



Department of  
Taxation

Filing a Claim for Reimbursement of  
Cigarette Tax Illegally or Erroneously Paid  
and/or Unused Cigarette Tax Stamps  
(CIG51)  
Using the Ohio Business  
Gateway

October 2018

Version: 1.1

---

---

## Table of Contents

Chapter 1 - Introduction .....	3
General .....	3
Ohio Department of Taxation (ODT) Contact .....	3
Chapter 2 – Logging In To Ohio Business Gateway .....	4
Start a Transaction .....	6
Ohio Cigarette Tax – Refund Request (CIG51) .....	8
<b>Ohio Cigarette Tax - Refund Claim (CIG51)</b> .....	9
Chapter 3 – Submit a Refund Claim .....	11
Select Claim Period .....	12
Chapter 4 - Stamp Related Claim Details .....	13
Enter Information .....	14
Returned to Manufacturer .....	15
Create Record .....	16
Record Details .....	17
Created Records .....	18
Summary of Created Records .....	19
Returned to the Ohio Department of Taxation .....	20
Create Record .....	21
Record Details .....	22
Created Records .....	23
Summary of Created Records .....	24
Destruction of Stamped Product .....	25
Create Record .....	26
Record Details .....	27
Created Records .....	28
Summary of Created Records .....	29
Document Submission .....	30
Return to Manufacturer .....	31
Returned to the Ohio Department of Taxation .....	32
Destruction of Stamped Product .....	33
Chapter 5 - Illegal or Erroneous Payment Claim Details .....	34
Create Record .....	35
Document Submission .....	36
Chapter 6 - Review and Submit .....	37
Return to Manufacturer .....	37
Returned to the Ohio Department of Taxation .....	38

Destruction of Stamped Product - .....	39
Illegal or Erroneous Payments .....	40
Chapter 7 - Confirmation .....	41
Print View.....	42
Chapter 8 – eFiling History.....	43
eFiling History .....	44

# Chapter 1 - Introduction

## General

Beginning July 1, 2017, the Claim for Reimbursement of Cigarette Tax Illegally or Erroneously Paid and/or Unused Cigarette Tax Stamps can be filed using the Ohio Business Gateway (OBG). Attached are instructions of how to navigate the OBG.

## Ohio Department of Taxation (ODT) Contact

If you have any questions or concerns about this document, please contact the Excise and Energy Tax Division:

Phone: 855.466.3921 (option 3)

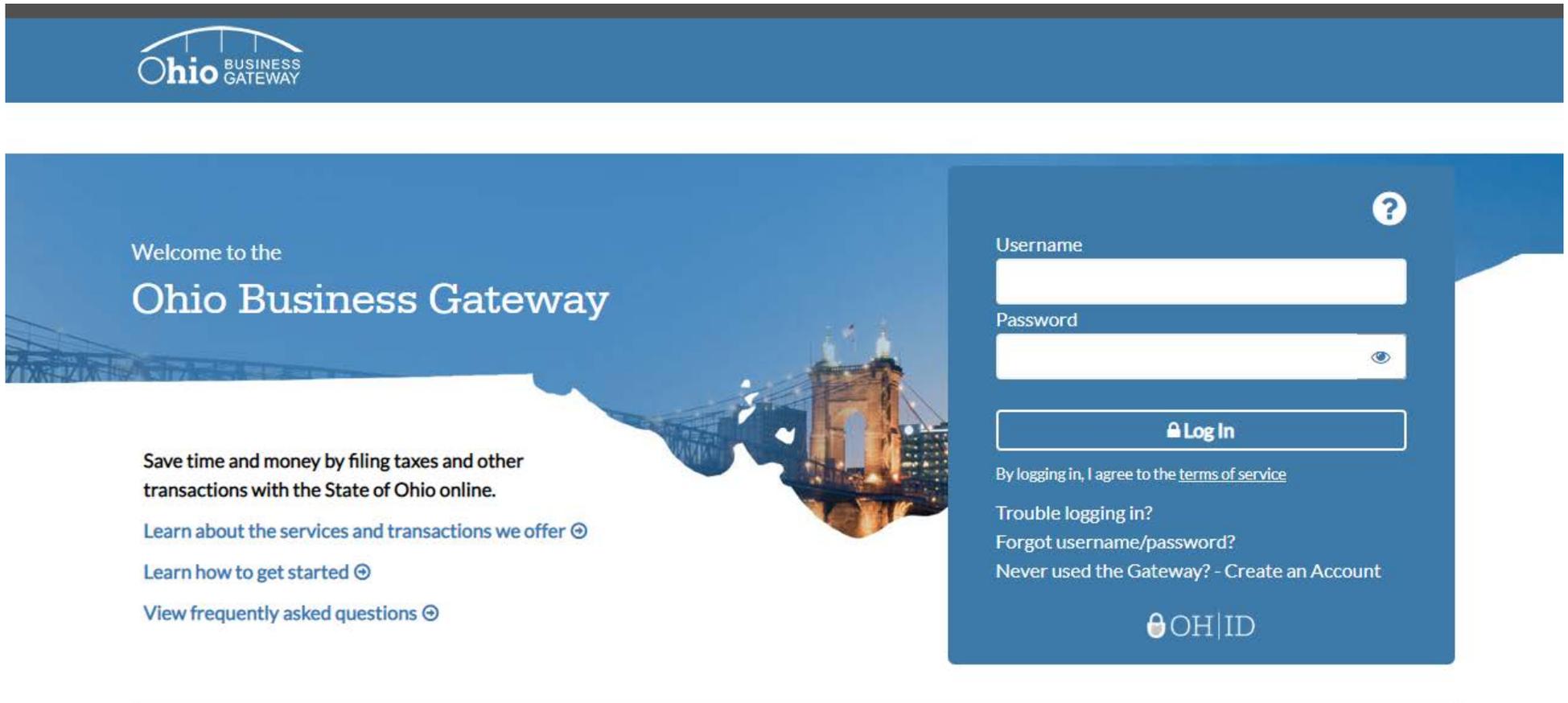
E-mail: [excisecigarette@tax.state.oh.us](mailto:excisecigarette@tax.state.oh.us)

You may write to us at the following address:

Ohio Department of Taxation  
Excise and Energy Division  
P.O. Box 530  
Columbus, OH 43216-0530

## Chapter 2 – Logging In To Ohio Business Gateway

Navigate to the Ohio Business Gateway web page at [Ohio Business Gateway](http://gateway.ohio.gov/) (<http://gateway.ohio.gov/>).



Ohio BUSINESS GATEWAY

Welcome to the  
**Ohio Business Gateway**

Save time and money by filing taxes and other transactions with the State of Ohio online.

[Learn about the services and transactions we offer](#) ⓘ

[Learn how to get started](#) ⓘ

[View frequently asked questions](#) ⓘ

Username 

Password 

**Log In**

By logging in, I agree to the [terms of service](#)

[Trouble logging in?](#)

[Forgot username/password?](#)

[Never used the Gateway? - Create an Account](#)

OH|ID

- Sign in to OBG using your existing Username and Password
- If your company has never filed using OBG, click the Create a Gateway Account. Additional instructions for registering a new account on OBG can be found on our website at [tax.ohio.gov](http://tax.ohio.gov)

# My Business | Dashboard


▶ New Transacti...     Ready for Checkout  Recent  History  Payments  Reminders  Announcements 1

### Quick Links

Has Something Changed?

Request Business Access

### Favorites

Show Favorites

### Service Area

Other Tobacco Products Tax

Cigarette Tax

**Other Tobacco Products Tax**

Other Tobacco Products Tax ▶

---

**Cigarette Tax**

Cigarette Tax ▶

## Start a Transaction

- From the Home Page, use the “Start a Transaction” tab and select “Ohio Taxation – Cigarette Tax”.



[Home](#) [History](#)

**Start a Transaction**

**In Progress (0)**

**Ready for Checkout (0)**

- Ohio Taxation - Municipal Net Profit Tax - **New**
- Municipal Taxation – Net Profit Tax
- Ohio Taxation - Cigarette Tax ←
- Ohio Taxation - Motor Fuel Tax

- Ohio Taxation - Other Tobacco Products Tax
- Ohio Taxation - Master Settlement Agreement
- Ohio Taxation - Replacement Tire Fee

- Next, click the “Cigarette Tax – Refund Request (CIG51)” option.



