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Completing a New or Amended Return

To begin a new or amended CAT Return:

- On the *Commercial Activity Tax* page (see page **Error! Bookmark not defined.**) select/highlight CAT Return from the drop down list.

Commercial Activity Tax

Company Name: Berenfield, Leonard H
SSN: 174-34-1396

To start working, select an activity and click the "Start" button

Select Activity Type [?] Start [?]

- Select Activity Type
- CAT Return
- Payment Only (Return Already Filed) [?] not ready to file)
- Billing Notice Payment [?]
- Cancel Account
- Change Address/Contact Info
- Change Filing Frequency
- View/Update Corporate Structure

In Progress	
CAT Number	Period
93036978	7/1/2005 to 12/31/2005

Ready To File (You will have the option to file and/or pay when you exit this screen)

CAT Number	Period	Type	Amount Due
Nothing Ready To File			

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

[View/Print Archived CAT Reports](#)

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

- Click **Start**. The system displays the selected return/payment.

Reporting Periods

The report periods displayed to you depend on your account filing frequency. The table below details the return types available by filing frequency

Annual Filers	Quarterly Filers
Semi-Annual Return	Semi-Annual Return
Semi-Annual True-Up	Semi-Annual True-Up
Annual Minimum Fee	Actual Return
Annual Return	Rule Estimate Return
	Statutory Estimate Return
	True-Up Return

Multiple CAT Accounts

If you have multiple CAT accounts, each is displayed in a drop down list. If you have only one CAT account, it is displayed on the screen and cannot be changed.

Amended Returns

If the amended return check box is checked, the system refreshes the page, displaying two additional items: “Total Prior Tax Liability Paid on Return(s) for the filing period line, and a “net Balance Due” line.

CAT Filing Information Instructions

- Select the Report Period from the drop down list.

Overriding the Report Period - The system displays default filing periods according to your filing frequency. You may override the displayed period by checking the “Override” check box. When the box is checked, the page refreshes, and all available reporting periods are displayed in the drop down list from which to choose.

- Select the Return type you want to prepare (Actual, True Up, Quarterly, etc.).
- Check the “Amended Return” box if this is an amended return.
- When all the information has been entered, click . The system moves to the Filing Information page.

Amended Returns

If the return is an amended return, check the “Amended Return” check box. The system refreshes the page adding two more lines to the return:

1. Total Prior Tax Liability Paid on Return(s) for the Filing Period
2. Net Balance Due

Each of these lines are completed by the system from previously submitted returns.

Annual Filers

Depending on your circumstances, tax payers who file annually may file one or more of the following return types:

- Semi-Annual Return
- Semi-Annual True-Up Return
- Annual Minimum Fee Return
- Annual Return

Annual Return

The *Filing Information* page for the Original Annual Return is used by businesses filing CAT Returns to enter their account specific information.

Filing Information

Company Name: Renkes, John J. Jr. & Sandra L.
FEIN: 34-1731559
CAT: 93015493

Filing Period: 1/1/2006 to 12/31/2006
 Due Date: 2/9/2007
 Original Annual Return

Original or Amended:	<input type="text" value="Original"/>		?
Taxable Gross Receipts:	\$ <input type="text" value="3500000"/>	.00	?
Less Exclusion:		\$1,000,000.00	?
Net Taxable Gross Receipts:		\$2,500,000.00	?
Tax Liability:		\$2,600.00	?
Annual Minimum Tax:		\$150.00	?
Total Amount Due (before penalties & interest):		\$2,750.00	?

Annual Return Filing Information Field Descriptions

Field/Button	Description
Original or Amended	A drop down list of from which to select the return type (Original or Amended).
Taxable Gross Receipts	The total dollar amount (or estimated dollar amount) of your Taxable Gross Receipts. Taxable Gross Receipts=Ohio sales receipts – deductions. Deductions are limited to: cash discounts allowed and taken, returns and allowances, bad debts, and receipts from the sale of previously reported gross receipts. Please use the nearest whole dollar when reporting taxable gross receipts. This number must be zero or greater.
Less Exclusion	For the reporting period July 1 through December 31, 2005, the first \$500,000 in taxable gross receipts (receipts owed to Ohio) is excluded. Otherwise this exclusion is \$1,000,000 annually.
Net Taxable Gross Receipts	A calculation made by the system and entered automatically. The exclusion is subtracted from taxable gross receipts to determine the net taxable gross receipts. If the exclusion is greater than the taxable gross receipts, the system will enter \$0.
Tax Liability	A calculation made by the system and entered automatically. If the net taxable gross receipts is greater than \$0, then that amount is multiplied by 0.0006 (or applicable quarterly rate) to determine the tax due on taxable gross receipts in excess of \$500,000.
Annual Minimum Tax	A calculation made by the system and entered automatically.
Override	When checked, this box indicates that registration fee amount is overridden.
Total Amount Due	A calculation made by the system.
<input type="button" value="Next"/>	Displays to the Review Filing web page.
<input type="button" value="Back"/>	Returns to the Filing Progress web page.

Original Annual Return Filing Information Instructions

- Enter the Taxable Gross Receipts amount.
The Taxable Gross Receipts amount is a whole dollar amount, do not enter cents.
- The system calculates the Net Taxable Gross Receipts, Tax Liability, and Annual Minimum Tax amounts and displays your Total Amount Due.
- When all the information has been entered, and is correct, click . The system displays the *Review Filing Information* web page.

Annual Minimum Payment Filing

The *Annual Minimum Payment Filing* page is used to pay the first minimum filing payment for the year in which a new business becomes subject to the CAT tax..

Filing Information

Company Name: Renkes, John J. Jr. & Sandra L.
FEIN: 34-1731559
CAT: 93015493

Filing Period: 1/1/2006 to 12/31/2006
 Due Date: 5/10/2006
 Annual Minimum Fee Payment

Annual Minimum Tax (before penalties & interest):
\$150.00 

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

Annual Minimum Payment Filing Field Descriptions

Name	Description
Annual Minimum Tax	The total annual taxable dollar amount charged to business operating within the State of Ohio for the tax year. This number is entered automatically by the system.
Amount Due	This amount is calculated and entered by the system (Total Annual fee).

Annual Minimum Payment Filing Instructions

- The system automatically populates the return type and filing period, and displays the Annual Minimum Tax and Amount Due. Verify that the amount is correct and click . The system displays the *Review Filing Information* web page.

Quarterly Filers

Depending on circumstances, tax payers who file quarterly may file one or more of the following return types:

- Semi-Annual Return
- Semi Annual True-Up
- Actual Return
- Rule Estimate Return
- Statutory Estimate Return
- True-Up Return

Quarterly Estimated and Actual Filing Information

The *Quarterly Estimated and Actual Filing Information* page is used by businesses filing CAT Returns to enter their quarterly actual account specific information.

