

# OBG

ODT Web Registration Application



## User Guide

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## Document Version History

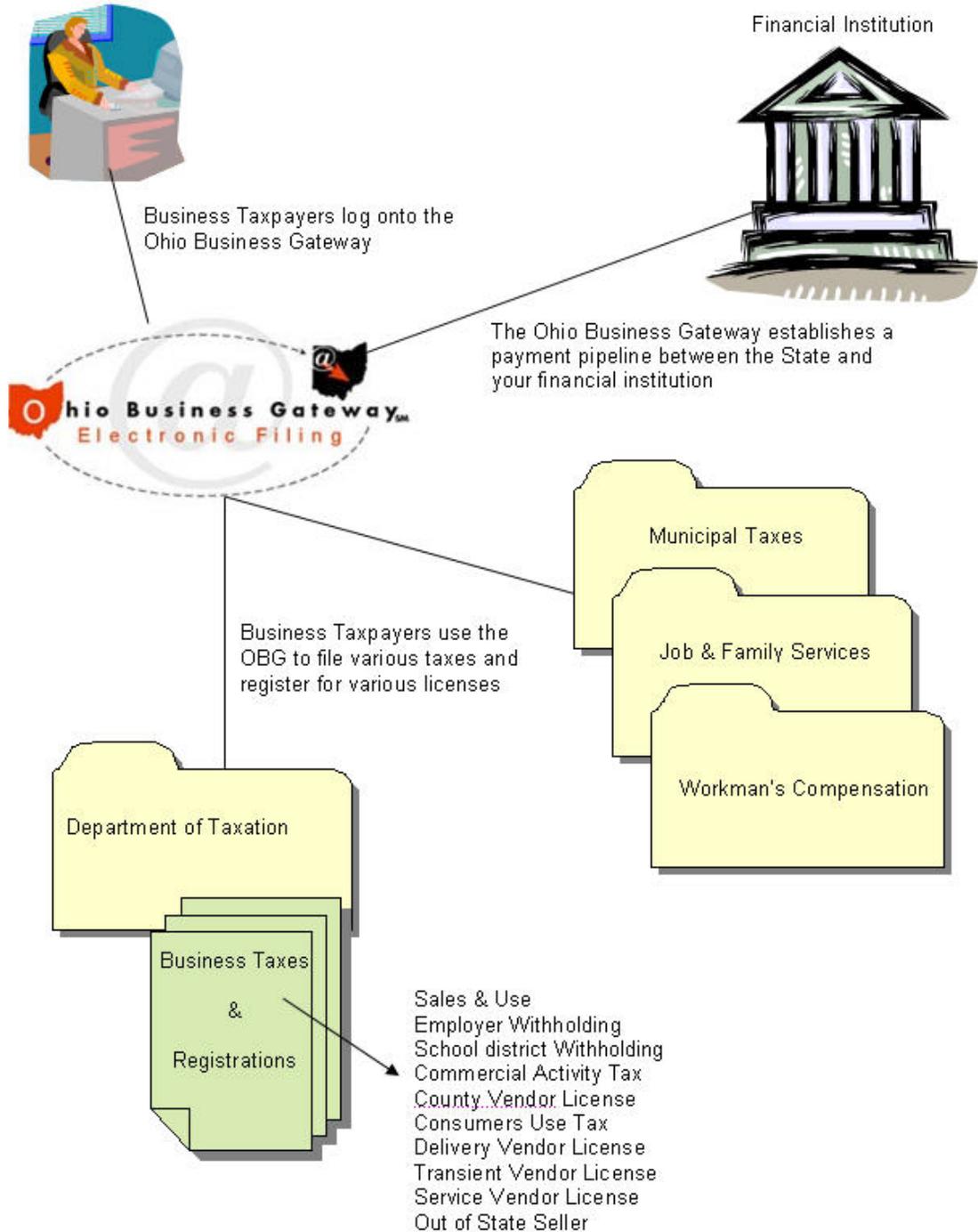
Version	Old Pages	New Pages	Date
.1		All	05-20-2005

### Issues

Area's where I still have questions, intend to insert a graphic of the actual button (Next, Submit, etc.), or need clarification are marked in Yellow.

## Overview

The [Web Registration Application](#) is designed to operate as a part of the [Ohio Business Gateway \(OBG\)](#). As such, it is an internet-based system providing a single point of contact for businesses filing certain business taxes as well as other information required by various state agencies.



The function of the Web Registration Application is to:

- Facilitate the registration process for various tax licenses
- Reduce the turn around time for receiving a vendor's license.
- Offer an electronic means to register businesses for multiple tax types at one location
- Provide assistance in determining a businesses need to register with the Ohio Department of Taxation
- Provide online payment of any fees associated with obtaining a license (via electronic payments)
- Allow reprinting of licenses for businesses who have registered through the OBG.
- Comply with the [SSTP](#) agreement and prepare the department for registration of any new taxes
- Forward data entered during the registration process—licenses and forms—to the Integrated Tax System (ITAS) application

The Ohio Department of Taxation (ODT) *does not*:

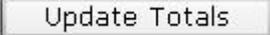
- Collect registration fees
- Administer Sales and Use, Employer Withholding, School District Withholding, or Commercial Activity Taxes (CAT)
- Audit ODT taxes
- Hold fund for ODT
- Charge a fee to any user
- Maintain application information as the system of record

---

## System Navigation

### Navigation Buttons

Navigation buttons are provided to help you move from screen to screen, or to select desired tasks/items. Typical navigation buttons include, but are not limited to:

	Returns to the previous page or step in the process.
	Abandons the selected function/process.
	Validates the selected function/process.
	Maintains the current functional path.
	Constructs a new profile/report.
	Moves to the next page or step in the process.
	Moves to the previous page or step in the process.
	We store the currently entered information. No data is delivered to any municipality. No data is delivered to any municipality.
	We store the entered information and exit the Municipal Tax Application. No data is delivered to any municipality.
	Updates the summary and detail totals on a page.
	Sends the entered information through the Ohio Business Gateway to the municipality.

Need a picture of the Web. Reg. buttons here

## Drop Down Lists

Drop down lists provide a list of choices from which you can select. Click the arrow to the right of the list box to display the list, then move the cursor to highlight the desired item in the list (Sole Proprietor in the example below).

### ***Municipal Taxpayer Profile***

---

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

---

First-time and returning tax filers need to provide OBG with basic information to assist with the electronic filing business to municipalities.

Please begin by entering the required information and click the Next button.

\* Denotes a required field.

\* Entity Type:

\* Fiscal Year End Date:

---

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

Sole Proprietor ▼

Sole Proprietor

General Partnership

Limited Partnership (LP)

Limited Liability Partnership (LLP)

Limited Liability Company (LLC)

Corporation

S-Corp

Non-Profit

Fiduciary

Joint Venture

Need a picture of the Web Reg. form w/ drop down

### Check Boxes

Check boxes are provided when several acceptable choices are available. You may pick more than one. Click inside the box to select it.

**Department of Taxation Forms**

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

**Department of Taxation Payment Options**

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

**Bureau of Workers' Compensation Form**

- Bureau of Workers' Compensation Payroll Form

**Department of Job and Family Services Form**

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

**Department of Commerce, Division of Unclaimed Funds**

- Negative (NONE) Unclaimed Funds Report

**Municipal Forms**

- Estimated Tax Payment
- Extension of Time to File

Cancel Submit

Need a graphic of the Web Reg. check boxes

- Click on the box you want to check. A checked box displays a check mark inside.

## Radio Buttons

Radio buttons are provided when only one choice (either/or) is permitted. Click inside the circle to select it (Guided is selected below).

SSN: 043-01-9770

Select the tax year for which you are making a payment and choose your preferred Navigation Path (guided or express).  
Click the Next button to continue.

\* Denotes a required field.

\*Fiscal Year End Date: December 31, 2006 ?

**Choose Navigation Path:**

Guided  Express

**Guided:**  
The "Guided" option will step you through the process by which tax estimates are calculated. You will be asked to provide information which can be used to estimate your tax liability for the year you have selected. Enhanced e-mail notices will be provided.

**Express:**  
The "Express" option assumes that you already understand the process and the methodology by which municipal taxes are calculated. Provides fast data entry for those accustomed to the process and methodology by which municipal taxes are calculated.

Need a graphic of some Web Reg. Radio buttons

- Click on the circle you want to select. A selected radio button/circle displays a green dot inside.

## Deleting a Registration

State of Ohio Business Gateway - Microsoft Internet Explorer

Address: http://localhost/ODT/Registration/ConfirmDelete.aspx

Ohio.gov So much to Discover!

WELCOME TO THE STATE OF OHIO

RG-0005

### Confirm Deletion of Registration

Company Name: Test Company  
FEIN: 12-3231234

Click the Delete button to delete Registration. All data previously entered will be lost.

Registration	Created	Primary Address
Transient Vendor License	06/13/2005	123 Main St. Westerville, Oh 43081

Delete Back

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

Done Local intranet

## Logging In

To log into the [Ohio Business Gateway \(OBG\)](http://obg.ohio.gov) go to the following [URL](http://obg.ohio.gov) on your web browser:

<https://obg.ohio.gov>

**Ohio.gov**  
So much to Discover.

WELCOME TO THE  
**STATE OF OHIO**

New user?  
[Register here.](#)

Already a registered user?  
Username   
Password

Having trouble logging in?

**Ohio Business Gateway**  
Electronic Filing

**Business.Ohio.gov**

**Welcome to the State of Ohio Business Gateway.**

If you are looking to start a new business within the State of Ohio, Please visit the [Ohio 1st Stop Business Connection](#).

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

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

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

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

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

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

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

- Enter your Username and Password, and click . The system displays the *Choosing the Form(s) or Payment Options(s) to Complete* page (see next page).

### E-mail Reminders

If you select the E-mail Reminders option as part of the registration process, you will receive occasional reminders from the OBG via E-mail about filing deadlines and related information. See the example in [Appendix A](#).

# Ohio Department of Taxation Welcome Page

## Welcome to Ohio's Online Business Registration

You can register your business online quickly and easily. You will receive your account number immediately.

### When Must I Register?

You are required to register with the Ohio Department of Taxation before you conduct business in Ohio. Don't know if you need to register? Use our Registration Wizard to assist you.

### You can register for the following business taxes:

- Sales and Use
- Employer Withholding
- School District Withholding (Activation)
- Commercial Activity Tax

To register for any other tax types, please contact ODT at 1-888-405-4039.

### Registration Fees:

Commercial Activity Tax - \$15-\$200  
Ohio Employee Withholding - No Fee  
School District Withholding – No Fee  
County Vendors License - \$25  
Consumers Use Tax – No Fee  
Delivery Vendors License - \$25  
Transient Vendors License - \$25  
Service Vendors license - \$25  
Out of State Sellers Registration – No Fee

**Online applications must be paid for at the time you complete the registration process or no license will be issued. This fee must be paid by ACH (Electronic Check "only"). In order to pay by ACH, you will need the following information:**

- Checking or Savings Bank Account number
- Checking or Savings Bank Routing number

**CONTINUE**

**EXIT**

- Click Continue to go to the *Choose the Form(s) or Payment Option(s) to Complete* page (see next page).

## Choose the Forms or Payment Options

The “Choose the Form(s) or Payment Option(s) to Complete” page lists all the available tax forms, registrations, and payment options available to businesses through the OBG.

Check the “Department of Taxation Registration” box to register for any of the following licenses:

- Commercial Activity Tax
- Consumers Use Tax
- County Vendors License
- Cumulative Account
- Delivery Vendors License
- Ohio Employee Withholding
- Ohio School district Withholding
- Out of State Sellers License
- Service Vendors License
- Transient Vendors License

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

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

**Registration**

Department of Taxation Registration

Reprint Registration/License

**Ohio Department of Taxation Forms**

*If you are a new business or filing a form for the first time, please note that many forms require that you are registered with the respective agency before you may file.*

Ohio State, County, and Transit Sales Tax Returns (ST-10 or UST-1)

Cumulative Destination and Origination Sales Report (ST-CRDO)

Ohio Employer's Payment of Ohio Tax Withheld (TI-501)

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

Ohio Employer's EFT Quarterly Reconciliation of Income Tax Withheld (IT-942)

Ohio Employer's Payment of School District Income Tax Withheld (SD-101)

Ohio Employer's Annual Reconciliation of School District Income Tax Withheld (SD-141)

**Ohio Department of Taxation Payment Options**

Accelerated Sales Tax Payment Option

Sales Tax Billing Notice Payment Option

Employer Withholding Billing Notice Payment Option

**Ohio Bureau of Workers' Compensation Form**

Bureau of Workers' Compensation Payroll Form

**Ohio Department of Job and Family Services Form**

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

**Ohio Department of Commerce, Division of Unclaimed Funds**

Negative (NONE) Unclaimed Funds Report

**Municipal Income Tax Forms (Various Ohio Municipalities)**

Estimated Tax Payment

Extension of Time File

# Web Registration Progress Page

The *Web Registration Progress* page displays the current status of your account. Using this page you may add a registration, view the current status of your registration progress, and view registrations already filed.

**Still to Start:** Registrations you have determined you need to file but have yet to begin entering information.

**In Progress:** Registrations that have information entered, but have not been completed, and/or filed.

**Ready to File:** Registrations that have been completed, but not filed.

**Note:** Each time you complete a registration, the system returns to this page, allowing you to review which registrations are ready to be filed, and which registrations remain to be completed.

State of Ohio Business Gateway - Microsoft Internet Explorer  
Address: http://localhost/ODT/Registration/RegistrationProgress.aspx

## Web Registration Progress

Company Name: Test Company  
FEIN: 12-3231234

Add Registration

**Still to Start:**

County Vendor License	Work	Delete
County Vendor License	Work	Delete

**In Progress:**

	Created		
County Vendor License 123 Main St. Westerville, Oh 43081	07/1/2005	Work	Delete
Franklin County Vendor License 333 Front St. Westerville, Oh 43081	07/1/2005	Work	Delete

**Ready to File:**

	Created		
Franklin County Vendor License 123 Main St. Westerville, Oh 43081	07/1/2005	Review	Delete
Service Vendor License	07/1/2005	Review	Delete
Franklin County Vendor License 123 Main St. Westerville, Oh 43081	07/1/2005	Review	Delete

Done Working on Registrations  
View Filed Registrations

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

Add Registration – Takes you to the “*Registration Selection*” page.

Done Working on Registrations – Takes you to the “*Ready to File Registrations*” page.

View Filed Registrations – Takes you to the “*Filed Web Registrations*” page.

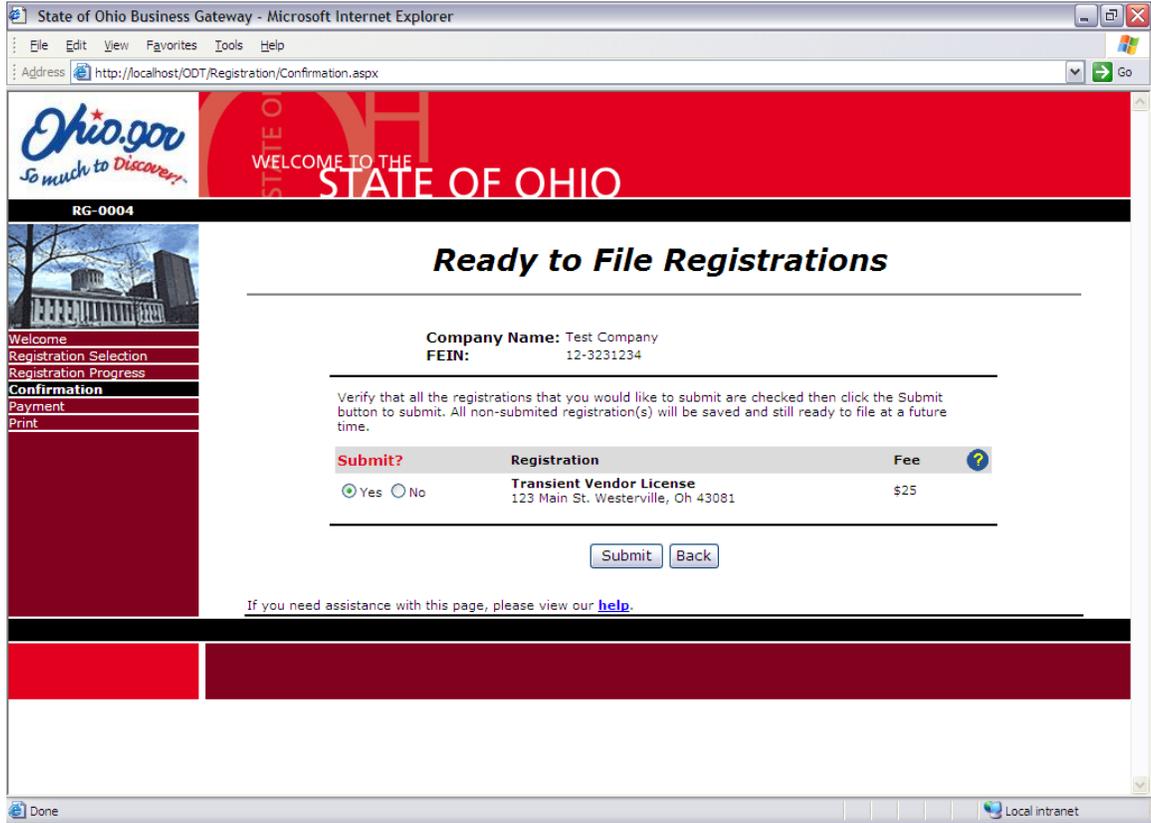
Work – Displays the license to start or complete.

Review – Displays the license that is ready to file.

Delete – Deletes the selected license

# Ready to File Registrations

The *Ready to File Registrations* page displays the fee(s) for each registration you are filing, and provides a method by which to submit your completed registration.



## Instructions

- Select the “Yes” radio button next to each registration you are ready to file.
- Click Submit. The system submits the information to the OBG payment pipeline, and the form is removed from the *Web Registration Progress* page. True?

## Filed Web Registration

The *File Web Registrations* page displays the License Number for each registration filed, along with the registration date. In addition, it allows you to view the information filed regarding each registration and print the registered license.



### Button Descriptions

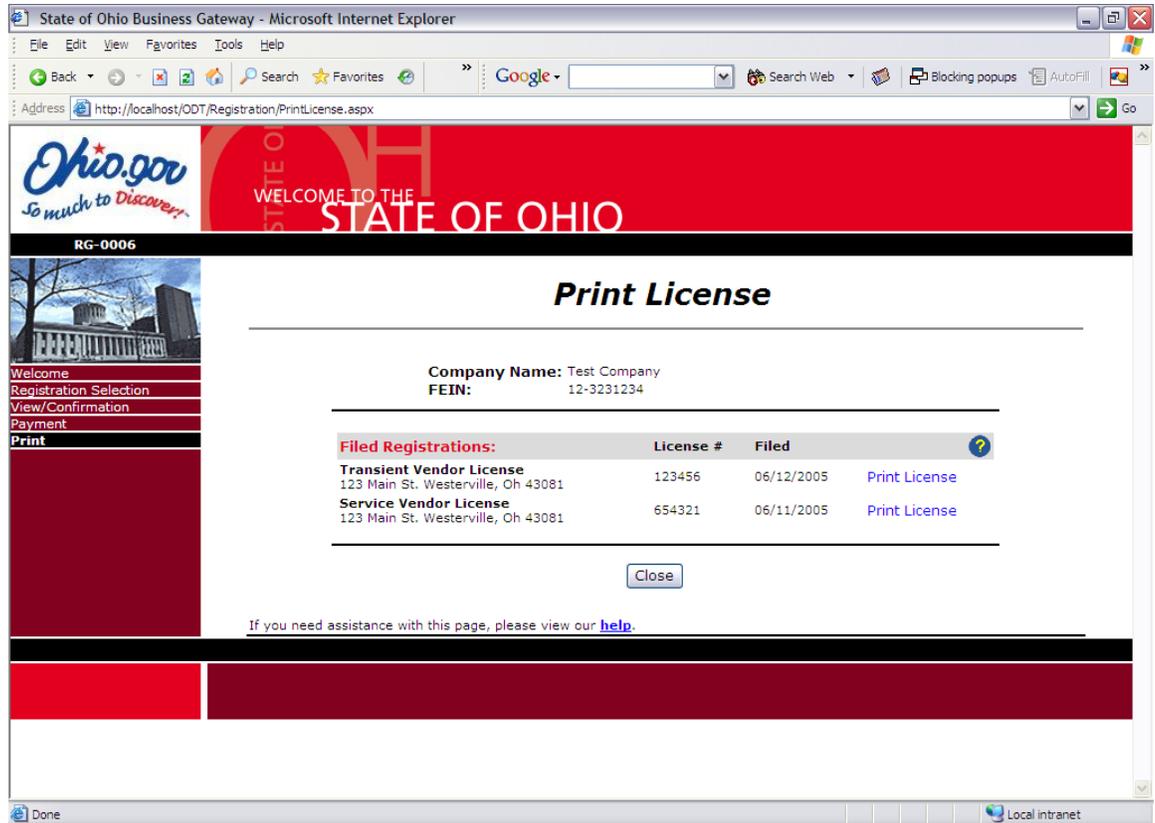
Button	Description
View	Displays the license information filed on the date shown.
Print License	Displays the <i>Print License</i> page. Don't they have to pay via the pipeline before they can view this page?
Back	Returns to the Registration Progress page.

What is the actual flow here?

# Printing a License

**Note:** You must complete the payment process for a registration before you are permitted to print the license.

The *Print License* page offers the opportunity to print a license once the payment for the license has been recorded via the OBG Payment Pipeline process.



Since this screen is not a part of the payment pipeline – exactly how do they get here? Also, when they click the CLOSE button, what happens? Do they go to the Reg. Progress screen? Does this open as it's own window – separate from the rest of the application?

## Instructions

- Click the Print License link to the right of the license you wish to print. Do they get a print dialog window? What happens next?

## Adding a Registration

When you click on the ADD REGISTRATION button, the system displays the *Registration Selection* page (shown below). This page lists the registration licenses available, along with any associated fees.