[Home](#) [History](#)

Start a Transaction	In Progress (0)	Ready for Checkout (0)
<ul style="list-style-type: none"><li>❏ Ohio Taxation - Municipal Net Profit Tax - <b>New</b></li><li>❏ Municipal Taxation – Net Profit Tax</li><li>❏ Ohio Taxation - Cigarette Tax<ul style="list-style-type: none"><li>➔ <a href="#">Cigarette Tax - Manufacturer/Importer (CIG98)</a></li><li>➔ <a href="#">Cigarette Tax - Payment</a></li><li>➔ <a href="#">Cigarette Tax - Non-Stamping Wholesaler (CIG59A)</a></li><li>➔ <a href="#">Cigarette Tax - Stamping Wholesaler (CIG58)</a></li><li>➔ <a href="#">Cigarette Tax - Request for Consent to Transport (CIG99)</a></li><li>➔ <a href="#">Cigarette Tax - Refund Request (CIG51)</a></li></ul></li><li>❏ Ohio Taxation - Motor Fuel Tax</li></ul>		<ul style="list-style-type: none"><li>❏ Ohio Taxation - Other Tobacco Products Tax</li><li>❏ Ohio Taxation - Master Settlement Agreement</li><li>❏ Ohio Taxation - Replacement Tire Fee</li></ul>



## Ohio Cigarette Tax – Refund Request (CIG51)

This is the Ohio Cigarette Tax - Refund Request (CIG51) page where you will begin all your filing transactions and can view your filing history. On the left-hand side, you will see there are two filing options available:

- Submit a Refund Claim
- eFiling History

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 29, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

Submit a Refund Claim

eFiling History

**Incomplete Transactions**

If you left the site before you filed your claim, your saved draft will be listed below.  
Click Resume to finish it, and Delete if you don't want to keep it.  
The draft claims are ordered by the most recent at the top.

No Incomplete Transactions

**Tips**

- Do not use the back button in your browser to navigate.
- **Submit a Refund Claim**
  - Per R.C. 5743.05, an application for refund must be received or postmarked within three years from the date of the overpayment of the tax.
- **What you will need:**
  - 8 digit account number
  - Claim Period
  - Reason for Refund
  - Details of refund transaction
- **eFiling History**
  - View and print online filings through eFiling History.
- **Session Time Out**
  - Sessions have a time out limit of 20 minutes. If the session time exceeds this limit, you will need to log back into OBG.
- **Browser and Resolution Compatibility**
  - For optimal browser/resolution compatibility, please see "Help".

Contact Us

- As well as these options, note the “Tips” box to the right, and the “Help” link in the upper-right corner.
- The “Tips” box will be updated for each page that you navigate to while processing your transaction and will provide useful information that may assist your filing.
- The “Help” link will take you to more specific information regarding the tax and the filing of your transactions as seen below.

## Ohio Cigarette Tax - Refund Claim (CIG51)

### 5743.05 Sale of stamps; delivery; redemption of stamps.

The commissioner shall redeem and pay for any destroyed, unused, or spoiled tax stamps at their net value, and shall refund to wholesale dealers the net amount of state and county taxes paid erroneously or paid on cigarettes that have been sold in interstate or foreign commerce or that have become unsalable, and the net amount of county taxes that were paid on cigarettes that have been sold at retail or for retail sale outside a taxing county.

An application for a refund of tax shall be filed with the commissioner, on the form prescribed by the commissioner for that purpose, within three years from the date the tax stamps are destroyed or spoiled, from the date of the erroneous payment, or from the date that cigarettes on which taxes have been paid have been sold in interstate or foreign commerce or have become unsalable.

On the filing of the application, the commissioner shall determine the amount of refund to which the applicant is entitled, payable from receipts of the state tax, and, if applicable, payable from receipts of a county tax. If the amount is less than that claimed, the commissioner shall certify the amount to the director of budget and management and treasurer of state for payment from the tax refund fund created by section 5703.052 of the Revised Code. If the amount is less than that claimed, the commissioner shall proceed in accordance with section 5703.70 of the Revised Code.

### Information Needed to Complete Your Request

- 8 digit account number
- Claim period
- Reason for Refund
- Amount of refund requested
- Claim for Packs Returned to Manufacturer
  - Manufacturer Name
  - Bill of Lading Date
  - Affidavit Number
  - Stamp Type
  - Quantity of Packs Returned
  - Supporting documentation
- Claim for Stamps Returned to Ohio Department of Taxation
  - Date to be returned
  - Stamp Type
  - Quantity of stamps to be returned
- Claim for Destruction of Stamped Product
  - Date destroyed (with prior approval)
  - Stamp Type
  - Quantity of stamps to be returned

## **Browser Compatibility**

This user interface was designed and tested using the browsers and version listed below. For the optimal browsing experience, please use a browser and version from this list. Full compatibility cannot be guaranteed using browsers and/or versions outside of those listed.

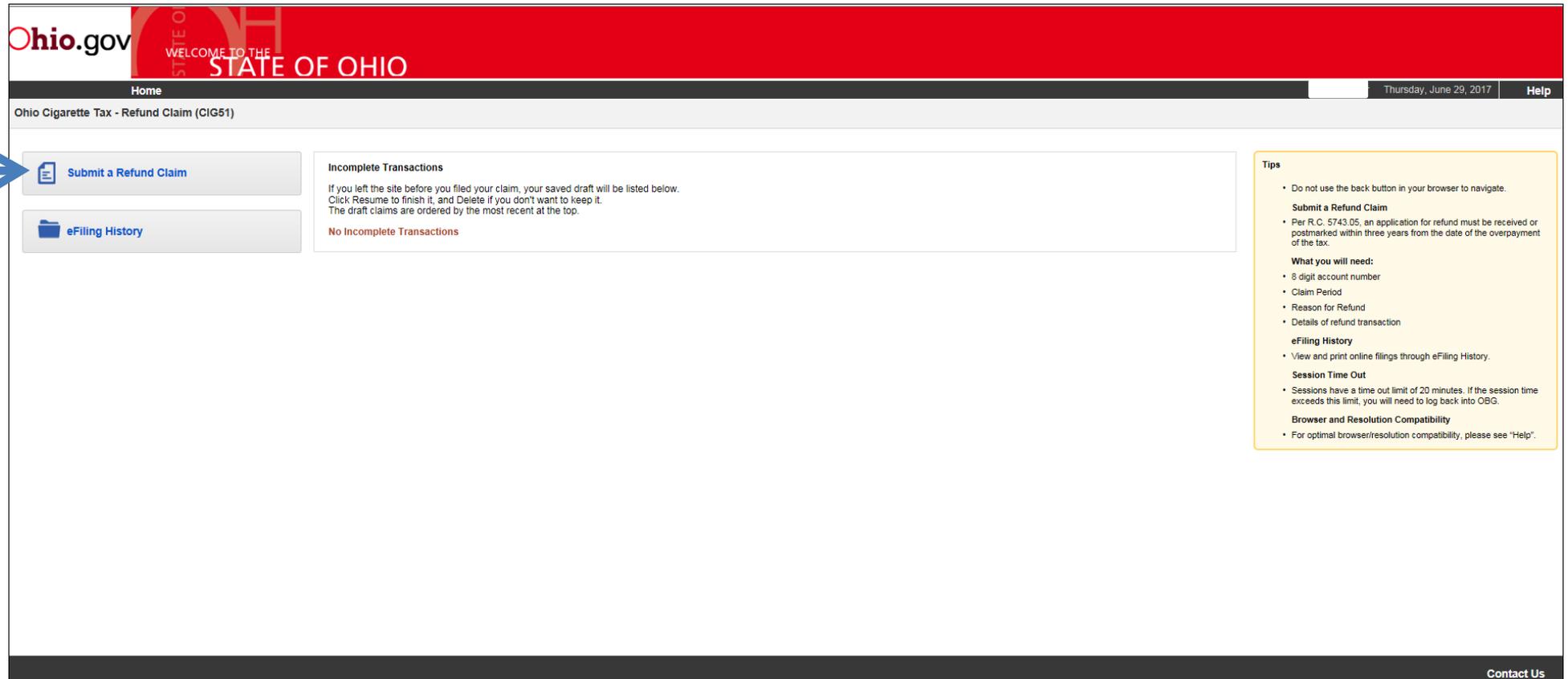
- 1) Internet Explorer 11 - Update version 11.0.35
- 2) Google Chrome - Version 55.0.2883.87

## **Help**

The Ohio Department of Taxation is ready to help you and offers several resources where you can get answers to your tax questions. Our website, [tax.ohio.gov](http://tax.ohio.gov), contains information on all taxes administered by the Department or you may call 1-855-466-3921.