Filing Information

Company Name: Company ABC
FEIN: xx-xxxxxxx
CAT: yyyyyyyy

Filing Period: 1/1/2006 to 3/31/2006
 Due Date: 5/10/2006
 Original Quarterly Actual

Actual, Rule-Estimate, or Statutory Estimate:	<input type="text" value="Statutory Estimate"/>	
Original or Amended:	<input type="text" value="Original"/>	
Taxable Gross Receipts:	\$ <input type="text" value="622000"/> .00	
Less Current Exclusion:	\$250,000.00	
Taxable Gross Receipts After Current Exclusion:	\$372,000.00	
Unused Exclusion:	\$ <input type="text" value="0"/> .00	<input type="checkbox"/> Override
Net Taxable Gross Receipts:	\$372,000.00	
Total Tax Liability:	\$222.00	
Non Refundable Credits:	\$ <input type="text" value="0"/> .00	<input checked="" type="checkbox"/> Override
Tax After Non Refundable Credits:	\$222.00	
2006 Annual Minimum Tax:	\$150.00	
Total Amount Due:	\$372.00	
Refundable Credits:	\$ <input type="text" value="0"/> .00	<input checked="" type="checkbox"/> Override
Amount Due After Refundable Credits:	\$372.00	
Credit Carry Forward:	\$ <input type="text" value="0.00"/>	<input type="checkbox"/> Override
Total Amount Due (before penalties & interest):	\$372.00	

Quarterly Estimated and Actual Filing Information Field Descriptions

Name	Description
Actual, Rule Estimate, Or Statutory Estimate	A drop down box from which to select a filing type (Rule-Estimate, Statutory Estimate, etc).
Original or Amended	A drop down box from which to select the filing type (Original or Amended).
Taxable Gross Receipts	The total dollar amount of your Taxable Gross Receipts. Taxable Gross Receipts=Ohio sales receipts – deductions. Deductions are limited to: cash discounts allowed and taken, returns and allowances, bad debts, and receipts from the sale of previously reported gross receipts. Please use the nearest whole dollar when reporting taxable gross receipts. This number must be zero or greater.
Less Current Exclusion	The current exclusion is \$250,000 or \$0 if the “opt-out” option is used.
Taxable Gross Receipts After Current Exclusion:	A calculation made by the system and entered automatically (Taxable Gross Receipts – Current Exclusion).
Unused Exclusion	This amount is calculated by the system – it is the amount of unused exclusions carried forward from previous periods. A number cannot be entered in this field UNLESS the “override” box is checked.
Net Taxable Gross Receipts	A calculation made by the system (Taxable Gross Receipts – Current Exclusion – Unused Exclusion).
Total Tax Liability	A calculation of all the information entered thus far, made by the system and entered automatically.
Non-Refundable Credits	Nonrefundable credits are only available to the extent of a taxpayer's tax liability. Any amount in excess of a taxpayer's tax liability is carried forward to future periods for a definite period of time (depending on the credit). Note: This field is only valid for reporting period July 1-September 30, 2008 and beyond.
Tax After Non-Refundable Credits	A calculation of Total Tax Liability Less Non-Refundable Credits. This field cannot be a negative number.
Annual Minimum Tax	A calculation made by the system and entered automatically (\$150 for the first quarter filing and those not in the “opt-out” category).
Total Amount Due:	This amount is entered by the system (Tax After Non-Refundable Credits + Annual Minimum Tax).

Name	Description
Refundable Credits	<p>Refundable credits act as payments against a taxpayer's account to reduce a taxpayer's tax liability. A refundable credit may reduce a taxpayer's liability to zero and could entitle the taxpayer to a refund of any amount in excess of the taxpayer's liability.</p> <p>Note: This field is only valid for reporting period July 1-September 30, 2008 and beyond.</p>
Tax Due After Refundable Credits	This amount is calculated by the system (Total Amount Due Less Refundable Credits)
Credit Carry Forward	This amount is calculated by the system – it is the amount overpaid from previous periods that is credited to the selected return. A number cannot be entered in this field UNLESS the “override” box is checked.
Total Amount Due	This amount is calculated and entered by the system (Tax Due After Refundable Credits value – Credit Carry Forward value).

Quarterly Estimated and Actual Return Instructions

- Enter the Taxable Gross Receipts amount.
The Taxable Gross Receipts amount is a whole dollar amount, do not enter cents.
- The system calculates the fields between Taxable Gross Receipts and Credit Carry Forward, and displays the Total Amount Due.

Overriding the Unused Exclusion Amount

The Unused Exclusion amount is automatically populated by the system. You may override this fee when:

- ▶ You are sure that the pre-populated unused exclusion amount is incorrect. Changing the amount may subject you to penalties and interest.

To override this the Unused Exclusion amount:

- ▶ Check the “Override” check box.
- ▶ Enter the new Unused Exclusion amount.

Overriding the Non-Refundable Credits

The system requires you to check this override box if you are going to enter a value in tin Non-Refundable Credits field.

Overriding the Unused Exclusion Amount

The system requires you to check this override box if you are going to enter a value in tin Refundable Credits field.

Overriding the Credit Carry Forward Value

The “Credit Carry Forward” amount is automatically populated by the system. You may override this amount when you are sure the pre-populated amount is incorrect:

To override this the “Credit Carry Forward” amount:

- ▶ Check the “Override” check box.
- ▶ Enter the new “Credit Carry Forward” amount.

- When all the information has been entered, and is correct, click . The system displays the *Review Filing Information* web page.

Quarterly True-Up Filing form

The *Quarterly True-Up Filing Information* page is used by businesses filing CAT Returns to enter their account specific information.

Filing Information

Company Name: Company ABC
FEIN: xx-xxxxxxx
CAT: yyyyyyyy

Filing Period: 1/1/2007 to 3/31/2007
 Due Date: 8/9/2007
 Original Quarterly Reconciliation

Original or Amended:	<input type="text" value="Original"/>	
Taxable Gross Receipts:	\$ <input type="text" value="622222"/> .00	
Less Current Exclusion:	\$250,000.00	
Taxable Gross Receipts After Current Exclusion:	\$372,222.00	
Unused Exclusion:	\$ <input type="text" value="0"/> .00	<input type="checkbox"/> Override
Net Taxable Gross Receipts:	\$372,222.00	
Total Tax Liability:	\$387.00	
Non Refundable Credits:	\$ <input type="text" value="0"/> .00	<input type="checkbox"/> Override
Tax After Non Refundable Credits:	\$387.00	
Annual Minimum Tax:	\$0.00	
Total Amount Due:	\$387.00	
Refundable Credits:	\$ <input type="text" value="0"/> .00	<input type="checkbox"/> Override
Amount Due After Refundable Credits:	\$387.00	
Credit Carry Forward:	\$ <input type="text" value="0.00"/>	<input type="checkbox"/> Override
Total Amount Due:	\$387.00	
Tax Liability Previously Paid on your Return(s) for this Filing Period:	\$ <input type="text" value="971.00"/>	<input type="checkbox"/> Override
Net Balance Due (before penalties & interest):	-\$584.00	

Quarterly True-Up Filing Information Field Descriptions

Name	Description
Original or Amended:	A drop down box from which to select the filing type (Original or Amended).
Taxable Gross Receipts:	The total dollar amount of your Taxable Gross Receipts. Taxable Gross Receipts=Ohio sales receipts – deductions. Deductions are limited to: cash discounts allowed and taken, returns and allowances, bad debts, and receipts from the sale of previously reported gross receipts. Please use the nearest whole dollar when reporting taxable gross receipts. This number must be zero or greater.
Less Current Exclusion	The current exclusion is \$250,000 or \$0 if the “opt-out” option is used.
Net Taxable Gross Receipts After Current Exclusion:	A calculation made by the system and entered automatically (Taxable Gross Receipts – Current Exclusion).
Unused Exclusion:	This amount is calculated by the system – it is the amount of unused exclusions carried forward from previous periods. A number cannot be entered in this field UNLESS the “override” box is checked.
Total Tax Liability:	This amount is calculated and entered by the system (Taxable Gross Receipts – Current Exclusion).
Non-Refundable Credits	Nonrefundable credits are only available to the extent of a taxpayer's tax liability. Any amount in excess of a taxpayer's tax liability is carried forward to future periods for a definite period of time (depending on the credit). Note: This field is only valid for reporting period July 1-September 30, 2008 and beyond.
Tax After Non-Refundable Credits	A calculation of Total Tax Liability Less Non-Refundable Credits. This field cannot be a negative number.
Annual Minimum Tax:	A calculation made by the system and entered automatically (\$150 for the first quarter filing and those not in the “opt-out” category).
Total Tax Due:	This amount is entered by the system (Tax After Non-Refundable Credits + Annual Minimum Tax).
Refundable Credits	Refundable credits act as payments against a taxpayer's account to reduce a taxpayer's tax liability. A refundable credit may reduce a taxpayer's liability to zero and could entitle the taxpayer to a refund of any amount in excess of the taxpayer's liability. Note: This field is only valid for reporting period July 1-September 30, 2008 and beyond.

