

# Table of Contents

---

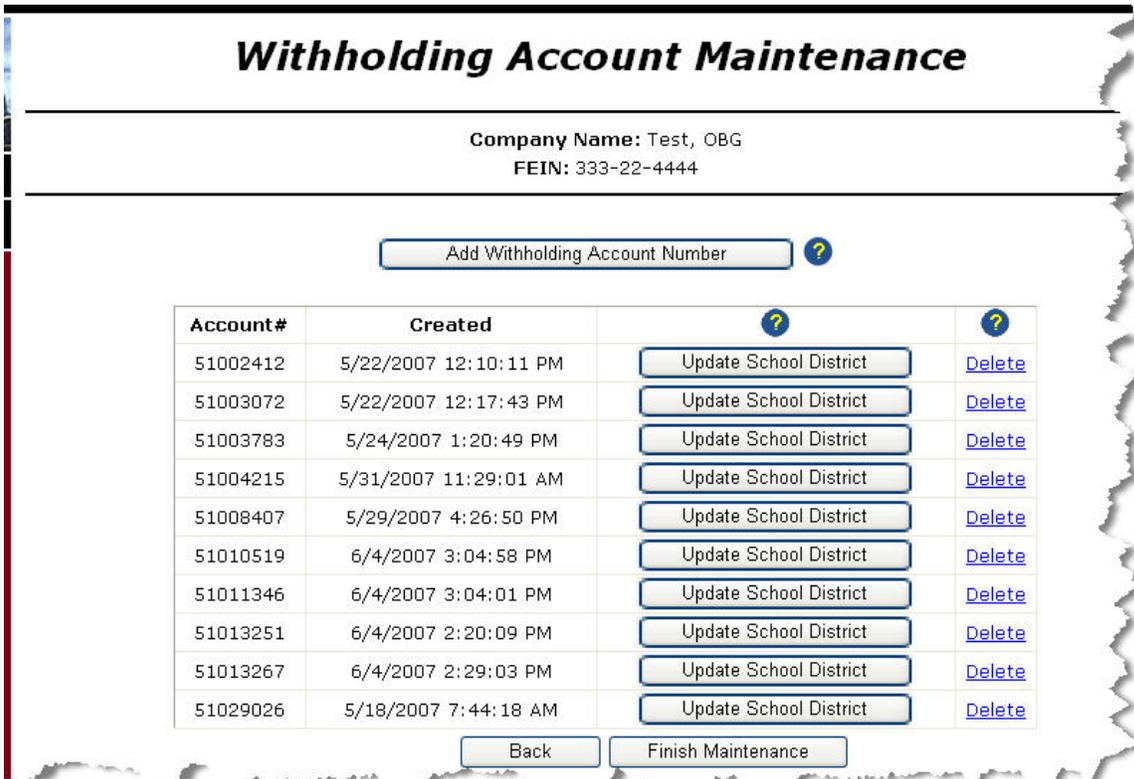
<b>WITHHOLDING ACCOUNT MAINTENANCE.....</b>	<b>3</b>
<i>Field Descriptions.....</i>	3
<i>Instructions.....</i>	4
<b>ADDING AN ACCOUNT .....</b>	<b>5</b>
<i>Rules for Adding Accounts.....</i>	5
<i>Instructions.....</i>	5
<b>DELETE AN ACCOUNT .....</b>	<b>8</b>
<b>OHIO IT - 501 WIZARD .....</b>	<b>10</b>
<b>IT - 501.....</b>	<b>11</b>
<i>Field Descriptions.....</i>	12
<i>Instructions.....</i>	12
<b>IT - 501 REVIEW FILING INFORMATION PAGE .....</b>	<b>13</b>
<i>Field Descriptions.....</i>	13
<i>Instructions.....</i>	14
<b>OHIO IT-941 WIZARD .....</b>	<b>15</b>
<i>Field Descriptions.....</i>	15
<i>Instructions.....</i>	16
<b>IT – 941 MONTHLY INFORMATION.....</b>	<b>17</b>
<i>Field Descriptions.....</i>	18
<i>Instructions.....</i>	18
<b>IT – 941 BALANCE DUE.....</b>	<b>19</b>
<i>Field Descriptions.....</i>	19
<i>Instructions.....</i>	20
<b>IT – 941 REVIEW .....</b>	<b>21</b>
<i>Field Descriptions.....</i>	22
<i>Instructions.....</i>	23
<b>OHIO IT-942 WIZARD.....</b>	<b>24</b>
<i>Field Descriptions.....</i>	24
<i>Instructions.....</i>	25
<b>IT-942 QUARTERLY INFORMATION .....</b>	<b>26</b>
<i>Field Descriptions.....</i>	27
<i>Instructions.....</i>	27
<b>IT-942 BALANCE DUE.....</b>	<b>28</b>
<i>Field Descriptions.....</i>	28
<i>Instructions.....</i>	29
<b>IT-942 REVIEW .....</b>	<b>30</b>
<i>Field Descriptions.....</i>	31
<i>Instructions.....</i>	31
<b>IT-942 4<sup>TH</sup> QUARTERLY/ANNUAL RECONCILIATION.....</b>	<b>33</b>
<i>Field Descriptions.....</i>	33
<i>Instructions.....</i>	34

- IT-942 4<sup>TH</sup> QUARTER INFORMATION ..... 35
  - Field Descriptions*..... 36
  - Instructions* ..... 36
- IT-942 4<sup>TH</sup> QUARTER BALANCE DUE ..... 37
  - Field Descriptions*..... 37
  - Instructions* ..... 38
- IT-942 4<sup>TH</sup> QUARTER REVIEW..... 40
  - Field Descriptions*..... 41
  - Instructions* ..... 42
- OHIO SD-101 WIZARD..... 44**
  - Field Descriptions*..... 44
  - Instructions* ..... 45
- SD-101 WITHHOLDING INFORMATION ..... 46
  - Field Descriptions*..... 47
  - Instructions* ..... 48
- SD-101 REVIEW ..... 49
  - Field Descriptions*..... 50
  - Instructions* ..... 51
- ADDING/REMOVING SCHOOL DISTRICTS ..... 52**
  - Field Descriptions*..... 52
  - Instructions* ..... 53
- OHIO SD-141 WIZARD..... 56**
  - Field Descriptions*..... 56
  - Instructions* ..... 57
- SD-141 WITHHOLDING INFORMATION ..... 59
  - Field Descriptions*..... 60
  - Instructions* ..... 61
- SD-141 REVIEW ..... 63
  - Field Descriptions*..... 64
  - Instructions* ..... 66
- MAKING PAYMENTS ..... 67**
  - BILLING NOTICE PAYMENT ..... 67
    - Field Descriptions*..... 67
    - Instructions* ..... 68
  - ASSESSMENT PAYMENT ..... 69
    - Field Descriptions*..... 69
    - Instructions* ..... 70
  - PAYMENT ONLY ..... 71
    - Field Descriptions*..... 71
    - Instructions* ..... 72

## Withholding Account Maintenance

Use the *Withholding Account Maintenance* page to:

- Review existing withholding account information
- Associate a withholding account number to a specific Company/FEIN
- Update School District information



### Field Descriptions

Field Name	Description
Company Name	The name of the company.
FEIN	Federal Employer Identification Number associated with the company name.
<input type="button" value="Add Withholding Account Number"/>	Opens the <i>Withholding Account Set Up Wizard</i> .
Account #	A list of account numbers currently associated with the

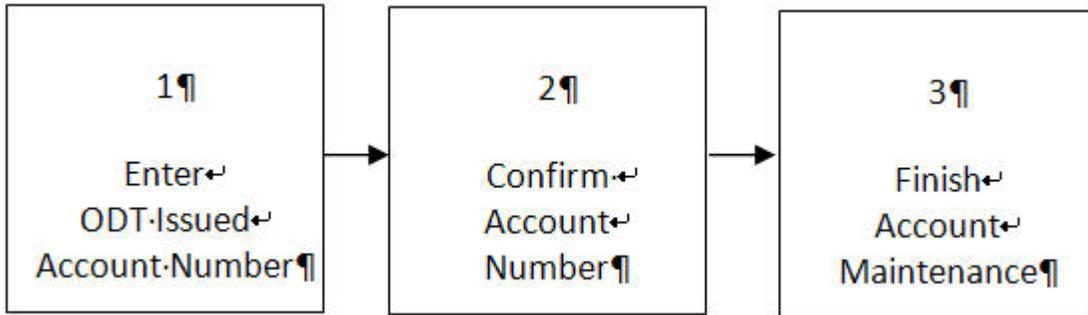
Field Name	Description
	Company Name.
Created	The date on which the account number was created.
	Opens the Update School District page.
Delete	When selected, this link removes the account number from the Company profile.
	Returns to the <i>Ohio Withholding Progress Page</i> without updating any information.
	Saves the information on the page and returns to the <i>Ohio Withholding Progress Page</i> .

## Instructions

- Select  to display the *Withholding Account Set-up Wizard*.
- Select  to display the [Update School Districts](#) page (see page 52 for instructions).
- Select the [Delete](#) link to remove an account from the list. The system displays the *Confirm Delete Account* page.
- When you are finished making changes to your company profile click . The system saves the information and returns to the *Ohio Withholding Progress Page*.

## Adding an Account

Use the *Withholding Account Set-up Wizard* to associate a withholding account number with a specific Company Name/FEIN (displayed at the top of the web page). Only the Ohio Department of Taxation can issue a new account number. Contact ODT to obtain a new withholding account number.

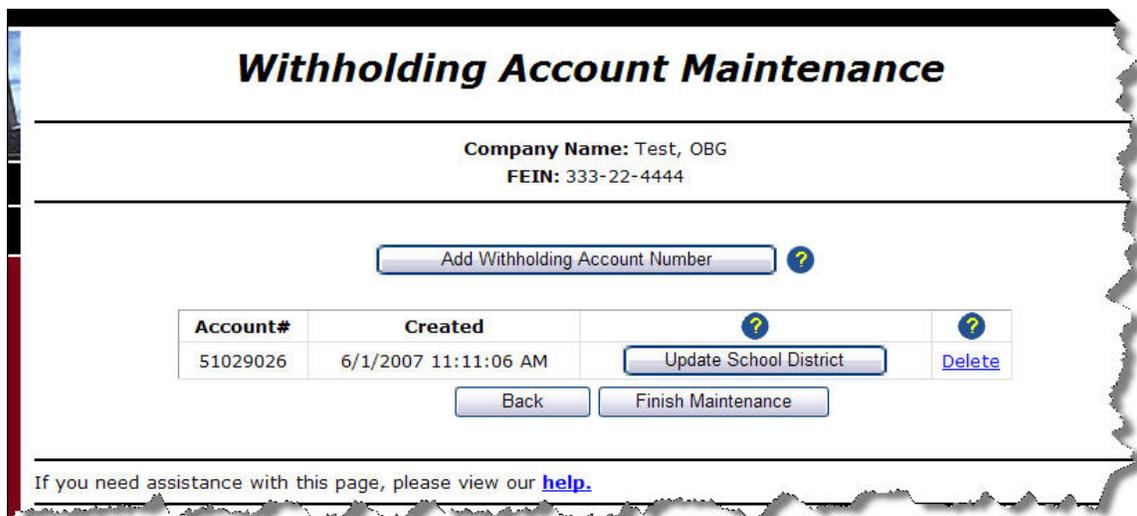


### Rules for Adding Accounts

- Every account must be at least 8 characters in length.
- Every Company/FEIN must have at least one account associated with it to file withholding reports.

### Instructions

- Select “Maintain Withholding Account Number” from the drop down list on the *Ohio Withholding Progress Page* and click . The system displays the *Withholding Account Maintenance* page.



- Click . The system displays the *Withholding Account Setup* page.

## Withholding Account Setup

---

**Company Name:** Test, OBG  
**FEIN:** 333-22-4444

---

Enter your Withholding Account Number issued by the Ohio Department of Taxation.

Withholding Account Number:  

---

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

- Enter the Withholding Account Number you want to add.
- Click . The system asks you to verify that you want to add this account number to your profile.

## Account Setup Confirmation

---

**Company Name:** Test, OBG  
**FEIN:** 333-22-4444

---

**Please verify that this is the correct Withholding Account Number that you wish to add to your OBG profile. Select the Next button to confirm or Back button to enter a different Withholding Account Number.**

**Withholding Account Set up**  
Withholding Account Number: 51028823

---

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

- Click  to verify that you want to add this account number to your profile. The system returns to the Withholding Account Maintenance page and displays the added account number in your list of profile accounts.