## Chapter 3 – Submit a Refund Claim

To file a new request, click the “Submit a Refund Claim” button.



The screenshot displays the Ohio.gov website interface for the 'Ohio Cigarette Tax - Refund Claim (CIG51)' page. The page features a red header with the Ohio.gov logo and 'WELCOME TO THE STATE OF OHIO'. Below the header is a navigation bar with 'Home', 'Thursday, June 29, 2017', and 'Help'. The main content area is titled 'Ohio Cigarette Tax - Refund Claim (CIG51)' and contains two primary buttons: 'Submit a Refund Claim' (highlighted with a blue arrow) and 'eFiling History'. To the right of these buttons is a section for 'Incomplete Transactions' which states 'No Incomplete Transactions'. A 'Tips' box on the right side of the page provides instructions on navigation, filing requirements, and session management.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 29, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

[Submit a Refund Claim](#)

[eFiling History](#)

**Incomplete Transactions**

If you left the site before you filed your claim, your saved draft will be listed below. Click Resume to finish it, and Delete if you don't want to keep it. The draft claims are ordered by the most recent at the top.

**No Incomplete Transactions**

**Tips**

- Do not use the back button in your browser to navigate.
- **Submit a Refund Claim**
  - Per R.C. 5743.05, an application for refund must be received or postmarked within three years from the date of the overpayment of the tax.
- **What you will need:**
  - 8 digit account number
  - Claim Period
  - Reason for Refund
  - Details of refund transaction
- **eFiling History**
  - View and print online filings through eFiling History.
- **Session Time Out**
  - Sessions have a time out limit of 20 minutes. If the session time exceeds this limit, you will need to log back into OBG.
- **Browser and Resolution Compatibility**
  - For optimal browser/resolution compatibility, please see "Help".

Contact Us

## Select Claim Period

### Please select a reason for the refund claim

- Stamp related, including the following:
  - Stamped Packages Returned to the Manufacturer
  - Stamps Returned to the Ohio Department of Taxation
  - Destruction of Stamped Product (Requires prior approval)
- Illegal or Erroneous Payment

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 29, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

1 Select Claim Period  
2 Enter Information  
3 Review and Submit  
4 Confirmation

\* All fields are required

Please select a reason for the refund claim

Stamp related, including the following:  
Stamped Packages Returned to the Manufacturer  
Stamps Returned to the Ohio Department of Taxation  
Destruction of Stamped Product (*Requires prior approval*)

Illegal or Erroneous Payment

Cancel Next

**Tips**

**Account Number**

- Account numbers are 8 digits in length.

**Claim Dates**

- A stamp related refund may be filed for any period within statute.
- An Illegal or Erroneous refund claim may only be filed for a previously filed return period.
- All transaction details requested on the next page must fall within the claim dates provided on this page.

**Navigation:**

- Do not use the back button in your browser to navigate.
- The Cancel button will return you to the previous page and data entered will not be saved.
- Use the Next button to proceed to the next page.

Contact Us

- Use the Cancel button to return you to the previous page and no data entered will be saved
- Use the Next button to proceed to the next page

## Chapter 4 - Stamp Related Claim Details

- Account Number (8 digits)
- Claim Period Start Date (MM/DD/YYYY)
- Claim Period End Date (MM/DD/YYYY)

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 29, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

1 Select Claim Period  
2 Enter Information  
3 Review and Submit  
4 Confirmation

\* All fields are required

Please select a reason for the refund claim

Stamp related, including the following:  
Stamped Packages Returned to the Manufacturer  
Stamps Returned to the Ohio Department of Taxation  
Destruction of Stamped Product (*Requires prior approval*)

Illegal or Erroneous Payment

Account Number

Claim Period Start Date  mm/dd/yyyy

Claim Period End Date  mm/dd/yyyy

Cancel Next

**Tips**

**Account Number**

- Account numbers are 8 digits in length.

**Claim Dates**

- A stamp related refund may be filed for any period within statute.
- An Illegal or Erroneous refund claim may only be filed for a previously filed return period.
- All transaction details requested on the next page must fall within the claim dates provided on this page.

**Navigation:**

- Do not use the back button in your browser to navigate.
- The Cancel button will return you to the previous page and data entered will not be saved.
- Use the Next button to proceed to the next page.

Contact Us

- A stamp related refund may be filed for any period within statute
- Do not use the back button in your browser to navigate
- Use the Cancel button to cancel your refund claim
- Use the Next button to continue to the next page

## Enter Information

- Returned to Manufacturer
- Returned to the Ohio Department of Taxation
- Destruction of Stamped Product

- Only complete the schedules that are applicable to your claim
- Returned to the Ohio Department of Taxation and Destruction of Stamped Product cannot be completed on the same claim
  - Please submit a separate claim for each of these refund types
- Use the Back button to return to the previous page and the data entered will not be saved
- Use the Next button to proceed to the next page
- Use the Save & Exit button to save the data entered and return you to the OBG home page

# Returned to Manufacturer

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 29, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

1 Select Claim Period  
2 Enter Information  
3 Review and Submit  
4 Confirmation

\* All fields are required

Account Number  
Claim Period: 01/01/2017 to 01/31/2017

Returned to Manufacturer | Returned to the Ohio Department of Taxation | Destruction of Stamped Product

**Stamped Packages Returned to the Manufacturer**

Select a Manufacturer  
Select... Create Record

**Summary of Created Records**  
No created records

Back Next Save & Exit

**Tips**

- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Only complete the schedules that are applicable to your claim.
- Hovering over a Manufacturer's name in the Returned to Manufacturer tab Schedule Summary will display the full name.
- Returned to the Ohio Department of Taxation and Destruction of Stamped product cannot be completed on the same claim. Please submit a separate claim for each of these refund types.
- To edit values in the summary, click Show Schedule to the right of the data.
- To delete values in the summary, click Delete to the right of the data. Please note, Delete will remove all data entered for the selected line item.

**Navigation:**

- The Back button will return you to the previous page and the data entered will not be saved.
- The Next button will allow you to proceed to the next page.
- The Save and Exit button will save the data entered and return you to the OBG home page.

Contact Us

- To navigate through the records, click the corresponding tab
- Use the Back button to return to the previous page
- Use the Next button to proceed to the next page
- Use the Save & Exit button to save the request and exit

## Create Record

- Select a Manufacturer
- Click Create Record

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 29, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

1 Select Claim Period  
2 Enter Information  
3 Review and Submit  
4 Confirmation

\* All fields are required

Account Number  
Claim Period 01/01/2017 to 01/31/2017

Returned to Manufacturer | Returned to the Ohio Department of Taxation | Destruction of Stamped Product

Stamped Packages Returned to the Manufacturer

Select a Manufacturer  
Select... Create Record

Summary of Created Records  
No created records

Back Next Save & Exit

**Tips**

- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Only complete the schedules that are applicable to your claim.
- Hovering over a Manufacturer's name in the Returned to Manufacturer tab Schedule Summary will display the full name.
- Returned to the Ohio Department of Taxation and Destruction of Stamped product cannot be completed on the same claim. Please submit a separate claim for each of these refund types.
- To edit values in the summary, click Show Schedule to the right of the data.
- To delete values in the summary, click Delete to the right of the data. Please note, Delete will remove all data entered for the selected line item.