Name	Description
Tax Due After Refundable Credits	This amount is calculated by the system (Total Tax Due Less Refundable Credits)
Credit Carry Forward:	This amount is calculated by the system – it is the amount overpaid from previous periods that is credited to the selected return. A number cannot be entered in this field UNLESS the “override” box is checked.
Total Amount Due:	This amount is calculated and entered by the system. (Tax Due After Refundable Credits value – Credit Carry Forward value)
Total Payments Made on Prior Estimated Return(s) for Filing Period:	This amount is calculated by the system – it is the amount paid when the estimated return was filed. A number cannot be entered in this field UNLESS the “override” box is checked.
Net Balance Due (before penalties & interest):	This amount is entered by the system.

Quarterly True-Up Filing Instructions

- Enter the Taxable Gross Receipts amount.
The Taxable Gross Receipts amount is a whole dollar amount, do not enter cents.
- The system calculates the fields between Taxable Gross Receipts and Reg. Fee Credit, and displays the Amount Due.

Overriding the Unused Exclusion Amount

The Unused Exclusion amount is automatically populated by the system. You may override this fee when:

- You are sure that the pre-populated unused exclusion amount is incorrect. Changing the amount may subject you to penalties and interest.

To override this the Unused Exclusion amount:

- Check the “Override” check box.
- Enter the new Unused Exclusion amount.

Overriding the Non-Refundable Credits

The system requires you to check this override box if you are going to enter a value in tin Non-Refundable Credits field.

Overriding the Unused Exclusion Amount

The system requires you to check this override box if you are going to enter a value in tin Refundable Credits field.

Overriding the Credit Carry Forward Value

The “Credit Carry Forward” amount is automatically populated by the system. You may override this amount when you are sure the pre-populated amount is incorrect:

To override this the “Credit Carry Forward” amount:

- ▶ Check the “Override” check box.
- ▶ Enter the new “Credit Carry Forward” amount.

Overriding the Payment Made with Estimated Return

The “Payment Made with Estimated Return” amount is automatically populated by the system. You may override this amount when you are sure the pre-populated amount is incorrect:

To override this the “Payment Made with Estimated Return” amount:

- ▶ Check the “Override” check box.
- ▶ Enter the new “Payment Made with Estimated Return” amount.
- ▶ When all the information has been entered, and is correct, click . The system displays the *Review Filing Information* web page.

Annual Return for Annual Filers

Use the *Annual Return for Annual Filers* page to file your annual CAT return.

Filing Information

Company Name: Company ABC
FEIN: xx-xxxxxxx
CAT: yyyyyyyy

Filing Period: 1/1/2007 to 12/31/2007
 Due Date: 2/11/2008
 Original Annual Return

Original or Amended:	<input type="text" value="Original"/>	
Taxable Gross Receipts:	\$ <input type="text" value="3500000"/> .00	
Less Exclusion:	\$1,000,000.00	
Net Taxable Gross Receipts:	\$2,500,000.00	
Total Tax Liability:	\$3,900.00	
2008 Annual Minimum Tax:	\$150.00	
Total Amount Due (before penalties & interest):	\$4,050.00	

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

Annual Return for Annual Filers Field Descriptions

Name	Description
Original or Amended:	A drop down list from which to select the filing type (Original or Amended).
Taxable Gross Receipts:	The total dollar amount of your Taxable Gross Receipts. Taxable Gross Receipts=Ohio sales receipts – deductions. Deductions are limited to: cash discounts allowed and taken, returns and allowances, bad debts, and receipts from the sale of previously reported gross receipts. Please use the nearest whole dollar when reporting taxable gross receipts. This number must be zero or greater.
Less Exclusion:	This amount is calculated and entered by the system.

Name	Description
Net Taxable Gross Receipts:	This amount is calculated and entered by the system (Taxable Gross Receipts – Exclusion).
Tax Liability:	This amount is calculated and entered by the system (Net Taxable Gross Receipts X the applicable 4 th quarter rate).
Annual Minimum Tax:	This amount is calculated and entered by the system (\$150).
Total Amount Due (before penalties & interest):	This amount is calculated and entered by the system (Tax Liability + Annual Minimum Tax).
<input type="button" value="Next"/>	Moves to the <i>Review Filing Information</i> page.
<input type="button" value="Back"/>	Returns to the <i>Commercial Activity Tax “Progress”</i> page saving the entered Original Annual Reconciliation information.

Review Filing Information

The *Review Filing Information* page offers you the opportunity to review the information entered in the *Filing Information* page prior to officially filing the information via the OBG. You may accept the information displayed on this page, or return to the *Filing Information* page to make corrections/changes to the information before filing.

If the return is an Estimated, Amended, or Original return, the system will note that on the review page. In the example shown, the return is an “Amended Return.”

Review Filing Information

Company Name: OBG CAT Semi Annual Test Company #1
FEIN: 99-1234567
CAT: 89000003

Filing Period: 7/1/2005 - 12/31/2005
 Filing Type: Amended Return

Taxable Gross Receipts:	\$7,200.00 (Estimated)
Less Exclusion:	\$500,000.00
Net Taxable Gross Receipts:	\$0.00
Tax Due:	\$0.00
Minimum Fee:	\$50.00
Total:	\$50.00
Registration Fee Credit:	\$195.00
Amount Due:	(\$145.00)

Choose Accept Data if this return is ready to file.

- Verify that all the information displayed on the page is correct. If it is not correct, click and make the necessary changes.
- If the information is correct, click . The system displays the *Filing Progress* page.

Penalties and Interest Charges

Penalties and interest charges are added on the confirmation screen when triggered by the system at the time the return is filed. Circumstances that may trigger penalties and interest include:

- ▶ Late registration
- ▶ Failure to register
- ▶ Failure to file in a timely manner
- ▶ Failure to change filing frequency
- ▶ Failure to file or pay electronically
- ▶ NSF/bad check penalty
- ▶ Additional tax due found
- ▶ Interest due

Contact the Ohio Department of Taxation at 1-888-722-8829 with questions regarding penalties and interest.

Filing a CAT Payment

Use the *Payment Only* page to record payments made to the Ohio Department of Taxation and associate them with a specific return and reporting period.

Note: *You do not need to use the Payment Only page to file a payment for a return you are completing (filing) during this session.*

Payment Only (Return Already Filed)

Company Name: Berenfield, Leonard H
SSN: 174-34-1396

**Denotes a required field.*

This screen is for payment only and not for a CAT filing. Please enter your payment amount.

*CAT Account: 93036978 ?

*Enter the payment amount: \$?
(This number cannot be zero or a negative number)

*Payment For: ?

*Report Period: ?

Show All Report Periods ?

NOTE: You do not need to complete this form for a period in which you are also filing for during this session.

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

Payment Only Field Descriptions

Field/Button	Description
CAT Account	The unique CAT number assigned to the business for the displayed new/amended return, payment, or billing notice.
Payment Amount	The dollar amount of this payment. You may enter this amount as a whole number, or in dollars and cents.
Payment For	A drop down list of various return types.

Field/Button	Description
Report Period	A drop down list of report periods to which you must associate this payment.
Show All Report Periods	When checked, this box inserts all available reporting period into the Report Period drop down list.
<input type="button" value="Next"/>	Moves to the <i>Commercial Activity Tax</i> “Progress” page, where the payment is listed in the “In Progress” section.
<input type="button" value="Cancel"/>	Returns to the <i>Commercial Activity Tax</i> “Progress” page without creating a payment.

Payment Only Instructions

- Enter the payment amount (enter numerals only, no dollar sign, for example: 158.62).
- Select the return type to which this payment is associated.
- Select the reporting period to which you want to associate this payment.

Show All Report Periods Check Box

If the payment period you want to select is not displayed in the drop down list check the “Show All Report Periods” check box. The system overrides the selected reporting periods and inserts ALL available periods in the drop down list. Select the appropriate report period from the refreshed drop down list.