**Withholding Account Maintenance**

Company Name: Test, OBG  
FEIN: 333-22-4444

Add Withholding Account Number ?

Account#	Created	?	?
51028823	6/12/2007 3:41:02 PM	Update School District	Delete
51029026	6/1/2007 11:11:06 AM	Update School District	Delete

Back Finish Maintenance

- Verify that the account number displayed on the page is the account number you want to add to the Company Name/ FEIN shown at the top of the page.
- Click  to return to the *Ohio Withholding Progress Page*.

## Delete an Account

You may remove a withholding account from your Company profile using the *Withholding Account Maintenance* page. Removing the account from your profile does not delete the account completely, it only removes it from your filings with the OBG. You may only delete/cancel an account permanently during the final withholding filing process.

**Withholding Account Maintenance**

---

Company Name: Test, OBG  
FEIN: 333-22-4444

---

Add Withholding Account Number ?

Account#	Created		
51028903	6/12/2007 3:48:12 PM	Update School District ?	<a href="#">Delete</a> ?
51029026	6/1/2007 11:11:06 AM	Update School District	<a href="#">Delete</a>

Back      Finish Maintenance

- Click the [Delete](#) link on the *Withholding Account Maintenance* page. The system displays the *Confirm Delete Account* page.

**Confirm Delete Account**

---

Company Name: Test, OBG  
FEIN: 333-22-4444

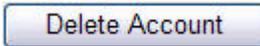
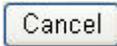
---

The entire account will be removed from your OBG profile. Select Cancel button if you do not wish to delete the account.

Account Number      Created Date ?  
51028903      6/12/2007

Delete Account      Cancel

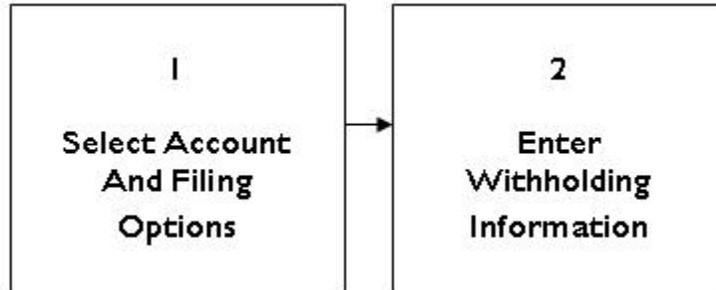
- Verify that the information displayed on the *Confirm Delete Account* page is correct.

Action	Result
	The system removes the account from the <i>Withholding Account Maintenance</i> page.
	The system does not remove the account and returns to the <i>Withholding Account Maintenance</i> page.

## Ohio IT - 501 Wizard

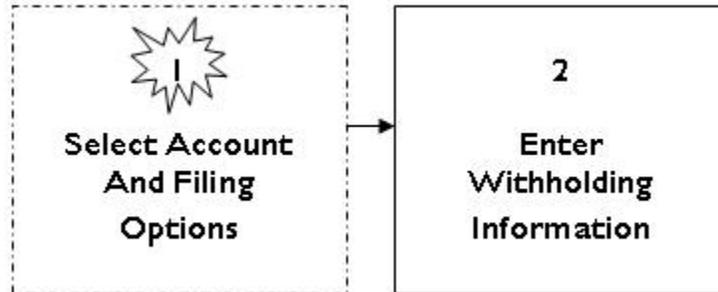
---

The OBG system uses a “Wizard” process to make the IT - 501 form easier to complete. This Wizard steps you through the process of answering a few simple questions and filling in the blanks provided. The Wizard follows the following process:



## IT - 501

The *Employer's Payment of Ohio Tax Withheld Form IT – 501* page is provided by the OBG to as a “Wizard”—a process designed to help Ohio business taxpayers step through the process of completing the *IT – 501* report online.



The Employer’s Payment of Ohio Tax Withheld Form (Ohio IT – 501) page provides you the opportunity to select and account number and enter withholding information associated with that account number.

**Note:** You cannot file two returns of the same type (for example two IT-501’s) or for the same account number and filing period. You cannot file more than once per day for the same account number and filing period.

### Employer's Payment of Ohio Tax Withheld Form (Ohio IT-501)

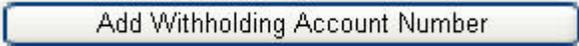
Company Name: Test, OBG  
FEIN: 333-22-4444

Withholding Account Number:	<input type="text" value="51003072"/>	<input type="button" value="Add Withholding Account Number"/>
Filing Status:	Partial Weekly	
Filing Period:	<input type="text" value="Jan. 13 - Jan. 16 2007"/>	Show All Periods <input type="checkbox"/>
Ohio Tax Withheld:	<input type="text" value="56.00"/>	
Total Due:	\$56.00	

Notes:

- If payment is late, a fee of \$50 or 50% of the total due will be assessed by the Ohio Department of Taxation. This fee is not assessed by OBG.
- If the amount due is not paid by the due date, substantial penalties, interest, and additional charges may be imposed. Electronic payment of the tax due is the preferred method of payment to avoid late fees and penalties.

## Field Descriptions

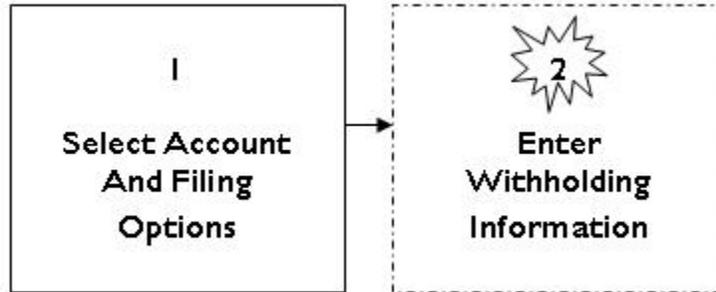
Field Name	Description
	Opens the <i>Withholding Account Set Up</i> page.
Withholding Account Number	Drop down list of accounts associated with the Company displayed at the top of the page.
Filing Status	The filing status associated with the displayed company name and account number (quarterly, monthly, partial weekly).
Filing Period	A drop down list of available filing periods for the selected Account.
Show All Periods	When checked, this box instructs the system to display all available filing periods.
Ohio Tax Withheld	A field in which to enter the amount of employee tax withheld for the selected account number and filing period.
Total Due	The amount of total tax due recorded in the system.
	Returns to the <i>Ohio Withholding Progress Page</i> .
	Moves to the next page/step in the <i>IT - 501</i> filing process.

## Instructions

- Select the Account from the drop down list, or click  (see [Add an Account](#)). The system displays the Filing Status for the account number selected.
- Select the Filing Period from the drop down list.
- Enter the Ohio Tax Withheld amount. The system displays the Total Due amount.
- Select a ST-CRDO Filing Option. You must select only one option.
- When all the information is correct click . The system moves to the next page in the *IT - 501* Wizard.

## IT - 501 Review Filing Information Page

The *ReviewOhio IT-501 Filing Information* page of the Wizard, lists all the pertinent account information for your review, along with a field in which to enter the amount you want to pay.



### Review Ohio IT-501 Filing Information

---

Company Name: Test, OBG  
FEIN: 333-22-4444

---

Withholding Account Number: 51003072  
 Filing Status: Partial Weekly  
 Filing Period: Jan. 13 - Jan. 16 2007  
 Due on or Before 1/19/2007

---

Ohio Tax Withheld: \$56.00  
 Total Due: \$56.00  
 Amount You Wish to Pay:

---

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

### Field Descriptions

Field Name	Description
Withholding Account Number	The account number associated with the displayed company and the report information.
Filing Status	The filing status associated with the account number.
Filing Period	The date range associated with the account number and report information.
Due on or Before	The date on which this report information and payment are due.

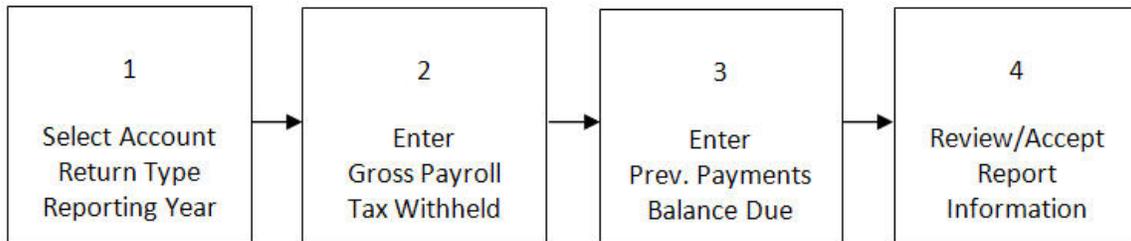
Field Name	Description
Ohio Tax Withheld	The amount of Ohio tax withheld associated with the account number and filing period entered on the previous page of the Wizard.
Total Due	Total tax withheld due on the “Due on or Before” date.
Amount you wish to pay	The amount you wish to pay toward the amount due.
<input type="button" value="Back"/>	Returns to the first page of the <i>IT - 501</i> Wizard.
<input type="button" value="Accept Data"/>	Saves the information and returns to the <i>Ohio Withholding Progress Page</i> , displaying the report in the “Ready To File” section.

### Instructions

- Review the displayed information to verify its accuracy.
- Enter the “Amount You Wish to Pay” (use the format xxxx.xx, do not enter a dollar sign).
- When the information entered is correct, click . The system saves the information and returns to the Ohio Withholding Progress Page displaying the report in the “Ready To File” section of the page.

## Ohio IT-941 Wizard

The *Ohio Employer's Annual Reconciliation of Income Tax Withheld (Ohio IT - 941)* page is part of a Wizard providing you the opportunity to enter or amend yearly withholding reconciliation information. In addition, you may use this Wizard to add a withholding account or cancel an existing withholding account.



### Ohio Employer's Annual Reconciliation of Income Tax Withheld (Ohio-941)

---

Company Name: Test, OBG  
FEIN: 333-22-4444

---

Withholding Account Number:  ?

Return Type:  Original  Amended ?

Cancel Withholding Account:  Yes  No ?

Reporting Year:  ?

?

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

### Field Descriptions

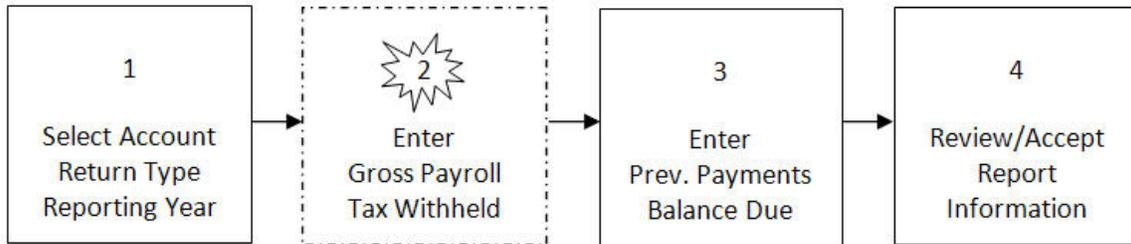
Field Name	Description
Company Name	The name of the company associated with this report.
FEIN	The Federal Employer Identification Number associated with the company.
<input type="button" value="Add Withholding Account Number"/>	Jumps to the Add Withholding Account page.
Withholding Account Number	A drop down list of account

Field Name	Description
	numbers associated with the company name from which to choose.
Return Type	Select only one (Original or Amended).
Cancel Withholding Account	Radio buttons used to signify if you want to cancel this withholding account. Select only one.
Last Day of Compensation Paid	A field in which to enter the last day compensation was paid (format mm/dd/yyyy).
Reporting Year	Drop down box from which to select the report year.
<input type="button" value="Back"/>	Returns to the previous step in the filing process.
<input type="button" value="Next"/>	Moves to the next page of the <i>IT - 941 Wizard</i> .

### Instructions

- Select the Withholding Account Number for this report from the drop down list.
- Select the Return Type (Original or Amended). You may select only one.
- If you wish to cancel the withholding account, select the “Yes” radio button, otherwise select “No.” If you select “Yes” the “Last Day of Compensation Paid” field is displayed. Enter the date on which compensation was paid (format mm/dd/yyyy, for example 04/27/2007).
- Select the Report Year from the drop down list.
- When all the information is selected and is correct, click . The system moves to the next page in the *IT – 941 Wizard*.