**Navigation:**

- The Back button will return you to the previous page and the data entered will not be saved.
- The Next button will allow you to proceed to the next page.
- The Save and Exit button will save the data entered and return you to the OBG home page.

Contact Us

- Use the Back button to return to the previous page and the data entered will not be saved
- Use the Next button to proceed to the next page
- Use the Save & Exit button to save the data entered and return you to the OBG home page

## Record Details

- Bill of Lading Date (Format: mm/dd/yyyy, must fall within the claim period)
- Affidavit Number
  - It must be unique to the refund claim
  - Used for one occurrence of each stamp type
  - Provide a number from the manufacturer's (affidavit) report
- Stamp Type: State (ST) – 20; State (ST) – 25; Combined (CO) – 20; Combined (CO) – 25; County (CY) – 20; County (CY) – 25
- Total Packs

Ohio.gov WELCOME TO THE STATE OF OHIO

Home obgTestUser Thursday, June 20, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

1 Select Claim Period  
2 Enter Information  
3 Review and Submit  
4 Confirmation

\* All fields are required

Account Number  
Claim Period 01/01/2017 to 01/31/2017

**Stamped Packages Returned to the Manufacturer -**

**Add/View Record**

Bill of Lading Date

Affidavit Number

Stamp Type

Total Packs

On Save, copy highlighted fields to next blank record

**Created Records**

Affidavit Number	Stamp Type	Total Packs
No Created Records		

Records are not permanently saved until either the "Save & Return to Summary" button or "Save & Exit" button has been clicked below.

**Tips**

**Bill of Lading Date**

- The Bill of Lading Date must fall within the claim period previously entered.

**Affidavit Number**

- The Affidavit Number must be unique to the refund claim. An error message will be displayed if it has already been processed.

**Stamp Type**

- A single affidavit number may be used for one occurrence of each stamp type included in the drop down box.

**Navigation:**

- By placing a check in the box labeled "On Save, copy highlighted field to the next record", you can retain the data elements displayed in gray to be used on the next new record.
- Use the Save button to add the record for the selected Schedule.
- Use the Clear button to remove the data from all fields on the Schedule.
- Click Edit if a correction needs to be made to a Created Record.
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current claim.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your claim.

Contact Us

- Check the "On Save, copy highlighted fields to the next blank record" button to copy the data elements in gray to the next record
- Use the Save button to save the record to Created Records
- Use the Clear button to clear all data in the Add/View Record

## Created Records

- Click the Save button to add the record to the Created Records section

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 29, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

\* All fields are required

Account Number

Claim Period 01/01/2017 to 01/31/2017

**Stamped Packages Returned to the Manufacturer -**

**Add/View Record**

Bill of Lading Date  mm/dd/yyyy

Affidavit Number

Stamp Type

Total Packs

On Save, copy highlighted fields to next blank record

**Created Records**

Affidavit Number	Stamp Type	Total Packs		
1234	ST-20	1,500	Edit	Delete

Records are not permanently saved until either the "Save & Return to Summary" button or "Save & Exit" button has been clicked below.

**Tips**

**Bill of Lading Date**

- The Bill of Lading Date must fall within the claim period previously entered.

**Affidavit Number**

- The Affidavit Number must be unique to the refund claim. An error message will be displayed if it has already been processed.

**Stamp Type**

- A single affidavit number may be used for one occurrence of each stamp type included in the drop down box.

**Navigation:**

- By placing a check in the box labeled "On Save, copy highlighted field to the next record", you can retain the data elements displayed in gray to be used on the next new record.
- Use the Save button to add the record for the selected Schedule.
- Use the Clear button to remove the data from all fields on the Schedule.
- Click Edit if a correction needs to be made to a Created Record.
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current claim.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your claim.

Contact Us

- Use the Edit button to edit the schedule data entered in the Created Records section
- Use the Delete button to remove the data from the Created Records

## Summary of Created Records

- Click the Save & Return to Summary button to review the schedule details under the Summary of Created Records

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 29, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

\* All fields are required

Account Number

Claim Period 01/01/2017 to 01/31/2017

Returned to Manufacturer Returned to the Ohio Department of Taxation Destruction of Stamped Product

Stamped Packages Returned to the Manufacturer

Select a Manufacturer

Select... Create Record

Summary of Created Records

Manufacturer Name	State Sticks	Combined Sticks	County Sticks	
-	30,000	0	0	Show Record Delete

Back Next Save & Exit

**Tips**

- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Only complete the schedules that are applicable to your claim.
- Hovering over a Manufacturer's name in the Returned to Manufacturer tab Schedule Summary will display the full name.
- Returned to the Ohio Department of Taxation and Destruction of Stamped product cannot be completed on the same claim. Please submit a separate claim for each of these refund types.
- To edit values in the summary, click Show Schedule to the right of the data.
- To delete values in the summary, click Delete to the right of the data. Please note, Delete will remove all data entered for the selected line item.

**Navigation:**

- The Back button will return you to the previous page and the data entered will not be saved.
- The Next button will allow you to proceed to the next page.
- The Save and Exit button will save the data entered and return you to the OBG home page.

Contact Us

- Hovering over the Manufacturer Name will display the full name
- Use the Show Record button to view the schedule data entered
- Use the Delete button to remove the data permanently from the current record
- Use the Back button to return to the Stamp and Stick Reconciliation page
- Use the Next button to proceed to the next page
- Use the Save & Exit button to save the request and exit

# Returned to the Ohio Department of Taxation

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 29, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

1 Select Claim Period  
2 Enter Information  
3 Review and Submit  
4 Confirmation

\* All fields are required

Account Number  
Claim Period 01/01/2017 to 01/31/2017

Returned to Manufacturer Returned to the Ohio Department of Taxation Destruction of Stamped Product

Stamps to be Returned to the Ohio Department of Taxation

Date to be Returned  mm/dd/yyyy

Summary of Created Records

Date	Stamp Type	Quantity
No created records		

**Tips**

- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Only complete the schedules that are applicable to your claim.
- Hovering over a Manufacturer's name in the Returned to Manufacturer tab Schedule Summary will display the full name.
- Returned to the Ohio Department of Taxation and Destruction of Stamped product cannot be completed on the same claim. Please submit a separate claim for each of these refund types.
- To edit values in the summary, click Show Schedule to the right of the data.
- To delete values in the summary, click Delete to the right of the data. Please note, Delete will remove all data entered for the selected line item.

**Navigation:**

- The Back button will return you to the previous page and the data entered will not be saved.
- The Next button will allow you to proceed to the next page.
- The Save and Exit button will save the data entered and return you to the OBG home page.

Contact Us

- To navigate through the records, click the corresponding tab
- Use the Back button to return to the previous page
- Use the Next button to proceed to the next page
- Use the Save & Exit button to save the request and exit

## Create Record

- Enter Date to be Returned (mm/dd/yyyy)
- Click Create Record

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 29, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

1 Select Claim Period

2 Enter Information

3 Review and Submit

4 Confirmation

\* All fields are required

Account Number

Claim Period 01/01/2017 to 01/31/2017

Returned to Manufacturer Returned to the Ohio Department of Taxation Destruction of Stamped Product

Stamps to be Returned to the Ohio Department of Taxation

Date to be Returned  mm/dd/yyyy

Summary of Created Records

Date	Stamp Type	Quantity
No created records		

**Tips**

- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Only complete the schedules that are applicable to your claim.
- Hovering over a Manufacturer's name in the Returned to Manufacturer tab Schedule Summary will display the full name.
- Returned to the Ohio Department of Taxation and Destruction of Stamped product cannot be completed on the same claim. Please submit a separate claim for each of these refund types.
- To edit values in the summary, click Show Schedule to the right of the data.
- To delete values in the summary, click Delete to the right of the data. Please note, Delete will remove all data entered for the selected line item.

**Navigation:**

- The Back button will return you to the previous page and the data entered will not be saved.
- The Next button will allow you to proceed to the next page.
- The Save and Exit button will save the data entered and return you to the OBG home page.