State of Ohio Business Gateway - Microsoft Internet Explorer  
 Address: http://localhost/ODT/Registration/RegistrationSelect.aspx

### Registration Selection

Company Name: Test Company  
 FEIN: 12-3231234

Help me select which registration I may need:

**Ohio Employers Withholding:**  
 Ohio Employers Withholding: No Fee ?

**Commercial Activity Tax:**  
 Commercial Activity Tax: \$15 - \$200 ?

**Ohio Sales and Use Tax:**  
 County Vendors License: \$25/location Enter the number of location:  ?  
 Consumers Use Tax: No Fee ?  
 Delivery Vendors License: \$25 ?  
 Transient Vendors License: \$25 ?  
 Service Vendors License: \$25 ?  
 Out of State Sellers License: No Fee ?  
 Cumulative Sales Tax Account: No Fee ?

**School District Withholding:**  
 Ohio School District Withholding Tax: No Fee ?

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

It would be good to have a screen shot with some of the items checked

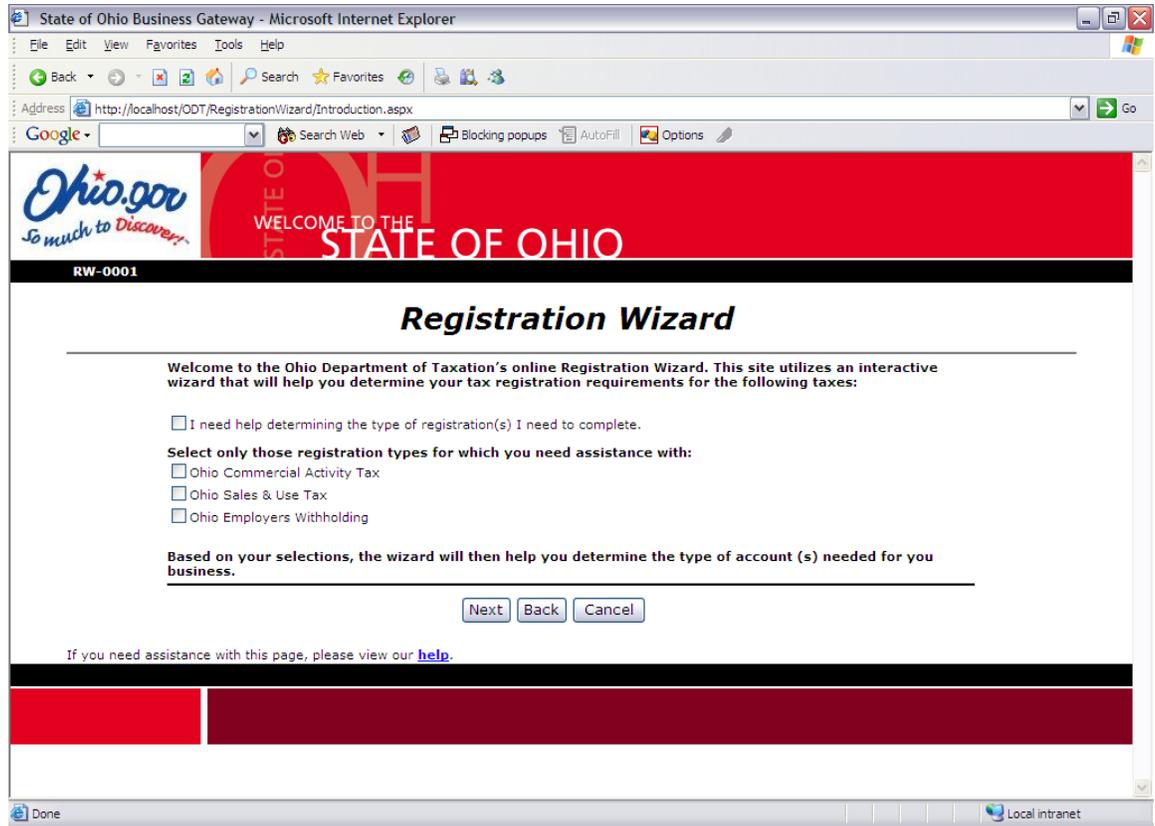
### Instructions

- Check the box to the left of each license you wish to register (you can check more than one).
- When all the registrations are selected, click NEXT. The system displays the first registration page.

**Note:** The system does not display registration forms in any certain order. Each time a form is completed, the system returns to the Registration Progress page so you can review which forms have already been completed, and which forms are left to complete.

# Registration Wizard

The *Registration Wizard* is designed to aid you in determining which registration types apply to your business. It will ask you a series of questions. Based on the answers to those questions, the system determines which registration accounts are needed for your business.



Field Name	Description
I need help determining the type of registration(s) I need to complete.	Selecting this box takes you through the entire registration wizard to determine which registrations you may need.
Ohio <a href="#">Commercial Activity Tax</a>	Select this box to enter the portion of the registration wizard that will determine if you must register for the Ohio Commercial Activity Tax.
Ohio Sales & Use Tax	Selecting this box instructs of the registration wizard to determine if you must register for any Ohio Sales and Use Tax registrations.
Ohio Employer's Withholding	Selecting this box instructs the registration wizard to determine if you must register for Ohio Withholding.

## **Using the Registration Wizard**

To use the Registration Wizard:

- Check the “I need help determining the type of registration(s) I need to complete” box” or the specific registration type(s).
- Click Next. The system moves to the next step in the process.

---

# Registration Wizard

## Commercial Activity Tax (CAT)

State of Ohio Business Gateway - Microsoft Internet Explorer

Address: http://localhost/ODT/RegistrationWizard/CATGrossReceipts.aspx

Ohio.gov So much to Discover!

WELCOME TO THE STATE OF OHIO

RW-0002

### Registration Wizard

\* Denotes a required field.

**Commercial Activity Tax**

\* Will you have or anticipate having more than \$40,000 of taxable gross receipts during the tax year?  Yes  No

Next Back Cancel

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

Done Local intranet

---

**Note:** Questions marked with a red asterisk must be answered before the system will allow you to move to the next step.

---

- If you anticipate having gross taxable receipts that total more than \$40,000 for the tax year, select the Yes radio button. Otherwise, select the No radio button.  
[Taxable Gross Receipts](#) are those receipts allocated to Ohio pursuant to R.C. 5751.032. Gross receipts are calculated on the same basis as business use tax for federal income tax purposes.
- Click Next to move to the next step in the process.

## CAT Qualifications

The screenshot shows a Microsoft Internet Explorer browser window displaying the "Registration Wizard" for the State of Ohio. The page title is "RW-0003" and the main heading is "Registration Wizard". A note indicates that an asterisk (\*) denotes a required field. The section is titled "Commercial Activity Tax" and contains eight numbered questions, each with "Yes" and "No" radio button options. The questions are:

- \*1. Are you a public utility that paid the excise tax imposed by R.C. 5727.24 or 5727.30 based on a measurement period that includes the entire tax period?  Yes  No
- \*2. Are you a "financial institution" or "dealer in intangibles", as those terms are defined in 5725.01, that have paid tax pursuant to another Chapter of Title LVII based on one or more measurement periods that include the entire tax year under this Chapter?  Yes  No
- \*3. Are you a "financial holding company" or a "bank holding" company as defined in the Bank Holding Company Act, 12 U.S.C. 1841?  Yes  No
- \*4. Are you a "savings and loan holding" company as defined in Home Owners Loan Act, 12 U.S.C. 1467a?  Yes  No
- \*5. Are you a financial services company subject to supervision, regulation, or review by the Federal Reserve board, the comptroller of the currency, the office of thrift supervision in the United States department of the treasury, or the division of financial institutions in the department of commerce?  Yes  No
- \*6. Are you an Insurance Company that paid the insurance company premiums tax?  Yes  No
- \*7. Are you majority owned or controlled by any taxpayer type listed in 2 through 6, above?  Yes  No
- \*8. Do you perform securitization for any taxpayer type listed in 2 through 7, above?  Yes  No

At the bottom of the form are three buttons: "Next", "Back", and "Cancel". The browser's status bar shows "Done" and "Local intranet".

- Answer "Yes or No" each of the eight questions.
- Click Next.

---

# Ohio Sales and Use Tax

## Tangible/Wholesale

The screenshot shows a web browser window titled "State of Ohio Business Gateway - Microsoft Internet Explorer". The address bar displays "http://localhost/ODT/RegistrationWizard/SalesTaxExempt.aspx". The page features a red header with the "Ohio.gov" logo and the text "WELCOME TO THE STATE OF OHIO". Below the header, the page is titled "RW-0008 Registration Wizard". A red asterisk indicates a required field. The main heading is "Ohio Sales and Use Tax". The question is: "\*Do you only sell tangible personal property or goods at wholesale?" with radio buttons for "Yes" and "No". Below the question are "Next", "Back", and "Cancel" buttons. A link for help is provided at the bottom: "If you need assistance with this page, please view our [help](#)."

---

**Note:** Questions marked with a red asterisk must be answered before the system will allow you to move to the next step.

---

- If all of your sales are for resale choose "Yes." If you makes sales to the end consumer or your product choose "No."
- Click Next to move to the next step in the process.

## Out of State Seller

The screenshot shows a Microsoft Internet Explorer browser window titled "State of Ohio Business Gateway - Microsoft Internet Explorer". The address bar displays "http://localhost/ODT/RegistrationWizard/SalesTaxSeller.aspx". The page features a red header with the "Ohio.gov" logo and the text "WELCOME TO THE STATE OF OHIO". Below the header, the page ID "RW-0009" is visible. The main content area is titled "Registration Wizard" and includes a note: "\* Denotes a required field." Under the heading "Ohio Sales and Use Tax", there is a question: "\*Are you an out of state seller making taxable sales into Ohio or providing a taxable service to Ohio customers?" with radio button options for "Yes" and "No". At the bottom of the form, there are three buttons: "Next", "Back", and "Cancel". A link for "help" is provided at the bottom of the page.

**Note:** Questions marked with a red asterisk must be answered before the system will allow you to move to the next step.

- If your business is located outside the State of Ohio and you make taxable sales to Ohio consumers, choose "Yes" otherwise select "No."
- Click Next to move to the next step in the process.

## Taxable Services

State of Ohio Business Gateway - Microsoft Internet Explorer

Address: http://localhost/ODT/RegistrationWizard/SalesTaxService.aspx

So much to discover! STATE OF OHIO

RW-0010

### Registration Wizard

\* Denotes a required field.

#### Ohio Sales and Use Tax

\*Are you an Ohio vendor providing any of the following taxable services?

- Automatic data processing; computer services; electronic information services provided for use in business
- Building maintenance & janitorial services
- Employment placement services
- Employment services
- Landscaping & lawn care services
- Information Service (1-900 telephone call)
- Private investigation or security services
- Taxable telecommunication services
- Satellite Broadcasting Service-both audio and video
- Snow Removal Service, by any mechanized means, excluding:
  - service by a person that has less than \$5000 in sales of such service in a calendar year
- Exterminating Services

Yes  No

Next Back Cancel

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

**Note:** Questions marked with a red asterisk must be answered before the system will allow you to move to the next step.

- If the answer to each statement listed is “Yes” select the “Yes” radio button, otherwise choose “No.”

For a more detailed explanation of services, read the “[SSTP: Streamlined Sales Tax Project: Ohio Changes](#)” information release on the Taxation website: <http://tax.ohio.gov>

- Click Next to move to the next step in the process.

## Fixed Place/Lodging

State of Ohio Business Gateway - Microsoft Internet Explorer

Address: http://localhost/ODT/RegistrationWizard/SalesTaxService.aspx

**STATE OF OHIO**

RW-0010

### Registration Wizard

\* Denotes a required field.

**Ohio Sales and Use Tax**

\*Are you an Ohio vendor providing any of the following taxable services?

- Automatic data processing; computer services; electronic information services provided for use in business
- Building maintenance & janitorial services
- Employment placement services
- Employment services
- Landscaping & lawn care services
- Information Service (1-900 telephone call)
- Private investigation or security services
- Taxable telecommunication services
- Satellite Broadcasting Service-both audio and video
- Snow Removal Service, by any mechanized means, excluding:
  - service by a person that has less than \$5000 in sales of such service in a calendar year
- Exterminating Services

Yes  No

Next Back Cancel

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

**Note:** Questions marked with a red asterisk must be answered before the system will allow you to move to the next step.

- If your business is in a fixed location select “Yes” otherwise select “No.”
- If you provide lodging to transient guests in a hotel or a Bed & Breakfast select “Yes,” otherwise choose “No.”
- Click Next to move to the next step in the process.

## Sales Tax County

The screenshot shows a web browser window titled "State of Ohio Business Gateway - Microsoft Internet Explorer". The address bar shows the URL "http://localhost/ODT/RegistrationWizard/SalesTaxCounty.aspx". The page features the Ohio.gov logo and a red banner with the text "WELCOME TO THE STATE OF OHIO". Below the banner, the page is titled "Registration Wizard" and includes a sub-section "Ohio Sales and Use Tax". Two questions are listed, both marked with a red asterisk to indicate they are required fields. The first question asks if the user has a fixed place of business in Ohio, and the second asks if they are providing lodging to transient guests in a hotel or Bed & Breakfast with five or more sleeping rooms. Both questions have radio button options for "Yes" and "No". At the bottom of the form, there are "Next", "Back", and "Cancel" buttons. A link to "help" is also provided.

State of Ohio Business Gateway - Microsoft Internet Explorer  
Address http://localhost/ODT/RegistrationWizard/SalesTaxCounty.aspx

Ohio.gov So much to Discover!

WELCOME TO THE STATE OF OHIO

RW-0005

### Registration Wizard

\* Denotes a required field.

#### Ohio Sales and Use Tax

\* Do you have a fixed place of business in Ohio from which taxable sales are made (ex. store, showroom, bar, restaurant, etc.)?  Yes  No

\* Are you providing lodging to transient guests in a hotel or a Bed & Breakfast that has five or more sleeping rooms?  Yes  No

Next Back Cancel

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

Done Local intranet

**Note:** Questions marked with a red asterisk must be answered before the system will allow you to move to the next step.

- If you have a location where customers come in to purchase goods or receive a taxable service (dry cleaning, manicure, etc.) choose "Yes." If you take your inventory to your customers or always perform the taxable service at their location (lawn care), choose "No."
- If you are providing lodging to guests in a Bed & Breakfast or hotel with more than five sleeping rooms select "Yes," otherwise choose "No."

If your Bed & Breakfast has fewer than five sleeping rooms, you should separate the charges for the sleeping room from the charges for the food. You must collect sales tax on the amount charged for food. If you do not separate the room charges from food charges, you must collect sales tax on the total amount charged.

- Click Next to move to the next step in the process.

## Sales Delivered by Vehicles

State of Ohio Business Gateway - Microsoft Internet Explorer

Address <http://localhost/ODT/RegistrationWizard/SalesTaxDelivery.aspx>

Ohio.gov So much to Discover!

WELCOME TO THE STATE OF OHIO

RW-0007

### Registration Wizard

\* Denotes a required field.

#### Ohio Sales and Use Tax

\*Are you an Ohio vendor making taxable retail sales of tangible personal property that are directly delivered to your customers by your vehicles, U.S. Mail or by common carrier, but maintain no store or showroom, or similar fixed place of business from which taxable sales are made?  Yes  No

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

**Note:** Questions marked with a red asterisk must be answered before the system will allow you to move to the next step.

- If all of your sales are made over the telephone, by catalog or internet order and all orders are mailed or shipped by common carrier, “Yes” otherwise choose “No.”
- Click Next to move to the next step in the process.

## Multiple Fixed Locations

State of Ohio Business Gateway - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Refresh

Address http://localhost/ODT/RegistrationWizard/SalesTaxCumulativeAccount.aspx Go

Google Search Web Blocking popups AutoFill Options

Ohio.gov So much to Discover!

WELCOME TO THE STATE OF OHIO

RW-0006

### Registration Wizard

\* Denotes a required field.

#### Ohio Sales and Use Tax

\*Do you have more than one fixed place of business in Ohio from which taxable sales are made?  Yes  No

Next Back Cancel

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

Done Local intranet

**Note:** Questions marked with a red asterisk must be answered before the system will allow you to move to the next step.

- If you have more than one store, bar, restaurant, or hotel in Ohio select “Yes” otherwise choose “No.”
- Click Next to move to the next step in the process.

## Temporary Business Locations

State of Ohio Business Gateway - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <http://localhost/ODT/RegistrationWizard/SalesTaxTransient.aspx> Go

Google Search Web Blocking popups AutoFill Options

**Ohio.gov**  
So much to Discover!

WELCOME TO THE STATE OF OHIO

RW-0011

### Registration Wizard

\* Denotes a required field.

**Ohio Sales and Use Tax**

\* Are you a vendor that makes taxable retail sales from a temporary Ohio business location (ex. Flea markets, motor vehicles, craft shows, fairs, etc.)?  Yes  No

\* Do you lease motor vehicles, titled watercraft or outboard motors?  Yes  No

\* Do you place and operate vending machines at business locations belonging to others?  Yes  No

Next Back Cancel

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

Done Local intranet

**Note:** Questions marked with a red asterisk must be answered before the system will allow you to move to the next step.

- If you carry your merchandise with you and make sales from your vehicle, or from a booth at a market or show, select “Yes” otherwise choose “No.”
- If your business sells and/or leases a motor vehicle, titled watercraft, or outboard motor, select “Yes” otherwise choose “No.”
- If your vending machines are located outside another business such as a gas station or grocery store, or if they are located in the employee cafeteria of another business select “Yes” otherwise choose “No.”
- Click Next to move to the next step in the process.

## Mail Order/Internet

The screenshot shows a Microsoft Internet Explorer browser window displaying the State of Ohio Business Gateway. The address bar shows the URL: `http://localhost/ODT/RegistrationWizard/SalesTaxUseTax.aspx`. The page features a red header with the Ohio state logo and the text "WELCOME TO THE STATE OF OHIO". Below the header, the page is titled "Registration Wizard" and includes a sub-section "Ohio Sales and Use Tax". A question is posed: "\*Do you regularly make taxable purchases of goods or services from vendors who do not collect the tax at the time of sale? (ex. mail-order or internet purchases)  Yes  No". A note above the question states: "\* Denotes a required field." At the bottom of the question area, there are three buttons: "Next", "Back", and "Cancel". A link for "help" is also visible. The browser's status bar at the bottom indicates "Done" and "Local intranet".

**Note:** Questions marked with a red asterisk must be answered before the system will allow you to move to the next step.

- If you make taxable purchases from vendors who do not collect tax at the time of sale, select "Yes" otherwise choose "No."

Choosing "Yes" will allow you to register as a consumer and pay the tax due on your purchases when it is not collected from you at the time of sale. WHEN exactly do they do this? This sentence makes no sense to me.

- Click Next to move to the next step in the process.

## Ohio Employers Withholding

State of Ohio Business Gateway - Microsoft Internet Explorer

Address: http://localhost/ODT/RegistrationWizard/OhioWithholding.aspx

Ohio.gov So much to Discover!

WELCOME TO THE STATE OF OHIO

RW-0004

### Registration Wizard

\* Denotes a required field.

#### Ohio Employers Withholding

\*Are you an employer who maintains an office or transacts business within the State of Ohio and makes payments of compensation to either:

- An employee who is a resident of Ohio and/or
- An employee who is not a resident of Ohio, but works or provides services within Ohio?

Yes  No

NOTE: ANY COMPENSATION PAID TO AN EMPLOYEE WHO IS NOT AN OHIO RESIDENT BUT WORKS OR PROVIDES SERVICES WITHIN OHIO IS SUBJECT TO OHIO INCOME TAX, UNLESS THE EMPLOYEE RESIDES IN ONE OF THE STATES WITH WHICH OHIO HAS SIGNED A RECIPROcity AGREEMENT (I.E. PENNSYLVANIA, WEST VIRGINIA, KENTUCKY, INDIANA AND/OR MICHIGAN).

\* Are any of your employees located in a school district that has an active school district income tax?  Yes  No ?

Next Back Cancel

Done Local intranet

**Note:** Questions marked with a red asterisk must be answered before the system will allow you to move to the next step.

- If you are an employer making payments of compensation to either employees who are Ohio residents, or non-Ohio residents working in Ohio, select “Yes” otherwise choose “No.”
- If any of your employees are located in a school district that has an active school district income tax, select “Yes” otherwise choose “No.”
- Click Next to move to the next step in the process.

# Completing the Registration Wizard

Once you have completed the Registration Wizard, the system builds a “to do” list of the registrations applicable to your business under the “Still to Start” heading of the *Web Registration Progress* page. You may select the registration you want to begin. As each registration is completed, the system returns this page until all the registration information has been entered.

**Web Registration Progress**

Company Name: Test Company  
FEIN: 12-3231234

**Still to Start:**

County Vendor License	<input type="button" value="Work"/>	<input type="button" value="Delete"/>
County Vendor License	<input type="button" value="Work"/>	<input type="button" value="Delete"/>

**In Progress:**

	Created		
County Vendor License 123 Main St. Westerville, Oh 43081	07/1/2005	<input type="button" value="Work"/>	<input type="button" value="Delete"/>
Franklin County Vendor License 333 Front St. Westerville, Oh 43081	07/1/2005	<input type="button" value="Work"/>	<input type="button" value="Delete"/>

**Ready to File:**

	Created		
Franklin County Vendor License 123 Main St. Westerville, Oh 43081	07/1/2005	<input type="button" value="Review"/>	<input type="button" value="Delete"/>
Service Vendor License	07/1/2005	<input type="button" value="Review"/>	<input type="button" value="Delete"/>
Franklin County Vendor License 123 Main St. Westerville, Oh 43081	07/1/2005	<input type="button" value="Review"/>	<input type="button" value="Delete"/>

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

---

## Ohio Employee Withholding

All employers maintaining an office or transacting business in Ohio are required to withhold federal income tax and must register by completing and filing an Application for Registration as a withholding Agent with the Ohio Department of Taxation. An Ohio withholding account number is assigned to new withholding agents after registration. All forms and correspondence must reflect this account number.