## IT – 941 Monthly Information



The Ohio Employer's Annual Reconciliation of Income Tax Withheld (Ohio IT – 941) monthly information page records Ohio Gross Payroll and Ohio Tax Withheld amounts for each month of specific reporting year.

### Ohio Employer's Annual Reconciliation of Income Tax Withheld (Ohio-941)

Company Name: Test, OBG  
FEIN: 333-22-4444

Withholding Account Number: 51002412  
Due Date: 1/31/2006  
Reporting Year: 2005

Enter monthly information for the year being filed:		
Month:	Ohio Gross Payroll ?	Ohio Tax Withheld ?
January	\$ 36852.50	\$ 8476.08
February	\$ 34587.26	\$ 7955.70
March	\$ 36879.78	\$ 8482.35
April	\$ 40265.22	\$ 9261.00
May	\$ 41649.23	\$ 9579.32
June	\$ 42658.55	\$ 9811.47
July	\$ 45136.77	\$ 10381.46
August	\$ 46321.66	\$ 10658.98
September	\$ 44356.35	\$ 10201.96
October	\$ 43223.55	\$ 9941.42
November	\$ 46589.24	\$ 10715.53
December	\$ 45632.21	\$ 10495.41
<b>Total</b>	<b>\$504152.32</b>	<b>\$115960.68</b>

## Field Descriptions

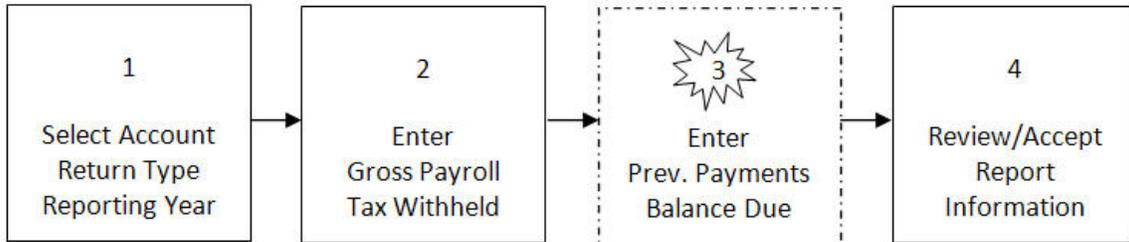
Field Name	Description
Company Name	The name of the company associated with this report.
FEIN	The Federal Employer Identification Number associated with the company.
Withholding Account Number	The account number associated with the company name and FEIN.
Due Date	The date on which withholding tax is due.
Reporting Year	The year for which this information applies.
Month	The month within the reporting year.
Ohio Gross Payroll	The gross payroll amount for the corresponding month.
Ohio Tax Withheld	The tax withheld for the corresponding month.
Total	The accumulative total for each column.
<input type="button" value="Back"/>	Returns to the previous page in the <i>IT - 941 Wizard</i> .
<input type="button" value="Next"/>	Moves to the next page of the <i>IT - 941 Wizard</i> .

## Instructions

- Each month defaults to zero. Insert the Ohio Gross Payroll amount and Ohio Tax Withheld amount for each month. Use the format xxxx.xx (for example 1234.85). The system calculates the total as entries are made.
- When all the information is entered and is correct, click . The system moves to the next page in the *IT - 941 Wizard*.

## IT – 941 Balance Due

The *Ohio Employer's Annual Reconciliation of Income Tax Withheld (Ohio IT – 941)* balance due page provides you the opportunity to record any previous payments made for the selected year including credit carryovers, and calculates the amount due for the reporting year. You may also indicate whether or not you want to include a credit carryover, or request a refund for overpaid withholding taxes.



### Ohio Employer's Annual Reconciliation of Income Tax Withheld (Ohio-941)

---

Company Name: Test, OBG  
FEIN: 333-22-4444

---

Ohio Withholding Account Number: 51002412  
Report Year: 2005  
Due Date: 1/31/2006  
Ohio Income Tax Withheld: \$115,960.68 ?

---

Previous Payment from 2005 (Including Credit Carryover from 2005): \$76.00 ?  
Balance Due: \$73.00 ?  
 Credit Carryover     Request Refund From ODT    \$3.00 ?

### Field Descriptions

Field Name	Description
Company Name	The name of the company associated with this report.
FEIN	The Federal Employer Identification Number associated with the company.
Ohio Withholding	The account number associated with the company name and

Field Name	Description
Account Number	FEIN.
Reporting Year	The year for which this information applies.
Due Date	The date on which withholding tax is due.
Ohio Income Tax Withheld	The total income tax withheld for the reporting year.
Previous payments (including credit carryover)	Enter the total amount of previous payments made for the report year, including any credit carryovers.
Balance Due	An amount calculated by the system based on the information entered thus far.
Credit Carryover	When selected, this radio button indicates that you wish to apply the refund amount (carryover) to the next year's income tax withholding payment.
Request Refund From ODT	When selected, this radio button indicates that you wish to request a refund from ODT for the displayed overpayment amount.
<input type="button" value="Back"/>	Returns to the previous page in the <i>IT - 941</i> Wizard.
<input type="button" value="Next"/>	Moves to the next page of the <i>IT - 941</i> Wizard.

## Instructions

- Enter the amount of previous payments (including any carryover) made for the selected year. The system calculates the Balance Due.
 

If there is a Balance Due amount, the system displays an "Amount you wish to pay field. Enter the amount you wish to pay in the field. Use the format xxxx.xx (for example 1587.64), do not enter a dollar sign.

If the Balance Due is zero or less, the system displays the overpayment amount, along with the "Credit Carryover" and "Request Refund From ODT" radio buttons.

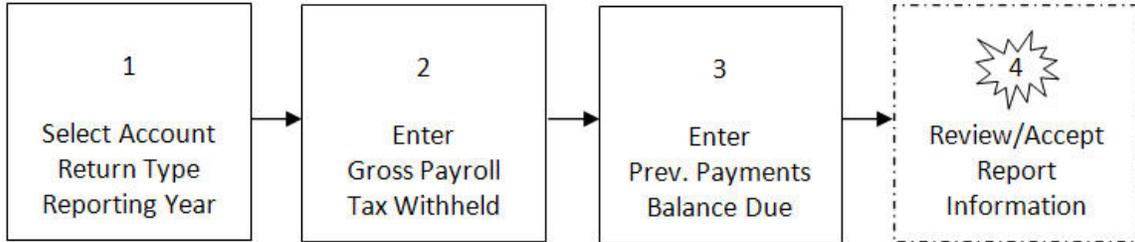
Selecting "Credit Carryover" instructs the system to apply the displayed amount to the next years income tax withholding payment.

Selecting "Request Refund From ODT" instructs the system to generate a refund for the displayed amount.
- When all the information is entered and is correct, click . The system moves to the next page in the *IT - 941* Wizard.

---

## IT – 941 Review

The *Ohio Employer’s Annual Reconciliation of Income Tax Withheld (Ohio IT – 941)* review page displays a summary of the information entered using the Wizard. If the system calculates a balance due amount, it displays an “Amount you wish to pay” field at the bottom of the page. If the system calculates a refund amount, the “Amount you wish to pay” field defaults to zero and is rendered uneditable.



## Ohio Withholder's Annual Reconciliation Tax Withheld (Ohio-941)

Company Name: Test, OBG  
FEIN: 333-22-4444

Ohio Withholding Account Number: 51002412  
Return Type: Original  
Report Year: 2005  
Due Date: 1/31/2006  
Cancel Account: No

Month	Ohio Gross Payroll ?	Ohio Tax Withheld ?
January	\$36,852.50	\$8,476.08
February	\$34,587.26	\$7,955.70
March	\$36,879.78	\$8,482.35
April	\$40,265.22	\$9,261.00
May	\$41,649.23	\$9,579.32
June	\$42,658.55	\$9,811.47
July	\$45,136.77	\$10,381.46
August	\$46,321.66	\$10,658.98
September	\$44,356.35	\$10,201.96
October	\$43,223.55	\$9,941.42
November	\$46,589.24	\$10,715.53
December	\$45,632.21	\$10,495.41
<b>Total</b>	<b>\$504,152.32</b>	<b>\$115,960.68</b>

Ohio Income Tax Withheld: \$115,960.68  
Previous Payments \$76.00  
Balance Due: \$115,884.68  
Credit Carryover: \$0.00

Amount You Wish To Pay:  ?

### Field Descriptions

Field Name	Description
Company Name	The name of the company associated with this report.
FEIN	The Federal Employer Identification Number associated with the company.
Ohio Withholding Account Number	The account number associated with the company name and FEIN.
Return Type	The return type for this account (original or amended).
Report Year	The year for which this information applies.

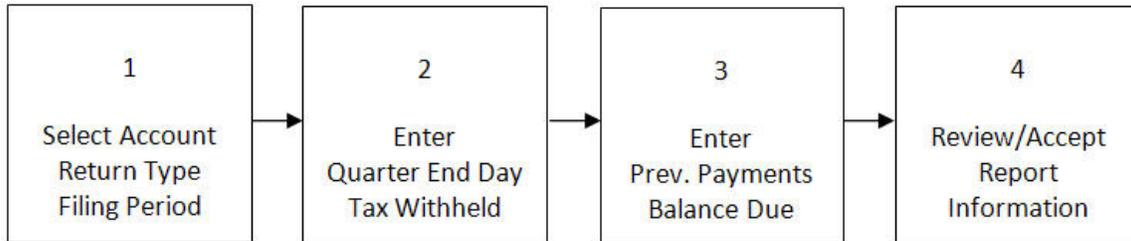
Field Name	Description
Due Date	The date on which withholding tax is due.
Cancel Account	Displays whether or not you selected to cancel this account.
Ohio Gross Payroll	The gross payroll amount for each month in the reporting year.
Ohio Tax Withheld	The tax withheld amount for each month in the reporting year.
Ohio Income Tax withheld	The total amount of income tax withheld for the reporting year.
Previous Payments	The amount of previous payments made for the reporting year.
Balance Due	The balance due for income tax for the reporting year.
Request Refund From ODT	The refund amount requested from ODT.
Amount You Wish to Pay	The amount you wish to pay for the balance due for the reporting year.
<input type="button" value="Back"/>	Returns to the previous page in the <i>IT - 941 Wizard</i> .
<input type="button" value="Accept Data"/>	The system saves the information displayed on the page and returns to the <i>Ohio Withholding Progress Page</i> , listing the return under the "Ready to File" section.

## Instructions

- Review the information displayed on the page for accuracy.
- If there is a Balance Due amount, you may enter/edit the "Amount you wish to pay" field. Otherwise, this field is not editable.
- When the information has been reviewed and is correct, click . The system saves the information displayed on the page and returns to the *Ohio Withholding Progress Page*, listing the return under the "Ready to File" section.

## Ohio IT-942 Wizard

The *Ohio Employer's Quarterly Reconciliation of Income Tax Withheld (Ohio IT – 942)* page is part of a Wizard providing you the opportunity to enter or amend quarterly/annual withholding reconciliation information. In addition, you may use this Wizard to add a withholding account.



### Field Descriptions

Field Name	Description
Company Name	The name of the company associated with this report.
FEIN	The Federal Employer Identification Number associated with the company.
Add Withholding Account Number	Jumps to the Add Withholding Account page.
Withholding Account Number	A drop down list of account numbers associated with the company name from which to

Field Name	Description
	choose.
Filing Period	A drop down list of filing periods from which to select.
Return Type	The return type. Select only one.
	Returns to the previous step in the filing process.
	Moves to the next page of the <i>IT - 942 Wizard</i> .

## Instructions

---

**Note: You cannot file two returns of the same type (for example two *IT-501's*) or for the same account number and filing period. You cannot file more than once per day for the same account number and filing period.**

---

- Select the Withholding Account Number for this report from the drop down list.
- Select the Filing Period for this report from the drop down list.  
If the system detects a return for this account and filing period already on file, it will set the Return Type to “Amended,” otherwise the Return Type defaults to Original.
- When all the information is selected and is correct, click . The system moves to the next page in the *IT – 942 Wizard*.