Contact Us

- Use the Back button to return to the previous page and the data entered will not be saved
- Use the Next button to proceed to the next page
- Use the Save & Exit button to save the data entered and return you to the OBG home page

## Record Details

- Stamp Type: State (ST) – 20; State (ST) – 25; Combined (CO) – 20; Combined (CO) – 25; County (CY) – 20; County (CY) – 25
- Quantity

The screenshot shows the 'Ohio Cigarette Tax - Refund Claim (CIG51)' web application. The header includes the Ohio.gov logo and 'WELCOME TO THE STATE OF OHIO'. The navigation bar shows 'Home', the date 'Thursday, June 29, 2017', and 'Help'. The main content area is titled 'Ohio Cigarette Tax - Refund Claim (CIG51)'. On the left, a sidebar contains a progress indicator with four steps: 1. Select Claim Period, 2. Enter Information (highlighted with a blue circle and arrow), 3. Review and Submit, and 4. Confirmation. The main form area has a red warning: '\*All fields are required'. Below this, there are fields for 'Account Number' and 'Claim Period' (01/01/2017 to 01/31/2017). A section titled 'Stamps to be Returned to the Ohio Department of Taxation on 01/17/2017' contains two panels. The 'Add/View Record' panel has a 'Stamp Type' dropdown menu (set to 'Select...') and a 'Quantity' input field, with 'Save' and 'Clear' buttons below. The 'Created Records' panel shows a table with columns 'Stamp Type' and 'Quantity', and the text 'No Created Records'. At the bottom, a note states: 'Records are not permanently saved until either the "Save & Return to Summary" button or "Save & Exit" button has been clicked below.' Below this note are two buttons: 'Save & Return to Summary' (highlighted in blue) and 'Save & Exit'. On the right side, a yellow 'Tips' box contains the following text: 'Tips', 'Add a record for each stamp type being returned.', 'Navigation:', 'Use the Save button to add the record for the selected Schedule.', 'Use the Clear button to remove the data from all fields on the Schedule.', 'Click Edit if a correction needs to be made to a Created Record.', 'Use the Save and Return to Summary button to review all the Schedules that have been completed for the current claim.', and 'Use the Save and Exit button if you want to save the data entered, but are not ready to submit your claim.'

- Use the Save button to save the record to Created Records
- Use the Clear button to clear all data in the Add/View Record

## Created Records

- Click the Save button to add the record to the Created Records section

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Friday, June 30, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

1 Select Claim Period  
2 Enter Information  
3 Review and Submit  
4 Confirmation

\*All fields are required

Account Number  
Claim Period 01/01/2017 to 01/31/2017

Stamps to be Returned to the Ohio Department of Taxation on 01/17/2017

Add/View Record

Stamp Type Select...  
Quantity

Save Clear

Created Records

Stamp Type	Quantity	Edit	Delete
ST-20	2,000	Edit	Delete

Records are not permanently saved until either the "Save & Return to Summary" button or "Save & Exit" button has been clicked below.

Save & Return to Summary Save & Exit

**Tips**

- Add a record for each stamp type being returned.

**Navigation:**

- Use the Save button to add the record for the selected Schedule.
- Use the Clear button to remove the data from all fields on the Schedule.
- Click Edit if a correction needs to be made to a Created Record.
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current claim.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your claim.

Contact Us

- Use the Edit button to edit the schedule data entered in the Created Records section
- Use the Delete button to remove the data from the Created Records

## Summary of Created Records

- Click the Save & Return to Summary button to review the schedule details under the Summary of Created Records

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Friday, June 30, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

1 Select Claim Period  
2 Enter Information  
3 Review and Submit  
4 Confirmation

\* All fields are required

Account Number  
Claim Period 01/01/2017 to 01/31/2017

Returned to Manufacturer Returned to the Ohio Department of Taxation Destruction of Stamped Product

Stamps to be Returned to the Ohio Department of Taxation

Date to be Returned  mm/dd/yyyy Create Record

Summary of Created Records

Date	Stamp Type	Quantity	Show Record	Delete
01/17/2017	ST-20	2,000	Show Record	Delete

Back Next Save & Exit

**Tips**

- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Only complete the schedules that are applicable to your claim.
- Hovering over a Manufacturer's name in the Returned to Manufacturer tab Schedule Summary will display the full name.
- Returned to the Ohio Department of Taxation and Destruction of Stamped product cannot be completed on the same claim. Please submit a separate claim for each of these refund types.
- To edit values in the summary, click Show Schedule to the right of the data.
- To delete values in the summary, click Delete to the right of the data. Please note, Delete will remove all data entered for the selected line item.

**Navigation:**

- The Back button will return you to the previous page and the data entered will not be saved.
- The Next button will allow you to proceed to the next page.
- The Save and Exit button will save the data entered and return you to the OBG home page.

Contact Us

- Hovering over the Manufacturer Name will display the full name
- Use the Show Record button to view the schedule data entered
- Use the Delete button to remove the data permanently from the current record
- Use the Back button to return to the Stamp and Stick Reconciliation page
- Use the Next button to proceed to the next page
- Use the Save & Exit button to save the request and exit

# Destruction of Stamped Product

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 29, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

\* All fields are required

Account Number

Claim Period 01/01/2017 to 01/31/2017

Returned to Manufacturer Returned to the Ohio Department of Taxation **Destruction of Stamped Product**

**Destruction of Stamped Product**

Requires prior approval from the Ohio Department of Taxation

Date Destroyed  mm/dd/yyyy

**Summary of Created Records**

Date	Stamp Type	Quantity
No created records		

**Tips**

- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Only complete the schedules that are applicable to your claim.
- Hovering over a Manufacturer's name in the Returned to Manufacturer tab Schedule Summary will display the full name.
- Returned to the Ohio Department of Taxation and Destruction of Stamped product cannot be completed on the same claim. Please submit a separate claim for each of these refund types.
- To edit values in the summary, click Show Schedule to the right of the data.
- To delete values in the summary, click Delete to the right of the data. Please note, Delete will remove all data entered for the selected line item.

**Navigation:**

- The Back button will return you to the previous page and the data entered will not be saved.
- The Next button will allow you to proceed to the next page.
- The Save and Exit button will save the data entered and return you to the OBT home page.

Contact Us

- To navigate through the records, click the corresponding tab
- Use the Back button to return to the previous page
- Use the Next button to proceed to the next page
- Use the Save & Exit button to save the request and exit

## Create Record

- Enter Date Destroyed (mm/dd/yyyy)
- Click Create Record

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 29, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

1 Select Claim Period  
2 Enter Information  
3 Review and Submit  
4 Confirmation

\* All fields are required

Account Number  
Claim Period 01/01/2017 to 01/31/2017

Returned to Manufacturer Returned to the Ohio Department of Taxation **Destruction of Stamped Product**

**Destruction of Stamped Product**  
Requires prior approval from the Ohio Department of Taxation

Date Destroyed  mm/dd/yyyy

Summary of Created Records

Date	Stamp Type	Quantity
No created records		

**Tips**

- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Only complete the schedules that are applicable to your claim.
- Hovering over a Manufacturer's name in the Returned to Manufacturer tab Schedule Summary will display the full name.
- Returned to the Ohio Department of Taxation and Destruction of Stamped product cannot be completed on the same claim. Please submit a separate claim for each of these refund types.
- To edit values in the summary, click Show Schedule to the right of the data.
- To delete values in the summary, click Delete to the right of the data. Please note, Delete will remove all data entered for the selected line item.

**Navigation:**

- The Back button will return you to the previous page and the data entered will not be saved.
- The Next button will allow you to proceed to the next page.
- The Save and Exit button will save the data entered and return you to the OBG home page.