When completing the Ohio Withholding application online, the system initially displays a “Welcome” page, outlining payment methods and information required to complete the application process. (information taken from instructions for form IT-1 from the tax web site)

## Welcome to Ohio's Employer Withholding Tax Registration

### Registration Fee: *N/A*

Online applications must be paid for at the time you complete the registration process or no license will be issued. This fee must be paid by ACH (Electronic Check "only"). In order to pay by ACH, you will need the following information:

- Checking or Savings Bank Account number
- Checking or Savings Bank Routing number

### You will need the following information to complete your registration:

- Federal Employer Identification Number (FEIN), if applicable. To apply for a FEIN, go to [www.irs.ustreas.gov/businesses](http://www.irs.ustreas.gov/businesses)
- Social Security Number (sole proprietor's only)
- Legal name and business name (DBA), if applicable
- Primary address, business location address (Ohio only) and mailing address (if different than Primary)
- NAICS Code (North American Industry Classification System) Don't know it, use the NAICS drop down provided in the registration application
- Names, addresses and social security numbers of the officers, partners or members
- Email address, name and telephone number of contact person

### Before You Start

- You will need a *printer* to print your license and confirmation. The license you print at the end of your transaction is your official license.
- No refunds are permitted on any license related fees, so review your selections carefully.

If your computer is idle for 20 minutes, your session will "time-out" and you will lose any data not previously saved.

### Confirmation and Registration/License Number:

A confirmation number and license/registration number will be issued to you upon completion of your application. This number will serve as an official acknowledgement that your application has been received by ODT.

### How to Get Help:

ODT is ready to help you and offers several resources where you can get answers to your Ohio tax questions. Our web site (<http://tax.ohio.gov/>) contains information on all taxes administered by ODT or you may call 1-888-45-4039. Online help text is also available to assist you in completing your application.

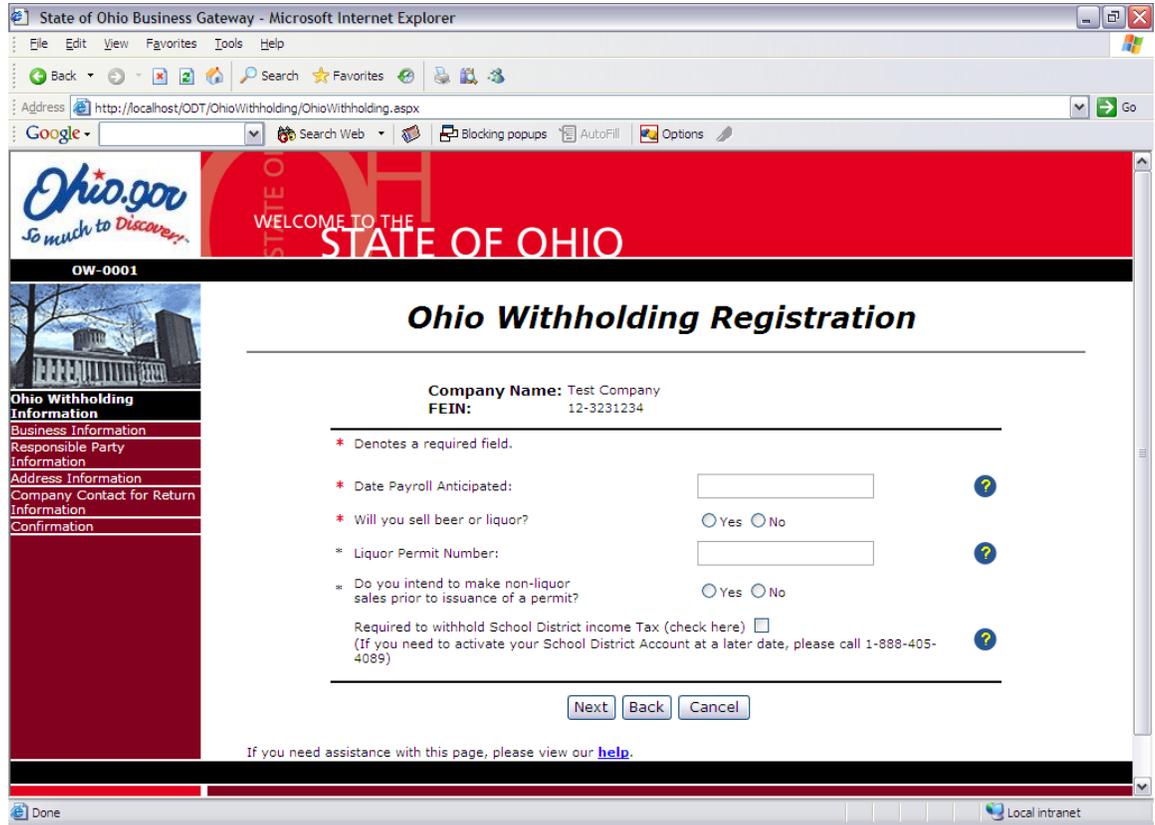
CONTINUE

EXIT

- Read the instructions on the page and click Next when you are ready to move to the next step in the process.

## General Information

You are required to enter general business information.



## Field Descriptions

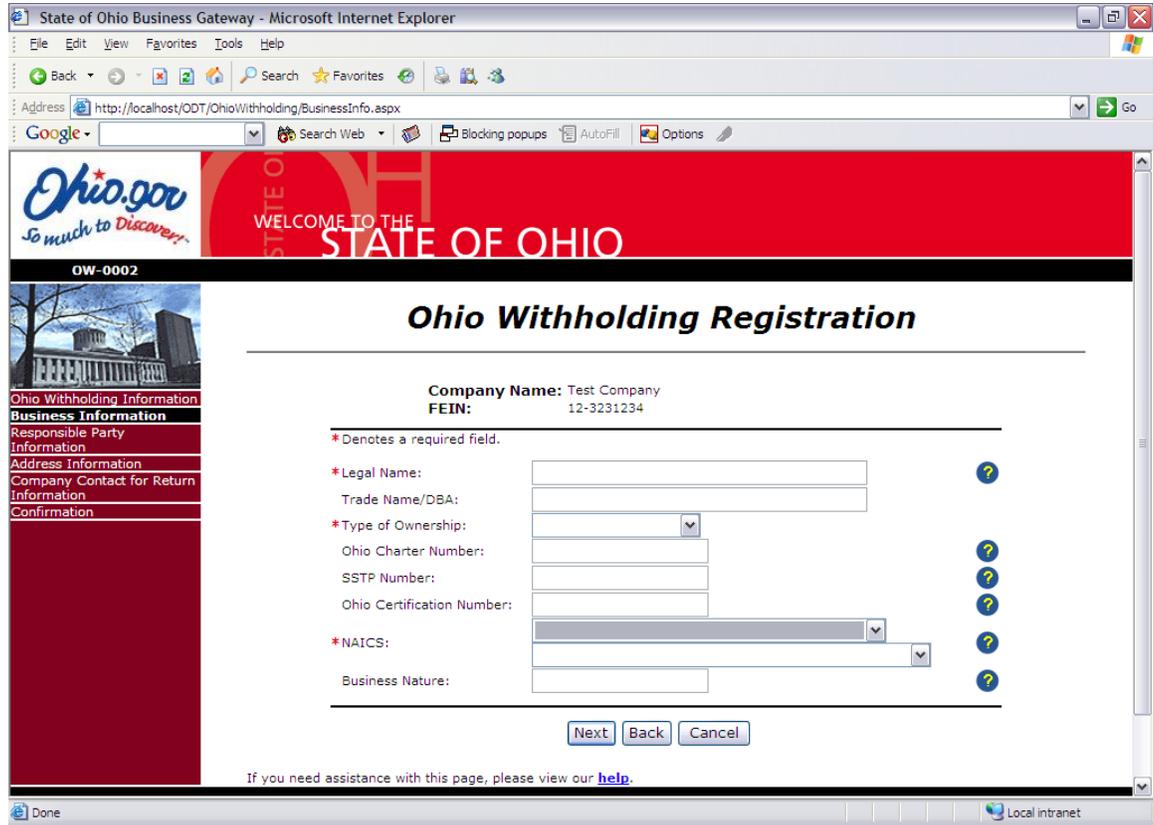
Field Name	Description
Date Payroll Anticipated	The date (mm/dd/yyyy) on which you expect to begin payroll and begin withholding Ohio income tax.
Will you sell beer or liquor?	Does your business sell beer or liquor?
Liquor Permit Number	The number under which your business is registered to legally sell liquor, if applicable. This number is issued by the Department of Liquor Control.
Do you intend to make non-liquor sales prior to issuance of a permit?	Does your business intend to make sales of non-liquor items prior to receiving a permit to sell liquor?
Required to withhold School District Income Tax (check here)	Does your business operate within a school district which requires you to withhold school district income? tax?

## Instructions

- Enter the date (mm/dd/yyyy) you anticipate incurring payroll expenses.
- If you plan to sell beer or liquor, select the “Yes” radio button, otherwise choose “No.”
- Enter you liquor permit number.
- If you intend on making non-liquor sales prior to receiving your liquor permit number, select the “Yes” radio button otherwise choose “No.”
- If any of your employees are residents of an active School District you are required to withhold school district income tax from that employees pay: check the provided check box.
- When all the entered information is correct, click NEXT.

## Company Information

You are required to enter general company information.



## Field Descriptions

Field Name	Description
Legal Name	The legal name of the company/business.
Trade name/DBA	The name under which the business operates according to the general public.
Type of Ownership	The applicable ownership type for this business according to the State of Ohio.
<a href="#">Ohio Charter Number</a>	This unique identifier is issued by the Ohio Secretary of State to businesses incorporated or registered in Ohio.
SSTP Number	The <a href="#">Streamline Sales Tax Project (SSTP)</a> provides a registration number for those businesses participating in the project.
<a href="#">Ohio Certification Number</a>	Foreign (outside of Ohio) corporations should have an Ohio Certificate number issued by the Ohio Secretary of State.
NAICS	The <a href="#">North American Industry Classification System (NAICS)</a> is a system by which industries are classified by the United States,

<b>Field Name</b>	<b>Description</b>
	Canada, and Mexico.
Business Nature	A brief phrase identifying the general type of business (restaurant, car repair, etc).

### **Instructions**

- Enter the businesses Legal Name for which you are registering Consumer Use Taxes.
- Enter the Trade Name/DBA.
- Select the Type of Ownership from the drop down list provided.
- Enter the Ohio Charter Number.
- Enter the SSTP Number.
- Enter the Ohio Certification Number.
- Select the NAICS from the drop down lists.
- Enter the Business Nature (restaurant, car repair, etc.).
- When all the information has been entered and is correct, click Next to move to the next step in the registration process.

## Primary Contact Information

You are required to enter primary contact information. Enter the following information about each company officer (President, Vice President, Secretary, Treasurer, Statutory Agent) that apply:

State of Ohio Business Gateway - Microsoft Internet Explorer  
 Address: http://localhost/ODT/OhioWithholding/ResponsiblePartyInfo.aspx

### Ohio Withholding Registration

Company Name: Test Company  
 FEIN: 12-3231234

\* Denotes a required field.

**President/Partner/Member**

Prefix:

First Name:

Middle Initial:

Last Name:

Street Address 1:

Street Address 2:

Street Address 3:

City:

State:

Postal/Zip Code:

SSN:

**Vice-President/Partner/Member**

Prefix:

First Name:

Middle Initial:

Last Name:

Street Address 1:

Street Address 2:

Street Address 3:

## Instructions

- Select the Prefix from the drop down list.
- Enter the individuals First Name.
- Enter the Middle Initial.
- Enter the Last Name.
- Enter the Street Address 1, 2, and 3, in the following format:  
 Street Address 1: 100 High Street  
 Street Address 2: Suite 310  
 Street Address 3: PO Box 1234
- Enter the City name.
- Select the State in which the individual resides from the drop down list.
- Enter the Postal/Zip code (i.e. 43214-1052).
- Enter the Social Security Number (i.e. 333224444)

- When all the information has been entered for each available individual, click NEXT.

## Primary Address Information

You are required to enter primary contact information.

**Ohio Withholding Registration**

Company Name: Test Company  
FEIN: 12-3231234

\* Denotes a required field.

**Primary Information**

\* Primary Phone Number:

Business Phone Number:

Business Fax Number:

Primary E-Mail Address:

**Primary Address Information**

\* Street Address 1:

Street Address 2:

Street Address 3:

\* City:

\* State:

\* County:  [County Finder](#)

\* Postal/Zip Code:

\* Country:

**Mailing Address Information**

Same as Primary Address

\* Street Address 1:

Street Address 2:

## Instructions

- Enter the main telephone number of the business Home Office (i.e. 6145551111).
- Enter the telephone number of the business to be used by the Department of Taxation to contact the company for tax related issues.
- Enter the Home Office fax number.
- Enter the Home Office email address (i.e. john.smith@mycompany.com).
- Enter the Street Address 1, 2, and 3, in the following format:  
Street Address 1: 100 High Street  
Street Address 2: Suite 310  
Street Address 3: PO Box 1234
- Enter the City name.
- Select the State in which the individual resides from the drop down list.
- Select the name of the county in which the Home Office resides from the drop down list.
- Enter the Postal/Zip code (i.e. 43214-1052).

- The Country in which the Home Office resides from the drop down list.
- If the mailing address is the same as the primary address, click the “Same as Primary Address checkbox.” If the address to which the Department of Taxation would send information is different than the Primary address, enter that information in the spaces provided.
- When all the information has been entered for each available individual, click NEXT.

## Company Contact for Return Information

In the event that someone at the Department of Taxation should need to contact the individual responsible for preparing and/or remitting tax information, you must provide information about who to contact.

State of Ohio Business Gateway - Microsoft Internet Explorer  
 http://localhost/ODT/OhioWithholding/CompanyContact.aspx

Ohio.gov  
 So much to Discover!

WELCOME TO THE STATE OF OHIO

OW-0004

**Ohio Withholding Registration**

Company Name: Test Company  
 FEIN: 12-3231234

\* Denotes a required field.

**Company Contact for Return Information**

\* Prefix:

\* First Name:

Middle Initial:

\* Last Name:

\* Phone:

\* Title:

Next Back Cancel

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

## Instructions

- Select the Prefix for the company employee responsible for preparing and/or remitting tax information.
- Enter the first name of the company employee responsible for preparing and/or remitting tax information.
- Enter the middle initial of the company employee responsible for preparing and/or remitting tax information.
- Enter the Last name of the company employee responsible for preparing and/or remitting tax information.
- Enter the phone number (i.e. 614-555-1212) of the company employee responsible for preparing and/or remitting tax information.
- Enter the title (President, Controller, etc.) of the company employee responsible for preparing and/or remitting tax information.
- When all the information has been entered and is correct, click NEXT to move to the next step in the registration process.

## Review Ohio Withholding Registration

The *Review Ohio Withholding Registration* page provides you the opportunity to review the data entered in the previous pages to verify its accuracy.



- Review the displayed information.

Action	Result
Accept Data	The system saves the entered information and returns to the Web Registration Progress page.
Save	Inserts the saved information into the “Ready to File” section of the Web Registration Progress page.
Back	The system goes back to the previous screen without saving, or accepting any of the information.

---

## County Vendor Licenses

A recent change in Ohio law requires retailers that sell and then ship (deliver) their goods across county lines in Ohio to charge the sales tax rate that exists in the county where the merchandise will be delivered, not the rate in effect where the retailer sold the goods. The change will not affect the vast majority of retailers that sell merchandise that is carried away by customers (over-the-counter sales), or delivered to customers at a location in the same county where the retailer sold the good. Retailers may elect to begin collecting sales tax based on destination beginning January 1, 2005. On July 1, 2005, compliance becomes mandatory. (information release ST 2005-01 – Vendor Compensation, from the tax web site)

When completing the *County Vendor License* online, the system initially displays a “Welcome” page, outlining payment methods and information required to complete the application process.

## Welcome to Ohio's County Vendors Tax Registration

### Registration Fee: \$25 per licenses

Online applications must be paid for at the time you complete the registration process or no license will be issued. This fee must be paid by ACH (Electronic Check "only"). In order to pay by ACH, you will need the following information:

- Checking or Savings Bank Account number
- Checking or Savings Bank Routing number

### You will need the following information to complete your registration:

- Federal Employer Identification Number (FEIN), if applicable. To apply for a FEIN, go to [www.irs.ustreas.gov/businesses](http://www.irs.ustreas.gov/businesses)
- Social Security Number (sole proprietor's only)
- Legal name and business name (DBA), if applicable
- Primary address, business location address (Ohio only) and mailing address (if different than Primary)
- NAICS Code (North American Industry Classification System) Don't know it, use the NAICS drop down provided in the registration application
- Names, addresses and social security numbers of the officers, partners or members
- Email address, name and telephone number of contact person

### Before You Start

- You will need a *printer* to print your license and confirmation. The license you print at the end of your transaction is your official license.
- No refunds are permitted on any license related fees, so review your selections carefully.

If your computer is idle for 20 minutes, your session will "time-out" and you will lose any data not previously saved.

### Confirmation and Registration/License Number:

A confirmation number and license/registration number will be issued to you upon completion of your application. This number will serve as an official acknowledgement that your application has been received by ODT.

### How to Get Help:

ODT is ready to help you and offers several resources where you can get answers to your Ohio tax questions. Our web site (<http://tax.ohio.gov/>) contains information on all taxes administered by ODT or you may call 1-888-45-4039. Online help text is also available to assist you in completing you application.

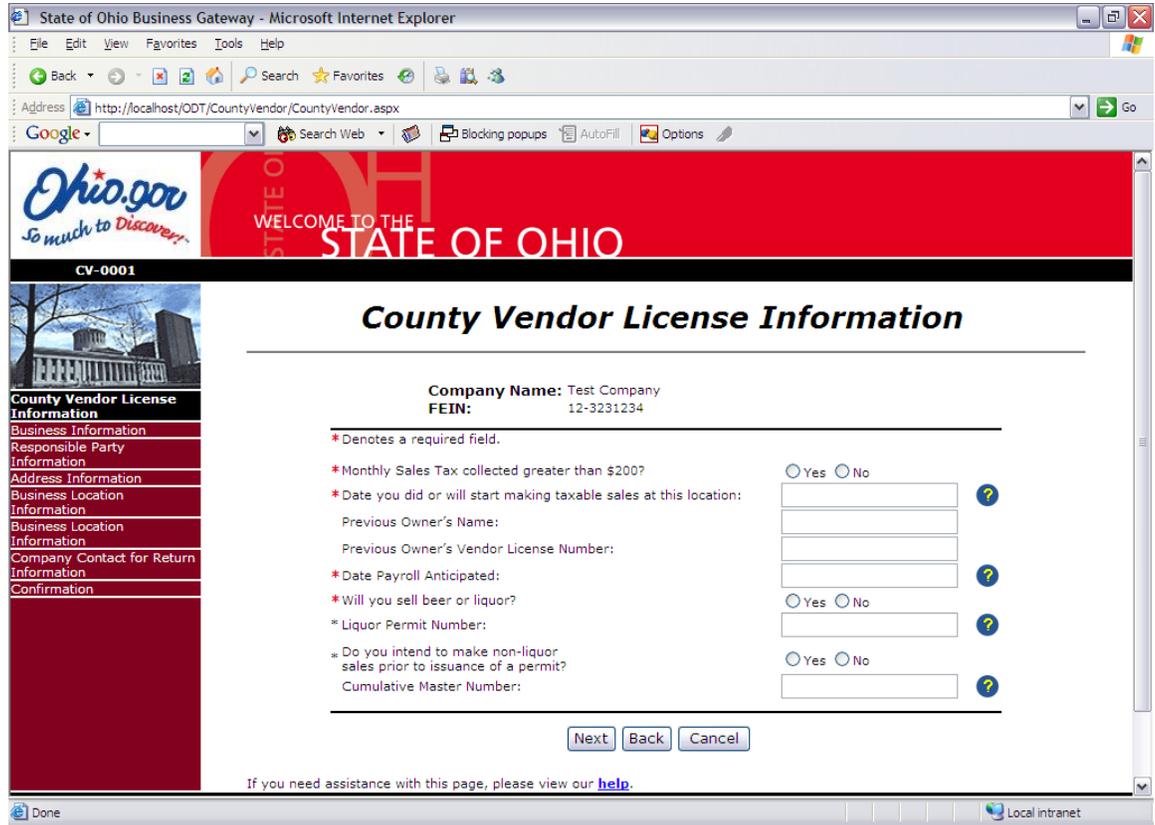
CONTINUE

EXIT

- Read the instructions on the page and click Next when you are ready to move to the next step in the process.

## General Business Information

You are required to enter general business information.