## Field Descriptions

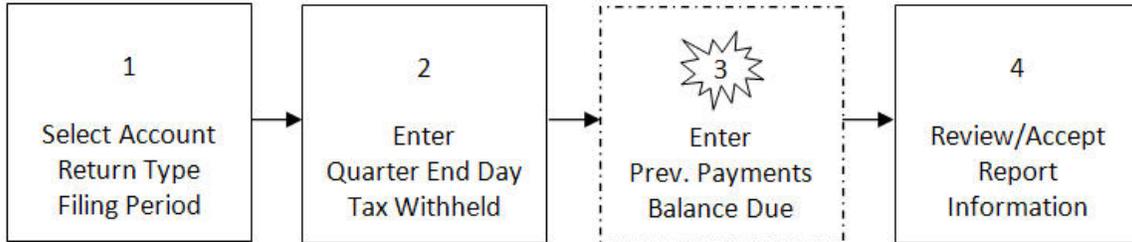
Field Name	Description
Company Name	The name of the company associated with this report.
FEIN	The Federal Employer Identification Number associated with the company.
Withholding Account Number	The account number associated with the company name and FEIN.
Due Date	The date on which the tax withholding payment is due for the current account and filing period/quarter.
Quarter	The filing period associated with this return.
Month	The months identified as part of the filing period/quarter.
Day	The day(s) on which income tax was withheld for the selected month.
Withholding	The dollar amount of tax withheld on the associated month and day.
Quarter Total Withholding	The grand total of all income taxes withheld for each day and month.
<input type="button" value="Back"/>	Returns to the previous step in the <i>IT - 942 Wizard</i> .
<input type="button" value="Next"/>	Moves to the next page of the <i>IT - 942 Wizard</i> .

## Instructions

- The first month defaults to zero. Select the day(s) on which income tax is withheld from the drop down list for each month.
  - If a day is selected from the drop down list, you must enter a withholding amount.
  - If you enter a withholding amount, you must select a day to associate with the amount.
  - The same day may not be selected twice for a single month.
  - The system does not require you to enter days in order.
- Enter the dollar amount of income tax withheld on the associated day. The system maintains a total of all tax withheld for each entry.
- When all the information is selected and is correct, click . The system moves to the next page in the *IT - 942 Wizard*.

## IT-942 Balance Due

The *Ohio Employer's Quarterly Reconciliation of Income Tax Withheld (Ohio IT – 942)* balance due page provides the opportunity to enter any previous payments—including credit carryovers—made for the filing period/quarter.



### Ohio Employer's Quarterly Reconciliation Tax Withheld (Ohio-942)

---

**Company Name:** Test, OBG  
**FEIN:** 333-22-4444

---

**Withholding Account Number:** 51029026  
**Due Date:** 7/31/2006  
**Quarter:** April 01 - June 30 2006  
**Return Type:** Original

---

**Ohio Tax Withheld:** \$39407.25 ?

**Previous Payment for (including credit carry over from):** \$  ?

**Balance Due:** \$0.00 ?

**Credit Carryover:** \$0.00 ?

### Field Descriptions

Field Name	Description
Company Name	The name of the company associated with this report.
FEIN	The Federal Employer Identification Number associated with the company.
Withholding Account Number	The account number associated with the company name and FEIN.

Field Name	Description
Due Date	The date on which the tax withholding payment is due for the current account and filing period/quarter.
Quarter	The filing period associated with this return.
Return Type	The return type (original or amended).
Ohio Tax Withheld	The amount of income tax withheld, recorded on the previous page of the <i>IT-942 Wizard</i> .
Previous Payments (including credit carryover)	The dollar amount of previous payments or credit carryovers made for this filing period.
Balance Due	The withholding tax amount due after payments and/or credit carryovers.
Credit Carryover	Amount of overpayment you want to apply to a future withholding payment.
<input type="button" value="Back"/>	Returns to the previous step in the <i>IT - 942 Wizard</i> .
<input type="button" value="Next"/>	Moves to the next page of the <i>IT - 942 Wizard</i> .

## Instructions

- Enter the amount of previous payments (including any credit carryover) made for the selected year. The system calculates the Balance Due.
 

If there is a Balance Due amount, the system displays an “Amount you wish to pay field. Enter the amount you wish to pay in the field. Use the format xxxx.xx (for example 1587.64), do not enter a dollar sign.

If the Balance Due is zero or less, the system displays the overpayment amount, along with the “Credit Carryover” radio button. During the first three quarters of a filing year, the “Request Refund” radio button does not display.

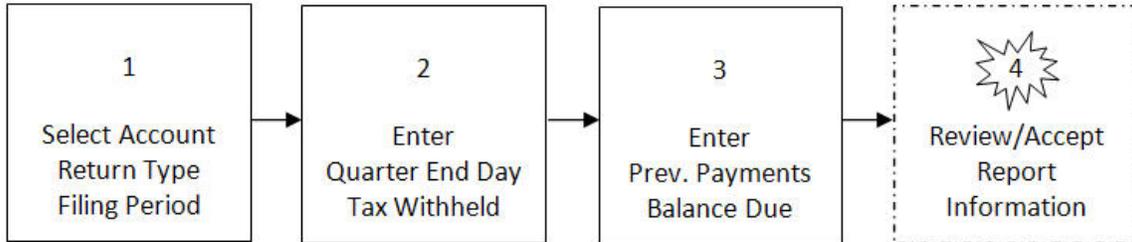
During the fourth quarter of a filing year, the “Request Refund From ODT” radio button is displayed on the page.

Selecting “Credit Carryover” instructs the system to apply the displayed amount to the next years income tax withholding payment.

Selecting “Request Refund From ODT” (during the fourth quarter only) instructs ODT to generate a refund for the displayed amount.
- When all the information is selected and is correct, click . The system moves to the last page of the *IT – 942 Wizard*.

# IT-942 Review

The *Review IT-942 Quarterly Filing Information* page provides one last opportunity to review the information entered in the IT-942 Wizard and go back and make changes before accepting the information and placing it in "Ready to File" status.



## Ohio Employer's Quarterly Reconciliation Tax Withheld (Ohio-942)

---

Company Name: Test, OBG  
FEIN: 333-22-4444

---

Ohio Withholding Account Number: 51029026  
Due Date: 7/31/2006  
Quarter: April 01 - June 30 2006  
Return Type: Original

April		May		June	
Day	Withholding	Day	Withholding	Day	Withholding
7	\$5,624.14	5	\$5,478.54	2	\$5,485.66
21	\$5,736.25	19	\$5,673.22	16	\$5,684.11
				30	\$5,725.33
	\$11,360.39		\$11,151.76		\$16,895.10

Total income tax withheld for quarter: \$39,407.25  
Total monies remitted (including Credit carryovers from the prior quarter): \$0.00  
Balance Due: 0.00  
Credit Carryover: 0.00  
Amount You Wish To Pay:

## Field Descriptions

Field Name	Description
Company Name	The name of the company associated with this report.
FEIN	The Federal Employer Identification Number associated with the company.
Withholding Account Number	The account number associated with the company name and FEIN.
Due Date	The date on which withholding tax is due.
Quarter	The quarter associated with this return.
Return Type	The return type for this account (original or amended).
Month	Month(s) included in this quarter.
Day	The day(s) on which income tax was withheld for the month.
Withholding	The gross payroll amount for each day of the month in the quarter.
Totals	The tax withheld amount for each month in the quarter.
Total Income Tax Withheld for Quarter	The total amount of income tax withheld for the quarter.
Total Monies Remitted (including Credit Carryovers from Prior Quarter)	The amount of previous payments/credits/carryovers made for the quarter.
Balance Due	The balance due for income tax for the quarter.
Credit Carryover	Any credit carryover amount entered in the previous page of the Wizard is displayed here.
Amount You Wish to Pay	The amount you wish to pay for the balance due for the quarter.
<input type="button" value="Back"/>	Returns to the previous page in the <i>IT - 941</i> Wizard.
<input type="button" value="Accept Data"/>	The system saves the information displayed on the page and returns to the <i>Ohio Withholding Progress Page</i> , listing the return under the "Ready to File" section.

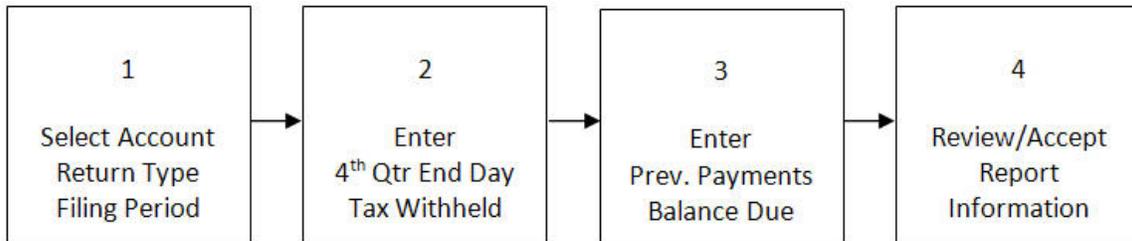
## Instructions

- Review the information displayed on the page for accuracy.
- If there is a Balance Due amount, you may enter/edit the "Amount you wish to pay" field. Otherwise, this field is not editable.

- When the information has been reviewed and is correct, click . The system saves the information displayed on the page and returns to the Ohio Withholding Progress page, listing the return under the “Ready to File” section.

## IT-942 4<sup>th</sup> Quarterly/Annual Reconciliation

The *Ohio Employer's 4<sup>th</sup> Quarterly/Annual Reconciliation of Income Tax Withheld (Ohio IT – 942)* page is part of a Wizard providing you the opportunity to enter 4<sup>th</sup> quarter tax withholding information, and amend income tax withholding information for the first three quarters. In addition, you may use this Wizard to add a withholding account.



**Ohio Employer's 4th Quarter/Annual Reconciliation of Income Tax Withheld (Ohio-942)**

Company Name: Test, OBG  
FEIN: 333-22-4444

Withholding Account Number: 51029026   

Filing Period: October 01 - December 31 2004 

Return Type:  Original  Amended 

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

### Field Descriptions

Field Name	Description
Company Name	The name of the company associated with this report.
FEIN	The Federal Employer Identification Number associated with the company.
<input type="button" value="Add Withholding Account Number"/>	Jumps to the Add Withholding Account page.
Withholding Account Number	A drop down list of account numbers associated with the

Field Name	Description
	company name from which to choose.
Filing Period	A drop down list of filing periods from which to choose.
Return Type	The return type (Original or Amended). Select only one.
	Returns to the previous step in the filing process.
	Moves to the next page of the IT - 942 Wizard.

## Instructions

---

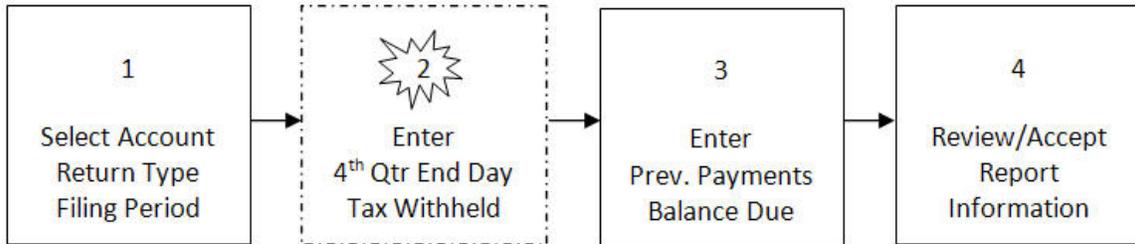
**Note: You cannot file two returns of the same type (for example two IT-501's) or for the same account number and filing period. You cannot file more than once per day for the same account number and filing period.**

---

- Select the Withholding Account Number for this report from the drop down list.
- Select the Filing Period for this report from the drop down list.  
If the system detects a return for this account and filing period already on file, it will set the Return Type to “Amended,” otherwise the Return Type defaults to Original.
- When all the information is selected and is correct, click . The system moves to the next page in the IT – 942 Wizard.

## IT-942 4<sup>th</sup> Quarter Information

The *Ohio Employer's 4<sup>th</sup> Quarter/Annual Reconciliation of Income Tax Withheld (Ohio IT – 942)* 4<sup>th</sup> quarter information page is designed to help you record tax withholding dollars for each pay period within the 4<sup>th</sup> quarter by month and day.



