipalities* page to choose the required municipalities for filing Withholding reports.

Select Municipalities

Company Name: Test, OBG
SSN: 043-01-9770
Calendar Year: 2007

Build your list of municipalities to file with today by clicking on a municipality name from the Municipalities in your profile box and click on the arrow button (>) to add it to the Municipalities to include in this set of returns box.

Use the Edit Municipal Profile button to update your withholding profile (add or remove municipalities from your profile, update any required account numbers, or update the default filing frequency options).

Click the Next button when you have completed adding all of the municipalities.

Municipalities in your Withholding Profile

Felicity

Municipalities to include in this set of returns

>>
>
<
<<

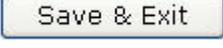
If you need assistance, please view our [Help](#).

Rules

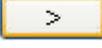
Only Active Municipalities may be added to a profile. If you do not see your municipality in the list, contact the Help Desk at 866-OHIO-GOV (866-644-6468).

Municipalities displayed on this page are determined by the type of report filed, such as Withholding.

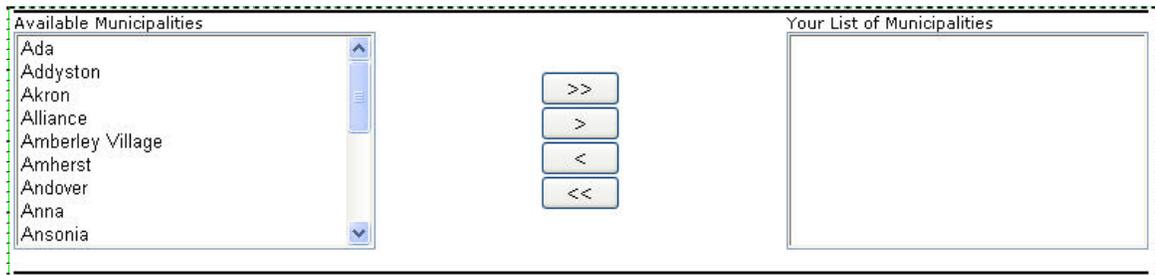
Field Descriptions

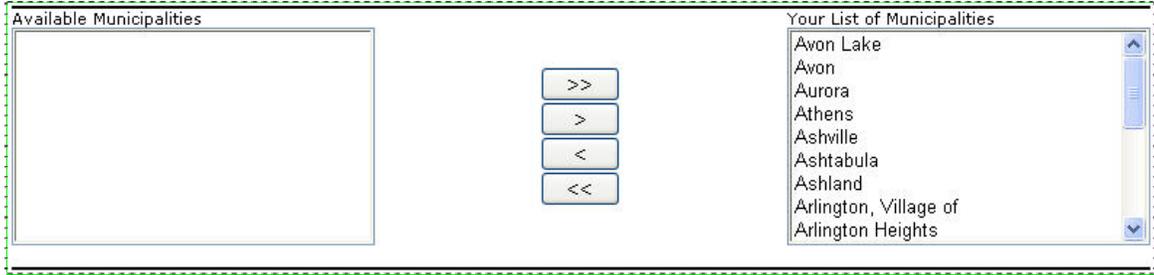
Field Name	Description
Company Name	Name of the company logged in to file a report.
FEIN / SSN	FEIN or Social Security Number or the company logged into to file a report.
Click Letter to Display Available Municipalities	Shortcut to display municipalities by alphabetical letter chosen.
	Displays the <i>Choose Your Withholding Municipalities</i> page.
Municipalities in you profile	A list of available municipalities when an alphabetical letter is chosen.
Municipalities to include in this set of returns	A list of municipalities you have selected and moved from the “Available Municipalities.”
	Moves to the <i>Filing Period and Filing Options</i> page.
	Returns to the <i>Calendar Year</i> page.
	Saves the information and displays the <i>Progress Filing</i> page.

Select Municipalities Instructions

Select/highlight the municipality(s) you want to include in the “Available Municipalities” and click  (to move all the Municipalities) or  (to move a single Municipality).