Contact Us

- Use the Back button to return to the previous page and the data entered will not be saved
- Use the Next button to proceed to the next page
- Use the Save & Exit button to save the data entered and return you to the OBG home page

## Record Details

- Stamp Type: State (ST) – 20; State (ST) – 25; Combined (CO) – 20; Combined (CO) – 25; County (CY) – 20; County (CY) – 25
- Quantity

The screenshot shows the Ohio Cigarette Tax - Refund Claim (CIG51) web application. The header includes the Ohio.gov logo, the text "WELCOME TO THE STATE OF OHIO", and navigation links for "Home", "Friday, June 30, 2017", and "Help". The main content area is titled "Ohio Cigarette Tax - Refund Claim (CIG51)". On the left, there is a vertical navigation menu with four steps: 1. Select Claim Period, 2. Enter Information (highlighted with a blue arrow), 3. Review and Submit, and 4. Confirmation. The main content area displays the following information:

- \*All fields are required**
- Account Number
- Claim Period: 01/01/2017 to 01/31/2017
- Destroyed with Prior Approval on 01/17/2017**

Below this information, there are two main sections:

- Add/View Record:** This section contains a "Stamp Type" dropdown menu (currently set to "Select..."), a "Quantity" input field, and "Save" and "Clear" buttons.
- Created Records:** This section displays a table with the following structure:

Stamp Type	Quantity
No Created Records	

At the bottom of the main content area, there is a warning: "Records are not permanently saved until either the 'Save & Return to Summary' button or 'Save & Exit' button has been clicked below." Below this warning are two buttons: "Save & Return to Summary" and "Save & Exit".

On the right side of the page, there is a "Tips" box with the following content:

- Tips**
- Add a record for each stamp type that has been destroyed.
- Navigation:**
- Use the Save button to add the record for the selected Schedule.
- Use the Clear button to remove the data from all fields on the Schedule.
- Click Edit if a correction needs to be made to a Created Record.
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current claim.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your claim.

The footer of the page includes a "Contact Us" link.

- Use the Save button to save the record to Created Records
- Use the Clear button to clear all data in the Add/View Record

## Created Records

- Click the Save button to add the record to the Created Records section

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Friday, June 30, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

1 Select Claim Period  
2 Enter Information  
3 Review and Submit  
4 Confirmation

\*All fields are required

Account Number  
Claim Period 01/01/2017 to 01/31/2017

Destroyed with Prior Approval on 01/17/2017

Add/View Record

Stamp Type Select...  
Quantity

Save Clear

Created Records

Stamp Type	Quantity	Edit	Delete
CO-20	2,000	Edit	Delete

Records are not permanently saved until either the "Save & Return to Summary" button or "Save & Exit" button has been clicked below.

Save & Return to Summary Save & Exit

**Tips**

- Add a record for each stamp type that has been destroyed.

**Navigation:**

- Use the Save button to add the record for the selected Schedule.
- Use the Clear button to remove the data from all fields on the Schedule.
- Click Edit if a correction needs to be made to a Created Record.
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current claim.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your claim.

Contact Us

- Use the Edit button to edit the schedule data entered in the Created Records section
- Use the Delete button to remove the data from the Created Records

## Summary of Created Records

- Click the Save & Return to Summary button to review the schedule details under the Summary of Created Records

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Friday, June 30, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

\* All fields are required

Account Number

Claim Period 01/01/2017 to 01/31/2017

Returned to Manufacturer Returned to the Ohio Department of Taxation Destruction of Stamped Product

**Destruction of Stamped Product**

Requires prior approval from the Ohio Department of Taxation

Date Destroyed  mm/dd/yyyy

**Summary of Created Records**

Date	Stamp Type	Quantity		
01/17/2017	CO-20	2,000	<input type="button" value="Show Record"/>	<input type="button" value="Delete"/>

**Tips**

- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Only complete the schedules that are applicable to your claim.
- Hovering over a Manufacturer's name in the Returned to Manufacturer tab Schedule Summary will display the full name.
- Returned to the Ohio Department of Taxation and Destruction of Stamped product cannot be completed on the same claim. Please submit a separate claim for each of these refund types.
- To edit values in the summary, click Show Schedule to the right of the data.
- To delete values in the summary, click Delete to the right of the data. Please note: Delete will remove all data entered for the selected line item.

**Navigation:**

- The Back button will return you to the previous page and the data entered will not be saved.
- The Next button will allow you to proceed to the next page.
- The Save and Exit button will save the data entered and return you to the OBG home page.

Contact Us

- Use the Show Record button to view the schedule data entered
- Use the Delete button to remove the data permanently from the current record
- Use the Back button to return to the Stamp and Stick Reconciliation page
- Use the Next button to proceed to the next page
- Use the Save & Exit button to save the request and exit

## Document Submission

Please complete one of the following options (required):

- Option 1: No Documentation Required
  - I have no documentation to add (check the box and click Review below)
  
- Option 2: Upload Documentation
  - To upload supporting documentation, click Browse to search for the file(s)
  - Maximum number of files permitted to be uploaded is 6 and must be uploaded individually
  - Only \*.pdf file format is supported
  - Maximum, combined, uploaded size cannot exceed 102,400KB (100MB)
  - Click Review when all files have been uploaded
  
- Option 3: Send Documentation by Mail
  - Documentation will be mailed (check the box and click Review below)

## Return to Manufacturer

- The following supporting documentation is **required**:
  - Return Goods Authorization
  - Bill of Lading
  - Manufacturer's Affidavit
  - Credit Memo
  - Please print and include a copy of the Transaction Confirmation page with any other documentation
- Option 2: Upload Documentation or Option 3: Send Documentation by Mail must be chosen
- Click Review to proceed

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Friday, June 30, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

1 Select Claim Period  
2 Enter Information  
3 Review and Submit  
4 Confirmation

\* All fields are required

Account Number  
Claim Period 03/01/2017 to 03/31/2017

**Documentation Submission**  
**Please complete one of the following options (required):**  
Since your refund is a result of a Return to Manufacturer, the following supporting documentation is required:  
Return Goods Authorization  
Bill of Lading  
Manufacturer's Affidavit  
Credit Memo

**Option 1: No Documentation Required**  
 I have no documentation to add (check the box and click Review below).

**Option 2: Upload Documentation**  
To upload supporting documentation, click Browse to search for the file(s). Maximum number of files permitted to be uploaded is 6 and must be uploaded individually. Only \*.pdf file format is supported. Maximum, combined, upload size cannot exceed 102,400KB (100MB). Click Review when all files have been uploaded.

Browse

File Name	Size	Action
No Files Uploaded		

If you click "Back", "Exit", or close the window before clicking "Review", the uploaded files will not be saved.

**Option 3: Send Documentation by Mail**  
 Documentation will be mailed (check the box and click Review below).  
Please print and include a copy of the Transaction Confirmation page with any other documentation.

Back Review Exit

**Tips**

**Supporting Documentation**

- Supporting documentation is required for all Returned to Manufacturer Claims.
- If the refund claim is for Returned to the Ohio Department of Taxation, select Send Documentation by Mail.
- Supporting documentation is not required for all refund claim types, but may be requested prior to the refund claim being approved.
- Only \*.pdf file formats will be accepted for upload.

**Navigation:**

- The Back button will return you to the previous page and the data entered will not be saved.
- Use the Next button to proceed to the next page.
- The Exit button will not save any files uploaded and will return you to the OBG home page.

- Use the Back button to return the previous page
- Use the Review button to proceed to the next page
- Use the Exit button to exit and return to the OBG home page. Any data entered will not be saved

## Returned to the Ohio Department of Taxation

- Option 3: Send Documentation by Mail has been preselected
- Click Review to proceed

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Friday, June 30, 2017 Help

### Ohio Cigarette Tax - Refund Claim (CIG51)

- 1 Select Claim Period
- 2 Enter Information
- 3 Review and Submit
- 4 Confirmation

**\* All fields are required**

Account Number

Claim Period 04/01/2017 to 04/30/2017

#### Documentation Submission

Please complete one of the following options (required):

**Option 1: No Documentation Required**

I have no documentation to add (check the box and click Review below).

**Option 2: Upload Documentation**

To upload supporting documentation, click Browse to search for the file(s). Maximum number of files permitted to be uploaded is 6 and must be uploaded individually. Only \*.pdf file format is supported. Maximum, combined, upload size cannot exceed 102,400KB (100MB). Click Review when all files have been uploaded.

Browse

File Name	Size	Action
No Files Uploaded		

If you click "Back", "Exit", or close the window before clicking "Review", the uploaded files will not be saved.