### Ohio Employer's 4th Quarter/Annual Reconciliation of Income Tax Withheld (Ohio-942)

---

Company Name: Test, OBG  
FEIN: 333-22-4444

---

**Withholding**      Account Number: 51029026  
Due Date: 1/31/2005  
Quarter: October 01 - December 31 2004

October		November		December	
Day ?	Withholding ?	Day	Withholding	Day	Withholding
1 ▾	30000.00	1 ▾	30000.00	1 ▾	30000.00
15 ▾	30000.00	15 ▾	30000.00	15 ▾	30000.00
▾		▾		▾	
▾		▾		▾	
▾		▾		▾	
▾		▾		▾	
▾		▾		▾	
▾		▾		▾	
▾		▾		▾	
\$60,000.00		\$60,000.00		\$60,000.00	

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

## Field Descriptions

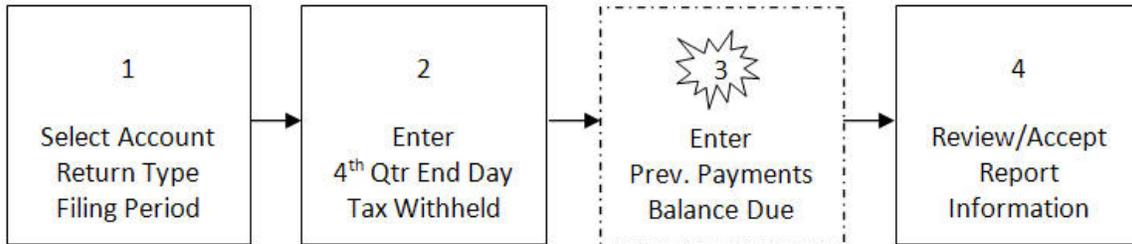
Field Name	Description
Company Name	The name of the company associated with this report.
FEIN	The Federal Employer Identification Number associated with the company.
Withholding Account Number	The account number associated with the company name and FEIN.
Due Date	The date on which the tax withholding payment is due for the current account and filing period/quarter.
Quarter	The filing period associated with this return.
Month	The months identified as part of the filing period/quarter.
Day	The day(s) on which income tax was withheld for the selected month.
Withholding	The dollar amount of tax withheld on the associated month and day.
Quarter Total Withholding	The grand total of all income taxes withheld for each day and month.
<input type="button" value="Back"/>	Returns to the previous step in the <i>IT - 942 Wizard</i> .
<input type="button" value="Next"/>	Moves to the next page of the <i>IT - 942 Wizard</i> .

## Instructions

- The first month of the quarter defaults to zero. Select the day(s) on which income tax is withheld from the drop down list for each month.
  - If a day is selected from the drop down list, you must enter a withholding amount.
  - If you enter a withholding amount, you must select a day to associate with the amount.
  - The same day may not be selected twice for a single month.
  - The system does not require you to enter days in order.
- Enter the dollar amount of income tax withheld on the associated day. The system maintains a total of all tax withheld for each entry.
- When all the information is selected and is correct, click . The system moves to the next page in the *IT - 942 Wizard*.

## IT-942 4<sup>th</sup> Quarter Balance Due

The *Ohio Employer's 4<sup>th</sup> Quarter/Annual Reconciliation of Income Tax Withheld (Ohio IT – 942)* balance due page provides the opportunity to enter any previous payments—including credit carryovers—made for the filing period/quarter.



### Ohio Employer's 4th Quarter/Annual Reconciliation of Income Tax Withheld (Ohio-942)

---

**Company Name:** Test, OBG  
**FEIN:** 333-22-4444

---

**Withholding Account Number:** 51029026  
**Due Date:** 1/31/2005  
**Quarter:** October 01 - December 31 2004  
**Return Type:** Original

---

**Total Income Tax Withheld for Quarter:** \$180000.00 ?

**Total Income Tax Withheld for 1st, 2nd and 3rd Quarters:** \$  ?

**Total Income Tax Withheld for 2004 :** \$180000.00 ?

**Total Tax Remitted (Including Credit Carryover from 2003 ):** \$  ?

**Balance Due:** \$180000.00 ?

### Field Descriptions

Field Name	Description
Company Name	The name of the company associated with this report.
FEIN	The Federal Employer Identification Number associated with the

Field Name	Description
	company.
Withholding Account Number	The account number associated with the company name and FEIN.
Due Date	The date on which the tax withholding payment is due for the current account and filing period/quarter.
Quarter	The filing period associated with this return.
Return Type	The return type (Original or Amended).
Total Income Tax Withheld for Quarter	The total income tax withheld for the quarter, recorded on the previous page of the <i>IT-942 Wizard</i> .
Total Income Tax Withheld for 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> Quarters	The total income tax withheld for the first three quarters combined.
Total Income Tax Withheld for <tax year>	The total income tax withheld for the entire tax year.
Total Tax Remitted (Including Credit Carryover from <tax year>)	The total tax paid, including any credit carryover amount for the displayed tax year.
Balance Due	The balance due amount owed to the Ohio Department of Taxation.
<input type="button" value="Back"/>	Returns to the previous step in the <i>IT - 942 Wizard</i> .
<input type="button" value="Next"/>	Moves to the next page of the <i>IT - 942 Wizard</i> .

## Instructions

- Verify that the displayed information is correct. If not, click  to return to a previous page to correct the mistake.

If the tax withheld for the first three quarters is incorrect, you may enter the correct amount in the field provided.

If the tax remitted amount for the previous tax year is incorrect, you may enter the correct amount in the field provided.

If the Balance Due is zero or less, the system displays the overpayment amount, along with the “Credit Carryover” and “Request Refund from ODT” radio buttons.

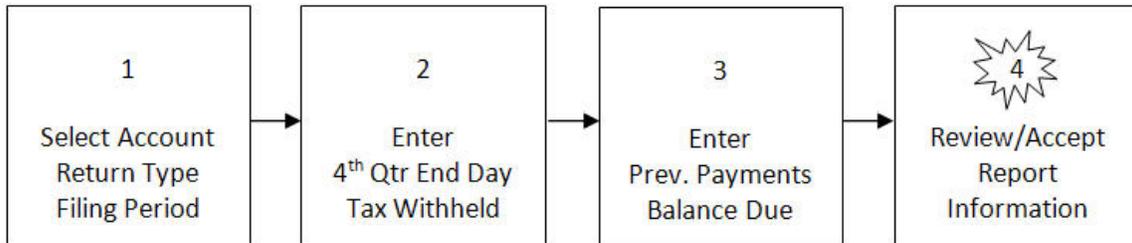
Selecting “Request Refund From ODT” (during the fourth quarter only) instructs ODT to generate a refund for the displayed amount.

- When all the information is selected and is correct, click . The system moves to the last page of the *IT – 942* Wizard.

---

## IT-942 4<sup>th</sup> Quarter Review

The *Review IT-942 4<sup>th</sup> Quarter/Annual Reconciliation of Income Tax Withheld (Ohio IT-942)* review page provides one last opportunity to review the information entered in the IT-942 Wizard and go back and make changes before accepting the information and placing it in “Ready to File” status.





Field Name	Description
Quarter	The date range associated with the 4 <sup>th</sup> quarter for this return period.
Return Type	The return type for this account (Original or Amended).
Month	Month(s) included in this quarter.
Day	The day(s) on which income tax was withheld for the month.
Withholding	The gross payroll amount for each day of the month in the quarter.
Total Income Tax Withheld	The total tax withheld amount for each month in the quarter.
Total Income Tax Withheld for Quarter	The total amount of income tax withheld for the quarter.
Total Withheld for 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> Quarters	The total amount of income tax withheld for the first three quarters.
Total Income Tax Withheld for <tax year>	The total amount of income tax withheld for the displayed tax year.
Total Tax Remitted (Including Credit Carryovers from <tax year>)	The amount of previous payments/credits/carryovers made for the quarter.
Balance Due	The balance due for income tax for the quarter.
Credit Carryover	Any credit carryover amount declared on the previous Wizard page.
Request Refund from ODT	The refund amount declared on the previous Wizard page.
Amount You Wish to Pay	The amount you wish to pay toward the balance due for the quarter.
<input type="button" value="Back"/>	Returns to the previous page in the <i>IT - 942</i> Wizard.
<input type="button" value="Accept Data"/>	The system saves the information displayed on the page and returns to the <i>Ohio Withholding Progress Page</i> , listing the return under the "Ready to File" section.

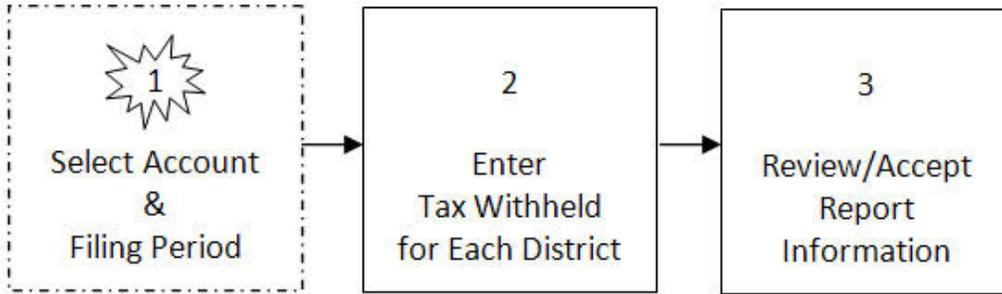
## Instructions

- Review the information displayed on the page for accuracy.

- If there is a Balance Due amount, you may enter/edit the “Amount You Wish to Pay” field. Otherwise, this field is not editable.
- When the information has been reviewed and is correct, click . The system saves the information displayed on the page and returns to the *Ohio Withholding Progress Page*, listing the return under the “Ready to File” section.

## Ohio SD-101 Wizard

The *School District Employer Withholding (Ohio SD-101)* page is part of a Wizard providing you the opportunity to enter or amend school district withholding tax information. In addition, you may use this Wizard to add or remove a school district included in your account profile.



### School District Employer Withholding (Ohio SD-101)

---

Company Name: Test, OBG  
FEIN: 333-22-4444

---

School District Withholding Account Number:  Add Withholding Account Number

Filing Status: Monthly

Filing Period:  Show All Periods

Back
Next

### Field Descriptions

Field Name	Description
Company Name	The name of the company associated with this report.
FEIN	The Federal Employer Identification Number associated with the company.
<div style="border: 1px solid blue; padding: 2px 10px; display: inline-block;">Add Withholding Account Number</div>	When selected, this button adds an account to the company profile.
School District Withholding Account Number	A drop down list from which to select an account number

Field Name	Description
	associated to the Company name.
Filing Status	Displays the filing status associated with the account number (or is it the Company name?). This information is inserted by the system.
Filing Period	A drop down list of filing periods from which to select.
Show All Periods	When checked, this box instructs the system to display all active filing periods.
<input type="button" value="Back"/>	Returns to the <i>Ohio Withholding Progress Page</i> .
<input type="button" value="Next"/>	Moves to the next page of the <i>SD-101 Wizard</i> .

## Instructions

**Note: You cannot file two returns of the same type (for example two IT-501's) or for the same account number and filing period. You cannot file more than once per day for the same account number and filing period.**

- Select the School District Withholding Account Number for this report from the drop down list.
- Select the Filing Period for this report from the drop down list.  
You may not begin a new SD-101, if there is an SD-101 "In Progress" or in "Ready to File" status.
- When all the information is selected and is correct, click . The system moves to the next page in the *SD-101 Wizard*.

## SD-101 Withholding Information

The *School District Employer Withholding (Ohio SD-101)* page is the second step in the Wizard. This page lists the school districts associated with the account number, their school district number, and tax rate. A field is provided to enter the amount of tax withheld for each district. In addition, the  button connects you to the *Select School District* page to add or remove a school district included in your account profile.



### School District Employer Withholding (Ohio SD-101)

---

Company Name: Test, OBG  
FEIN: 333-22-4444

---

School District Withholding Account Number: 51029026  
 Filing Status: Monthly  
 Due Date: 3/15/2005  
 Filing Period: 2/1/2005 - 2/28/2005

School District Name	School District Number	Effective Tax Rate	School District Tax Withheld
VAN WERT CSD	8104	1.00 %	\$ <input type="text" value="1050.50"/>
MOHAWK LSD	8802	1.00 %	\$ <input type="text" value="1060.60"/>
<b>Total Tax withheld:</b>			\$24,263.09

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

## Field Descriptions

Field Name	Description
Company Name	The name of the company associated with this report.
FEIN	The Federal Employer Identification Number associated with the company.
School District Withholding Account Number	The account number associated with the displayed company name (selected on the previous page of the Wizard).
Filing Status	Displays the filing status associated with the account number. This information is inserted by the system.
Due Date	The date on which the tax is due.
Filing Period	The date range associated with the selected filing period.
	Opens the Select School District page.
School District Name	The name of the school district associated with the displayed account number.
School District Number	The number assigned to the school district.
Effective Tax Rate	The tax rate associated with the school district.
School District Tax withheld	The total school district tax withheld for the displayed account number and school district.
Total Tax Withheld	The total (combined) tax withheld for all displayed school districts.
	Returns to the previous page of the SD-101 Wizard.
	Moves to the next page of the SD-101 Wizard.