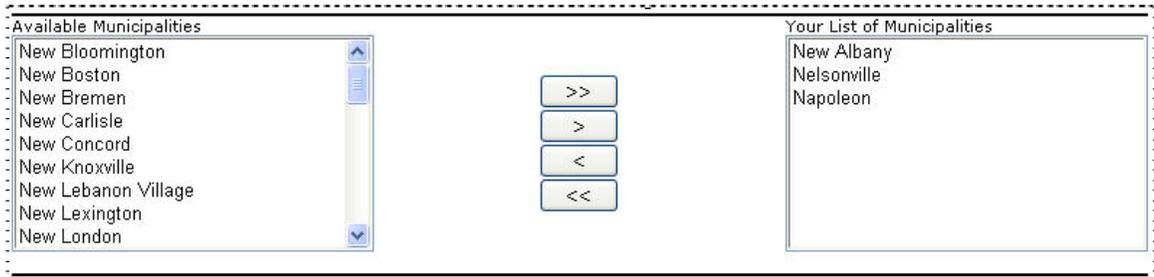
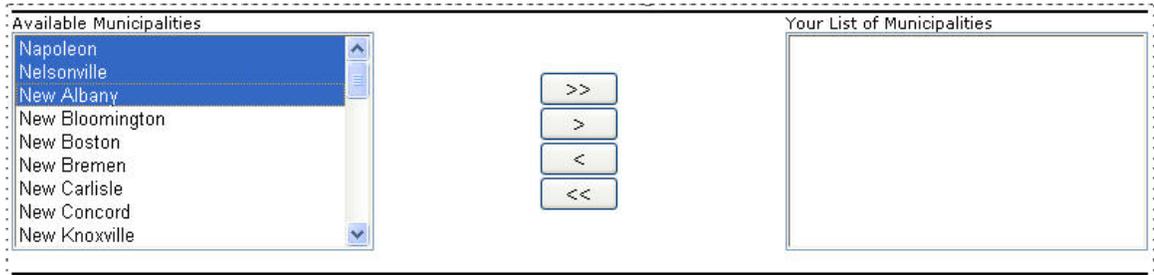
 - to move all the municipalities displayed in the “Available Municipalities” window to the “Your List of Municipalities” window.





– to move only the selected (highlighted) municipality(s) from the “Municipalities in your profile” window to the “Municipalities to file with today” window.

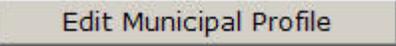
- ✓ **TIP:** To select more than one municipality in the “Municipalities in your profile” window, hold down the Ctrl key and click on the selected municipality to highlight it.



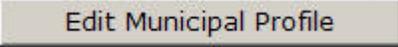
Repeat the previous step until all the municipalities you want to include from your “Municipalities in your profile” are listed in the “Municipalities to file with today” window.

When all the municipalities are listed in the “Municipalities to file with today” window, click . The system moves to the *Filing Period and Filing Options* page.

Editing Existing Municipal Profile

Clicking the  button on the *Select Municipalities* page will send you on a detour to add additional information required. You will be sent to a similar page titled *Choose Your Withholding Municipalities*. From here, you will select municipalities from an alphabet menu and place them into the “Municipalities in your Withholding Profile” box. Add these municipalities to the “Municipalities to include in this set of returns” box as instructed above.

Withholding Frequency and ID Number

The *Withholding Frequency and ID Number* page is only displayed if you are editing your existing municipality profile by clicking on the  button from the *Select Municipalities* page.

The *Withholding Frequency and ID Number* page allows you to choose the filing frequency for each municipality and provide the local withholding id number.

The filing frequency is the number of times per year your business is required to file a withholding report with the selected municipality.

Withholding Frequency and ID Number

Company Name: Imperial Countertop
SSN: 31-1383218

Some municipalities require a Taxpayer Identification Number to help identify your business. Enter all required numbers and click the Next button.

If you do not know the Taxpayer ID for a given municipality, click on the municipality name to display the contact information for municipalities. Contact the municipality, obtain the Taxpayer ID and enter it in the appropriate field or click the Back button and remove the municipality from Your List of Municipalities. You can update your profile to add the municipality after you have obtained your Taxpayer ID number.

*** Denotes a required field.**

	Withholding Filing Frequency	Local Withholding ID Number	ID Number Example
Ashland	* Monthly	* 3113-3456789	3112-3456789
Canton	* Quarterly	* 777777	000000
Jamestown	* Semimonthly	N/A	

Field Descriptions

Field Name	Description
Company Name	Name of the company logged in to file a report.
FEIN	FEIN of the company logged in to file a report.