- When all the information is entered, click . The system displays the *Commercial Activity Tax* “Progress” page.

CAT Filing Summary

The CAT Filing Summary page is displayed when:

- You filed a return and are reviewing it prior to exiting CAT (CAT Filing summary)
- You are viewing an archived (previously filed) return (View/Print Filing Information)

CAT Filing Summary

Company Name: Smith, Bob A
FEIN: 33-0000000
CAT: 93012980

This is your copy of the report that was filed with the Ohio Department of Taxation.

Filed By: Matt Gruenbaum
Date Filed: 1/20/2006
Session Confirmation ID: 1963576

Report Type: CAT Return
Filing Period: 7/1/2005 - 12/31/2005
Filing Type: Amended Return/Payment
Due Date: 2/10/2006

Taxable Gross Receipts:	\$1,111,111.00 (Estimated)
Less Exclusion:	\$500,000.00
Net Taxable Gross Receipts:	\$611,111.00
Tax Due:	\$367.00
Minimum Fee:	\$75.00
Total:	\$442.00
Registration Fee Credit:	\$60.00
Amount Due:	\$382.00

Banking information to pay any amount due will be requested upon completion of all OBG filing activity.

CAT Filing Summary Button Descriptions

Button	Description
	Displays the next summary page (if multiple returns/payments were filed).
	Opens a print dialog window from which you may print the summary.

- Click . The system will display the next return/payment filed (if multiple returns/payments were filed).
- Click  to open a web browser print dialog box to print the displayed return.

Payment Only or Billing Notice Summary

The *Payment Only/Billing Notice Summary* page details basic company/account information, along with the name of the person who filed the return, the date it was created, the filing period, the session confirmation identifier, and the total filing/payment amount.

Payment Only/Billing Notice Summary

Company Name: OBG CAT Semi Annual Test Company #1
FEIN: 99-1234567
CAT: 89000001

Report Type: CAT Payment Only/Billing Notice Payment
 Created By: Scott Simmons
 Date Posted: 12/12/2005
 Session Confirmation ID: 1827326

Filing Period: 7/1/2005 - 12/31/2005

Amount Due: \$3,200.00

Banking information to pay any amount due will be requested upon completion of all OBG filing activity.

Payment Only/Billing Notice Button Descriptions

Button	Description
<input type="button" value="Next"/>	Displays the next summary page (if multiple returns/payments were filed).
<input type="button" value="Print"/>	Opens a print dialog window from which you may print the summary.

- Click . The system displays a print dialog window from which you may print the summary.
- If you click , the system displays the next summary page if multiple returns/payments were filed. When the last summary page is displayed, the system displays the OBG *Payment Selection* web page.

- *Payment Only/Billing Notices* must be paid through OBG. They will not be transmitted to ODT if a payment is not made.

Change Filing Frequency

You may change your filing frequency on OBG only if your are an annual filer.

Annual to Quarterly – taxpayers may change their filing frequency from annual to quarterly via OBG. The change takes effect immediately. Select the reason for the filing frequency change and enter the date the change takes effect to complete the change.

Quarterly to Annual – to change your filing frequency from quarterly filing to annual filing requires the approval of the Tax Commission. Contact 1-888-722-8829.

Change Filing Frequency

Company Name: CAT Test Company A
SSN: 999-11-4444
CAT: 99999999

**Denotes a required field.*

*Enter reason for Changing Filing Frequency: 

*Enter effective date of Filing Frequency Change: (mm/dd/yyyy) 

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

Change Filing Frequency Field Descriptions

Field	Description
Enter reason for Changing Filing Frequency:	A drop down list of valid reasons to change filing frequency.
Enter effective date of Filing Frequency Change:	The date the filling frequency is to take effect using a “mm/dd/yyyy” format. For example if the new filing frequency date is May 7, 2006 you would enter 05/07/2006.
<input type="button" value="Next"/>	The system moves to the <i>Confirm Change Filing Frequency</i> web page.

Field	Description
<input type="button" value="Back"/>	The system returns to the <i>Commercial Activity Tax</i> progress web page.

Change Filing Frequency Instructions

- Select the reason for changing the filing frequency from the drop down list.
- Enter the date the change is to take effect (mm/dd/yyyy format).
This date cannot be before the date you were subject to the CAT tax (7/01/2005 for most businesses).
The starting date cannot be a future date. For example if today is 06/01/2006 you cannot enter any date after 06/01/2006.
- Click . The system displays the *Confirm Change Filing Frequency* web page.

Confirm Filing Frequency Change

Company Name: CAT Test Company A
SSN: 999-11-4444
CAT: 99999999

Reason for Changing Filing Frequency: TP Opts To File Quarterly
 Effective date of Filing Frequency Change: 6/1/2006

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

- Click . The system displays the *Print Filing Frequency Change* web page.

Print Filing Frequency Change

Company Name: CAT Test Company A
SSN: 999-11-4444
CAT: 99999999

Request Date: 6/21/2006
 Session Confirmation ID: 2736423

Reason for Changing Filing Frequency: Annual GR Is Greater Than \$1M
 Effective date of Filing Frequency Change: 6/1/2006

Account Updated as above: Wednesday June 21, 2006 14:09 PM EDT

You may print this screen as a confirmation of your Filing Frequency Change request.

Need assistance with this page, please view our [help](#).

Confirm Filing Frequency Button Descriptions

Field	Description
<input type="button" value="Next"/>	The system moves to the <i>Commercial Activity Tax</i> progress web page.
<input type="button" value="Print"/>	The system opens a print dialog window from which to print the change confirmation information.

- Click to return to the *Commercial Activity Tax* progress page, or to open a dialog window to print the change confirmation information.

Changing Company Information

Note: You must complete a CAT 10 Return before the system allows access to the Cancel Account, Change Address, or View/Corporate Structure options.

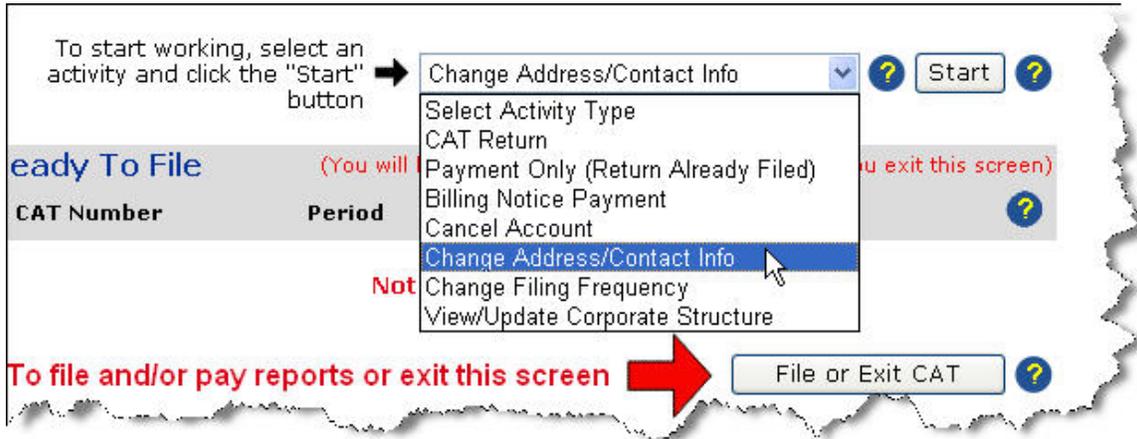
Several web pages within the system are designed specifically to add and/or edit company information. These pages include:

- Change Address Information
- Cancel CAT Account
- Commercial Activity Tax – Corporate Structure
- Add CAT Subsidiary/Member
- Remove CAT Member/Subsidiary

Instructions for utilizing these pages are provided in this section of the User Guide.