## Instructions

- The School District Tax Withheld field defaults to 0.00. Enter the total tax withheld for each displayed school district.

School District Name	School District Number	Effective Tax Rate	School District Tax Withheld
VAN WERT CSD	8104	1.00 %	\$ 0.00
MOHAWK LSD	8802	1.00 %	\$ 0.00
Total Tax withheld:			\$22,151.99

1 2

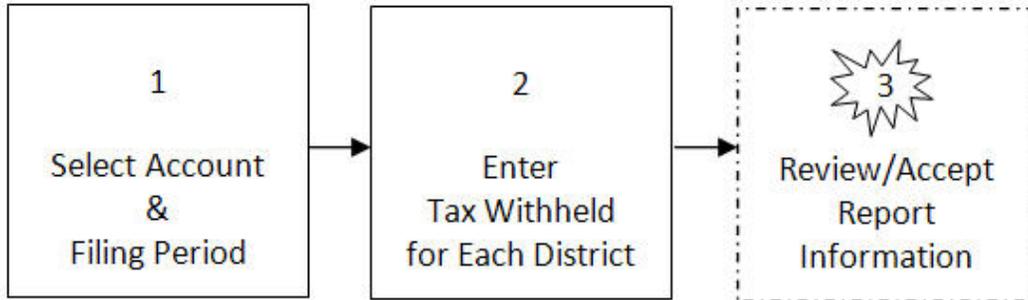
Back Next

Only 20 school districts may be displayed at a time. Click the page numbers at the bottom of the screen to move between pages of school districts. The  (button) at the bottom of the page is not active/accessible unless you are viewing the last page of school districts.

- To modify the school districts displayed on the page select the  button. See [Adding/Removing School Districts](#) on page **Error! Bookmark not defined.**
- When all the information is selected and is correct, click . The system moves to the next page in the *SD-101 Wizard*.

## SD-101 Review

The *School District Employer Withholding (Ohio SD-101)* review page is the last step in the Wizard. This page provides the opportunity to review the information for accuracy and make any changes before accepting the data, and confirming the amount you want to pay.



### School District Employer Withholding (Ohio SD-101)

---

Company Name: Test, OBG  
FEIN: 333-22-4444

---

School District Withholding Account Number: 51029026  
Filing Status: Monthly  
Due Date: 3/15/2005  
Filing Period: 2/1/2005 - 2/28/2005

School District Name ?	School District Number ?	Effective Tax Rate ?	School District Tax Withheld ?
VERSAILLES EVSD	1907	0.75 %	\$1,010.10
HICKSVILLE EVSD	2004	1.50 %	\$1,020.20
BIG WALNUT LSD	2101	0.75 %	\$1,030.30
FAIRFIELD UNION LSD	2304	1.00 %	\$1,040.40
REYNOLDSBURG CSD	2509	0.50 %	\$1,050.50
VANLUE LSD	3208	1.00 %	\$1,060.60
HARDIN NORTHERN LSD	3302	1.00 %	\$1,070.70
RIDGEMONT LSD	3304	1.00 %	\$1,080.80
RIVERDALE LSD	3305	1.00 %	\$1,090.09
HOLGATE LSD	3501	1.50 %	\$1,020.30
HILLSBORO CSD	3604	1.00 %	\$1,020.50
LICKING VALLEY LSD	4506	1.00 %	\$1,030.34
RIVERSIDE LSD	4604	0.75 %	\$1,040.50
PIQUA CSD	5507	0.50 %	\$1,060.31
VALLEY VIEW LSD	5713	1.25 %	\$1,031.31
HIGHLAND LSD (MORROW CO.)	5902	0.50 %	\$1,212.12
PANDORA-GILBOA LSD	6909	0.75 %	\$1,313.13
HARDIN-HOUSTON LSD	7505	0.75 %	\$1,414.14
RUSSIA LSD	7507	0.75 %	\$1,505.15
FAIRBANKS LSD	8001	0.75 %	\$1,050.50
VAN WERT CSD	8104	1.00 %	\$1,050.50
MOHAWK LSD	8802	1.00 %	\$1,004.40

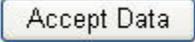
Total Tax Withheld \$24,206.89  
Balance Due \$24,206.89

Amount You Wish to Pay:  ?

## Field Descriptions

Field Name	Description
Company Name	The name of the company associated with this report.
FEIN	The Federal Employer Identification Number associated with the company.
School District Withholding Account Number	The account number associated with the displayed company name (selected on a previous page of the Wizard).
Filing Status	Displays the filing status associated with the account number. This information is inserted by the system.
Due Date	The date on which the tax is due.
Filing Period	The date range associated with the selected reporting period.
School District Name	The name of the school district associated with the displayed account number.
School District Number	The number assigned to the school district.
Effective Tax Rate	The tax rate associated with the school district.
School District Tax withheld	The total school district tax withheld for the displayed account number and school district.
Total Tax Withheld	The total (combined) tax withheld for all displayed school districts.
Balance Due	The amount of tax due for the filing period.
Amount You wish to Pay	Enter the amount you wish to pay for the reporting period (format xxxx.xx, for example 1568.02).
<input type="button" value="Back"/>	Returns to the previous step in the filing process.
<input type="button" value="Accept Data"/>	Saves the information and returns to the <i>Ohio Withholding Progress Page</i> , listing the report under "Ready to File" status.

## Instructions

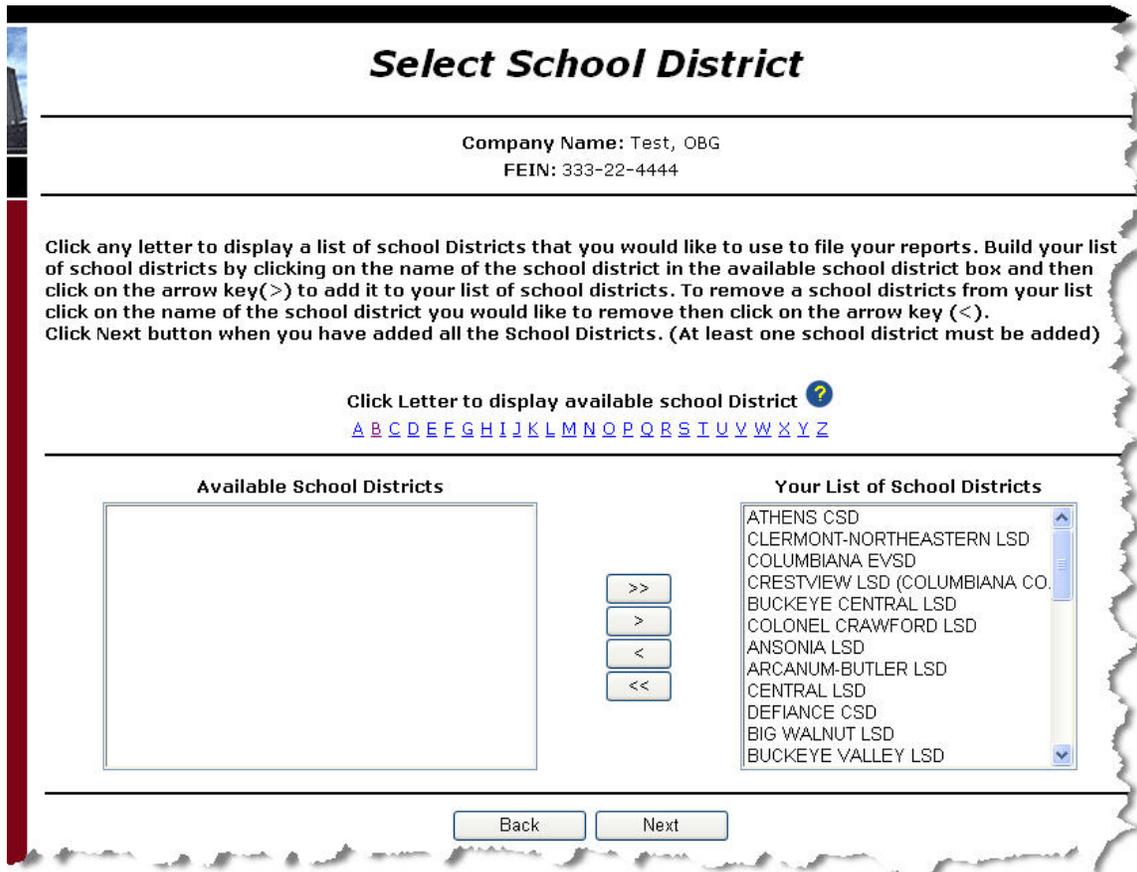
- Review the total tax withheld for each displayed school district.
- Enter the amount you wish to pay in the field provided (format xxxx.xx, for example 24206.89).
- When you have reviewed the information and it is correct, click . The system saves the information and displays the *Ohio Withholding Progress Page*, listing the report under “Ready to File” status.

## Adding/Removing School Districts

You may add or remove school districts while filing your SD-101 by selecting



. The system displays the *Select School District* page.



### Field Descriptions

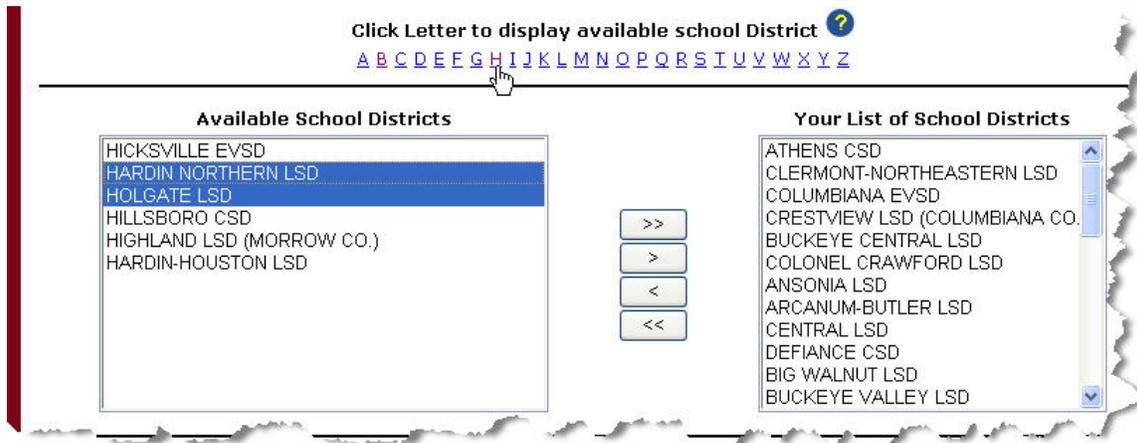
Field Name	Description
Company Name	The name of the company associated with the displayed school districts.
FEIN	The Federal Employer Identification Number associated with the company.
Click letter to display available School District	Clicking any alphabetic letter displays all school districts beginning with that letter in the “Available School Districts” window.
Available School Districts	A window displaying all available school districts for a selected letter.
Your List of	Those school district names that were selected and moved to

Field Name	Description
School Districts	this window using the provided buttons.
>>	Moves all displayed school district names from the “Available School Districts” window to “Your List of School Districts.”
>	Moves only the selected/highlighted school district name from the “Available School Districts” window to “Your List of School Districts.”
<	Moves only the selected/highlighted school district name from the “Your List of School Districts” window to “Available School Districts.”
<<	Moves all displayed school district names from the “Your List of School Districts” window to “Available School Districts.”
<input type="button" value="Next"/>	The system move to the next step in the filing process.