Field Name	Description
Calendar Year	The year to which this information applies.
Withholding Filing Frequency	A drop down list from which to select the filing frequency for the associated municipality (semi-monthly, monthly, or quarterly).
Local Withholding ID Number	Enter the local withholding number associated with each municipality. If no number is needed "N/A" (not applicable) will appear in this column.
ID Number Example	If the displayed municipality requires a local withholding number, an example of the format of that number is provided to make it easier for you to locate it on the tax documents. If no number is needed the field in this column will be blank.
	Moves to the <i>Workplace and Residence Taxes</i> page.
	Returns to the <i>Confirm Municipal Withholding Profile</i> page.

NOTE: *If you are unaware of the specifics requested for each municipality, a contact list for all municipalities is provided by clicking on the blue highlighted municipality name in the left hand column.*

Confirm Municipality Withholding Profile

Review the information for completeness and accuracy.

Confirm Municipal Withholding Profile

Company Name: Imperial Countertop
SSN: 235-95-6547

Review the information for completeness and accuracy and click the Next button if correct. Click the Back button to make any corrections to your information.

You will also have the opportunity in the future to update your information.

Municipality	Filing Frequency	Local ID Number
Forest	Monthly	
Heath	Quarterly	45874-m
Xenia	Monthly	45-12-4587692




Click the  button if correct. Click the  button to make any corrections to your information.

You will be sent back to the original *Select Municipalities* page to choose your added municipality and start the process from that point.

Filing Period and Filing Option

The *Filing Period and Filing Options* page is used to enter the filing frequency, filing period and filing option (payment-only or return with payment) information associated with each municipality displayed.

User-selected Filing Frequency and Filing Period are closely related. The filing frequency is the number of times per year your business is required to file a withholding report with the selected municipality. Once the filing frequency is selected, only those filing periods available for the selected filing frequency type are displayed in the drop down list.

For example, if your business is required by a municipality to file one time per quarter, you would select “Quarterly” as the filing frequency. The system will refresh the page, making only quarters available in the “Filing Period” drop down list. If however, you choose “Monthly” as the filing frequency, the system offers 12 individual months from which to choose in the filing period drop down list. If “Semi-monthly” is selected as the filing frequency, the filing period drop down list provides 24 semi-monthly periods from which to choose.

Note: Not all municipalities allow “payment-only” as a filing option. Contact the individual municipality to learn about their filing options.

Filing Period and Filing Options

Company Name: Imperial Countertop
FEIN: 31-1363218
Calendar Year: 2007

Select the Filing Frequency, Filing Period, and Filing Option for each municipality listed from the associated drop down list.
 Click the Next button to continue.
 * Denotes a required field.

	User-selected Filing Frequency	Filing Period	Filing Option
Canal Winchester	* Quarterly	* Jan 1 - Mar 31	* Return with Payment
Cincinnati	* Monthly	* Jan	* Return with Payment
Dublin	* Semimonthly	* Jan 1 - Jan 15	* Return with Payment
Jeffersonville	* Quarterly	* Jan 1 - Mar 31	* Return with Payment

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

Rules

If you change the filing frequency on this page, your Municipal Taxpayer Profile is updated to reflect this change and the system will display a message regarding this change when you click or .

If you select “Payment Only,” the Workplace Calculations are disabled (grayed out) on the *Workplace and Residence Taxes* and *Other Fees and Payments* page.

Field Descriptions

Field Name	Description
Company Name	Name of the company logged in to file a report.
FEIN	FEIN of the company logged in to file a report.
Calendar Year	The year to which this information applies.
Municipality	The name of the municipality to which the row of information is associated.
User-selected Filing Frequency	A drop down list from which to select the filing frequency for the associated municipality (semi-monthly, monthly, or quarterly).
Filing Period	A drop down list from which to select the filing period associated with the filing frequency for this municipality.
Filing Options	A drop down list from which to select the available filing options (Payment-Only or Return with Payment).
Tax Rate	The tax rate effective for the selected filing period from the municipal taxpayer profile.
<input type="button" value="Next"/>	Moves to the <i>Workplace and Residence Taxes</i> page.
<input type="button" value="Back"/>	Returns to the <i>Select Municipalities</i> page.
<input type="button" value="Save"/>	Information entered is saved and the system remains on the current page.
<input type="button" value="Save & Exit"/>	Saves the information and displays the <i>Progress Filing</i> page.

Instructions

Select the filing frequency corresponding to the municipality from the drop down list (Quarterly, Monthly, or Semi-monthly).

Select the filing period corresponding to the municipality from the drop down list.