## Field Descriptions

Field Name	Description
Monthly Sales Tax collected greater than \$200?	If your average monthly sales for the business operating in this county is over \$200, select "Yes."
Date you did or will start making taxable sales at this location:	Enter the date (mm/dd/yyyy) you began (or expect to begin) making taxable sales at this business location.
Previous Owner's Name:	If you have purchased this business and are now registering under your name/company name, please provide the previous business owners name.
Previous Owner's Vendor License Number:	The previous business owners license number.
Date Payroll Anticipated:	The date (mm/dd/yyyy) this business began (or expects to begin) incurring payroll costs.
Will you sell beer or liquor	Does your business plan to sell beer or liquor?
Liquor Permit Number:	The number under which your business registered to

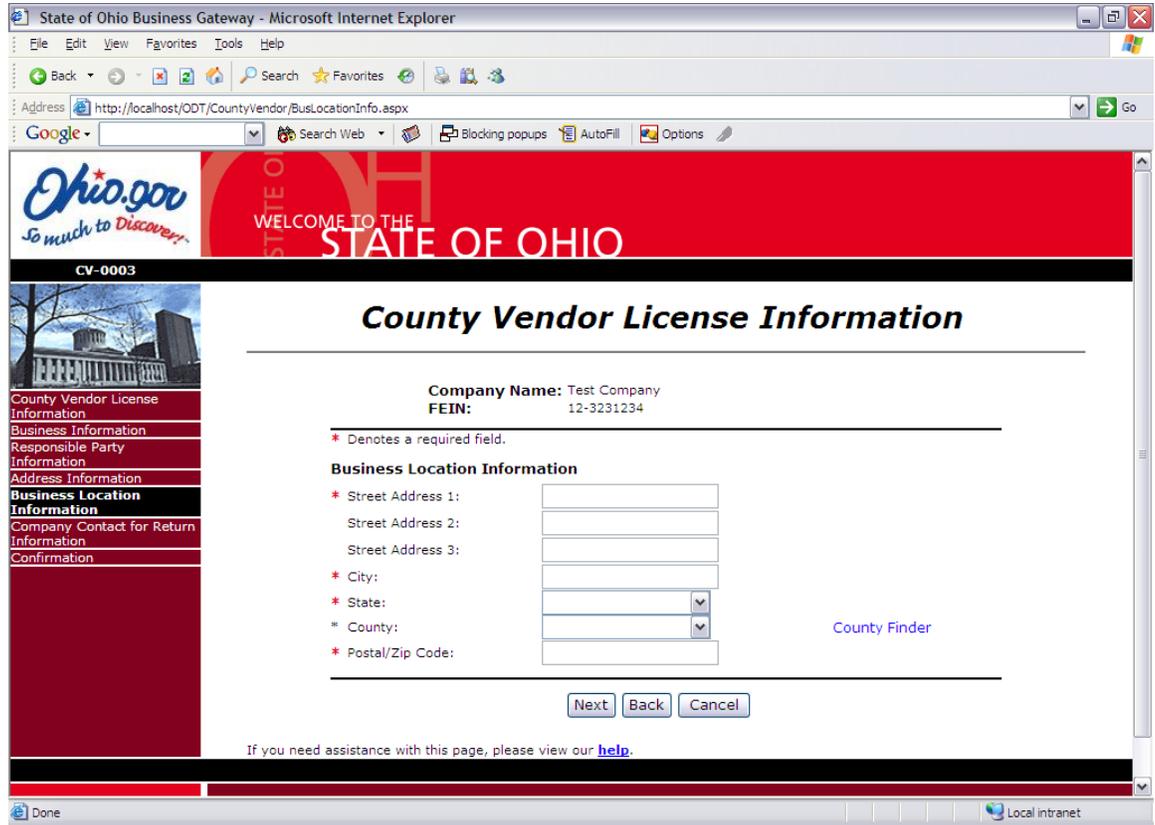
Field Name	Description
	legally sell liquor. This number is issued by the Department of Liquor Control (614-644-2431).
Do you intend to make a non-liquor sales prior to issuance of a permit?	Does your business intend to make sales of non-liquor items (food or other taxable items) prior to receiving a permit to sell liquor?
Cumulative Master Number:	If you currently report under a Cumulative Master Number (89-03xxxx), please provide that number. We need to include a description of what the cumulative master number is in the glossary.

### Instructions

- If your average monthly sales tax exceeds \$200 per month select the “Yes” radio button, otherwise choose “No.”
- Enter the date (mm/dd/yyyy) you began (or anticipate) making taxable sales at this business location.
- Enter the previous business owner’s name, if application (i.e. John Smith).
- Enter the previous owner’s Vendor License number, if applicable.
- Enter the date (mm/dd/yyyy) you began (anticipate) incurring payroll expenses.
- If you plan to sell beer or liquor, select the “Yes” radio button, otherwise choose “No.”
- Enter you liquor permit number.
- If you intend on making non-liquor sales prior to receiving your liquor permit number, select the “Yes” radio button otherwise choose “No.”
- Enter the Cumulative Master Number (89-x39999).
- When all the entered information is correct, click NEXT.

## Business Location Information

You are required to enter business location information



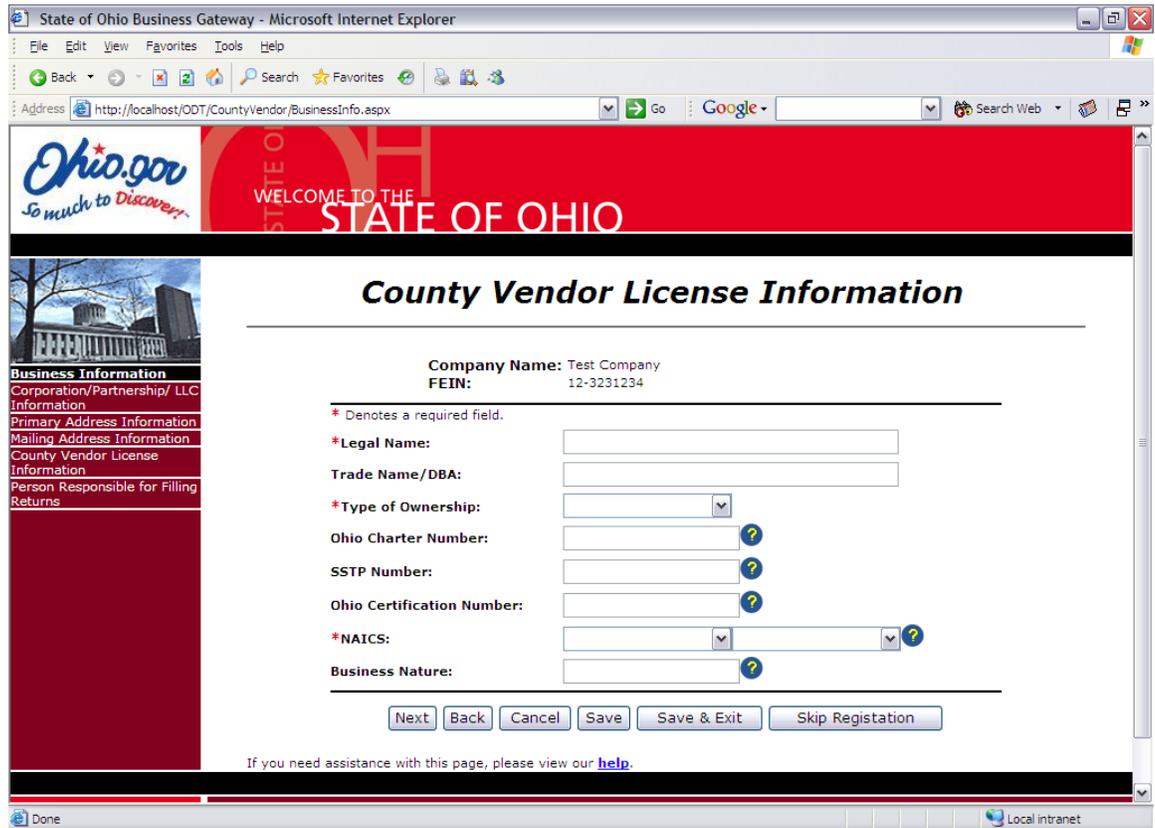
## Field Descriptions

Field Name	Description
Street Address 1:	The name and number of the street address.
Street Address 2	The PO Box, or Suite associated with the street address.
Street Address 3	Any additional information associated with the street address
City	The name of the city in which the business resides.
State:	The name of the state in which the business resides.
County:	The name of the county in which the business resides.
Postal/Zip Code	The postal/zip code in which the business resides.

## Instructions

- Enter the street address information:  
Street Address 1: 100 High Street  
Street Address 2: Suite 310  
Street Address 3: PO Box 1234
- Enter the City name.
- Select the State in which the business resides from the drop down list.
- Select the County in which the business resides from the drop down list.  
If you need help determining the county in which your business is located, click the [County Finder](#) link for assistance.
- Enter the Postal/Zip code (43230-1058).
- When all the information has been entered and is correct, click NEXT to move to the next step in the registration process.

## General Company Information



## Field Descriptions

Field Name	Description
Legal Name	The legal name of the company/business.
Trade name/DBA	The name under which the business operates according to the general public.
Type of Ownership	The applicable ownership type for this business according to the State of Ohio.
<a href="#">Ohio Charter Number</a>	This unique identifier is issued by the Ohio Secretary of State to businesses incorporated or registered in Ohio.
SSTP Number	The <a href="#">Streamline Sales Tax Project (SSTP)</a> provides a registration number for those business participating in the project.
<a href="#">Ohio Certification Number</a>	Foreign (outside of Ohio) corporations should have an Ohio Certificate number issued by the Ohio Secretary of State.
NAICS	The <a href="#">North American Industry Classification System</a> (NAICS) is a system by which industries are classified by the United States, Canada, and Mexico.
Business Nature	A brief phrase identifying the general type of business (restaurant,

Field Name	Description
	car repair, etc.).

### Instructions

- Enter the businesses Legal Name for which you are registering Consumer Use Taxes.
- Enter the Trade Name/DBA.
- Select the Type of Ownership from the drop down list provided.
- Enter the Ohio Charter Number.
- Enter the SSTP Number.
- Enter the Ohio Certification Number.
- Select the NAICS from the drop down lists.
- Enter the Business Nature (restaurant, car repair, etc.).
- When all the information has been entered and is correct, click Next to move to the next step in the registration process.

## Primary Contact Information

You are required to enter primary contact information. Enter the following information about each company officer (President, Vice President, Secretary, Treasurer, Statutory Agent) that apply:

The screenshot shows a web browser window titled "State of Ohio Business Gateway - Microsoft Internet Explorer". The address bar shows "http://localhost/ODT/CountyVendor/ResponsiblePartyInfo.aspx". The page content includes a navigation menu on the left with items like "County Vendor License Information", "Business Information", "Responsible Party Information", "Address Information", "Business Location Information", "Company Contact for Return Information", and "Confirmation". The main content area is titled "County Vendor License Information" and displays the following information:

**Company Name:** Test Company  
**FEIN:** 12-3231234

\* Denotes a required field.

**President/Partner/Member**

Prefix: [dropdown]  
 First Name: [text field]  
 Middle Initial: [text field]  
 Last Name: [text field]  
 Street Address 1: [text field]  
 Street Address 2: [text field]  
 Street Address 3: [text field]  
 City: [text field]  
 State: [dropdown]  
 Postal/Zip Code: [text field]  
 SSN: [text field]

**Vice-President/Partner/Member**

Prefix: [dropdown]  
 First Name: [text field]  
 Middle Initial: [text field]  
 Last Name: [text field]  
 Street Address 1: [text field]  
 Street Address 2: [text field]  
 Street Address 3: [text field]

## Instructions

- Select the Prefix from the drop down list.
- Enter the individuals First Name.
- Enter the Middle Initial.
- Enter the Last Name.
- Enter the Street Address 1, 2, and 3, in the following format:  
 Street Address 1: 100 High Street  
 Street Address 2: Suite 310  
 Street Address 3: PO Box 1234
- Enter the City name.
- Select the State in which the individual resides from the drop down list.
- Enter the Postal/Zip code (i.e. 43214-1052).
- Enter the Social Security Number.

- When all the information has been entered for each available individual, click NEXT.

## Primary Address Information

You are required to enter primary address information.

The screenshot shows a web browser window titled "State of Ohio Business Gateway - Microsoft Internet Explorer". The address bar contains "http://localhost/ODT/CountyVendor/PrimaryAddressInfo.aspx". The page content includes a navigation menu on the left with items like "County Vendor License Information", "Business Information", "Responsible Party Information", "Address Information", "Business Location Information", "Company Contact for Return Information", and "Confirmation". The main content area is titled "County Vendor License Information" and displays the following information:

**CV-0005**

**County Vendor License Information**

Company Name: Test Company  
FEIN: 12-3231234

\* Denotes a required field.

**Primary Information**

\* Primary Phone Number:   
Business Phone Number:   
Business Fax Number:   
Primary E-Mail Address:

**Primary Address Information**

\* Street Address 1:   
Street Address 2:   
Street Address 3:   
\* City:   
\* State:   
\* County:  [County Finder](#)  
\* Postal/Zip Code:   
\* Country:

**Mailing Address Information**

Same as Primary Address  
\* Street Address 1:

## Instructions

- Enter the main telephone number of the business Home Office (i.e. 6145551122).
- Enter the telephone number of the business to be used by the Department of Taxation to contact the company for tax related issues.
- Enter the Home Office fax number.
- Enter the Home Office email address (i.e. john.smith@mycompany.com).
- Enter the Street Address 1, 2, and 3, in the following format:  
Street Address 1: 100 High Street  
Street Address 2: Suite 310  
Street Address 3: PO Box 1234
- Enter the City name.
- Select the State in which the individual resides from the drop down list.
- Select the name of the county in which the Home Office resides from the drop down list.
- Enter the Postal/Zip code (i.e. 43214-1052).

- The Country in which the Home Office resides from the drop down list.
- If the mailing address is the same as the primary address, click the “Same as Primary Address checkbox.” If the address to which the Department of Taxation would send information is different than the Primary address, enter that information in the spaces provided.
- When all the information has been entered for each available individual, click NEXT.

## Company Contact for Return Information

In the event that someone at the Department of Taxation should need to contact the individual responsible for preparing and/or remitting tax information, you must provide information about who to contact.

The screenshot shows a web browser window titled "State of Ohio Business Gateway - Microsoft Internet Explorer". The address bar shows "http://localhost/ODT/CountyVendor/CompanyContact.aspx". The page features a red header with the "Ohio.gov" logo and the text "WELCOME TO THE STATE OF OHIO". Below the header, the page ID "CV-0006" is visible. The main content area is titled "County Vendor License Information" and contains a form for "Company Contact for Return Information".

The form displays the following information:

- Company Name: Test Company
- FEIN: 12-3231234

A note indicates that an asterisk (\*) denotes a required field. The form fields are:

- Prefix: (dropdown menu)
- First Name: (text input)
- Middle Initial: (text input)
- Last Name: (text input)
- Phone: (text input)
- Title: (text input)

Buttons for "Next", "Back", and "Cancel" are located below the form. A help icon (?) is also present. At the bottom of the form area, a link to "help" is provided.

## Instructions

- Select the Prefix for the company employee responsible for preparing and/or remitting tax information.
- Enter the first name of the company employee responsible for preparing and/or remitting tax information.
- Enter the middle initial of the company employee responsible for preparing and/or remitting tax information.
- Enter the Last name of the company employee responsible for preparing and/or remitting tax information.
- Enter the phone number (i.e. 614-555-1212) of the company employee responsible for preparing and/or remitting tax information.
- Enter the title (President, Controller, etc.) of the company employee responsible for preparing and/or remitting tax information.
- When all the information has been entered and is correct, click NEXT to move to the next step in the registration process.

## Review County Vendor License Information

The *Review County Vendor License Information* page provides you the opportunity to review the data entered in the previous pages to verify its accuracy.



- Review the displayed information.

Action	Result
Accept Data	The system saves the entered information and returns to the Web Registration Progress page.
Save	Inserts the saved information into the “Ready to File” section of the Web Registration Progress page.
Back	The system goes back to the previous screen without saving, or accepting any of the information.

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## Ohio School District Withholding

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*Note:* The *School District Withholding* page is a text only page. Contact the numbers provided to obtain more detailed information.

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Section 9.42 of the Ohio Revised Code provides for the deduction of municipal income tax from wages of school and public employees. It says "the state and any of its political subdivisions or instrumentalities shall deduct from the wages or salaries of public employees, as defined by section 9.40 of the Revised Code, and employees of school districts, the amount of municipal income tax levied upon the income of the employee." The law further states that the Director of Administrative Services shall establish procedures for the deduction of municipal income taxes.

This [Local Income Tax and School District Income Tax Directory \[392K\]](#) contains the policies and procedures that are used by the State of Ohio in administering how these taxes are determined, calculated, withheld, paid and reported. In addition, there is a listing which is current as of the publication date of each of the various local income and school district income taxes which are applicable to State of Ohio employees showing address, telephone number, deduction code, rate, reciprocity and county. (from: [das.ohio.gov/hrd/inctxint.html#general](http://das.ohio.gov/hrd/inctxint.html#general))

## Welcome to Ohio's Employer Withholding Tax Registration

### Registration Fee: *N/A*

Online applications must be paid for at the time you complete the registration process or no license will be issued. This fee must be paid by ACH (Electronic Check "only"). In order to pay by ACH, you will need the following information:

- Checking or Savings Bank Account number
- Checking or Savings Bank Routing number

### You will need the following information to complete your registration:

- Federal Employer Identification Number (FEIN), if applicable. To apply for a FEIN, go to [www.irs.ustreas.gov/businesses](http://www.irs.ustreas.gov/businesses)
- Social Security Number (sole proprietor's only)
- Legal name and business name (DBA), if applicable
- Primary address, business location address (Ohio only) and mailing address (if different than Primary)
- NAICS Code (North American Industry Classification System) Don't know it, use the NAICS drop down provided in the registration application
- Names, addresses and social security numbers of the officers, partners or members
- Email address, name and telephone number of contact person

### Before You Start

- You will need a *printer* to print your license and confirmation. The license you print at the end of your transaction is your official license.
- No refunds are permitted on any license related fees, so review your selections carefully.

If your computer is idle for 20 minutes, your session will "time-out" and you will lose any data not previously saved.

### Confirmation and Registration/License Number:

A confirmation number and license/registration number will be issued to you upon completion of your application. This number will serve as an official acknowledgement that your application has been received by ODT.

### How to Get Help:

ODT is ready to help you and offers several resources where you can get answers to your Ohio tax questions. Our web site (<http://tax.ohio.gov/>) contains information on all taxes administered by ODT or you may call 1-888-45-4039. Online help text is also available to assist you in completing you application.

CONTINUE

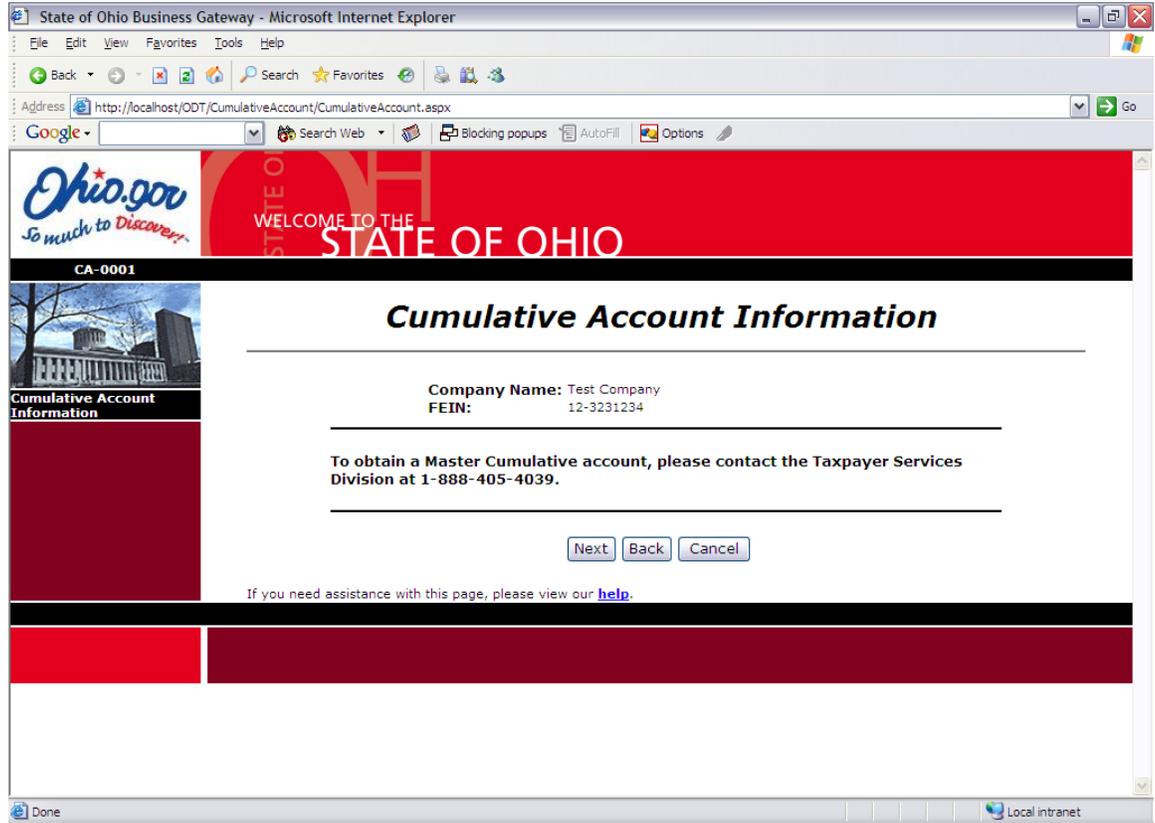
EXIT

- Review the displayed information.

<b>Action</b>	<b>Result</b>
Next	The system moves to the Web Registration Progress page.
Back	The system returns to the previous screen.
Cancel	The system moves to the Web Registration Progress page.

# Cumulative Account

*Note:* The *Cumulative Account Information* page is a text only page. Contact the number provided to obtain more detailed information.



- Review the displayed information.

Action	Result
Next	The system moves to the Web Registration Progress page.
Back	The system returns to the previous screen.
Cancel	The system moves to the Web Registration Progress page.

---

## Consumers Use Tax

The *Consumers Use Tax* introductory page outlines what payment types are accepted, and the types of information you must have available to complete the registration process.

## Welcome to Ohio's Consumer Use Tax Registration

### Registration Fee: *N/A*

Online applications must be paid for at the time you complete the registration process or no license will be issued. This fee must be paid by ACH (Electronic Check "only"). In order to pay by ACH, you will need the following information:

- Checking or Savings Bank Account number
- Checking or Savings Bank Routing number

### You will need the following information to complete your registration:

- Federal Employer Identification Number (FEIN), if applicable. To apply for a FEIN, go to [www.irs.ustreas.gov/businesses](http://www.irs.ustreas.gov/businesses)
- Social Security Number (sole proprietor's only)
- Legal name and business name (DBA), if applicable
- Primary address, business location address (Ohio only) and mailing address (if different than Primary)
- NAICS Code (North American Industry Classification System) Don't know it, use the NAICS drop down provided in the registration application
- Names, addresses and social security numbers of the officers, partners or members
- Email address, name and telephone number of contact person

### Before You Start

- You will need a *printer* to print your license and confirmation. The license you print at the end of your transaction is your official license.
- No refunds are permitted on any license related fees, so review your selections carefully.

If your computer is idle for 20 minutes, your session will "time-out" and you will lose any data not previously saved.

### Confirmation and Registration/License Number:

A confirmation number and license/registration number will be issued to you upon completion of your application. This number will serve as an official acknowledgement that your application has been received by ODT.

### How to Get Help:

ODT is ready to help you and offers several resources where you can get answers to your Ohio tax questions. Our web site (<http://tax.ohio.gov/>) contains information on all taxes administered by ODT or you may call 1-888-45-4039. Online help text is also available to assist you in completing you application.

CONTINUE

EXIT

- Review the displayed information.