Changing Company Address Information

If your company address has changed, you may record your new address information while filing a CAT return. From the *Commercial Activity Tax* progress page, select the [Change Address/Contact Info](#) option (see below):



When the [Change Address/Contact Info](#) option is selected, the system displays the *Change Address Information* web page (see next page).

Change Address Information

The *Change Address Information* page is used to enter or edit primary and/or mailing address information. If changing primary and mailing addresses, enter the complete information in both sections (if the addresses are different). If the mailing address is the same as the primary address, complete the primary address information and check the “Same as Primary Address” check box.

STATE OF OHIO

Change Contact Information

Company Name: CAT Test Company B
FEIN: 99-2222222
CAT: 44444444

Primary Address: ?

*Street Address 1: 100 Main Street
 Street Address 2: Suite 310
 *City: Columbus
 State: OH
 *Postal/Zip: 43214
 *Country: USA

Mailing Address: Same as Primary Address? ?

*Street Address 1: 100 Central Ave.
 Street Address 2: Suite 250
 *City: Worthington
 State: OH
 *Postal/Zip: 43085
 *Country: USA

Next Back

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

Change Address Field Descriptions

Field	Description
Primary Address	
Street Address 1	Street name/number of the company's primary address.
Street Address 2	Additional street name/number of the company's primary address (suite, floor, etc.)
City	The name of the city in which the company resides.
State	The name of the State in which the company resides.
Postal/Zip	The postal/zip code corresponding to the primary company address.
Country	The name of the Country in which the company resides.
Same as Primary Address?	If the mailing address is the same as the primary address, check the "Same as Primary Address?" checkbox. The system collapses the window removing the "Mailing Address" fields from the page.
Mailing Address	
Street Address 1	Street name/number of the company's mailing address.
Street Address 2	Additional street name/number of the company's mailing address (suite, floor, etc.)
City	The name of the city in which the company mailing address resides.
State	The name of the State in which the company mailing address resides.
Postal/Zip	The postal/zip code corresponding to the company mailing address.
Country	The name of the Country in which the company mailing address resides.
<input type="button" value="Next"/>	The system moves to the <i>Confirm Address Change</i> web page.
<input type="button" value="Back"/>	The system returns to the <i>Filing Information</i> web page.

Change Address Information Instructions

- Enter the company Street Address 1, and 2 in the following format:
Street Address 1: 100 Center Street
Street Address 2: Suite 500
- Enter the City name.
- Select the State in which the company resides from the drop down list.
- Enter the Postal/Zip code (i.e. 43214-1052).

- Select the name of the country in which the company Home Office resides from the drop down list.

Same as Primary Address

- If the mailing address is the same as the primary address, check the “Same as Primary Address?” checkbox. The system collapses the window removing the “Mailing Address” fields from the page.

STATE OF OHIO

Change Contact Information

Company Name: CAT Test Company B
FEIN: 99-2222222
CAT: 44444444

Primary Address: ?

*Street Address 1: 100 Main Street
Street Address 2: Suite 310
*City: Columbus
State: OH
*Postal/Zip: 43214
*Country: USA

Mailing Address: Same as Primary Address? ?

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

- When all the information has been entered for each available individual, click . The system displays the *Confirm Address Change* web page.

Confirm Address Change

The *Confirm Address Change* page displays the entries/edits entered on the *Change Address Information* page.

WELCOME TO THE STATE OF OHIO

INFO-CONF

Confirm Contact Information Change

Company Name: CAT Test Company A
FEIN: 99-1111111
CAT: 44111111

Primary Address:

Street Address 1: 100 Main Street
Street Address 2: Suite 310
Street Address 3: PO Box 1234
City: Columbus
State: Ohio
Postal/Zip: 43214
Country: USA

Mailing Address:

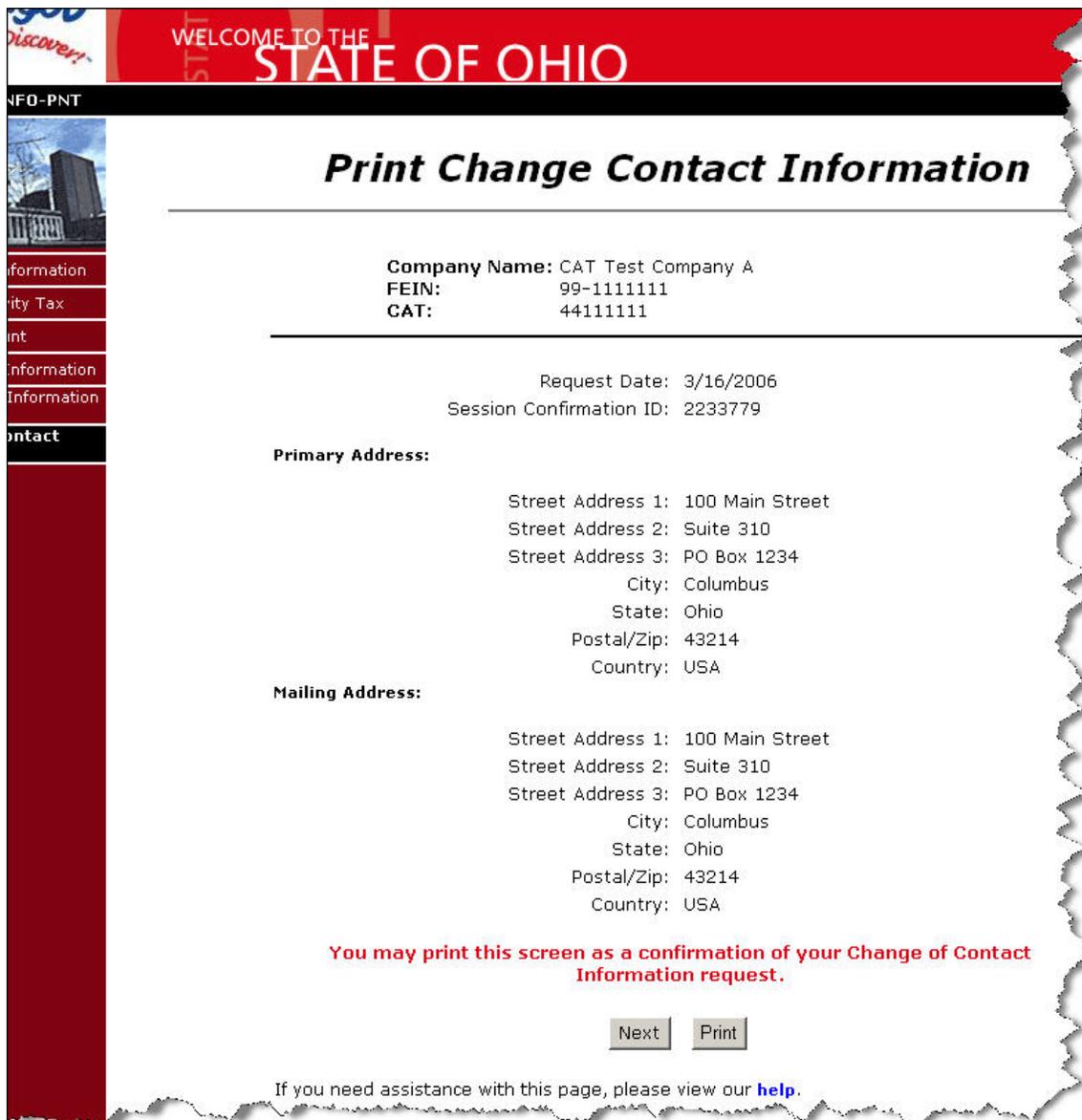
Street Address 1: 100 Main Street
Street Address 2: Suite 310
Street Address 3: PO Box 1234
City: Columbus
State: Ohio
Postal/Zip: 43214
Country: USA

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

Confirm Address Change Button Descriptions

Button	Description
	Saves the address information and displays the <i>Filing Information</i> web page
	Returns to the Change Address Information page.