The Filing Periods displayed in the drop down list are dependant on the filing frequency selected in the User-selected Filing Frequency field.

Select the Filing Options corresponding to the municipality from the drop down list.

Make sure that the information for each municipality is entered.

Click to move the *Workplace and Residence Taxes* page.

Workplace and Residence Taxes

The *Workplace and Residence Taxes* page is used to enter the qualifying wages and taxes withheld for the municipalities displayed.

Workplace and Residence Taxes

Company Name: Imperial Countertop
FEIN: 31-1363218
Calendar Year: 2007

Enter the correct value in each field below, then click the Next button.

If you selected "Payment Only" as the filing option for a municipality, none of the tax data fields will be available for data entry.
 * Denotes a required field.

	Residence Qualifying Wages	Residence Tax Withheld	Workplace Qualifying Wages	Tax Rate	Calculated Workplace Tax	Actual Workplace Tax Withheld
Cairo	<input type="text" value="500"/>	<input type="text" value="6000"/>	* <input type="text" value="64000"/>	x 1.000% =	640.00	* <input type="text" value="300.00"/>
Campbell	<input type="text"/>	<input type="text"/>	* <input type="text"/>	x 2.500% =	*	*
Salem	<input type="text" value="700"/>	<input type="text" value="35000"/>	* <input type="text" value="125412"/>	x 1.000% =	1254.12	* <input type="text" value="1200.00"/>

Previous Group Next Group

Rules

The system calculates the "Calculated Workplace Tax" amount. This is not an editable field.

NOTE: If you entered "Payment Only" for a municipality under "Filing Option" on the Filing Period and Filing Option page, those fields are rendered inactivate (grayed out) on this page (i.e.: Campbell).

Field Descriptions

Field Name	Description
Company Name	Name of the company logged in to file a report.
FEIN / SSN	FEIN or Social Security Number of the company logged into to file a report.
Calendar Year	The year to which this information applies.
Municipality	The name of the municipality to which the row of information is associated.
Residence Qualifying Wages	The qualifying residence wages amount for the corresponding municipality (format 9999.00, for example 1489.46).
Residence Tax Withheld	The residence tax withheld amount for the corresponding municipality (format 9999.00, for example 1489.46).
Workplace	The qualifying workplace wages amount for the

Field Name	Description
Qualifying Wages	corresponding municipality (format 9999.00, for example 1489.46).
Tax Rate	The tax rate corresponding to the displayed municipality.
Calculated Workplace Tax	An amount calculated by the system (workplace qualifying wages X municipality tax rate).
Actual Workplace Tax Withheld	The actual workplace tax withheld for the corresponding municipality (format 9999.00, for example 1489.46).
<input type="button" value="Next"/>	Moves to the <i>Other Fees and Payments</i> page.
<input type="button" value="Back"/>	Returns to the <i>Filing Period and Filing Option</i> page.
<input type="button" value="Save"/>	Information entered is saved and the system remains on the current page.
<input type="button" value="Save & Exit"/>	Saves the information and displays the <i>Progress Filing</i> page.

Instructions

Enter the “Residence Qualifying Wages” amount for each municipality (use a 9999.99 format).

Enter the “Residence Tax Withheld” amount for each municipality (use a 9999.99 format).

Enter the “Workplace Qualifying Wages” amount for each municipality (use a 9999.99 format).

The system calculates the “Calculated Workplace Tax” amount and displays that amount on the page.

Enter the “Actual Workplace Tax Withheld” for each municipality in the field provided. This amount may be different than the “Calculated Workplace Tax” amount.

Make sure that the information for each municipality is correct.

Click to move to the *Other Fees and Payments* page.

Other Fees and Payments

The *Other Fees and Payments* page records tax data such as penalties and fees, interest, and previous payments *for the selected filing period*. This information is then used by the system to calculate the payment due for the corresponding municipality. You are not required to pay the “Total Calculated Payment Due” and may enter a different amount in the “Amount You Wish to Pay” field.

Use the [Review History](#) link to review your payment history for a selected municipality.

Other Fees and Payments

Company Name: Imperial Countertops
FEIN: 31-1363218
Calendar Year: 2007

Enter the correct value in each field below, then click the Next button.

If you selected "Payment Only" as the filing option for a municipality, only the Amount You Wish To Pay field will be available for data entry.
 * Denotes a required field.