<b>Action</b>	<b>Result</b>
Next	The system moves to the first Consumers Use Tax page.
Back	The system returns to the previous screen.
Cancel	The system moves to the Web Registration Progress page.

- Read the instructions on the page and click Next when you are ready to move to the next step in the process.

## Monthly Use Tax Amount and Accrual

State of Ohio Business Gateway - Microsoft Internet Explorer

Address: http://localhost/ODT/ConsumersUseTax/ConsumersUseTax.aspx

Ohio.gov So much to Discover!

WELCOME TO THE STATE OF OHIO

UT-0001

### Consumers Use Tax

Company Name: Test Company  
FEIN: 12-3231234

\* Denotes a required field.

\* Monthly Use Tax greater than \$5000 per month?  Yes  No

\* When did you begin or when will you begin to accrue use tax?

Next Back Cancel

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

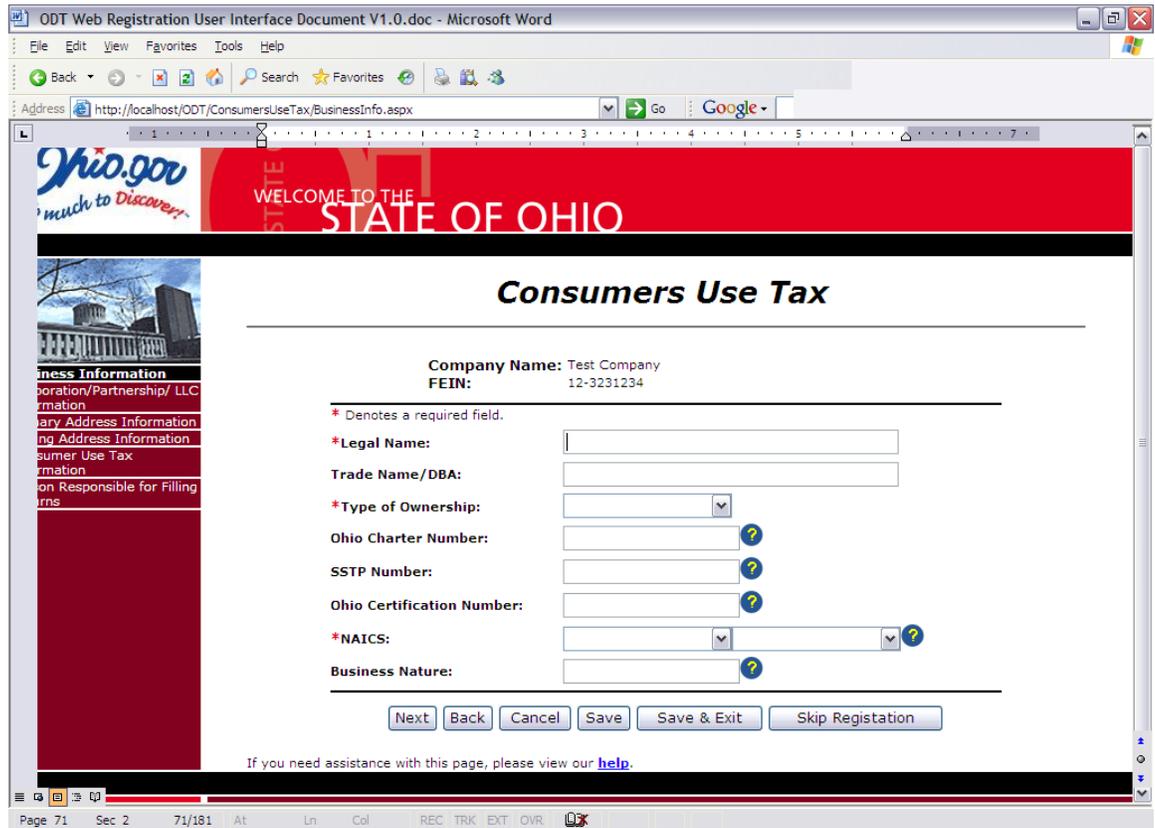
### Field Descriptions

Field Name	Description
Monthly Use Tax greater than \$5000 per month?	If your purchases result in over \$5,000 a month due in use tax, choose Yes.
When did you begin or when will you begin to accrue use tax?	Enter the actual date that you began or expect to begin making taxable sales.

### Instructions

- If your monthly use tax amount is generally greater than \$5,000 per month select the “Yes” radio button.
- Enter the date when you began (or expect to begin) accruing use taxes.
- Click Next to move to the next step in the registration process.

## Company Information



## Field Descriptions

Field Name	Description
Legal Name	The legal name of the company/business.
Trade name/DBA	The name under which the business operates according to the general public.
Type of Ownership	The applicable ownership type for this business according to the State of Ohio.
<a href="#">Ohio Charter Number</a>	This unique identifier is issued by the Ohio Secretary of State to businesses incorporated or registered in Ohio.
SSTP Number	The <a href="#">Streamline Sales Tax Project (SSTP)</a> provides a registration number for those business participating in the project.
<a href="#">Ohio Certification Number</a>	Foreign (outside of Ohio) corporations should have an Ohio Certificate number issued by the Ohio Secretary of State.
NAICS	The <a href="#">North American Industry Classification System (NAICS)</a> is a system by which industries are classified by the United States, Canada, and Mexico.

<b>Field Name</b>	<b>Description</b>
Business Nature	A brief phrase identifying the general type of business (restaurant, car repair, etc.).

### **Instructions**

- Enter the businesses Legal Name for which you are registering Consumer Use Taxes.
- Enter the Trade Name/DBA.
- Select the Type of Ownership from the drop down list provided.
- Enter the Ohio Charter Number.
- Enter the SSTP Number.
- Enter the Ohio Certification Number.
- Select the NAICS from the drop down lists.
- Enter the Business Nature (restaurant, car repair, etc.).
- When all the information has been entered and is correct, click Next to move to the next step in the registration process.

## Primary Contact Information

You are required to enter primary contact information. Enter the following information about each company officer (President, Vice President, Secretary, Treasurer, Statutory Agent) that apply:

State of Ohio Business Gateway - Microsoft Internet Explorer

Address: http://localhost/ODT/ConsumersUseTax/ResponsiblePartyInfo.aspx

Ohio.gov  
So much to Discover!

WELCOME TO THE STATE OF OHIO

UT-0003

**Consumers Use Tax**

Company Name: Test Company  
FEIN: 12-3231234

\* Denotes a required field.

**President/Partner/Member**

Prefix:

First Name:

Middle Initial:

Last Name:

Street Address 1:

Street Address 2:

Street Address 3:

City:

State:

Postal/Zip Code:

SSN:

**Vice-President/Partner/Member**

Prefix:

First Name:

SSN:

Done Local intranet

## Instructions

- Select the Prefix from the drop down list.
- Enter the individuals First Name.
- Enter the Middle Initial.
- Enter the Last Name.
- Enter the Street Address 1, 2, and 3, in the following format:  
Street Address 1: 100 High Street  
Street Address 2: Suite 310  
Street Address 3: PO Box 1234
- Enter the City name.
- Select the State in which the individual resides from the drop down list.
- Enter the Postal/Zip code (i.e. 43214-1052).
- Enter the Social Security Number.

- When all the information has been entered for each available individual, click NEXT.

## Primary Business Address Information

You are required to enter primary business address information.

UT-0004

### Consumers Use Tax

Company Name: Test Company  
FEIN: 12-3231234

\* Denotes a required field.

**Primary Information**

\* Primary Phone Number:   
 Business Phone Number:   
 Business Fax Number:   
 Primary E-Mail Address:

**Primary Address Information**

\* Street Address 1:   
 Street Address 2:   
 Street Address 3:   
 \* City:   
 \* State:   
 \* County:   
 \* Postal/Zip Code:   
 \* Country:

**Mailing Address Information**

Same as Primary Address

[County Finder](#)

## Instructions

- Enter the main telephone number of the business Home Office.
- Enter the telephone number of the business to be used by the Department of Taxation to contact the company for tax related issues.
- Enter the Home Office fax number.
- Enter the Home Office email address (i.e. john.smith@mycompany.com).
- Enter the Street Address 1, 2, and 3, in the following format:  
 Street Address 1: 100 High Street  
 Street Address 2: Suite 310  
 Street Address 3: PO Box 1234
- Enter the City name.
- Select the State in which the individual resides from the drop down list.

- Select the name of the county in which the Home Office resides from the drop down list. Use the [County Finder](#) link if you need assistance determining the county.
- Enter the Postal/Zip code (i.e. 43214-1052).
- The Country in which the Home Office resides from the drop down list.
- If the mailing address is the same as the primary address, click the “Same as Primary Address checkbox.” If the address to which the Department of Taxation would send information is different than the Primary address, enter that information in the spaces provided.
- When all the information has been entered for each available individual, click NEXT.

## Company Contact for Return Information

In the event that someone at the Department of Taxation should need to contact the individual responsible for preparing and/or remitting tax information, you must provide information about who to contact.

The screenshot shows a web browser window titled "State of Ohio Business Gateway - Microsoft Internet Explorer". The address bar displays "http://localhost/ODT/ConsumersUseTax/CompanyContact.aspx". The page features the "Ohio.gov" logo and a "WELCOME TO THE STATE OF OHIO" banner. Below the banner, the page is titled "Consumers Use Tax" and "UT-0005". A navigation menu on the left includes "Consumer Use Tax Information", "Business Information", "Responsible Party Information", "Address Information", "Company Contact for Return Information" (which is highlighted), and "Confirmation". The main content area displays the following information:

Company Name: Test Company  
FEIN: 12-3231234

\* Denotes a required field.

**Company Contact for Return Information**

Prefix:

First Name:

Middle Initial:

Last Name:

Phone:

Title:

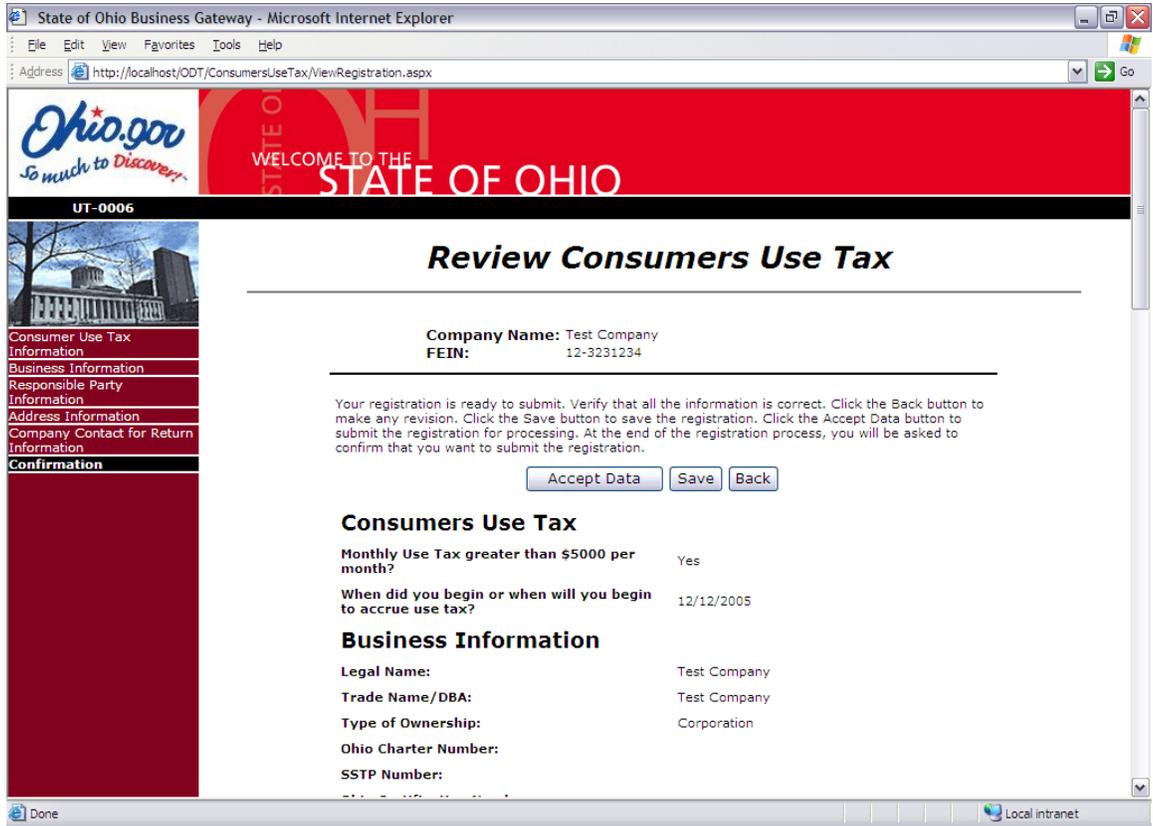
Buttons: Next, Back, Cancel

## Instructions

- Select the Prefix for the company employee responsible for preparing and/or remitting tax information.
- Enter the first name of the company employee responsible for preparing and/or remitting tax information.
- Enter the middle initial of the company employee responsible for preparing and/or remitting tax information.
- Enter the Last name of the company employee responsible for preparing and/or remitting tax information.
- Enter the phone number (i.e. 6145551212) of the company employee responsible for preparing and/or remitting tax information.
- Enter the title (President, Controller, etc.) of the company employee responsible for preparing and/or remitting tax information.
- When all the information has been entered and is correct, click NEXT to move to the next step in the registration process.

### Review Consumers Use Tax Information

The Review Consumers Use Tax page provides you the opportunity to review the data entered in the previous pages to verify its accuracy.



- Review the displayed information.

Action	Result
Accept Data	The system saves the entered information and returns to the Web Registration Progress page.
Save	Inserts the saved information into the “Ready to File” section of the Web Registration Progress page.
Back	The system goes back to the previous screen without saving, or accepting any of the information.

---

## Delivery Vendor License Information

The *Delivery Vendor License Information Tax* introductory page outlines what payment types are accepted, and the types of information you must have available to complete the registration process.

**Welcome to Ohio's Delivery Vendors Tax Registration****Registration Fee: \$25 per license**

Online applications must be paid for at the time you complete the registration process or no license will be issued. This fee must be paid by ACH (Electronic Check "only"). In order to pay by ACH, you will need the following information:

- Checking or Savings Bank Account number
- Checking or Savings Bank Routing number

**You will need the following information to complete your registration:**

- Federal Employer Identification Number (FEIN), if applicable. To apply for a FEIN, go to [www.irs.ustreas.gov/businesses](http://www.irs.ustreas.gov/businesses)
- Social Security Number (sole proprietor's only)
- Legal name and business name (DBA), if applicable
- Primary address, business location address (Ohio only) and mailing address (if different than Primary)
- NAICS Code (North American Industry Classification System) Don't know it, use the NAICS drop down provided in the registration application
- Names, addresses and social security numbers of the officers, partners or members
- Email address, name and telephone number of contact person

**Before You Start**

- You will need a *printer* to print your license and confirmation. The license you print at the end of your transaction is your official license.
- No refunds are permitted on any license related fees, so review your selections carefully.

If your computer is idle for 20 minutes, your session will "time-out" and you will lose any data not previously saved.

**Confirmation and Registration/License Number:**

A confirmation number and license/registration number will be issued to you upon completion of your application. This number will serve as an official acknowledgement that your application has been received by ODT.

**How to Get Help:**

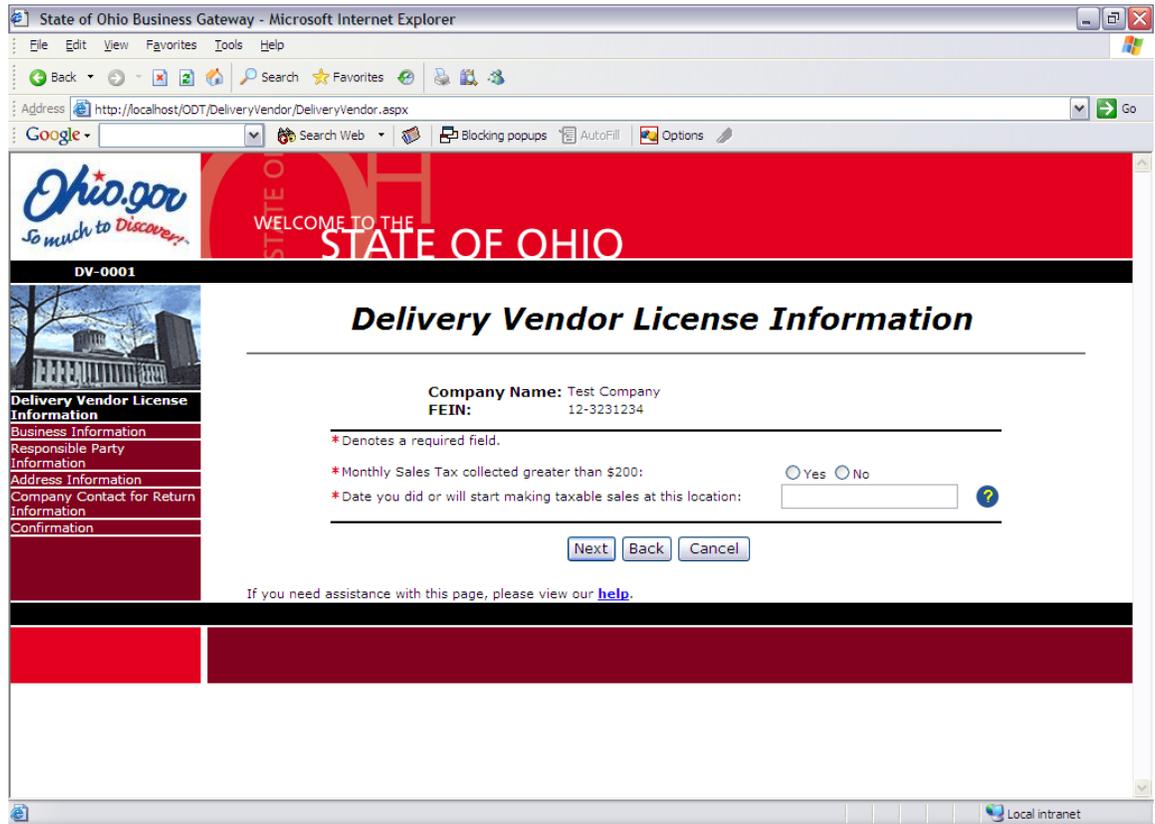
ODT is ready to help you and offers several resources where you can get answers to your Ohio tax questions. Our web site (<http://tax.ohio.gov/>) contains information on all taxes administered by ODT or you may call 1-888-45-4039. Online help text is also available to assist you in completing you application.

**CONTINUE****EXIT**

<b>Action</b>	<b>Result</b>
Next	The system s moves to the fist <i>Delivery Vendor's License Information</i> page.
Back	The system returns to the previous screen
Cancel	The system returns to the <i>Web Registration Progress</i> page.

- Read the instructions on the page and click Next when you are ready to move to the next step in the process.

## Monthly Use Tax Amount and Accrual



### Field Descriptions

Field Name	Description
Monthly Sales Tax collected greater than \$200?	If you anticipate collecting over \$200 each month in sales tax, choose Yes.
Date you did or will start making taxable sales at this location	Enter the actual date that you began or expect to begin making taxable sales.

### Instructions

- If you monthly use tax amount is generally greater than \$200 per month select the “Yes” radio button.
- Enter the date when you began generating (or anticipate generating) taxable sales.
- Click Next to move to the next step in the registration process.

## General Business Information

State of Ohio Business Gateway - Microsoft Internet Explorer

Address: http://localhost/ODT/DeliveryVendor/BusinessInfo.aspx

**Ohio.gov** So much to Discover!

WELCOME TO THE STATE OF OHIO

### Delivery Vendor License Information

Company Name: Test Company  
FEIN: 12-3231234

\* Denotes a required field.

\* Legal Name:

Trade Name/DBA:

\* Type of Ownership:

Ohio Charter Number:  ?

SSTP Number:  ?

Ohio Certification Number:  ?

\* NAICS:  ?

Business Nature:  ?

Next Back Cancel Save Save & Exit Skip Registration

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

## Field Descriptions

Field Name	Description
Legal Name	The legal name of the company/business.
Trade name/DBA	The name under which the business operates according to the general public.
Type of Ownership	The applicable ownership type for this business according to the State of Ohio.
<a href="#">Ohio Charter Number</a>	This unique identifier is issued by the Ohio Secretary of State to businesses incorporated or registered in Ohio.
SSTP Number	The <a href="#">Streamline Sales Tax Project (SSTP)</a> provides a registration number for those business participating in the project.
<a href="#">Ohio Certification Number</a>	Foreign (outside of Ohio) corporations should have an Ohio Certificate number issued by the Ohio Secretary of State.
NAICS	The <a href="#">North American Industry Classification System</a> (NAICS) is a system by which industries are classified by the United States, Canada, and Mexico.
Business Nature	A brief phrase identifying the general type of business (restaurant,

Field Name	Description
	car repair, etc.).

**Instructions**

- Enter the businesses Legal Name for which you are registering Consumer Use Taxes.
- Enter the Trade Name/DBA.
- Select the Type of Ownership from the drop down list provided.
- Enter the Ohio Charter Number.
- Enter the SSTP Number.
- Enter the Ohio Certification Number.
- Select the NAICS from the drop down lists.
- Enter the Business Nature (restaurant, car repair, etc.).
- When all the information has been entered and is correct, click Next to move to the next step in the registration process.

**Primary Contact Information**

You are required to enter primary contact information. Enter the following information about each company officer (President, Vice President, Secretary, Treasurer, Statutory Agent) that apply:



## Instructions

- Select the Prefix from the drop down list.
- Enter the individuals First Name.
- Enter the Middle Initial.
- Enter the Last Name.
- Enter the Street Address 1, 2, and 3, in the following format:  
Street Address 1: 100 High Street  
Street Address 2: Suite 310  
Street Address 3: PO Box 1234
- Enter the City name.
- Select the State in which the individual resides from the drop down list.
- Enter the Postal/Zip code (i.e. 43214-1052).
- Enter the Social Security Number.
- When all the information has been entered for each available individual, click NEXT.

## Primary Business Address Information

You are required to enter primary business address information.