**Option 3: Send Documentation by Mail**

Documentation will be mailed (check the box and click Review below).

Please print and include a copy of the Transaction Confirmation page with any other documentation.

Back Review Exit

**Tips**

**Supporting Documentation**

- Supporting documentation is required for all Returned to Manufacturer Claims.
- If the refund claim is for Returned to the Ohio Department of Taxation, select Send Documentation by Mail.
- Supporting documentation is not required for all refund claim types, but may be requested prior to the refund claim being approved.
- Only \*.pdf file formats will be accepted for upload.

**Navigation:**

- The Back button will return you to the previous page and the data entered will not be saved.
- Use the Next button to proceed to the next page.
- The Exit button will not save any files uploaded and will return you to the OBG home page.

- Use the Back button to return the previous page
- Use the Review button to proceed to the next page
- Use the Exit button to exit and return to the OBG home page. Any data entered will not be saved

## Destruction of Stamped Product

- Option 1: No Documentation Required, Option 2: Upload Documentation, or Option 3: Send Documentation by Mail must be chosen
- Click Review to proceed

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Friday, June 30, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

1 Select Claim Period

2 Enter Information

3 Review and Submit

4 Confirmation

\* All fields are required

Account Number

Claim Period 05/01/2017 to 05/31/2017

**Documentation Submission**

Please complete one of the following options (required):

**Option 1: No Documentation Required**

I have no documentation to add (check the box and click Review below).

**Option 2: Upload Documentation**

To upload supporting documentation, click Browse to search for the file(s). Maximum number of files permitted to be uploaded is 6 and must be uploaded individually. Only \*.pdf file format is supported. Maximum, combined, upload size cannot exceed 102,400KB (100MB). Click Review when all files have been uploaded.

Browse

File Name	Size	Action
No Files Uploaded		

If you click "Back", "Exit", or close the window before clicking "Review", the uploaded files will not be saved.

**Option 3: Send Documentation by Mail**

Documentation will be mailed (check the box and click Review below).

Please print and include a copy of the Transaction Confirmation page with any other documentation.

Back Review Exit

**Tips**

**Supporting Documentation**

- Supporting documentation is required for all Returned to Manufacturer Claims.
- If the refund claim is for Returned to the Ohio Department of Taxation, select Send Documentation by Mail.
- Supporting documentation is not required for all refund claim types, but may be requested prior to the refund claim being approved.
- Only \*.pdf file formats will be accepted for upload.

**Navigation:**

- The Back button will return you to the previous page and the data entered will not be saved.
- Use the Next button to proceed to the next page.
- The Exit button will not save any files uploaded and will return you to the OBG home page.

- Use the Back button to return the previous page
- Use the Review button to proceed to the next page
- Use the Exit button to exit and return to the OBG home page. Any data entered will not be saved

## Chapter 5 - Illegal or Erroneous Payment Claim Details

- Account Number (8 digits)
- Claim Year (YYYY)
- Claim Month (select)

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 29, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

1 Select Claim Period  
2 Enter Information  
3 Review and Submit  
4 Confirmation

\* All fields are required

Please select a reason for the refund claim

Stamp related, including the following:  
Stamp Packages Returned to the Manufacturer  
Stamps Returned to the Ohio Department of Taxation  
Destruction of Stamped Product (*Requires prior approval*)

Illegal or Erroneous Payment

Account Number

Claim Year  yyyy

Claim Month

**Tips**

**Account Number**

- Account numbers are 8 digits in length.

**Claim Dates**

- A stamp related refund may be filed for any period within statute.
- An Illegal or Erroneous refund claim may only be filed for a previously filed return period.
- All transaction details requested on the next page must fall within the claim dates provided on this page.

**Navigation:**

- Do not use the back button in your browser to navigate.
- The Cancel button will return you to the previous page and data entered will not be saved.
- Use the Next button to proceed to the next page.

Contact Us

- Use the Cancel button to cancel your refund claim
- Use the Next button to continue to the next page

## Create Record

- Enter Refund Amount Requested
- State full and complete reason for the claim

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Friday, June 30, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

\* All fields are required

1 Select Claim Period

2 Enter Information

3 Review and Submit

4 Confirmation

Account Number

Claim Period 02/01/2017 to 02/28/2017

Refund Amount Requested: \$

State full and complete reason for above claim:

400 characters remaining.

Back Review Save & Exit

**Tips**

**Refund Amount Requested**

- Enter the total amount of refund requested for the claim period selected.

**Reason for Refund**

- State the full and complete reason for the refund claim.
- You will be able to upload supporting documentation for the claim on the next page.

**Navigation:**

- The Back button will return you to the previous page and the data entered will not be saved.
- The Review button will allow you to proceed to the next page.
- The Save & Exit button will save the data entered and return you to the OBG home page.

Contact Us

- Use the Back button to return to the previous page and the data entered will not be saved
- Use the Review button to proceed to the document submission page
- Use the Save & Exit button to save the data entered and return you to the OBG home page

## Document Submission

Please complete one of the following options (required):

- Option 1: No Documentation Required
  - I have no documentation to add (check the box and click Review below)
- Option 2: Upload Documentation
  - To upload supporting documentation, click Browse to search for the file(s)
  - Maximum number of files permitted to be uploaded is 6 and must be uploaded individually
  - Only \*.pdf file format is supported
  - Maximum, combined, uploaded size cannot exceed 102,400KB (100MB)
  - Click Review when all files have been uploaded
- Option 3: Send Documentation by Mail
  - Documentation will be mailed (check the box and click Review below)

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Wednesday, July 5, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

All fields are required

Select Claim Period

Account Number

Enter Information

Claim Period 04/01/2017 to 04/30/2017

Review and Submit

Confirmation

Refund Amount Requested: \$5,000.00

State Reason for Claim:

state full and complete reason for above claim

Please complete one of the following options (required):

Option 1: No Documentation Required

I have no documentation to add (check the box and click Submit below).

Option 2: Upload Documentation

To upload supporting documentation, click Browse to search for the file(s). Maximum number of files permitted to be uploaded is 6 and must be uploaded individually. Only \*.pdf file format is supported. Maximum, combined, upload size cannot exceed 102,400KB (100MB). Click Submit when all files have been uploaded.

Browse

File Name	Size	Action
No Files Uploaded		

If you click "Back", "Exit", or close the window before clicking "Submit", the uploaded files will not be saved.

Option 3: Send Documentation by Mail

Documentation will be mailed (check the box and click Submit below).

Please print and include a copy of the Transaction Confirmation page with any other documentation.

I declare under penalties of perjury that this refund claim (including supporting documents and statements) has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

Back Submit Exit

Tips

- Review the amount requested and reason for the claim for accuracy prior to submitting the refund claim.

Supporting Documentation

- Supporting documentation may be submitted electronically or by mail.
- Supporting documentation is not required for all refund claim types, but may be requested prior to the refund claim being approved.
- Only \*.pdf file formats will be accepted for upload.

Navigation:

- The Back button will return you to the previous page and the data entered will not be saved.
- The Submit button will process the refund claim.
- The Exit button will not save any files uploaded and will return you to the OBG home page.

- Use the Back button to return the previous page
- Use the Review button to proceed to the next page
- Use the Exit button to exit and return to the OBG home page. Any data entered will not be saved

# Chapter 6 - Review and Submit

## Return to Manufacturer

- Check the checkbox to confirm the accuracy of the refund claim
- Click the Submit button to submit your completed refund claim

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Friday, June 30, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

1 Select Claim Period  
2 Enter Information  
3 Review and Submit  
4 Confirmation

Account Number  
Claim Period 03/01/2017 to 03/31/2017

Refund Amount Requested: \$4,774.97

Stamped Packages Returned to the Manufacturer Total: \$4,774.97

Returned to Manufacturer after June 30, 2015

Combined Stamped:	
Total No. of Sticks:	50,000
Gross Refund Amt:	\$4,862.50
Less Discount:	(\$87.53)
Net Refund Amt:	\$4,774.97
	Subtotal: \$4,774.97

I declare under penalties of perjury that this refund claim (including supporting documents and statements) has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

Back Submit Exit

**Tips**

- Review the refund claim for accuracy prior to submitting the refund claim.