	Workplace Tax	Residence Tax Withheld	Penalties and Fees	Interest	Payments Made Previously for this Filing Period	Total Calculated Payment Due	Amount You Wish To Pay
Cairo	640.00 +	6000.00 +	<input type="text"/>	<input type="text"/>	- * <input type="text" value="0.00"/> Review History	= 6640.00 =	<input type="text" value="0.00"/>
Campbell	+	+	<input type="text"/>	<input type="text"/>	- * <input type="text"/> Review History	=	<input type="text" value="0.00"/>
Salem	1254.12 +	35000.00 +	<input type="text"/>	<input type="text"/>	- * <input type="text" value="0.00"/> Review History	= 36254.12 =	<input type="text" value="0.00"/>

Previous Group Next Group

Rules

The “Amount You Wish To Pay” may be a different number than the “Total Calculated Payment Due” amount.

NOTE: If you entered “Payment Only” for a municipality under “Filing Option” on the previous page (Filing Period and Filing Option), those fields are rendered inactivate (grayed out) on this page (i.e.: Campbell), with the exception of the “Amount You Wish To Pay” field for the selected municipality.

Field Descriptions

Field Name	Description
Company Name	Name of the company logged in to file a report.
FEIN / SSN	FEIN or Social Security Number of the company logged in to file a report.
Calendar Year	The year to which this information applies.
Municipality	The name of the municipality to which the row of information is associated.
Workplace Tax	The workplace tax calculated for the corresponding municipality on the <i>Workplace and Residence Taxes</i> page.
Residence Tax Withheld	The residence tax withheld amount calculated for the corresponding municipality on the <i>Workplace and Residence Taxes</i> page.
Penalties and Fees	Andy penalties and fees owed to this municipality (format 9999.00, for example 1489.46).
Interest	Any interest owed to this municipality (format 9999.00, for example 1489.46).
Payments Made Previously	Any payments already made to this municipality <i>for this filing period</i> (format 9999.00, for example 1489.46).
Review History	A link displaying the payment history page of all payments made to this municipality.
Total Calculated Payment Due	The total payment due for the corresponding municipality calculated by the system (format 9999.00, for example 1489.46).
Amount You Wish To Pay	Insert the payment due amount here.
<input type="button" value="Next"/>	Moves to the <i>Aggregating Payments</i> page.
<input type="button" value="Back"/>	Returns to the <i>Workplace and Residence Taxes</i> page.
<input type="button" value="Save"/>	Information entered is saved and the system remains on the current page.
<input type="button" value="Save & Exit"/>	Saves the information and displays the <i>Progress Filing</i> page.

Instructions

Enter any penalties and fees associated with the corresponding municipality using a 9999.99 format.

Enter any interest payment amount associated with the corresponding municipality using a 9999.99 format.

Enter any payment amount made previously for this municipality. If you are unsure if a previous payment has been made, click the Review History link to review the payment history for this municipality.

The system calculates the payment due and displays this amount in the “Total Calculated Payment Due” field.

Enter the “Amount You Wish to Pay” in the field provided. This amount does not have to be the same amount as the “Total Calculated Payment Due” amount.

Make sure that the information for each municipality is entered.

Click to move to the Aggregating Payments page.

Filing History

The *Filing History* page displays previously filed withholding payment amounts for the municipality selected for previous period. The information is “read only” meaning that you may view the information, but you cannot edit or change it.

Filing History

Company Name: Test, OBG
SSN: 043-01-9770

This page is a history of all payment instructions sent to the municipality for the given calendar year. Verify the success of prior payments with the municipality or with your bank.

Review this history, and click Back to return.

Filing Date	Filing Period	Workplace Tax	Residence Tax Withheld	Penalties and Fees	Interest	Pmnts Made Previously	Total Calculated Payment Due	Amount You Wish To Pay
Current Filing Period								
1/30/2007	Jan 1 - Mar 31	+	+	+	-	=		\$9,876.00
Filing Period Total								\$9,876.00

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

Click to return to the *Other Fees and Payments* page.

Aggregating Payments

The *Aggregating Payments* page identifies how each of the municipalities included in your filing are administered (Third Party or Self-administered), and summarizes payments made to municipalities administered by the same Third party administrator. This page is provided for a review of your filing information, you may not delete or edit information on this page.

Aggregating Payments

Company Name: Imperial Countertop
FEIN: 31-1363218
Calendar Year: 2007

This page identifies which of the municipalities in your current session are administered by a third party administrator.