The screenshot displays a web browser window titled "State of Ohio Business Gateway - Microsoft Internet Explorer". The address bar shows "http://localhost/ODT/DeliveryVendor/PrimaryAddressInfo.aspx". The page content includes a navigation menu on the left with items like "Delivery Vendor License Information", "Business Information", "Responsible Party Information", "Address Information", "Company Contact for Return Information", and "Confirmation". The main content area is titled "Delivery Vendor License Information" and shows "Company Name: Test Company" and "FEIN: 12-3231234". Below this, there are three sections of form fields:

- Primary Information:** Includes fields for "Primary Phone Number", "Business Phone Number", "Business Fax Number", and "Primary E-Mail Address".
- Primary Address Information:** Includes fields for "Street Address 1", "Street Address 2", "Street Address 3", "City", "State" (dropdown), "County" (dropdown), "Postal/Zip Code", and "Country" (dropdown). A "County Finder" link is also present.
- Mailing Address Information:** Includes a checkbox for "Same as Primary Address" and fields for "Street Address 1" and "Street Address 2".

## Instructions

- Enter the main telephone number of the business Home Office (6145551122).
- Enter the telephone number of the business to be used by the Department of Taxation to contact the company for tax related issues.
- Enter the Home Office fax number.
- Enter the Home Office email address (i.e. john.smith@mycompany.com).
- Enter the Street Address 1, 2, and 3, in the following format:  
Street Address 1: 100 High Street  
Street Address 2: Suite 310  
Street Address 3: PO Box 1234
- Enter the City name.
- Select the State in which the individual resides from the drop down list.
- Select the name of the county in which the Home Office resides from the drop down list.
- Enter the Postal/Zip code (i.e. 43214-1052).
- The Country in which the Home Office resides from the drop down list.
- If the mailing address is the same as the primary address, click the “Same as Primary Address checkbox.” If the address to which the Department of Taxation would send information is different than the Primary address, enter that information in the spaces provided.
- When all the information has been entered for each available individual, click NEXT.

## Company Contact for Return Information

In the event that someone at the Department of Taxation should need to contact the individual responsible for preparing and/or remitting tax information, you must provide information about who to contact.

The screenshot shows a web browser window titled "State of Ohio Business Gateway - Microsoft Internet Explorer". The address bar displays "http://localhost/ODT/DeliveryVendor/CompanyContact.aspx". The page features a red header with the "Ohio.gov" logo and the text "WELCOME TO THE STATE OF OHIO". Below the header, a navigation menu on the left lists various sections: "Delivery Vendor License Information", "Business Information", "Responsible Party Information", "Address Information", "Company Contact for Return Information" (which is highlighted), and "Confirmation". The main content area is titled "Delivery Vendor License Information" and displays the following information: "Company Name: Test Company" and "FEIN: 12-3231234". A note states "\* Denotes a required field." Below this, the "Company Contact for Return Information" section contains several input fields: "Prefix" (a dropdown menu), "First Name", "Middle Initial", "Last Name", "Phone", and "Title". A "Next" button is visible at the bottom of the form, along with "Back" and "Cancel" buttons. A help icon is also present. At the bottom of the page, there is a link to "help" and a "Local intranet" icon in the status bar.

## Instructions

- Select the Prefix for the company employee responsible for preparing and/or remitting tax information.
- Enter the first name of the company employee responsible for preparing and/or remitting tax information.
- Enter the middle initial of the company employee responsible for preparing and/or remitting tax information.
- Enter the Last name of the company employee responsible for preparing and/or remitting tax information.
- Enter the phone number (i.e. 614-555-1212) of the company employee responsible for preparing and/or remitting tax information.
- Enter the title (President, Controller, etc.) of the company employee responsible for preparing and/or remitting tax information.
- When all the information has been entered and is correct, click NEXT to move to the next step in the registration process.

### Review Delivery Vendor License Information

The *Review Delivery Vendor License Information* page provides you the opportunity to review the data entered in the previous pages to verify its accuracy.



- Review the displayed information.

Action	Result
Accept Data	The system saves the entered information and returns to the Web Registration Progress page.
Save	Inserts the saved information into the “Ready to File” section of the Web Registration Progress page.
Back	The system goes back to the previous screen without saving, or accepting any of the information.

---

# Transient Vendor License Information

*Transient Vendor Licenses* are required when a vendor generates sales in more than one county.

## Welcome to Ohio's Transient Vendor Tax Registration

### Registration Fee: \$25

Online applications must be paid for at the time you complete the registration process or no license will be issued. This fee must be paid by ACH (Electronic Check "only"). In order to pay by ACH, you will need the following information:

- Checking or Savings Bank Account number
- Checking or Savings Bank Routing number

### You will need the following information to complete your registration:

- Federal Employer Identification Number (FEIN), if applicable. To apply for a FEIN, go to [www.irs.ustreas.gov/businesses](http://www.irs.ustreas.gov/businesses)
- Social Security Number (sole proprietor's only)
- Legal name and business name (DBA), if applicable
- Primary address, business location address (Ohio only) and mailing address (if different than Primary)
- NAICS Code (North American Industry Classification System) Don't know it, use the NAICS drop down provided in the registration application
- Names, addresses and social security numbers of the officers, partners or members
- Email address, name and telephone number of contact person

### Before You Start

- You will need a *printer* to print your license and confirmation. The license you print at the end of your transaction is your official license.
- No refunds are permitted on any license related fees, so review your selections carefully.

If your computer is idle for 20 minutes, your session will "time-out" and you will lose any data not previously saved.

### Confirmation and Registration/License Number:

A confirmation number and license/registration number will be issued to you upon completion of your application. This number will serve as an official acknowledgement that your application has been received by ODT.

### How to Get Help:

ODT is ready to help you and offers several resources where you can get answers to your Ohio tax questions. Our web site (<http://tax.ohio.gov/>) contains information on all taxes administered by ODT or you may call 1-888-45-4039. Online help text is also available to assist you in completing you application.

CONTINUE

EXIT

Action	Result
NEXT	The system moves to the <i>Transient Vendor License</i> page.
Back	The system move back to the previous page
Cancel	Returns you to the <i>Web Registration Progress</i> page.

- Click NEXT to begin registration for a Transient Vendor License.

## Sales Information

State of Ohio Business Gateway - Microsoft Internet Explorer

Address: http://localhost/ODT/TransientVendor/TransientVendor.aspx

Ohio.gov So much to Discover!

WELCOME TO THE STATE OF OHIO

TV-0001

### Transient Vendor License Information

Company Name: Test Company  
FEIN: 12-3231234

\* Denotes a required field.

\* Monthly Sales Tax collected greater than \$200:  Yes  No

\* Date you did or will start making taxable sales at this location:

Next Back Cancel

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

## Field Descriptions

Field Name	Description
Monthly Sales Tax collected greater than \$200?	If you anticipate collecting over \$200 each month in sales tax, select "Yes" otherwise choose "No."
Date you did or will start making taxable sales at this location:	Enter the date (mm/dd/yyyy) on which you began (or will begin) generating taxable sales at the location for this license.

## Instructions

- If your average monthly sales exceed \$200, select "Yes" otherwise choose "No."
- Enter the date (mm/dd/yyyy) on which you began generating (or anticipate generating) taxable sales. For example, if you began making taxable sales on May 1, 2005 enter 05/01/2005.

- Click NEXT to move to the next step in the process.

## Company Business Information

State of Ohio Business Gateway - Microsoft Internet Explorer

Address: http://localhost/ODT/TransientVendor/BusinessInfo.aspx

**Ohio.gov** So much to Discover!

WELCOME TO THE STATE OF OHIO

### Transient Vendor License Information

Company Name: Test Company  
FEIN: 12-3231234

\* Denotes a required field.

\* Legal Name:

Trade Name/DBA:

\* Type of Ownership:

Ohio Charter Number:  ?

SSTP Number:  ?

Ohio Certification Number:  ?

\* NAICS:  ?

Business Nature:  ?

Next Back Cancel Save Save & Exit Skip Registration

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

## Field Descriptions

Field Name	Description
Legal Name	The legal name of the company/business.
Trade name/DBA	The name under which the business operates according to the general public.
Type of Ownership	The applicable ownership type for this business according to the State of Ohio.
<a href="#">Ohio Charter Number</a>	This unique identifier is issued by the Ohio Secretary of State to businesses incorporated or registered in Ohio.
SSTP Number	The <a href="#">Streamline Sales Tax Project (SSTP)</a> provides a registration number for those business participating in the project.
<a href="#">Ohio Certification Number</a>	Foreign (outside of Ohio) corporations should have an Ohio Certificate number issued by the Ohio Secretary of State.
NAICS	The <a href="#">North American Industry Classification System (NAICS)</a> is a system by which industries are classified by the United States, Canada, and Mexico.

<b>Field Name</b>	<b>Description</b>
Business Nature	A brief phrase identifying the general type of business (restaurant, car repair, etc.).

### **Instructions**

- Enter the businesses Legal Name for which you are registering Consumer Use Taxes.
- Enter the Trade Name/DBA.
- Select the Type of Ownership from the drop down list provided.
- Enter the Ohio Charter Number.
- Enter the SSTP Number.
- Enter the Ohio Certification Number.
- Select the NAICS from the drop down lists.
- Enter the Business Nature (restaurant, car repair, etc.).
- When all the information has been entered and is correct, click Next to move to the next step in the registration process.

## Primary Contact Information

You are required to enter primary contact information. Enter the following information about each company officer (President, Vice President, Secretary, Treasurer, Statutory Agent) that apply:

State of Ohio Business Gateway - Microsoft Internet Explorer  
Address: http://localhost/ODT/TransientVendor/ResponsiblePartyInfo.aspx

TV-0003

### Transient Vendor License Information

Company Name: Test Company  
FEIN: 12-3231234

\* Denotes a required field.

**President/Partner/Member**

Prefix:

First Name:

Middle Initial:

Last Name:

Street Address 1:

Street Address 2:

Street Address 3:

City:

State:

Postal/Zip Code:

SSN:

**Vice-President/Partner/Member**

Full Name:

Street Address 1:

Street Address 2:

Street Address 3:

City:

State:

Postal/Zip Code:

## Instructions

- Select the Prefix from the drop down list.
- Enter the individuals First Name.
- Enter the Middle Initial.
- Enter the Last Name.
- Enter the Street Address 1, 2, and 3, in the following format:  
Street Address 1: 100 High Street  
Street Address 2: Suite 310  
Street Address 3: PO Box 1234
- Enter the City name.
- Select the State in which the individual resides from the drop down list.
- Enter the Postal/Zip code (i.e. 43214-1052).
- Enter the Social Security Number.

- When all the information has been entered for each available individual, click NEXT.

## Primary Business Address Information

You are required to enter primary business address information.

State of Ohio Business Gateway - Microsoft Internet Explorer

Address: http://localhost/ODT/TransientVendor/PrimaryAddressInfo.aspx

**TV-0004**

**Transient Vendor License Information**

Company Name: Test Company  
FEIN: 12-3231234

\* Denotes a required field.

**Primary Information**

\* Primary Phone Number:   
Business Phone Number:   
Business Fax Number:   
Primary E-Mail Address:

**Primary Address Information**

\* Street Address 1:   
Street Address 2:   
Street Address 3:   
\* City:   
\* State:   
\* County:  [County Finder](#)  
\* Postal/Zip Code:   
\* Country:

**Mailing Address Information**

Same as Primary Address  
\* Street Address 1:   
Street Address 2:

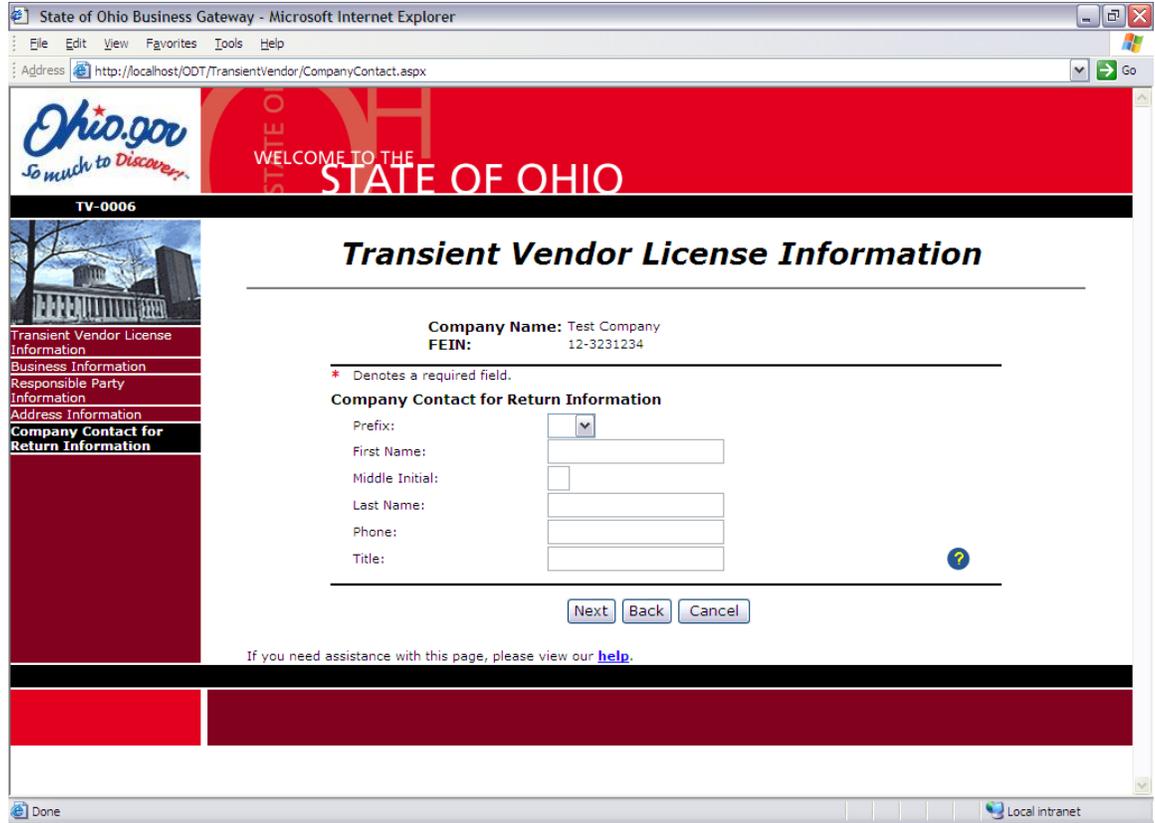
## Instructions

- Enter the main telephone number of the business Home Office (i.e. 6145551122).
- Enter the telephone number of the business to be used by the Department of Taxation to contact the company for tax related issues.
- Enter the Home Office fax number.
- Enter the Home Office email address (i.e. john.smith@mycompany.com).
- Enter the Street Address 1, 2, and 3, in the following format:  
Street Address 1: 100 High Street  
Street Address 2: Suite 310  
Street Address 3: PO Box 1234
- Enter the City name.
- Select the State in which the individual resides from the drop down list.

- Select the name of the county in which the Home Office resides from the drop down list.
- Enter the Postal/Zip code (i.e. 43214-1052).
- The Country in which the Home Office resides from the drop down list.
- If the mailing address is the same as the primary address, click the “Same as Primary Address checkbox.” If the address to which the Department of Taxation would send information is different than the Primary address, enter that information in the spaces provided.
- When all the information has been entered for each available individual, click NEXT.

## Company Contact for Return Information

In the event that a return on your vendor license is necessary, you must provide information about who to contact.



## Field Descriptions

Field Name	Description
Prefix	The prefix (Mr., Mrs., Ms. Etc.) used when mailing return information.
First Name	The first name of the individual receiving return information.
Middle Initial	The middle initial of the individual receiving return information.
Last Name	The last name of the individual receiving return information.
Phone	The phone number (i.e. 614-555-1212) of the individual receiving return information.
Title	The title (President, Controller, etc.) of the individual receiving return information.

## Instructions

Select the Prefix for the company employee responsible for preparing and/or remitting tax information.

- Enter the first name of the company employee responsible for preparing and/or remitting tax information.
- Enter the middle initial of the company employee responsible for preparing and/or remitting tax information.
- Enter the Last name of the company employee responsible for preparing and/or remitting tax information.
- Enter the phone number (i.e. 614-555-1212) of the company employee responsible for preparing and/or remitting tax information.
- Enter the title (President, Controller, etc.) of the company employee responsible for preparing and/or remitting tax information.
- When all the information has been entered and is correct, click NEXT to move to the next step in the registration process.

## Review Transient Vendor License Information

The *Review Transient Vendor License Information* page provides you the opportunity to review the data entered in the previous pages to verify its accuracy.



- Review the displayed information.

Action	Result
Accept Data	The system saves the entered information and returns to the Web Registration Progress page.
Save	Inserts the saved information into the “Ready to File” section of the Web Registration Progress page.
Back	The system goes back to the previous screen without saving, or accepting any of the information.

---

# Service Vendors License

Service Vendor Licenses are required when ????

## Welcome to Ohio's Service Vendor Tax Registration

### Registration Fee: \$25

Online applications must be paid for at the time you complete the registration process or no license will be issued. This fee must be paid by ACH (Electronic Check "only"). In order to pay by ACH, you will need the following information:

- Checking or Savings Bank Account number
- Checking or Savings Bank Routing number

### You will need the following information to complete your registration:

- Federal Employer Identification Number (FEIN), if applicable. To apply for a FEIN, go to [www.irs.ustreas.gov/businesses](http://www.irs.ustreas.gov/businesses)
- Social Security Number (sole proprietor's only)
- Legal name and business name (DBA), if applicable
- Primary address, business location address (Ohio only) and mailing address (if different than Primary)
- NAICS Code (North American Industry Classification System) Don't know it, use the NAICS drop down provided in the registration application
- Names, addresses and social security numbers of the officers, partners or members
- Email address, name and telephone number of contact person

### Before You Start

- You will need a *printer* to print your license and confirmation. The license you print at the end of your transaction is your official license.
- No refunds are permitted on any license related fees, so review your selections carefully.

If your computer is idle for 20 minutes, your session will "time-out" and you will lose any data not previously saved.

### Confirmation and Registration/License Number:

A confirmation number and license/registration number will be issued to you upon completion of your application. This number will serve as an official acknowledgement that your application has been received by ODT.

### How to Get Help:

ODT is ready to help you and offers several resources where you can get answers to your Ohio tax questions. Our web site (<http://tax.ohio.gov/>) contains information on all taxes administered by ODT or you may call 1-888-45-4039. Online help text is also available to assist you in completing your application.

CONTINUE

EXIT

Action	Result
NEXT	The system moves to the <i>Service Vendor License</i> page.
Back	The system move back to the previous page
Cancel	Returns you to the <i>Web Registration Progress</i> page.

- Click NEXT to begin registration for a Service Vendor License.

## Sales Information

SV-0001

**Service Vendor License Information**

**Company Name:** Test Company  
**FEIN:** 12-3231234

\* Denotes a required field.

\* Monthly Sales Tax collected greater than \$200:  Yes  No

\* Date you did or will start making taxable sales at this location:

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

## Field Descriptions

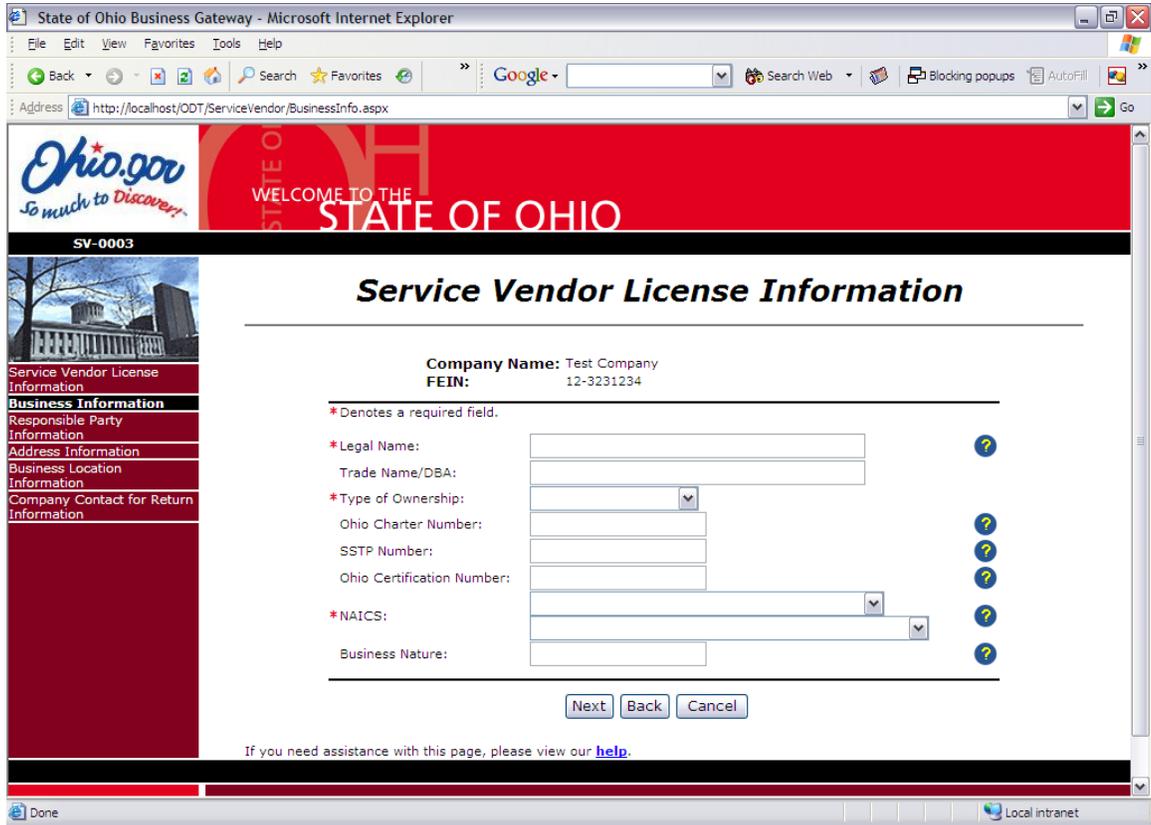
Field Name	Description
Monthly Sales Tax collected greater than \$200?	If you anticipate collecting over \$200 each month in sales tax, select "Yes" otherwise choose "No."
Date you did or will start making taxable sales at this location:	Enter the date (mm/dd/yyyy) on which you began (or expect to begin) making taxable sales at the location for this license.