### Instructions

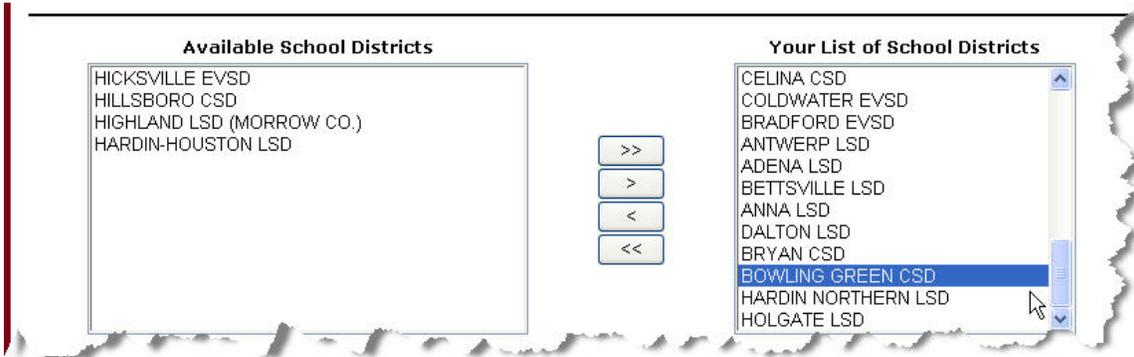
#### Displaying a List of School Districts

- Click the letter matching the first letter of the school district name. The system displays all school districts beginning with the selected letter.

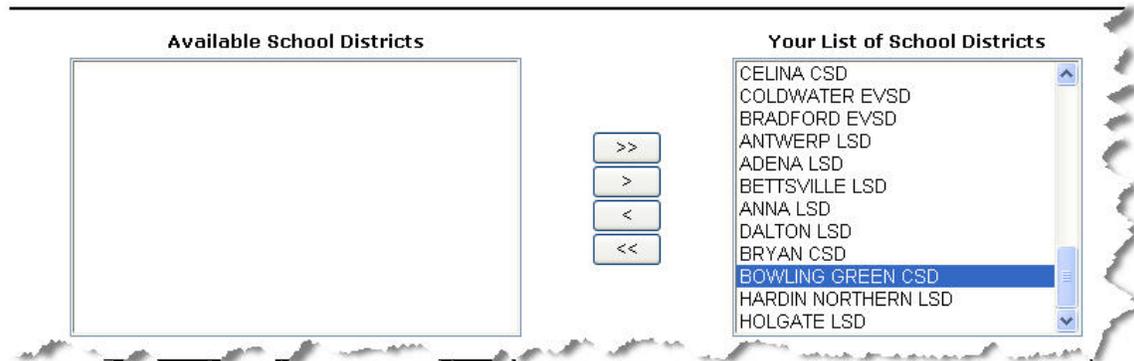
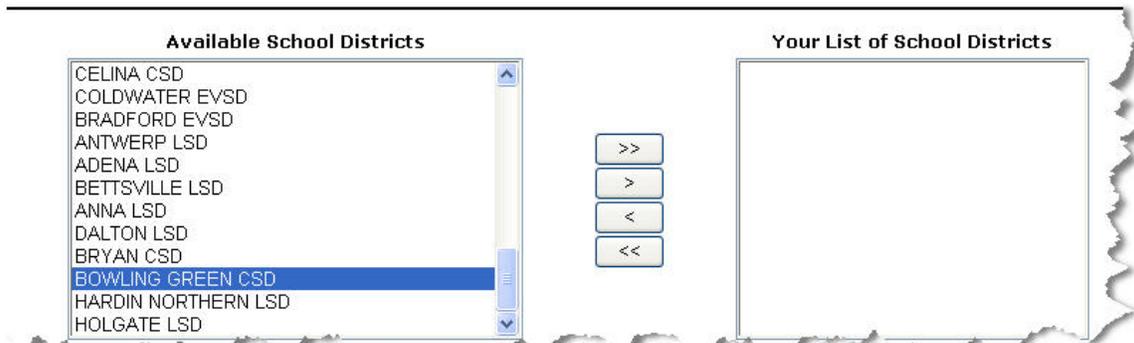


### Choosing/Deleting School Districts

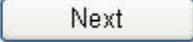
- Select/highlight the district(s) you want to include in the “Your List of School Districts” and click . The system moves the selected names from one window to the other.



- To move all the school districts from one window to another use

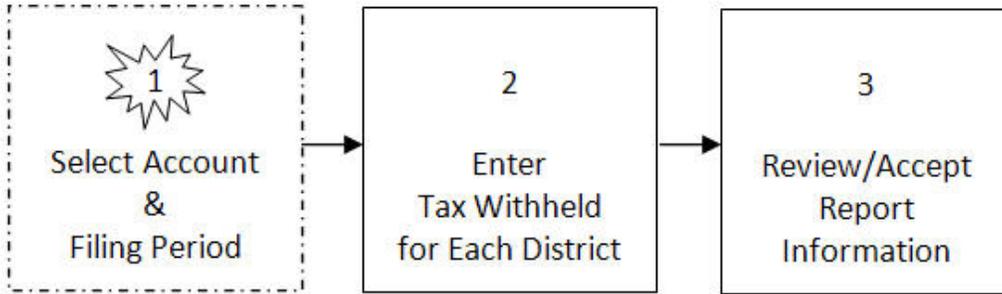


- ✓ **TIP:** To select more than one school district in the “Available School Districts” window, hold down the Ctrl key and click on the selected school district(s) to highlight it.

- Repeat the previous step until all the school districts you want to include in “Your List of School Districts” are listed in the window.
- When all the school districts are listed in the “Your List of School Districts” window, click . The system returns to the report Wizard.

## Ohio SD-141 Wizard

The Annual reconciliation of School District Tax Withheld (Ohio SD-141) page is part of a Wizard providing you the opportunity to enter or amend school district withholding tax information for a reporting year. In addition, you may use this Wizard to cancel a withholding account, and add or remove school districts included in the account profile.



### School District Tax Withheld (Ohio SD-141)

---

Company Name: Test, OBG  
FEIN: 333-22-4444

---

Withholding Account Number:

Return Type:  Original  Amended

Cancel Withholding Account:  Yes  No

Reporting Year:

### Field Descriptions

Field Name	Description
Company Name	The name of the company associated with this report.
FEIN	The Federal Employer Identification Number associated with the company.
<input type="button" value="Add Withholding Account Number"/>	When selected, this button takes you to the Select School District page, where you may add or delete school districts associated

Field Name	Description
	with the account profile.
Withholding Account Number	A drop down list from which to select an account number associated to the Company name.
Return Type	Select return type (Original or Amended).
Cancel Withholding Account	You may select to cancel the withholding account displayed in the "School district Withholding Account Number" drop down box.
Last Day of Compensation Paid	A field in which to enter the last day compensation was paid for the selected Report Year.
Report Year	A drop down list from which to select the year to which this report applies.
	Returns to the Ohio Withholding Progress Page.
	Moves to the next page of the SD-141 Wizard.

## Instructions

**Note: You cannot file two returns of the same type (for example two IT-501's) or for the same account number and filing period. You cannot file more than once per day for the same account number and filing period.**

- Select the Withholding Account Number for this report from the drop down list. If you need to add a new school district to this account, click . The system directs you to the *Select School District* page (see [Select School District](#) on page 52 for instructions).
- Select the Return Type for this report (Original or Amended). You may select only one.

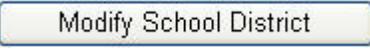
If the system detects an SD-141 for the same Account and Report Year, it sets the Return Type to "Amended."

The system will not permit you to start a new return for the same account and report period if it detects one already in "In Process" or "Ready to File" status.

- If you want to cancel the displayed “Withholding Account Number,” select the “Yes” radio button. The current year **MUST** be the “Report Year” to cancel a School District Withholding Account.
- The “Last Day of Compensation Paid” field is required when you select “Yes” to cancel a school district withholding account. Enter the last day compensation was paid (format mm/dd/yyyy, for example 04/01/2002).
- Select the “Report Year” from the drop down list.
- When all the information is selected and is correct, click . The system moves to the next page in the *SD-141 Wizard*.

---

## SD-141 Withholding Information

The *Annual Reconciliation of School District Tax Withheld (Ohio SD-141)* page is the second step in the Wizard. This page lists the school districts associated with the account number, their school district number, and tax rate. Fields are provided to enter the amount of tax withheld and any payments made for each district, along with an overpayment amount. In addition, the  button connects you to the *Select School District* page to add or remove a school district included in your account profile.



## School District Tax Withheld (Ohio SD-141)

Company Name: Test, OBG  
FEIN: 333-22-4444

School District Withholding Account Number: 51002412  
Due Date: 1/31/2002  
Reporting Year: 2001

[Modify School District](#)

School District Name	School District Number	Effective Tax Rate	Tax Withheld	Payments	Under/ (Over)Payment
CORY-RAWSON LSD	3203		1002.02	0.00	\$1,002.02
ADA EVSD	3301	0.75 %	1653.21	1763.21	(\$110.00)
BELLEVUE CSD	3901		1002.54	1002.54	\$0.00
CENTERBURG LSD	4201	0.75 %	1231.10	1231.10	\$0.00
DANVILLE LSD	4202		1004.32	1004.32	\$0.00
CLOVERLEAF LSD	5204		1074.10	1074.10	\$0.00
CELINA CSD	5401		1563.21	1563.21	\$0.00
COLDWATER EVSD	5402	0.50 %	1005.50	1005.50	\$0.00
BRADFORD EVSD	5502	1.75 %	1020.21	1230.61	(\$210.40)
ANTWERP LSD	6301		1054.21	1054.21	\$0.00
ADENA LSD	7101		2101.01	2101.01	\$0.00
BETTSVILLE LSD	7401	1.00 %	1563.66	1563.66	\$0.00
ANNA LSD	7501	0.50 %	1632.23	1632.23	\$0.00
DALTON LSD	8502		1001.05	1001.05	\$0.00
BRYAN CSD	8601		1432.21	1432.21	\$0.00
BOWLING GREEN CSD	8701	0.50 %	1033.33	1033.33	\$0.00
<b>Totals:</b>			\$47,031.82	\$43,979.67	\$3,052.15

1 2

[Back](#)

[Next](#)

### Field Descriptions

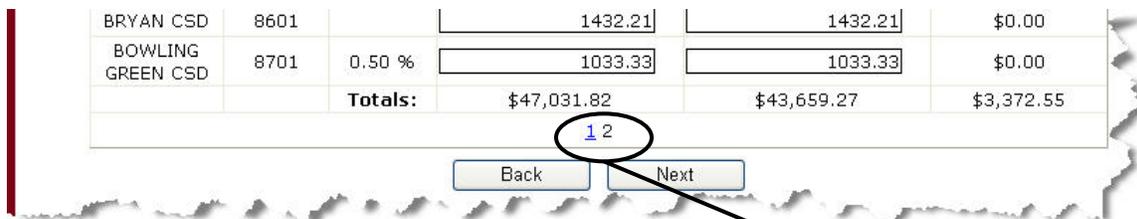
Field Name	Description
Company Name	The name of the company associated with this report.
FEIN	The Federal Employer Identification Number associated with the company.
School District Withholding Account Number	The account number associated with the displayed company name (selected on the previous page of the Wizard).

Field Name	Description
Due Date	The date on which the tax is due.
Reporting Year	The year to which this report applies.
<input type="button" value="Modify School District"/>	Opens the Select School District page.
School District Name	The name of the school district associated with the displayed account number.
School District Number	The number assigned to the school district.
Effective Tax Rate	The tax rate associated with the school district.
Tax Withheld	The total school district tax withheld for the displayed account number and school district.
Payments	The amount of tax already paid to the school district for the report year.
Under/Overpayment	The amount of tax underpaid, or overpaid by the school district for the report year.
Totals	The total (combined) tax withheld, payment made, or under/overpayment calculated for all displayed school districts.
<input type="button" value="Back"/>	Returns to the previous step in the <i>SD-101 Wizard</i> .
<input type="button" value="Next"/>	Moves to the next page of the <i>SD-101 Wizard</i> .

### Instructions

**Note: the list of school districts contains only active school districts for the reporting year.**

- The Tax Withheld field defaults to 0.00. Enter the total tax withheld for each displayed school district.