Review the information displayed on this page for accuracy, and click Next to continue. Or, click the Back button to return to the previous pages to change the information.

	Filing Period	Workplace Tax	Residence Tax Withheld	Penalties and Fees	Interest	Pmnts Made Previously	Total Calculated Payment Due	Amount You Wish To Pay
Third Party Administered Municipalities								
City of Columbus								
Canal Winchester	Jan 1 - Mar 31	\$1,376.55 +	\$536.00 +	+	-	\$0.00 =	\$1,912.55	\$1,912.55
City of Columbus Total							\$1,912.55	\$1,912.55
Self Administered Municipalities								
Cincinnati	Jan	\$1,441.87 +	\$630.00 +	+	-	\$0.00 =	\$2,071.87	\$2,071.87
Dublin	Jan 1 - Jan 15	\$774.61 +	\$125.00 +	+	-	\$0.00 =	\$899.61	\$899.61
Jeffersonville	Jan 1 - Mar 31	\$1,651.81 +	\$1,705.00 +	+	-	\$0.00 =	\$3,356.81	\$3,356.81
Grand Total							\$8,240.84	

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

Field Descriptions

Field Name	Description
Company Name	Name of the company logged in to file a report.
FEIN / SSN	FEIN or Social Security Number of the company logged in to file a report.
Calendar Year	The year to which this information applies.
Filing Period	The filing period to which the displayed information applies.
Workplace Tax	The workplace tax amount recorded for each municipality displayed.
Residence Tax Withheld	The residence tax withheld amount recorded for each municipality displayed.
Penalties and Fees	Penalties and Fees amount recorded for each municipality displayed.

Field Name	Description
Interest	Interest amount recorded for each municipality displayed.
Payments Made Previously	Payments made previously FOR THIS FILING PERIOD recorded for each municipality displayed.
Total Calculated Payment Due	The number calculated by the system and recorded for each municipality displayed.
Amount You Wish To Pay	The amount entered by the taxpayer for each municipality.
Third Party Administered Municipalities	A list of Third party administrators and the municipalities for which they administrate for this filing.
Self – administered Municipalities	A list of self-administered municipalities for this filing.
<input type="button" value="Next"/>	Moves to the <i>Review Report</i> page.
<input type="button" value="Back"/>	Returns to the <i>Residents Taxes and Other Fees and Payments</i> page.
<input type="button" value="Save & Exit"/>	Saves the information and displays the <i>Progress Filing</i> page.

Instructions

Verify that the information on this page is correct. If not, click to return to the *Other Fees and Payments* page to change the “Amount You Wish to Pay” information.

If the information is correct, click . The system moves to the *Review Report* page.

Review Report

Use the *Review Report* page to display a “read only” copy of your Withholding filing to verify the accuracy of the information. Once you accept the information, it is stored in the “Ready to File” section of the *Progress Filing* page.

Ohio.gov
To watch to Discover

WELCOME TO THE STATE OF OHIO

WH-BRW-01

Review Report

Company Name: Imperial Countertop
FEIN: 31-1363218
Calendar Year: 2007

If you have filed with more than one municipality or third party administrator (TPA) in your current session, use the "Previous TPA/Muni" and "Next TPA/Muni" buttons to review information to be sent to individual municipalities or third party administrators.

When all data has been verified, click the "Accept All Data" button to approve all reports completed in this session.

Withholding Payment for Cincinnati

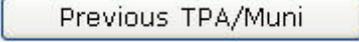
Company Name	Imperial Countertop
FEIN/SSN:	311363218
Calendar Year	2007
Date Report Filed	
Confirmation Number	3704286
Reporter Name	Joseph Frakes
Reporter Phone	2168510888
Email	nobody@ohio.gov
Sum of Payment Calculated by Form	\$2,071.07
Sum of Payment Sent to Bank	\$2,071.07
Municipality	Cincinnati
Local Withholding ID Number	78945
Pay Type	ACH
Transaction Date	
Unique Transaction ID	
Filing Frequency	Monthly
Filing Period	Jan
Workplace Qualifying Wages	\$68,234.00
Residence Qualifying Wages	\$31,524.00
Tax Rate	0.021000
Calculated Workplace Tax Withholding	\$1,432.91
Actual Workplace Tax Withheld	\$1,441.07
Actual Residence Tax Withheld	\$630.00
Penalties and Fees	
Interest	
Previous Payments for this Period	\$0.00
Payment Sent to Bank	\$2,071.07

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

Instructions

Review the report to verify the accuracy of the information.