- Click . The system saves the address information and displays the *Print Change Address/Contact Information* web page.



WELCOME TO THE STATE OF OHIO

INFO-PNT

Print Change Contact Information

Company Name: CAT Test Company A
FEIN: 99-1111111
CAT: 44111111

Request Date: 3/16/2006
 Session Confirmation ID: 2233779

Primary Address:

Street Address 1: 100 Main Street
 Street Address 2: Suite 310
 Street Address 3: PO Box 1234
 City: Columbus
 State: Ohio
 Postal/Zip: 43214
 Country: USA

Mailing Address:

Street Address 1: 100 Main Street
 Street Address 2: Suite 310
 Street Address 3: PO Box 1234
 City: Columbus
 State: Ohio
 Postal/Zip: 43214
 Country: USA

You may print this screen as a confirmation of your Change of Contact Information request.

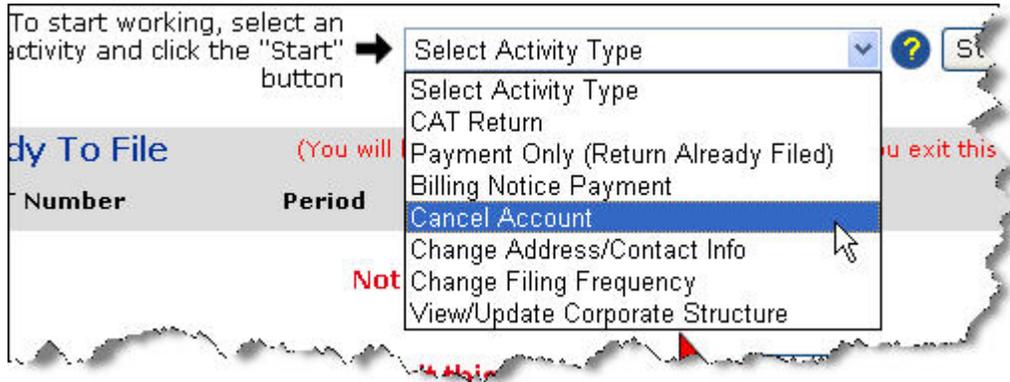
If you need assistance with this page, please view our [help](#).

- Click **Next** to display the *Commercial Activity Tax* progress web page, or **Print** to open a print dialog window to print a copy of the change.

Canceling a CAT Account

To cancel your CAT account:

- Click the [Cancel CAT Account](#) option on the *Commercial Activity Tax* progress web page.



- The system displays the *Cancel CAT Account* web page (see next page).

Cancel CAT Account

The *Cancel CAT Account* web page is used to discontinue an active CAT account. Canceled CAT accounts are not permanently removed from the system, and can be “reactivated” at some point in the future. However, deactivated CAT account numbers may only be reactivated by the Ohio Department of Taxation.

Cancel CAT Account

Company Name CAT Test Company A
SSN: 99-1111111
CAT: 44111111

**Denotes a required field.*

Canceling the CAT Account for this company will result in the cancellation of the CAT accounts for all of its members/subsidiaries.

*Enter reason for Cancellation: 

*Enter effective date of Cancellation: (mm/dd/yyyy) 

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

Cancel CAT Account Field Descriptions

Field	Description
Enter reason for Cancellation:	A drop down list of valid cancellation reasons, including “other.”
Enter effective date of Cancellation:	The date the cancellation is to take effect using a “mm/dd/yyyy” format. For example if the cancellation date is May 7, 2006 you would enter 05/07/2006.
<input type="button" value="Next"/>	The system moves to the <i>Confirm CAT Account Cancellation</i> web page.
<input type="button" value="Back"/>	The system returns to the <i>Filing Information</i> web page.

Cancel CAT Account Instructions

Note: *When canceling a consolidate/combined entity account, all members subsidiaries under the primary account are deleted.*

- Select the reason for canceling the CAT account from the drop down list.
- Enter the date the cancellation will take effect. For example if the cancellation date is May 7, 2006 you would enter 05/07/2006.
- When all the information is entered, click to move to the *Confirm CAT Account Cancellation* web page.

Confirm CAT Account Cancellation

The *Confirm CAT Account Cancellation* page displays a summary of the information you entered on the *Cancel CAT Account* page. This provides you with one last opportunity to review the information before finalizing the cancellation.

Confirm CAT Account Cancellation

Company Name	CAT Test Company A
SSN:	99-1111111
CAT:	44111111

Canceling the CAT Account for this company will result in the cancellation of the CAT accounts for all of its members/subsidiaries.

Reason for Cancellation: Merger
Effective date of Cancellation: 6/21/2006

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

Confirm CAT Account Cancellation Button Descriptions

Button	Description
	Deactivates the CAT Account number and returns to the <i>Commercial Activity Tax</i> progress page.
	Returns to the <i>Cancel CAT Account</i> page.

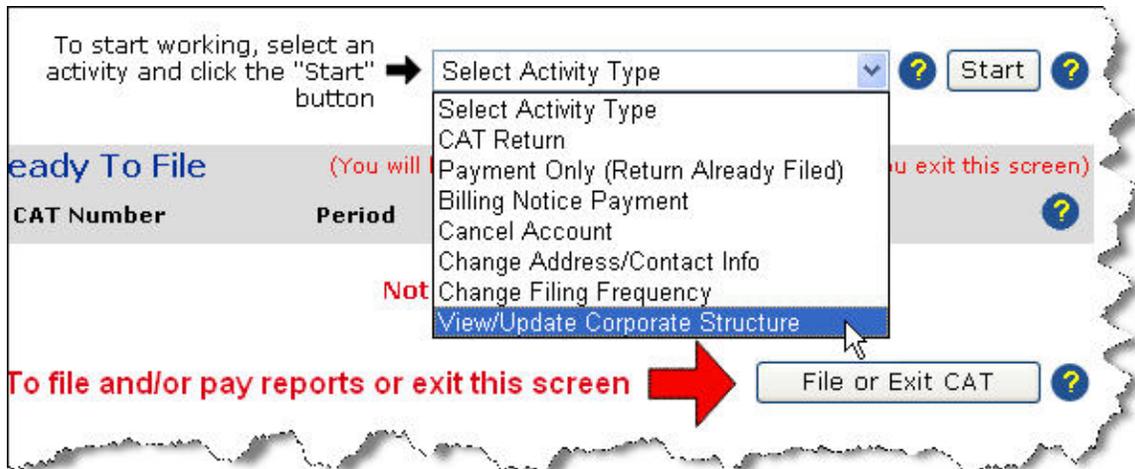
Confirm CAT Account Cancellation Instructions

- Review the information displayed on the *Confirm CAT Account Cancellation* page.
- Click  to deactivate the account number from the system. The system deactivates the account number and returns to the *Commercial Activity Tax* progress page.

Editing CAT Corp. Structure Information

You may remove corporate members/subsidiaries, add member/subsidiaries to your corporate structure, or edit member/subsidiaries information while filing your CAT return. To access this option:

- Click the [View/Update Corporate Structure](#) option on the *Commercial Activity Tax* progress web page.



- The system displays the *Commercial Activity Tax – Corporate Structure* web page (see next page).

Commercial Activity Tax – Corporate Structure

The *Commercial Activity Tax – Corporate Structure* web page is used to add and remove members/subsidiaries within the corporate structure.

Commercial Activity Tax - Corporate Structure

Company Name: CAT Test Company A
 SSN: 99-1111111
 CAT: 44111111

CAT Account and/or SSN/FEIN
 and/or Name 

		Name	CAT Account	FEIN/SSN
<input type="button" value="Modify"/>	<input type="button" value="Remove"/>	SMITH, JOE Q	999999999	111-44-9999



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

Commercial Activity Tax – Corporate Structure Field Descriptions

Field	Description
Name	The legal name of the member/subsidiary.
CAT Account Number	The CAT account number assigned to the member/subsidiary.
FEIN/SSN	The Federal Employer Identification Number or Social Security Number assigned to the member/subsidiary.
<input type="button" value="Modify"/>	Displays the Modify CAT Subsidiary/Member web page.
<input type="button" value="Remove"/>	Displays the Remove CAT Member/Subsidiary web page.
<input type="button" value="Search"/>	Searches for additional CAT accounts by CAT Account, Name, or SSN/FEIN.
<input type="button" value="Add Member"/>	Displays the Add CAT Subsidiary/Member web page.