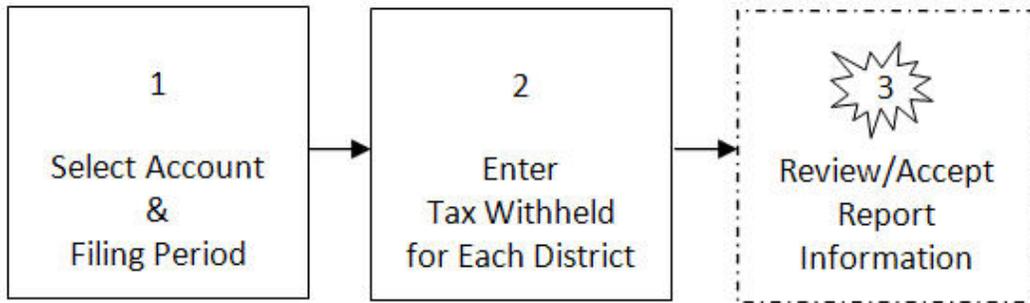
Only 20 school districts may be displayed at a time. Click the page numbers at the bottom of the screen to move between pages of school districts. The  (button) is not active/accessible unless the last page of school districts is displayed.

- To modify the school districts displayed on the page select the  button. See [Adding/Removing School Districts](#) on page 52.
- The Payments field defaults to 0.00. Enter the amount of tax paid to each school district (format xxxx.xx, for example 1578.03).
- The system calculates the Under/Overpayment amount.
- When all the information is selected and is correct, click . The system moves to the next page in the *SD-141 Wizard*.

---

## SD-141 Review

The *ReviewOhio SD-141 Filing Information* page is the last step in the Wizard. This page provides the opportunity to review the information for accuracy and make any changes before accepting the data, and confirming the amount you want to pay.



### School District Tax Withheld (Ohio SD-141)

---

**Company Name:** Test, OBG  
**FEIN:** 333-22-4444

---

**School District Withholding Account Number:** 51002412  
**Return Type:** Original  
**Due Date:** 1/31/2002  
**Reporting Year:** 2001  
**Cancel School District Withholding Account:** No

School District Name	School District Number	Effective Tax Rate	School District Tax Withheld	Payments	Under/ (Overpayment)
ATHENS CSD	0502	0.00 %	\$1,256.12	\$1,256.12	\$0.00
CLERMONT-NORTHEASTERN LSD	1303	1.00 %	\$1,563.12	\$1,563.12	\$0.00
COLUMBIANA EVSD	1502	0.00 %	\$1,632.22	\$1,632.22	\$0.00
CRESTVIEW LSD (COLUMBIANA CO.)	1503	1.00 %	\$1,569.14	\$1,569.14	\$0.00
BUCKEYE CENTRAL LSD	1701	1.50 %	\$1,569.21	\$1,569.21	\$0.00
COLONEL CRAWFORD LSD	1703	0.00 %	\$1,654.11	\$1,654.11	\$0.00
ANSONIA LSD	1901	0.75 %	\$1,001.21	\$1,001.21	\$0.00
ARCANUM-BUTLER LSD	1902	0.00 %	\$1,362.10	\$1,362.10	\$0.00
CENTRAL LSD	2002	0.75 %	\$1,400.21	\$1,400.21	\$0.00
DEFIANCE CSD	2003	0.50 %	\$1,002.32	\$1,002.32	\$0.00
BIG WALNUT LSD	2101	0.75 %	\$1,236.35	\$1,236.35	\$0.00
BUCKEYE VALLEY LSD	2102	1.00 %	\$1,653.21	\$1,653.21	\$0.00
BERNE UNION LSD	2302	0.00 %	\$1,365.21	\$0.00	(\$1,365.21)
BLOOM-CARROLL LSD	2303	0.00 %	\$1,265.32	\$1,265.32	\$0.00
BEXLEY CSD	2501	0.00 %	\$1,632.10	\$1,632.10	\$0.00
CANAL WINCHESTER LSD	2502	0.75 %	\$1,005.32	\$0.00	(\$1,005.32)
BERKSHIRE LSD	2801	0.75 %	\$1,003.21	\$1,003.21	\$0.00
CEDAR CLIFF LSD	2902	1.00 %	\$1,054.21	\$1,054.21	\$0.00
ARCADIA LSD	3201	0.00 %	\$1,332.21	\$1,332.21	\$0.00
ARLINGTON LSD	3202	1.25 %	\$1,101.01	\$1,101.01	\$0.00

**School District Tax Withheld:** \$26,657.91  
**Total Payments:** \$24,287.38  
**Balance Due:** \$2,370.53  
**Refund:** \$0.00

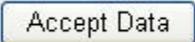
**Amount You Wish to Pay:**

### Field Descriptions

Field Name	Description
Company Name	The name of the company associated with this report.
FEIN	The Federal Employer Identification Number associated with the company.
School District Withholding Account Number	The account number associated with the displayed company name (selected on a previous page of the Wizard).
Return Type	Return type (Original or Amdended).
Due Date	The date on which the tax is due.
Reporting Year	The calendar year associated with the account number and

<b>Field Name</b>	<b>Description</b>
	school district information.
Cancel School District Withholding Account	Displays the choice made on the previous page of the Wizard whether or not to cancel this account.
School District Name	The name of the school district associated with the displayed account number.
School District Number	The number assigned to the school district.
Effective Tax Rate	The tax rate associated with the school district.
School District Tax Withheld	The total school district tax withheld for the displayed account number and school district.
Payments	Payments made to the school district for this account.
Under/Overpayment	Underpayment or overpayment amount made to this school district for this account.
School District Tax Withheld	The total amount of school district tax withheld.
Total Payments	The amount paid to school districts for this account.
Balance Due	The amount of tax due for the filing period.
Refund	The refund amount if appropriate.
Amount You wish to Pay	Enter the amount you wish to pay for the reporting period (format xxxx.xx, for example 1568.02).
<input type="button" value="Back"/>	Returns to the previous step in the filing process.
<input type="button" value="Accept Data"/>	Saves the information and returns to the <i>Ohio Withholding Progress Page</i> , listing the report under "Ready to File" status.

## Instructions

- Review the information displayed on the page to verify its accuracy.
- If the system inserts an amount in the “Balance Due” field, you must enter an “Amount You Wish to Pay.”
- If the “Balance Due” is “0.00” and the “Request for Refund is greater than “0.00,” the “Amount You Wish to Pay” defaults to “0.00” and is locked to prevent you from entering information.
- The system displays a “Refund” amount only if “Total Payments – School District Tax Withheld” is a positive number. A “carry forward” option is not available.
- When you have reviewed the information and it is correct, click . The system saves the information and displays the *Ohio Withholding Progress Page*, listing the report under “Ready to File” status.

## Making Payments

Several payment types exist within the Withholding Application, including:

- Billing Notice Payment
- Assessment Payment
- Payment Only

The following pages explain each payment type.

### Billing Notice Payment

Use the *Billing Notice Payment* page to make a payment in response to a bill received from the Ohio Department of Taxation.

#### Field Descriptions

Field Name	Description
Add Withholding Account Number	Opens the <i>Withholding Account Set Up</i> page.
Withholding Account Number	A drop down list of withholding accounts associated with the Company displayed at the top of the page.
Reporting Period	A drop down list of available reporting periods for the selected Account.

Field Name	Description
Billing Notice Number	Entry field for the number of the billing notice received from the Ohio Department of Taxation.
Payment Amount	The amount of money you wish to pay for this Account and Payment Period (do not enter a dollar sign or comma).
<input type="button" value="Back"/>	Cancels the payment and returns to the <i>Ohio Withholding Progress Page</i> .
<input type="button" value="Accept Data"/>	The system saves the information and displays the <i>Ohio Withholding Progress Page</i> with the payment listed in the “Ready to File” section.

## Instructions

---

**Note: You may file multiple payment reports for the same reporting period and account number in the same day; however, you cannot file them during the same session.**

---

- Select the Account for which you want to make a Billing Notice Payment from the drop down list, or [Add an Account](#).

The system displays all account numbers on file associated with the company name and FEIN displayed at the top of the page.

- Select the Reporting Period for this payment from the drop down list.

The Reporting Period drop down list displays monthly , quarterly, or partial weekly periods based on the filing frequency of the selected account.

If you check the “Show All Periods” check box, the dropdown list displays all active monthly, quarterly, and semi-annual periods.

- Enter the Billing Notice Number.
- Enter the Payment Amount.  
Enter the amount in the format “xxxx.xx” (for example 1587.16), do not enter a dollar sign or comma.

- When all the information has been entered and is correct click

. The system saves the information and displays the *Ohio Withholding Progress Page* with the payment listed in the “Ready to File” section.

# Assessment Payment

Use the *Assessment Payment* page to make a payment for an account as a result of an assessment notice received from the Ohio Department of Taxation.

## Field Descriptions

Field Name	Description
<input type="button" value="Add Withholding Account Number"/>	Opens the <i>Withholding Tax Account Set Up</i> page.
Withholding Account Number	A drop down list of withholding accounts associated with the Company displayed at the top of the page.
Reporting Period	A drop down list of available reporting periods for the selected Account.
Assessment Number	Entry field for the number of the assessment notice received from the Ohio Department of Taxation.
Payment Amount	The amount of money you wish to pay for this Account and Reporting Period (do not enter a dollar sign or comma).
<input type="button" value="Back"/>	Cancels the payment and returns to the <i>Withholding Tax Progress</i>

Field Name	Description
	<i>Page.</i>
	The system saves the information and displays the <i>Withholding Tax Progress Page</i> with the assessment payment listed in the “Ready to File” section.

## Instructions

**Note:** You may file multiple assessment reports for the same reporting period and account number in the same day; however, you cannot file them during the same session.

- Select the Account for which you want to make an Assessment Payment from the drop down list, or [Add an Account](#).



The system displays all account numbers on file associated with the company name and FEIN displayed at the top of the page.

- Select the Reporting Period for this payment from the drop down list.

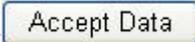
The Reporting Period drop down list displays monthly , quarterly, or partial weekly periods based on the filing frequency of the selected account.

If you check the “Show All Periods” check box, the dropdown list displays all active monthly, quarterly, and partial weekly periods.

- Enter the Assessment Number.
- Enter the Payment Amount.

Enter the amount in the format “xxxx.xx” (for example 1587.16), do not enter a dollar sign or comma.

- When all the information has been entered and is correct

click . The system saves the information and displays the *Withholding Tax Progress Page* with the payment listed in the “Ready to File” section.

## Payment Only

Use the *Payment Only* page to make a payment for a specific account and reporting period.

**Payment Only**

---

**Company Name:** Test, OBG  
**FEIN:** 333-22-4444

---

**Withholding Account Number:** 51029026 ?  ?

**Form:** Ohio IT-941 ?

**Reporting Period:** 1/1/2006 - 12/31/2006 ? Show All Periods  ?

**Payment Amount:** 1534.11 ?

---

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

### Field Descriptions

Field Name	Description
<input type="button" value="Add Withholding Account Number"/>	Opens the <i>Withholding Account Set Up</i> page.
Withholding Account Number	A drop down list of withholding accounts associated with the Company displayed at the top of the page.
Form	A drop down list of available forms from which to choose.
Reporting Period	A drop down list of available reporting periods for the selected Account.
Payment Amount	The amount of money you wish to pay for this Account and Reporting Period (do not enter a dollar sign or comma).
<input type="button" value="Back"/>	Cancels the payment and returns to the <i>Withholding Tax Progress Page</i> .

Field Name	Description
<input type="button" value="Accept Data"/>	The system saves the information and displays the <i>Withholding Tax Progress Page</i> with the payment listed in the “Ready to File” section.

## Instructions

**Note: You may file multiple assessment reports for the same reporting period and account number in the same day; however, you cannot file them during the same session.**

- Select the Account for which you want to make Payment from the drop down list, or  (see [Add an Account](#)).
- Select the Form this payment applies to from the drop down list.  
 The system displays all reporting periods associated with the account number and form in the Reporting Period drop down list.
- Select the Reporting Period for this payment from the drop down list.  
 The Reporting Period drop down list displays monthly , quarterly, or partial weekly periods based on the filing frequency of the selected account.  
 If you check the “Show All Periods” check box, the dropdown list displays all active monthly, quarterly, and semi-annual periods.
- Enter the Payment Amount.  
 Enter the amount in the format “xxxx.xx” (for example 1587.16), do not enter a dollar sign or comma.
- When all the information has been entered and is correct click . The system saves the information and displays the *Withholding Tax Progress Page* with the payment listed in the “Ready to File” section.