If you have multiple municipalities you want to view, click

 Previous TPA/Muni

to view the previous report or

 Next TPA/Muni

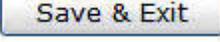
to display the next municipality report in the profile.

When you have verified all the information is correct, click

 Accept All Data

. The system changes the status of this filing from “In Progress” to “Ready to File” and moves to the *Progress Filing* page.

Click  Back to go to the *Aggregating Payments* page.

The  Save & Exit button saves your information and returns you to the *Progress Filing* page

Exit Municipal Taxes

To file your Withholding Payment or to exit the *Progress Filing* page, click

File or Exit Muni

. The system displays the *Exit Municipal Taxes* page.

The *Exit Municipal Taxes* page allows you to select which returns, payments and extension requests you want to file during this session. Those items you do not choose to file during this session are saved and will be ready to file during a future session (they will be viewed on the *Progress Filing* page upon next log in.)

Company Name: Imperial Countertop
FEIN: 31-1363218

- For each report shown below, click Yes to file it with the taxing entity. If you choose to file a report, the report will be sent to the agency and it can no longer be edited or deleted on OBG. To make changes to Net Profits Returns after filing, you will need to file an amended report or follow other instructions from the agency.
- Report(s) you do not file at this time will be saved and will still be ready to file at a future time.
- You will have an option to print all returns and other needed hard copy documents on subsequent screens.
- Banking information to pay any amount due will be requested upon completion of all OBG filing activity.

I have examined the information herein provided electronically in connection with the use of Ohio Business Gateway to file the taxpayer's municipal income tax return. To the best of my knowledge and belief the information provided is true, correct and sufficient for the electronic transmission of a complete municipal income tax return. I warrant that I have the authority to submit electronically this municipal income tax return, and I acknowledge that by indicating "Yes", I am making and transmitting, along with the municipal income tax return, an electronic signature having the same legal impact and implications as would my handwritten signature.

File Report/Payment?	Period	Type	Created
<input checked="" type="radio"/> Yes <input type="radio"/> No	2007	Withholding Payment	2/1/2007

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

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

Instructions

Choose the “Yes” radio button for the return/payment/extension you want to file today.

Click **Next**. The application displays the *Print Report* page. (This page and its instructions are the same as the *Review Report* page listed in the section above.)

No Reports Ready to File

The *No Reports Ready to File* page is displayed when you click

and you have no completed reports ready to file, or you did not select a report/payment radio button corresponding to a completed report/payment, or you selected “no” to all reports in “Ready to File” status.



Field Descriptions

Field Name	Description
<input type="button" value="Next"/>	Moves you to the <i>Session Summary</i> page.
<input type="button" value="Back"/>	Returns to the <i>Progress Filing</i> page.

Session Summary

The *Session Summary* page displays a “Session Confirmation Number” for this session with the OBG, and lists the reports, activities, and payments that were a result.

Session Summary

Company Name: Imperial Countertop
 FEIN: 31-1363218
Please see filing and payment details below.

[Print this page](#) Date: 2/1/2007

Session Confirmation Number: 3704289

The session confirmation number is required when calling the help desk (866-644-6468). This session confirmation summarizes filing activity and payment instructions received by OBG to be forwarded to the respective agencies

Filed Reports and Activity

According to your instructions, the following will be filed with the respective agencies. If anything you intended to file is not shown below, please login to the OBG again to complete the filing (DO NOT USE YOUR BROWSER BACK BUTTON).

Description	Amount Due on Form
Withholding Payment for Upper Sandusky	\$27,261.47
Total	\$27,261.47

Payment Instructions

The following payment instruction(s) will be sent to the respective agency and their banking partner. Payment instructions may not be processed for reasons that include insufficient funds and prohibited or blocked payments. You should review your account to insure that payment settles. The settlement date (the date your account will be debited) is projected to be the second bank business day following your transaction date. The actual settlement date is dependent upon the processing timeliness of the agency and their bank.

Charge Description	Account Type	Bank Routing Number	Account Number	Transaction Date	Amount
Withholding Payment for Upper Sandusky	Checking Business	044000024	****3456	2/1/2007	\$27,261.47

[Print this page](#)

Instructions

Click the [Print this page](#) link to print a copy of the Session Summary.

Click to move to the *Log Out* page.