Field	Description
Done	Returns to the <i>Filing Information</i> web page.

Searching Subsidiary Members

The search features of the *Commercial Activity Tax – Corporate Structure* web page allow you to search for specific subsidiaries within your corporate structure by CAT Account number, Name, and FEIN/SSN.

Search Rules

- ▶ You may search on only one of the items (CAT Account, Name, SSN/FEIN), or a combination of any two.
- ▶ You must enter at least four digits in each of the search fields (CAT Account, Name, SSN/FEIN).

The screenshot shows a search interface with three input fields: "CAT Account", "and/or SSN/FEIN", and "and/or Name". A "Search" button is located to the right of the "and/or Name" field, and a blue question mark icon is positioned to the right of the "Search" button.

- Enter your search criteria.
- Click . The system displays all subsidiaries matching the search criteria.

Adding CAT Subsidiary/Members

To add a subsidiary or member to your company structure:

- Click on the Commercial Activity Tax – Corporate Structure web page. The system displays the Add CAT Subsidiary/Member web page.

Add CAT Subsidiary/Member

Company Name: OBG Test Account
FEIN: 56-2454730
CAT: 95092561

**Denotes a required field.*

*Effective Date: m/m/dd/yyyy 

*Type of Ownership: 

*Country of Organization: 

State/Province of Organization: 

*FEIN or SSN: FEIN SSN

FEIN/SSN: 

*Legal Name: 

Trade Name:

*Street Address 1: 

Street Address 2:

*City: 

State/Province: 

*Postal/Zip: 

*Country: 

*NAICS: 

*NAICS Subtype: 

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

Add CAT Subsidiary/Member Field Descriptions

Field	Description
Effective Date	The date on which the subsidiary is officially added to the corporation.
Type of Ownership	A drop down list displaying valid subsidiary ownership types.
Country of Organization	A drop down list of valid countries in which the subsidiary is incorporated.
FEIN or SSN	Radio button selection to indicate if the number entered in the “SSN/FEIN” field is the Social Security Number or the Federal Employer Identification Number of the subsidiary/member you are adding.
FEIN/SSN	The Social Security Number or Federal Employer Identification Number of the subsidiary/member you are adding.
Legal Name	The legal name of the subsidiary/member you are adding.
Trade Name	The name under which the business operates according to the general public (Doing-Business-As name).
Street Address 1/2	The address number, street name of the subsidiary member (suite, PO Box, etc.).
City	The city in which the subsidiary/member is located.
State/Province	A drop down list displaying valid states/provinces in which the subsidiary/member is located.
Postal/Zip	The postal code/zip code in which the subsidiary/member is located.
Country	A drop down list displaying valid states in which the subsidiary/member is located.
NAICS	A drop down list displaying valid North American Industry Classification System codes.
NAICS Subtype	A drop down list displaying valid NAICS subtypes.
<input type="button" value="Next"/>	Displays the Confirm CAT Subsidiary/Member Addition web page.
<input type="button" value="Back"/>	Returns to the Commercial Activity Tax – Corporate Structure web page.

Add CAT Subsidiary/Member Instructions

- Enter the date on which the subsidiary becomes a part of the corporation.
- Select the Type of Ownership from the drop down list.
- Select the Country in which the organization resides from the drop down list.

- Choose the SSN or FEIN radio button to indicate if the number entered in the SSN/FEIN field is a Social Security Number or a [FEIN](#).
- Enter the SSN or [FEIN](#).
- Enter the Subsidiary/Member legal name.
- Enter the Subsidiary/Member Trade Name.
- Enter the street address information:
Street Address 1: 100 Central Ave.
Street Address 2: Suite 310/PO Box 1234
- Enter the name of the City.
- Select the State/Province in which the subsidiary/member resides from the drop down list.
- Enter the Postal/Zip Code.
- Select the Country in which the subsidiary/member resides from the drop down list.
- Select the [NAICS](#) that best describes the subsidiary/member category from the drop down lists.
- Select the [NAICS](#) Subtype from the drop down list. The subtype list is determined by the [NAICS](#) code selected.
- When all the subsidiary/member information is entered, click . The system moves to the next subsidiary page until the all the subsidiaries are entered, then moves to the *Confirm CAT Subsidiary/Member Addition* web page.

Confirm CAT Subsidiary/Member Addition

The *Confirma CAT Subsidiary/Member Addition* web page displays a summary of the information you entered on the *Add CAT Subsidiary/Member* page. This provides you one last opportunity to review the information before adding the subsidiary/member.

Confirm CAT Subsidiary/Member Addition

Company Name: OBG Test Account
FEIN: 56-2454730
CAT: 95092561

Please review the following information to insure it is correct. Click "Add Sub/Member" to add the information as it appears below, or click "Back" to make corrections.

Effective Date: 7/5/2005
Type of Ownership: Sole Proprietor
Country of Organization: USA
State of Organization: Ohio
FEIN/SSN: 78-4512457
Legal Name: Test Company1
Trade Name: N/A
Street Address 1: 22 Main st
Street Address 2: N/A
City: Dayton
State: Ohio
Postal/Zip: 48335
Country: USA
NAICS: Mining
NAICS Subtype: Metal Ore Mining

Add Sub/Member

Back

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

Confirm CAT Subsidiary/Member Addition Button Descriptions

Button	Description
<input type="button" value="Add Sub/Member"/>	Adds the subsidiary/member to your corporate structure and returns to the <i>Commercial Activity Tax – Corporate Structure</i> web page.
<input type="button" value="Back"/>	Returns to the <i>Cancel CAT Account</i> page.

Confirm CAT Subsidiary/Member Addition Instructions

- Review the information displayed on the *Confirm CAT Subsidiary/Member Addition* page.
- Click to add the subsidiary/member to the system. The system adds the subsidiary/member to your corporate structure and displays the *Print CAT Subsidiary/Member Addition* page.

Print CAT Subsidiary/Member Addition

Company Name: OBG Test Account
FEIN: 56-2454730
CAT: 95092561

Request Date: 6/20/2006
 Session Confirmation ID: 2733039

Effective Date: 7/5/2005
 Type of Ownership: Sole Proprietor
 Country of Organization: USA
 State of Organization: Ohio
 FEIN/SSN: 78-4512457
 Legal Name: Test Company1
 Trade Name: N/A
 Street Address 1: 22 Main st
 Street Address 2: N/A
 City: Dayton
 State: Ohio
 Postal/Zip: 48335
 Country: USA
 NAICS: Mining
 NAICS Subtype: Metal Ore Mining

Account Updated as above: Tuesday June 20, 2006 15:07 PM EDT

You may print this screen as a confirmation of your Add Sub/Member request.

[our help](#)

- Click  to print a copy of the summary information or  to return to the *Commercial Activity Tax – Corporate Structure* page.

Remove CAT Member/Subsidiary

You may remove a CAT subsidiary/member account number from your corporate structure.

To remove a CAT subsidiary/member:

- Click next to the name of the subsidiary/member you want to delete on the *Commercial Activity Tax – Corporate Structure* web page. The system displays the *Remove CAT Member/Subsidiary* web page.