## Instructions

- If your average monthly sales exceed \$200, select "Yes" otherwise choose "No."
- Enter the date (mm/dd/yyyy) on which you began generating (or anticipate generating) taxable sales. For example, if you began making taxable sales on May 1, 2005 enter 05/01/2005.

- Click NEXT to move to the next step in the process.

## Company Business Information



## Field Descriptions

Field Name	Description
Legal Name	The legal name of the company/business.
Trade name/DBA	The name under which the business operates according to the general public.
Type of Ownership	The applicable ownership type for this business according to the State of Ohio.
<a href="#">Ohio Charter Number</a>	This unique identifier is issued by the Ohio Secretary of State to businesses incorporated or registered in Ohio.
SSTP Number	The <a href="#">Streamline Sales Tax Project (SSTP)</a> provides a registration number for those business participating in the project.
<a href="#">Ohio Certification Number</a>	Foreign (outside of Ohio) corporations should have an Ohio Certificate number issued by the Ohio Secretary of State.
NAICS	The <a href="#">North American Industry Classification System (NAICS)</a> is a system by which industries are classified by the United States,

Field Name	Description
	Canada, and Mexico.
Business Nature	A brief phrase identifying the general type of business (restaurant, car repair, etc.).

### Instructions

- Enter the businesses Legal Name for which you are registering Consumer Use Taxes.
- Enter the Trade Name/DBA.
- Select the Type of Ownership from the drop down list provided.
- Enter the Ohio Charter Number.
- Enter the SSTP Number.
- Enter the Ohio Certification Number.
- Select the NAICS from the drop down lists.
- Enter the Business Nature (restaurant, car repair, etc.).
- When all the information has been entered and is correct, click Next to move to the next step in the registration process.

## Primary Contact Information

You are required to enter primary contact information. Enter the following information about each company officer (President, Vice President, Secretary, Treasurer, Statutory Agent) that apply:

The screenshot shows a web browser window titled "State of Ohio Business Gateway - Microsoft Internet Explorer". The address bar shows "http://localhost/ODT/ServiceVendor/ResponsiblePartyInfo.aspx". The page content includes a navigation menu on the left with items like "Service Vendor License Information", "Business Information", "Responsible Party Information", "Address Information", "Business Location Information", and "Company Contact for Return Information". The main content area is titled "Service Vendor License Information" and displays the following information:

**Company Name:** Test Company  
**FEIN:** 12-3231234

\* Denotes a required field.

**President/Partner/Member**

Prefix: [dropdown]  
 First Name: [text field]  
 Middle Initial: [text field]  
 Last Name: [text field]  
 Street Address 1: [text field]  
 Street Address 2: [text field]  
 Street Address 3: [text field]  
 City: [text field]  
 State: [dropdown]  
 Postal/Zip Code: [text field]  
 SSN: [text field]

**Vice-President/Partner/Member**

Prefix: [dropdown]  
 First Name: [text field]  
 Middle Initial: [text field]  
 Last Name: [text field]  
 Street Address 1: [text field]  
 Street Address 2: [text field]  
 Street Address 3: [text field]

## Instructions

- Select the Prefix from the drop down list.
- Enter the individuals First Name.
- Enter the Middle Initial.
- Enter the Last Name.
- Enter the Street Address 1, 2, and 3, (see example below):  
 Street Address 1: 100 High Street  
 Street Address 2: Suite 310  
 Street Address 3: PO Box 1234
- Enter the City name.
- Select the State in which the individual resides from the drop down list.
- Enter the Postal/Zip code (i.e. 43214-1052). Enter the Social Security Number
- When all the information has been entered for each available individual, click NEXT.

## Primary Business Address Information

You are required to enter primary business address information.

The screenshot shows a web browser window titled "State of Ohio Business Gateway - Microsoft Internet Explorer". The address bar shows "http://localhost/ODT/ServiceVendor/PrimaryAddressInfo.aspx". The page content includes a navigation menu on the left with items like "Service Vendor License Information", "Business Information", "Responsible Party Information", "Address Information", "Business Location Information", and "Company Contact for Return Information". The main content area is titled "Service Vendor License Information" and displays the following information:

SV-0005

**Service Vendor License Information**

Company Name: Test Company  
FEIN: 12-3231234

\* Denotes a required field.

**Primary Information**

\* Primary Phone Number: [text box]  
Business Phone Number: [text box]  
Business Fax Number: [text box]  
Primary E-Mail Address: [text box]

**Primary Address Information**

\* Street Address 1: [text box]  
Street Address 2: [text box]  
Street Address 3: [text box]  
\* City: [text box]  
\* State: [dropdown menu]  
\* County: [dropdown menu] [County Finder](#)  
\* Postal/Zip Code: [text box]  
\* Country: [dropdown menu]

**Mailing Address Information**

Same as Primary Address  
\* Street Address 1: [text box]

## Instructions

- Enter the main telephone number of the business Home Office (6145551122).
- Enter the telephone number of the business to be used by the Department of Taxation to contact the company for tax related issues.
- Enter the Home Office fax number.
- Enter the Home Office email address (i.e. john.smith@mycompany.com).
- Enter the Street Address 1, 2, and 3, in the following format:  
Street Address 1: 100 High Street  
Street Address 2: Suite 310  
Street Address 3: PO Box 1234
- Enter the City name.
- Select the State in which the individual resides from the drop down list.
- Select the name of the county in which the Home Office resides from the drop down list.
- Enter the Postal/Zip code (i.e. 43214-1052).

- The Country in which the Home Office resides from the drop down list.
- If the mailing address is the same as the primary address, click the “Same as Primary Address checkbox.” If the address to which the Department of Taxation would send information is different than the Primary address, enter that information in the spaces provided.
- When all the information has been entered for each available individual, click NEXT.

## Company Contact for Return Information

In the event that a return on your vendor license is necessary, you must provide information about who to contact.

The screenshot shows a web browser window titled "State of Ohio Business Gateway - Microsoft Internet Explorer". The address bar shows "http://localhost/ODT/ServiceVendor/CompanyContact.aspx". The page features the Ohio.gov logo and a "WELCOME TO THE STATE OF OHIO" banner. Below the banner is a navigation menu with items like "Service Vendor License Information", "Business Information", "Responsible Party Information", "Address Information", "Business Location Information", and "Company Contact for Return Information" (which is highlighted). The main content area displays "Service Vendor License Information" with "Company Name: Test Company" and "FEIN: 12-3231234". Below this is the "Company Contact for Return Information" form, which includes fields for Prefix, First Name, Middle Initial, Last Name, Phone, and Title. A legend indicates that an asterisk denotes a required field. At the bottom of the form are "Next", "Back", and "Cancel" buttons. A help link is also present.

## Field Descriptions

Field Name	Description
Prefix	The prefix (Mr., Mrs., Ms. Etc.) used when mailing return information.
First Name	The first name of the individual receiving return information.
Middle Initial	The middle initial of the individual receiving return information.
Last Name	The last name of the individual receiving return information.
Phone	The phone number (i.e. 614-555-1212) of the individual receiving return information.
Title	The title (President, Controller, etc.) of the individual receiving return information.

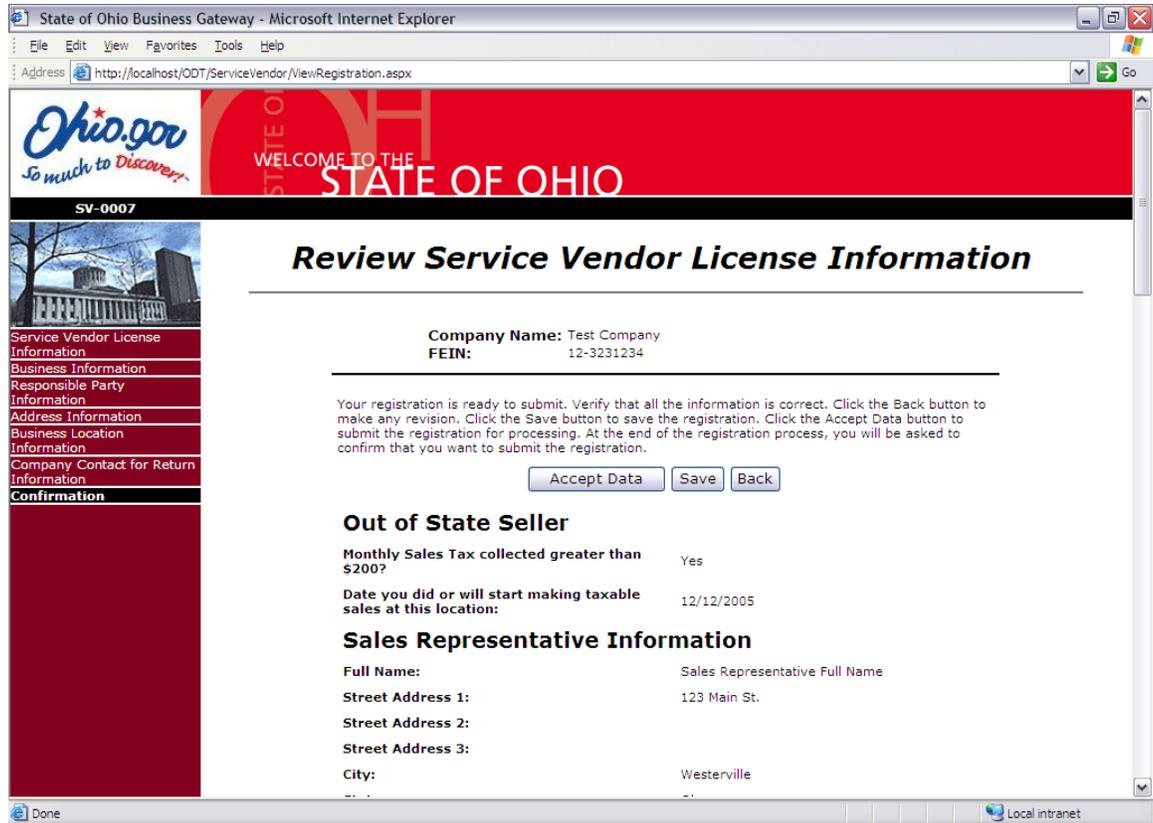
## Instructions

Select the Prefix for the company employee responsible for preparing and/or remitting tax information.

- Enter the first name of the company employee responsible for preparing and/or remitting tax information.
- Enter the middle initial of the company employee responsible for preparing and/or remitting tax information.
- Enter the Last name of the company employee responsible for preparing and/or remitting tax information.
- Enter the phone number (i.e. 614-555-1212) of the company employee responsible for preparing and/or remitting tax information.
- Enter the title (President, Controller, etc.) of the company employee responsible for preparing and/or remitting tax information.
- When all the information has been entered and is correct, click NEXT to move to the next step in the registration process.

## Review Service Vendor License Information

The *Review Service Vendor License Information* page provides you the opportunity to review the data entered in the previous pages to verify its accuracy.



- Review the displayed information.

Action	Result
Accept Data	The system saves the entered information and returns to the Web Registration Progress page.
Save	Inserts the saved information into the “Ready to File” section of the Web Registration Progress page.
Back	The system goes back to the previous screen without saving, or accepting any of the information.

## Out of State Sellers

Out of State Sellers Licenses are required when ????

### Welcome to Ohio's Sellers Use Tax Registration(Out of State)

#### Registration Fee: N/A

Online applications must be paid for at the time you complete the registration process or no license will be issued. This fee must be paid by ACH (Electronic Check "only"). In order to pay by ACH, you will need the following information:

- Checking or Savings Bank Account number
- Checking or Savings Bank Routing number

#### You will need the following information to complete your registration:

- Federal Employer Identification Number (FEIN), if applicable. To apply for a FEIN, go to [www.irs.ustreas.gov/businesses](http://www.irs.ustreas.gov/businesses)
- Social Security Number (sole proprietor's only)
- Legal name and business name (DBA), if applicable
- Primary address, business location address (Ohio only) and mailing address (if different than Primary)
- NAICS Code (North American Industry Classification System) Don't know it, use the NAICS drop down provided in the registration application
- Names, addresses and social security numbers of the officers, partners or members
- Email address, name and telephone number of contact person

#### Before You Start

- You will need a *printer* to print your license and confirmation. The license you print at the end of your transaction is your official license.
- No refunds are permitted on any license related fees, so review your selections carefully.

If your computer is idle for 20 minutes, your session will "time-out" and you will lose any data not previously saved.

#### Confirmation and Registration/License Number:

A confirmation number and license/registration number will be issued to you upon completion of your application. This number will serve as an official acknowledgement that your application has been received by ODT.

#### How to Get Help:

ODT is ready to help you and offers several resources where you can get answers to your Ohio tax questions. Our web site (<http://tax.ohio.gov/>) contains information on all taxes administered by ODT or you may call 1-888-45-4039. Online help text is also available to assist you in completing your application.

CONTINUE

EXIT

Action	Result
NEXT	The system moves to the <i>Service Vendor License</i> page.
Back	The system move back to the previous page
Cancel	Returns you to the <i>Web Registration Progress</i> page.

- Click NEXT to begin registration for a Service Vendor License.

## Sales Information

## Field Descriptions

Field Name	Description
Monthly Sales Tax collected greater than \$200?	If your average monthly sales exceed \$200, select "Yes" otherwise choose "No."
Date you did or will start making taxable sales at this location:	The date (mm/dd/yyyy) on which you began (or will begin) generating taxable sales at the location for this license.
Sales Representative Information	
Prefix	Prefix (Mr., Mrs., Ms. Etc.) by which the sales representative answers
First Name	The first name used by the sales representative.
Middle Initial	The middle initial used by the sales representative.
Last name	The last name used by the sales

<b>Field Name</b>	<b>Description</b>
	representative.
Street Address 1	The street name and number of the sales representative.
Street Address 2	The PO Box, suite number, etc. in the address for the sales representative.
Street address 3	Any additional street address information for the sales representative.
City	The City name in the address for the sales representative.
State	The state in the address for the sales representative.
Postal/Zip Code	The Postal/Zip Code in the address for the sales representative.

### **Instructions**

- If your average monthly sales exceed \$200, select “Yes” otherwise choose “No.”
- Enter the date (mm/dd/yyyy) on which you began generating (or anticipate generating) taxable sales. For example, if you began making taxable sales on May 1, 2005 enter 05/01/2005.
- Enter the address information for the sales representative (Prefix, name, street address, city state, and postal/zip code).
- Click NEXT to move to the next step in the process.

## Company Business Information

## Field Descriptions

Field Name	Description
Legal Name	The legal name of the company/business.
Trade name/DBA	The name under which the business operates according to the general public.
Type of Ownership	The applicable ownership type for this business according to the State of Ohio.
<a href="#">Ohio Charter Number</a>	This unique identifier is issued by the Ohio Secretary of State to businesses incorporated or registered in Ohio.
SSTP Number	The <a href="#">Streamline Sales Tax Project (SSTP)</a> provides a registration number for those business participating in the project.
<a href="#">Ohio Certification Number</a>	Foreign (outside of Ohio) corporations should have an Ohio Certificate number issued by the Ohio Secretary of State.
NAICS	The <a href="#">North American Industry Classification System (NAICS)</a> is a system by which industries are classified by the United States, Canada, and Mexico.

<b>Field Name</b>	<b>Description</b>
Business Nature	A brief phrase identifying the general type of business (restaurant, car repair, etc.).

### **Instructions**

- Enter the businesses Legal Name for which you are registering Consumer Use Taxes.
- Enter the Trade Name/DBA.
- Select the Type of Ownership from the drop down list provided.
- Enter the Ohio Charter Number.
- Enter the SSTP Number.
- Enter the Ohio Certification Number.
- Select the NAICS from the drop down lists.
- Enter the Business Nature (restaurant, car repair, etc.).
- When all the information has been entered and is correct, click Next to move to the next step in the registration process.

## Primary Contact Information

You are required to enter primary contact information. Enter the following information about each company officer (President, Vice President, Secretary, Treasurer, Statutory Agent) that apply:

State of Ohio Business Gateway - Microsoft Internet Explorer  
 Address: http://localhost/ODT/OutOfStateSeller/ResponsiblePartyInfo.aspx

Ohio.gov  
 So much to Discover!

WELCOME TO THE STATE OF OHIO

OS-0003

### Out of State Seller

Company Name: Test Company  
 FEIN: 12-3231234

\* Denotes a required field.

**President/Partner/Member**

Prefix:

First Name:

Middle Initial:

Last Name:

Street Address 1:

Street Address 2:

Street Address 3:

City:

State:

Postal/Zip Code:

SSN:

**Vice-President/Partner/Member**

Prefix:

First Name:

## Instructions

- Select the Prefix from the drop down list.
- Enter the individuals First Name.
- Enter the Middle Initial.
- Enter the Last Name.
- Enter the Street Address 1, 2, and 3, in the following format:  
 Street Address 1: 100 High Street  
 Street Address 2: Suite 310  
 Street Address 3: PO Box 1234
- Enter the City name.
- Select the State in which the individual resides from the drop down list.
- Enter the Postal/Zip code (i.e. 43214-1052).
- Enter the Social Security Number.

- When all the information has been entered for each available individual, click NEXT.

## Primary Business Address Information

You are required to enter primary business address information.

**OS-0004**

**Out of State Seller**

Company Name: Test Company  
FEIN: 12-3231234

\* Denotes a required field.

**Primary Information**

\* Primary Phone Number:   
Business Phone Number:   
Business Fax Number:   
Primary E-Mail Address:

**Primary Address Information**

\* Street Address 1:   
Street Address 2:   
Street Address 3:   
\* City:   
\* State:   
\* County:  [County Finder](#)  
\* Postal/Zip Code:   
\* Country:

**Mailing Address Information**

Same as Primary Address  
\* Street Address 1:   
Street Address 2:

## Instructions

- Enter the main telephone number of the business Home Office (6145551122).
- Enter the telephone number of the business to be used by the Department of Taxation to contact the company for tax related issues.
- Enter the Home Office fax number. Enter the Home Office email address (i.e. john.smith@mycompany.com).
- Enter the Street Address 1, 2, and 3, in the following format:  
Street Address 1: 100 High Street  
Street Address 2: Suite 310  
Street Address 3: PO Box 1234
- Enter the City name.
- Select the State in which the individual resides from the drop down list.
- Select the name of the county in which the Home Office resides from the drop down list.

- Enter the Postal/Zip code (i.e. 43214-1052).
- The Country in which the Home Office resides from the drop down list.
- If the mailing address is the same as the primary address, check the “Same as Primary Address checkbox.” If the address to which the Department of Taxation would send information is different than the Primary address, enter that information in the spaces provided.
- When all the information has been entered for each available individual, click NEXT.

## Company Contact for Return Information

In the event that a return on your vendor license is necessary, you must provide information about who to contact.

State of Ohio Business Gateway - Microsoft Internet Explorer  
 Address: http://localhost/ODT/OutOfStateSeller/CompanyContact.aspx

Ohio.gov  
 So much to Discover!

WELCOME TO THE  
 STATE OF OHIO

OS-0005

**Out of State Seller**

Company Name: Test Company  
 FEIN: 12-3231234

\* Denotes a required field.

**Company Contact for Return Information**

Prefix:

First Name:

Middle Initial:

Last Name:

Phone:

Title:

Next Back Cancel

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

## Field Descriptions

Field Name	Description
Prefix	The prefix (Mr., Mrs., Ms. Etc.) used when mailing return information.
First Name	The first name of the individual receiving return information.
Middle Initial	The middle initial of the individual receiving return information.
Last Name	The last name of the individual receiving return information.
Phone	The phone number (i.e. 614-555-1212) of the individual receiving return information.
Title	The title (President, Controller, etc.) of the individual receiving return information.

**Instructions**

- Select the Prefix for the company employee responsible for preparing and/or remitting tax information.
- Enter the first name of the company employee responsible for preparing and/or remitting tax information.
- Enter the middle initial of the company employee responsible for preparing and/or remitting tax information.
- Enter the Last name of the company employee responsible for preparing and/or remitting tax information.
- Enter the phone number (i.e. 614-555-1212) of the company employee responsible for preparing and/or remitting tax information.
- Enter the title (President, Controller, etc.) of the company employee responsible for preparing and/or remitting tax information.
- When all the information has been entered and is correct, click NEXT to move to the next step in the registration process.

## Review Out of State Seller Information

The *Review Out of State Seller* page provides you the opportunity to review the data entered in the previous pages to verify its accuracy.



- Review the displayed information.

Action	Result
Accept Data	The system saves the entered information and returns to the Web Registration Progress page.
Save	Inserts the saved information into the “Ready to File” section of the Web Registration Progress page.
Back	The system goes back to the previous screen without saving, or accepting any of the information.

---

## Commercial Activity Tax

**Welcome to Ohio's Commercial Activity Tax Registration****Registration Fee: \$15-\$200**

Online applications must be paid for at the time you complete the registration process or no license will be issued. This fee must be paid by ACH (Electronic Check "only"). In order to pay by ACH, you will need the following information:

- Checking or Savings Bank Account number
- Checking or Savings Bank Routing number

**You will need the following information to complete your registration:**

- Federal Employer Identification Number (FEIN), if applicable. To apply for a FEIN, go to [www.irs.ustreas.gov/businesses](http://www.irs.ustreas.gov/businesses)
- Social Security Number (sole proprietor's only)
- Legal name and business name (DBA), if applicable
- Primary address, business location address (Ohio only) and mailing address (if different than Primary)
- NAICS Code (North American Industry Classification System) Don't know it, use the NAICS drop down provided in the registration application
- Names, addresses and social security numbers of the officers, partners or members
- Email address, name and telephone number of contact person

**Before You Start**

- You will need a *printer* to print your license and confirmation. The license you print at the end of your transaction is your official license.
- No refunds are permitted on any license related fees, so review your selections carefully.

If your computer is idle for 20 minutes, your session will "time-out" and you will lose any data not previously saved.

**Confirmation and Registration/License Number:**

A confirmation number and license/registration number will be issued to you upon completion of your application. This number will serve as an official acknowledgement that your application has been received by ODT.