Remove CAT Subsidiary/Member

Company Name: OBG Test Account
FEIN: 56-2454730
CAT: 95092561

**Denotes a required field.*

Member Legal Name: TEST COMPANY2
 CAT Account to Remove: 96007111
 Member FEIN/SSN: 78-7845121

*Enter reason for Removal: 

*Enter effective date of Removal: (mm/dd/yyyy) 

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

Remove CAT Subsidiary/Member Field Descriptions

Button	Description
Member Legal Name	The legal name of the CAT Account member being removed.
CAT Account to Remove	Displays the CAT Account number and company name selected for removal on the <i>Commercial Activity Tax – Corporate Structure</i> web page.
Member FEIN/SSN	The FEIN or SSN of the CAT Account being removed.

Button	Description
Enter reason for Removal	A drop down list of valid reasons for removing a subsidiary/member from your corporate structure.
Enter effective date of Removal	The date the removal of the subsidiary/member from your corporate account takes effect.
	The system moves to the <i>Confirm CAT Member/Subsidiary Removal</i> web page.
	Returns to the <i>Commercial Activity Tax – Corporate Structure</i> web page.

Remove CAT Subsidiary/Member Instructions

- Verify that the CAT Account Number displayed is the one you want to remove from the system.
- Select the reason for the removal from the “Enter reason for Removal” drop down list.
- Enter the effective date of the removal. For example if the effective date of the removal is May 7, 2006 you would enter 05/07/2006.
- When all the information is entered, click . The system displays the *Confirm CAT Member/Subsidiary Removal* web page.

Confirm CAT Member/Subsidiary Removal

The *Confirm CAT Member/Subsidiary Removal* web page displays a summary of the information you entered on the *Remove CAT Member/Subsidiary* page. This provides you one last opportunity to review the information before deleting the subsidiary/member.

Confirm CAT Subsidiary/Member Removal

Company Name: OBG Test Account
FEIN: 56-2454730
CAT: 95092561

Member Legal Name: TEST COMPANY2
 CAT Account to Remove: 96007111
 Member FEIN/SSN: 78-7845121
 Reason for Removal: No Business
 Effective date of Removal: 12/12/2005

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

Confirm CAT Member/Subsidiary Removal Button Descriptions

Button	Description
<input type="button" value="Remove Sub/Member"/>	Removes the member/subsidiary account number and subsidiary/member information from the consolidate/combined group and displays the <i>Print CAT Subsidiary/Member Removal</i> web page.
<input type="button" value="Back"/>	Returns to the <i>Remove CAT Member/Subsidiary</i> page.

Confirm CAT Member/Subsidiary Removal Instructions

- Review the information displayed on the *Confirm CAT Member/Subsidiary Removal* page.
- Click to remove the subsidiary/member. The system removes the subsidiary/member from your corporate structure and displays the *Print CAT Subsidiary/Member Removal* page.

- Click to print a copy of the summary information or to return to the *Commercial Activity Tax – Corporate Structure* page.

Billing and Payment Information

You may make a payment, or respond to a billing notice using the CAT Semi-annual filing web application.

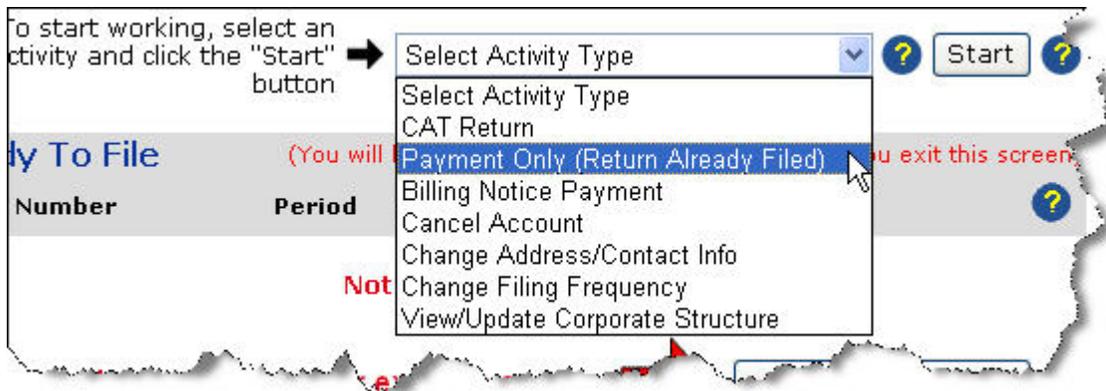
Payment Only Information

You may make a payment on a previously filed CAT return, or make a billing notice payment using the CAT Return Filing and Payment application.

Note: *You should not complete a Payment Only/Billing Notice payment for the same period in which you are also filing a return.*

From the Commercial Activity Tax page:

- Select/highlight CAT Payment Only or CAT Billing Notice from the drop down list.



- Click . The system displays the *Payment Only/Billing Notice* page.

Payment Only (Return Already Filed)

Company Name: Cat Test Company A
SSN: 111-44-9999

**Denotes a required field.*

This screen is for payment only and not for a CAT filing. Please enter your payment amount.

*CAT Account: 99999999 

*Enter the payment amount: \$ 
(This number cannot be zero or a negative number)

*Payment For: 

*Report Period: 

Show All Report Periods 

NOTE: You do not need to complete this form for a period in which you are also filing for during this session.

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

Payment Only/Billing Notice Field Descriptions

Field	Description
CAT Account	The CAT Account number is inserted by the system.
Enter the payment amount	Enter the payment amount in whole numbers. This number cannot be a zero or a negative number.
Payment for	Select the payment type for which this payment applies from the drop down list.
Show All Report Periods	When checked, this box instructs the system to display all available report period in the drop down list.
Report Period	Select the reporting period for which you want this payment to apply from the drop down list.
<input type="button" value="Next"/>	Adds the Billing Notice Payment to the "Ready to File" section of the

	<i>Commercial Activity Tax</i> web page and returns to that page.
<input type="button" value="Cancel"/>	Returns to the <i>Commercial Activity Tax</i> web page (without adding any payment).

Payment Only Instructions

- Enter the payment amount (for example 2468.00).
- Select CAT from the drop down list.
- Select the report period for this payment from the drop down list.

If the report period you need is not displayed in the drop down list, click the “Show All Report Periods” check box and check the drop down list again.

- Click on the *Important CAT Information* page. The system returns to the *Commercial Activity Tax* web page and displays the Billing Notice payment under the “Ready to File” section of the page.

Delete Return/Payment

You may delete a CAT Return or Payment. To do this:

- From the *Commercial Activity Tax* page, click the [Delete](#) link next to the return/payment you wish to delete.

Commercial Activity Tax

Company Name: Berenfield, Leonard H
SSN: 174-34-1396

To start working, select an activity and click the "Start" button →

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

CAT Number	Period	Type	Created	
93036978	7/1/2005 to 12/31/2005	Original Semi-Annual Actual	06/21/2006	Resume Work Delete

Ready To File (You will have the option to file and/or pay when you exit this screen)

CAT Number	Period	Type	Amount Due	
93036978	1/1/2006 to 12/31/2006	Payment Only (Return Already Filed)	\$1,258.00	Review/Edit Delete

To file and/or pay reports or exit this screen →

[View/Print Archived CAT Reports](#)

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

- The system displays the *Delete Report* web page (shown below).

Delete Report

Company Name: OBG CAT Semi Annual Test Company #1
FEIN: 99-1234567

The entire report will be permanently removed. Click Back if you do not wish to delete this report.

CAT Account	Period	Type	Created	?
89000001	7/1/2006 - 12/31/2006	Amended Return	1/10/2006	

Delete Report Field Descriptions

Field	Description
CAT Account	Select the CAT Account number from the drop down list for which you want to pay.
Period	The Period for which the CAT return/payment applies.
Type	The type of return/payment.
Created	The date on which the return/payment was initiated.
<input type="button" value="Delete Report"/>	Deletes the return/payment, and return to the <i>Commercial Activity Tax</i> page.
<input type="button" value="Back"/>	Returns to the <i>Commercial Activity Tax</i> web page (without deleting the return/payment).

Delete Report Instructions

- Click . The system removes the return/payment from the system and returns to the *Commercial Activity Tax* web page.