**How to Get Help:**

ODT is ready to help you and offers several resources where you can get answers to your Ohio tax questions. Our web site (<http://tax.ohio.gov/>) contains information on all taxes administered by ODT or you may call 1-888-45-4039. Online help text is also available to assist you in completing your application.



## Taxable Gross Receipts

State of Ohio Business Gateway - Microsoft Internet Explorer

Address: http://localhost/ODT/CommercialActivityTax/CATGrossReceipts.aspx

Ohio.gov So much to Discover!

WELCOME TO THE STATE OF OHIO

CT-0001

**Commercial Activity Tax**

Company Name: Test Company  
FEIN: 12-3231234

\* Denotes a required field.

\* Do you anticipate more than \$1,000,000 in annual taxable gross receipts?  Yes  No

Next Back Cancel

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

## Field Descriptions

Field Name	Description
Do you anticipate more than \$1,000,000 in annual taxable gross receipts?	Gross receipts is the total amount realized on sales by a person, without deductions for the cost of goods sold or other expenses incurred, in a transaction or transactions that contribute to the production of gross income of the person, including the fair market value of any property and any services received, and any debt transferred or forgiven as consideration, and including the total amount realized with regard to unrelated business income of tax-exempt organization under the Internal Revenue Code. "Taxable gross receipts" means those gross receipts allocated to Ohio in pursuant to R.C. 5751.032.

## Instructions

- If you anticipate that your business will earn more than \$1,000,000 in annual taxable gross receipts, select the "Yes" radio button, otherwise choose "No."

Gross receipts is the total amount realized on sales by a person, without deductions for the cost of goods sold or other expenses incurred, in a transaction or transactions that contribute to the production of gross

income of the person, including the fair market value of any property and any services received, and any debt transferred or forgiven as consideration, and including the total amount realized with regard to unrelated business income of tax-exempt organization under the Internal Revenue Code. “Taxable gross receipts” means those gross receipts allocated to Ohio in pursuant to R.C. 5751.032

- Click NEXT to move to the next step in the registration process.

## File Quarterly or Annually

State of Ohio Business Gateway - Microsoft Internet Explorer

Address: http://localhost/ODT/CommercialActivityTax/CATFiling.aspx

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WELCOME TO THE STATE OF OHIO

CT-0002

### Commercial Activity Tax

Commercial Activity Tax

Business Information

Responsible Party Information

Address Information

Company Contact for Return Information

Subsidiary Information

Confirmation

Company Name: Test Company

FEIN: 12-3231234

\* Denotes a required field.

\* Do you want to file quarterly or annually?  Quarterly  Annually

Next Back Cancel

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

## Field Descriptions

Field Name	Description
Do you want to file quarterly or annually?	<p>If a person subject to this tax anticipates that the person's taxable gross receipts will be less than \$1,000,000, the person may elect to be a calendar year taxpayer. Any taxpayer that is not a calendar year taxpayer is a calendar quarter taxpayer. Quarterly filers must file not later than forty days after the end of each calendar quarter. Annual filers must file not later than forty days after the end of each calendar year.</p> <p>If you anticipate taxable gross receipts of less than \$1,000,000 in a calendar year you have the option to file quarterly or annually.</p>

**Instructions**

- If you anticipate taxable gross receipt of less than \$1,000,000 in a calendar year you have the option to select to file quarterly or annually. Select the “Quarterly” or “Annual” radio button to determine how often you want to file.

**Can I File CAT Quarterly or Annually?**

If you are subject to Commercial Activity Taxes, and anticipate that your taxable gross receipts will be less than \$1,000,000, you may elect to be a calendar year taxpayer. Any taxpayer that is not a calendar year taxpayer is a calendar quarter taxpayer. Quarterly filers must file no later than forty days after the end of each calendar quarter. Annual filers must file not later than forty days after the end of each calendar year.

- Click NEXT to move to the next step in the registration process.

## Commercial Activity Tax - Group

### Field Descriptions

Field Name	Description
Date subject to tax?	The Commercial Activity Tax (CAT) commenced on 07/01/05 and is levied on each person with taxable gross receipts for the privilege of engaging in this state in any activity, whether legal or illegal, that is conducted for, or results in, gain, profit, or income, at any time during the calendar year. Such persons include, but are not limited to, persons with substantial nexus with this state. All persons not covered by an exemption in ORC 5751. as of this date are subject to the tax on 07/01/05. For persons not meeting the requirements until after 07/01/05, the "Date subject to tax" is when a person first has more than forty thousand dollars in taxable gross receipts in a calendar year.
When does your fiscal year end?	The month, day, and year (mm/dd/yyyy) in which your fiscal year ends for accounting purposes.
Are you an <a href="#">elected consolidated group</a> ?	"Consolidated elected taxpayer" means a group of two or more persons treated as a single taxpayer for purposes of this chapter as the result of an election made under section 5751.011 of the

Field Name	Description
	<p>Revised Code.</p> <p>Select yes if you have elected to be a consolidated elected taxpayer. You must satisfy all of the following requirements:</p> <p>All members of the group have at least <b>fifty percent</b> of the value of their ownership interest owned or controlled, directly or constructively through related interests, by common owners.</p> <p>The group applies to the tax commissioner for approval to be treated as a consolidated elected taxpayer.</p> <p>As an elected consolidated taxpayer you shall exclude taxable gross receipts between members.</p>
Are you a <a href="#">combined group</a> ?	<p>Combined taxpayer means a group of two or more persons treated as a single taxpayer for purposes of this chapter under section 5751.012 of the Revised Code.</p> <p>Select yes, if you are not considered a consolidated elect group and you have two or more persons treated as a single taxpayer for purposes of this chapter under section 5751.012 of the Revised. A combined taxpayer shall neither exclude taxable gross receipts between its members nor from others that are not members. A combined taxpayer shall register, file returns, and pay taxes under this chapter as a single taxpayer.</p>

### Instructions

- Enter the date (mm/dd/yyyy) you are subject to the Commercial Activity Tax.
- Select the month and day your fiscal year ends from the drop down lists.
- If you are an elected consolidated group select the “Yes” radio button, otherwise choose “No.”

### What is an elected consolidated group?

"[Elected Consolidated Taxpayer](#) (group)" means a group of two or more persons treated as a single taxpayer for purposes of this chapter as the result of an election made under section 5751.011 of the Revised Code.

Select yes if you have elected to be a consolidated elected taxpayer. You must satisfy all of the following requirements:

- All members of the group have at least **fifty percent** of the value of their ownership interest owned or controlled, directly or constructively through related interests, by common owners.
- The group applies to the tax commissioner for approval to be treated as a consolidated elected taxpayer.

As an elected consolidated taxpayer you shall exclude taxable gross receipts between members.

- If you are a combined group select the “Yes” radio button, otherwise choose “No.”

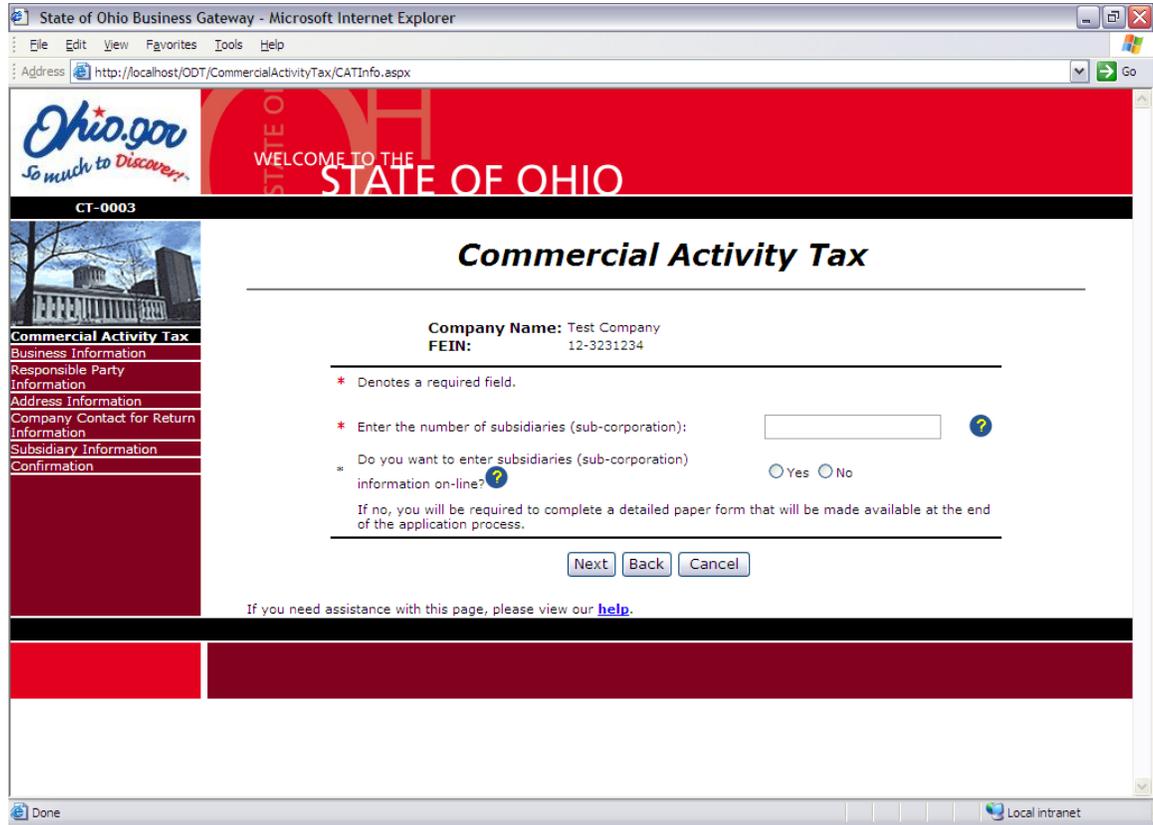
## What is a combined group?

[Combined taxpayer](#) (group) means a group of two or more persons treated as a single taxpayer for purposes of this chapter under section 5751.012 of the Revised Code.

Select yes, if you are not considered a consolidated elect group and you have two or more persons treated as a single taxpayer for purposes of this chapter under section 5751.012 of the Revised Code. A combined taxpayer shall neither exclude taxable gross receipts between its members nor from others that are not members. A combined taxpayer shall register, file returns, and pay taxes under this chapter as a single taxpayer.

- Click NEXT to move to the next step in the registration process.

## Information



## Field Descriptions

Field Name	Description
Enter the number of subsidiaries (sub-corporation):	A group of two or more persons may elect to be a consolidated elected taxpayer for the purposes of filing reports as a single taxpayer. The number of subsidiaries is the number of “persons” included in this consolidated taxpayer.  Enter the total number of members that you have listed as part of your combined or consolidated elected group.
Do you want to enter subsidiaries (sub-corporation) information on-line?	<b>You must enter your subsidiaries on-line if you have 10 or fewer.</b> This selection determines whether a Consolidated or Combined taxpayer electronically enters and submits, along with their application, the required information pertaining to their sub-corporations. If the taxpayer elects not to enter this data online, he/she is required to complete schedule B and mail it to ODT.

## Instructions

- Enter the total number of members that you have listed as part of your combined or consolidated elected group. This seems very unclear to me – does this mean individuals (i.e. Tom Smith, John Smith etc.?) I think the user will find this very confusing unless we provide more info.

A group of two or more persons may elect to be a consolidated elected taxpayer for the purposes of filing reports as a single taxpayer. The number of subsidiaries is the number of “persons” included in this consolidated taxpayer.

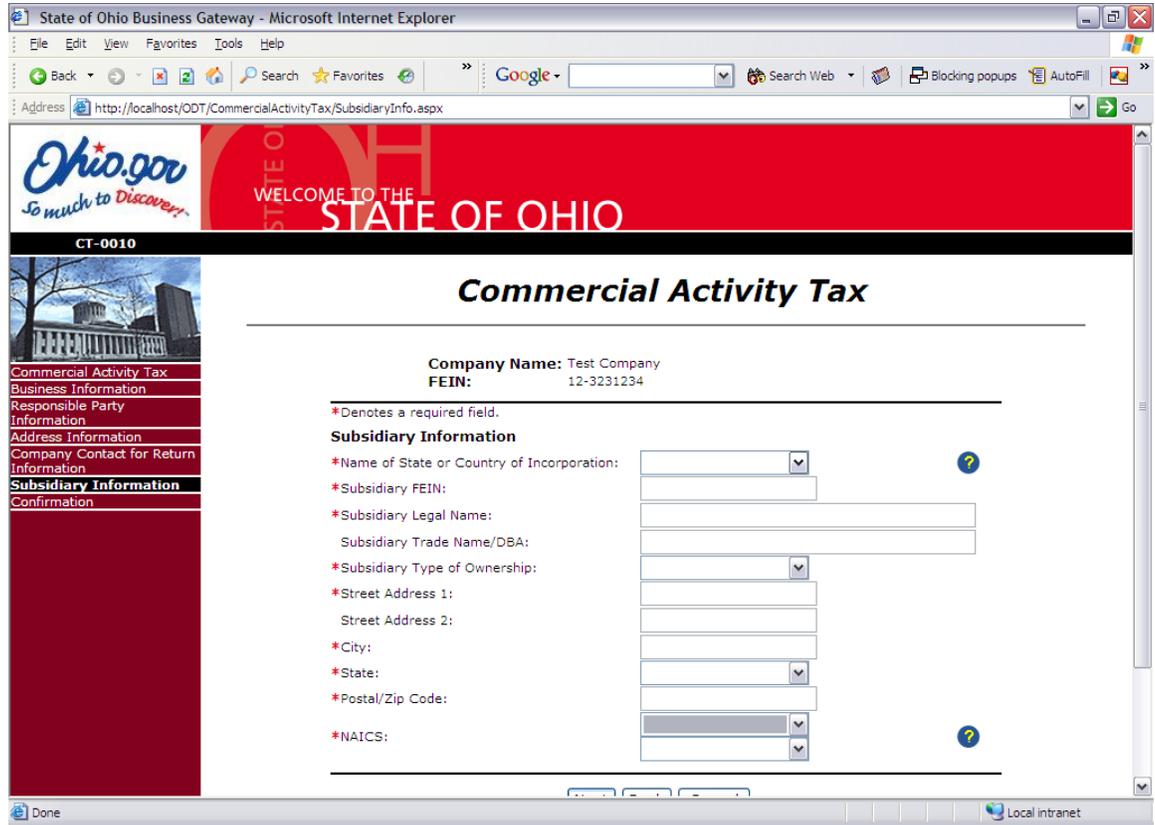
- If you have ten or fewer subsidiaries (sub-corporations) to enter, select “Yes” otherwise choose “No.” If you choose “No” complete schedule B and mail it to ODT. (do we want to include the correct address to mail this too? – what about providing a link to schedule B?)

**You must enter your subsidiaries on-line if you have 10 or fewer.**

This selection determines whether a Consolidated or Combined taxpayer electronically enters and submits, along with their application, the required information pertaining to their sub-corporations. If the taxpayer elects not to enter this data online, he/she is required to complete schedule B and mail it to ODT.

- Click NEXT to move to the next step in the registration process.

## Subsidiary Information



## Field Descriptions

Field Name	Description
Name of State or Country of Incorporation:	The name of the State or the Country in which the business main office resides.
Subsidiary <a href="#">FEIN</a> :	The Federal Employer Identification Number of the subsidiary.
Subsidiary Legal Name:	The legal name of the company/business.
Subsidiary Trade Name/DBA	The name under which the subsidiary operates (Doing Business As - DBA) according to the general public.
Subsidiary Type of Ownership	The ownership category for the subsidiary.
Street Address 1	The street number and name of the subsidiary.
Street Address 2	The suite, PO Box, or any additional address information not included in "Street Address 1."
City	The city in which the subsidiary is located.
State	The state in which the subsidiary is located.

Field Name	Description
Postal/Zip Code	The Postal/Zip Code of the subsidiary.
NAICS	The <a href="#">North American Industry Classification System</a> (NAICS) code - a system by which industries are classified by the United States, Canada, and Mexico.

## Instructions

- Select the State or Country in which the subsidiary is incorporated from the drop down list.
- Enter the subsidiary [FEIN](#).
- Enter the subsidiaries legal name.
- Enter the subsidiaries trade name or DBA (Doing Business As).
- Select the subsidiaries type of ownership from the drop down list.
- Enter the street address information:  
Street Address 1: 100 Central Ave.  
Street Address 2: Suite 310
- Enter the name of the City.
- Enter the name of the State.
- Enter the Postal/Zip Code.
- Select the NAICS that best describes your business category from the drop down lists.
- Click NEXT to move to the next subsidiary page. The system continues to display subsidiary pages until the number of pages of information matches the number of subsidiaries entered in the “Enter the Number of Subsidiaries (sub corporations)” field entered on the previous page.

## Appendix A

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### E-mail Reminders

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

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

Dear XXXXXXXXXX:

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

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

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

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

Thank you for using the Ohio Business Gateway.

Sincerely,  
The OBG Team

## Glossary

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**Automated Clearing House (ACH)** - a funds transfer system which provides for the interbank clearing of electronic entries for participating financial institutions. The ACH system is the primary electronic funds transfer (EFT) system used by agencies to make payments.

**Bank** – an ODFI-compliant financial institution which is capable of receiving an electronic payment on behalf of a municipality.

**Combined Group** - a group of two or more persons treated as a single taxpayer for purposes of this chapter under section 5751.012 of the Revised Code. A combined taxpayer shall neither exclude taxable gross receipts between its members nor from others that are not members. A combined taxpayer shall register, file returns, and pay taxes under this chapter as a single taxpayer.

**Commercial Activity Tax (CAT)** – The Ohio Commercial Activity Tax is a business privilege tax on the basis of the annual gross receipt of all forms of business organization having taxable gross receipt in excess of \$40,000, **other than** financial institutions, dealers in intangibles, insurance companies, affiliates of the forgoing, public utilities and nonprofit organizations with no unrelated business income.

**County Finder** – The County Finder link takes you to an internet site designed to help you locate the county in which a business is located by entering the business address. The sales and use tax portion of The Finder can assist you in locating a sales tax rate for any taxing jurisdiction in Ohio. Vendors and sellers, as well as the general public can use this system. You may query by address or zip code to receive the state, county and transit authority sales and use tax rates for those locations. There are other functions, such as supplying your client database to have rate and boundary information appended to your records. You may also download files that can provide your computer system its own database of rates and boundaries. This page explains the different functions of the sales and use tax portion of The Finder.

Ohio's sales and use tax boundaries, for the most part, are limited to the borders of each county. All counties have a combined rate that would include the state and a county rate of tax. There are seven regional transit authorities in Ohio that levy sales and use taxes. All but one are located within the borders of a county. The exception is the Central Ohio Transit Authority (COTA) area and its tax which extends into portions of the cities of Columbus, Westerville, and Reynoldsburg that are located in Delaware, Fairfield, and Licking Counties.

**Elected Consolidated Group** – a group of two or more persons treated as a single taxpayer for purposes of this chapter as the result of an election made under section 5751.011 of the Revised Code. All members of the group have at least fifty percent of the value of their ownership interest owned or controlled, directly or constructively through related interests, by common owners. The group applies to the tax commissioner for approval to be treated as a consolidated elected taxpayer.

**Electronic Funds Transfer (EFT)** – provides for safe, secure, and efficient electronic payments and collections.

**Entity Type** – business type: sole proprietor, corporation, joint venture, etc.

**Federal Employer Identificaion Number (FEIN)** – a nine digit number assigned to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes.

**Fiscal Year End Date** - month and day the (business) filer’s fiscal year ends.

**Hyper Text Transfer Protocol (HTTP)** - the underlying protocol used by the World Wide Web to define how messages are formatted and transmitted.

**NAICS – North American Industry Classification System** – The United States, Canada, and Mexico created a common industrial classification system to facilitate economic analyses of the three North American countries. The result, the NAICS replaced the former industrial classification systems of the three countries. For more information go to: <http://www.census.gov/epcd/www/naics.html>

**Ohio Business Gateway (OBG)** – an internet-based entity created to simplify Ohio Business's tax reporting and payment relationship with the following state agencies: Bureau of Workers' Compensation, Job and Family Services, Ohio Department of Taxation, and the Department of Commerce. Using this gateway, Ohio Businesses are able to simultaneously report and pay liabilities associated with Workers' Compensation, Unemployment Tax, Employer Withholding Tax, Sales Tax, and Unclaimed Funds.

**Ohio Certificates** – The Ohio Secretary of State issues Certificates of Good Standing and Certificates of Full force and Effect to verify that a corporation is in existence and authorized to transact business within Ohio. For more information, go to: <http://www.sos.state.oh.us/sos/busiserv/index.html>

**Ohio Charter Number** - This unique identifier is issued by the Ohio Secretary of State to businesses incorporated or registered in Ohio **ODFI** – Originating Depository Financial Institution.

**ODT Web Registration Application** – A web application developed by the State of Ohio to improve taxpayer service, decrease registration cycle time, enable redeployment of FTEs, and improve the quality of the registration data. This effort will also help ODT become compliant with the SSTP agreement and prepare the department for registration for any new taxes (such as CAT)

**RDFI** – Receiving Depository Financial Institution.

**SSTP** - The SSTP is a multi-state initiative to make sales tax laws, rules, and systems more uniform across states and thus easier for vendors to collect states’ sales taxes. Ohio has changed some of its laws to conform to the provisions of the SSTP. The ultimate goal of the SSTP is to encourage out-of-state vendors – primarily catalog and Internet companies – to collect the sales tax of Ohio and other states. Ohio’s state and local governments lose an estimated \$600 million annually on untaxed sales by out-of-state vendors.

**System Administrator** – the individual primarily responsible for operation of the Ohio Business Gateway, and by extension, the Web Registration Application.

**Taxpayer** – any business entity(i.e., not an individual taxpayer) that owes a tax liability to one or more municipalities within the State of Ohio.

**Taxable Gross Receipts** - are those receipts allocated to Ohio pursuant to R.C. 5751.032. Gross receipts are calculated on the same basis as business use tax for federal income tax purposes.

**Third Party Administrator (TPA)** – organizations to whom municipalities outsource the administration of issues related to taxation.

**Total Tax Liability** – The total tax owed to a taxing entity.

**Uniform Resource Locator (URL)** – An acronym for the phrase Uniform Resource Locator, a URL is the global address for documents and other resources on the World Wide Web (Internet).