**Navigation:**

- The Back button will return you to the previous page and the data entered will not be saved.
- The Submit button will process the refund claim.
- The Exit button will not save any files uploaded and will return you to the OBG home page.

Contact Us

- If you disagree with the summarized values, review and/or edit the claim details by clicking the “Back” button and making the appropriate corrections
- Use the Review button to proceed to the next page
- Use the Exit button to exit and return to the OBG home page. Any data entered will not be saved

## Returned to the Ohio Department of Taxation

- Check the checkbox to confirm the accuracy of the refund claim
- Click the Submit button to submit your completed refund claim



WELCOME TO THE STATE OF OHIO

Home Friday, June 30, 2017 Help

### Ohio Cigarette Tax - Refund Claim (CIG51)

- 1 Select Claim Period
- 2 Enter Information
- 3 Review and Submit**
- 4 Confirmation

Account Number  
Claim Period 04/01/2017 to 04/30/2017

---

Refund Amount Requested: \$3,928.00

**Stamps to be Returned to the Ohio Department of Taxation** **Total: \$3,928.00**

Unused State Only Stamps	Quantity:	Value:
Pack Size 20	2,500	
Gross Stamp Value:		\$4,000.00
Less Discount:		(\$72.00)
Net Refund Amt:		<b>\$3,928.00</b>

I declare under penalties of perjury that this refund claim (including supporting documents and statements) has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

**Tips**

- Review the refund claim for accuracy prior to submitting the refund claim.

**Navigation:**

- The Back button will return you to the previous page and the data entered will not be saved.
- The Submit button will process the refund claim.
- The Exit button will not save any files uploaded and will return you to the OBG home page.

[Contact Us](#)

- If you disagree with the summarized values, review and/or edit the claim details by clicking the “Back” button and making the appropriate corrections
- Use the Review button to proceed to the next page
- Use the Exit button to exit and return to the OBG home page. Any data entered will not be saved

## Destruction of Stamped Product -

- Check the checkbox to confirm the accuracy of the refund claim
- Click the Submit button to submit your completed refund claim

**Ohio.gov** WELCOME TO THE STATE OF OHIO

Home Friday, June 30, 2017 Help

### Ohio Cigarette Tax - Refund Claim (CIG51)

- 1 Select Claim Period
- 2 Enter Information
- 3 Review and Submit
- 4 Confirmation

Account Number  
Claim Period 05/01/2017 to 05/31/2017

---

Refund Amount Requested: **\$4,774.97**

**Destruction of Stamped Product** **Total: \$4,774.97**

Date of Destruction: 05/17/2017	Quantity:	Value:
<b>Destroyed Combined Stamps</b>		
Pack Size 20	2,500	
Gross Stamp Value:		\$4,862.50
Less Discount:		(\$87.53)
Net Refund Amt:		<b>\$4,774.97</b>

I declare under penalties of perjury that this refund claim (including supporting documents and statements) has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

Back Submit Exit

**Tips**

- Review the refund claim for accuracy prior to submitting the refund claim.

**Navigation:**

- The Back button will return you to the previous page and the data entered will not be saved.
- The Submit button will process the refund claim.
- The Exit button will not save any files uploaded and will return you to the OBG home page.

Contact Us

- If you disagree with the summarized values, review and/or edit the claim details by clicking the “Back” button and making the appropriate corrections
- Use the Review button to proceed to the next page
- Use the Exit button to exit and return to the OBG home page. Any data entered will not be saved

## Illegal or Erroneous Payments

- Check the checkbox to confirm the accuracy of the refund claim
- Click the Submit button to submit your completed refund claim

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Wednesday, July 5, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

1 Select Claim Period  
2 Enter Information  
3 Review and Submit  
4 Confirmation

\* All fields are required

Account Number  
Claim Period 04/01/2017 to 04/30/2017

Refund Amount Requested: \$5,000.00

State Reason for Claim:  
state full and complete reason for above claim

Please complete one of the following options (required):

Option 1: No Documentation Required  
 I have no documentation to add (check the box and click Submit below).

Option 2: Upload Documentation  
To upload supporting documentation, click Browse to search for the file(s). Maximum number of files permitted to be uploaded is 6 and must be uploaded individually. Only \*.pdf file format is supported. Maximum, combined, upload size cannot exceed 102,400KB (100MB). Click Submit when all files have been uploaded.

Browse

File Name	Size	Action
No Files Uploaded		

If you click "Back", "Exit", or close the window before clicking "Submit", the uploaded files will not be saved.

Option 3: Send Documentation by Mail  
 Documentation will be mailed (check the box and click Submit below).  
Please print and include a copy of the Transaction Confirmation page with any other documentation.

I declare under penalties of perjury that this refund claim (including supporting documents and statements) has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

Back Submit Exit

**Tips**

- Review the amount requested and reason for the claim for accuracy prior to submitting the refund claim.
- Supporting documentation may be submitted electronically or by mail.
- Supporting documentation is not required for all refund claim types, but may be requested prior to the refund claim being approved.
- Only \*.pdf file formats will be accepted for upload.

**Navigation:**

- The Back button will return you to the previous page and the data entered will not be saved.
- The Submit button will process the refund claim.
- The Exit button will not save any files uploaded and will return you to the OBG home page.

- Use the Back button to return to the previous page to make corrections
- Use the Exit button to save your request without filing and return to OBG
- Use the Submit button to file the refund claim

## Chapter 7 - Confirmation

- You will see a confirmation acknowledging that your Claim for Reimbursement of Cigarette Tax Illegally or Erroneously Paid and/or Unused Cigarette Tax Stamps (CIG51) has been filed with the Ohio Department of Taxation
- A Filing Confirmation Number will be provided. Use this number when contacting the Excise and Energy Tax Division

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Wednesday, July 5, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

1 Select Claim Period  
2 Enter Information  
3 Review and Submit  
4 Confirmation

**✔ Your refund claim has been successfully received.**  
This confirmation acknowledges that the Ohio Cigarette Tax refund claim has been filed with the Ohio Department of Taxation. Please refer to the Filing Confirmation Number when contacting the Excise and Energy Tax Division.

<b>Filing Confirmation</b>	<b>851595466368</b>
Date and Time of Filing :	07/05/2017 08:37 AM
Account Number	
Claim Period	05/01/2017 to 05/31/2017
Total Refund Amount Requested	\$4,774.97
Documentation Submission	To Be Mailed

All other documentation should be accompanied by a copy of this page and mailed to:  
Excise and Energy Tax Division, P.O. Box 530, Columbus, OH 43216-0530.

Return to Main Menu Print View Exit

**Tips**

- Print this page and attach it to any additional documentation submitted by mail.
- Stamps being returned to the Department should be sent to the physical location address.
- Submitted refund claims can be viewed in eFiling History.

**Navigation:**

- The Return to Main Menu button will return you to the refund claim home page.
- The Print View button will allow you to view and print the refund confirmation page.
- The Exit button will return you to the OBG home page.

Contact Us

- Use the Return to Main Menu button to return to the landing page
- Use Print View button to get a print of the request filed
- Use Exit button to be redirected to the OBG Home Page

**Print View**

State of Ohio Cigarette Tax Refund Claim (CIG51) - Internet Explorer  
http://dev-www.tax.state.oh.us/STTWCI03/StarsTaxWeb/UI/common/historyDetails.xhtml?selectedTxn=334532



**State of Ohio  
Cigarette Tax  
Refund Claim (CIG51)**

---

**Company Name:**

---

*Please print this page for your records.*

Account Number:  
Date Filed: 07/05/2017  
Filed By:  
Confirmation Number: 851595466368  
Claim Period: 05/01/2017 to 05/31/2017  
Total Refund Amount Requested: \$4,774.97  
Documentation Submission: To Be Mailed

All other documentation should be accompanied by a copy of this page and mailed to:  
Excise and Energy Tax Division, P.O. Box 530, Columbus, OH 43216-0530.

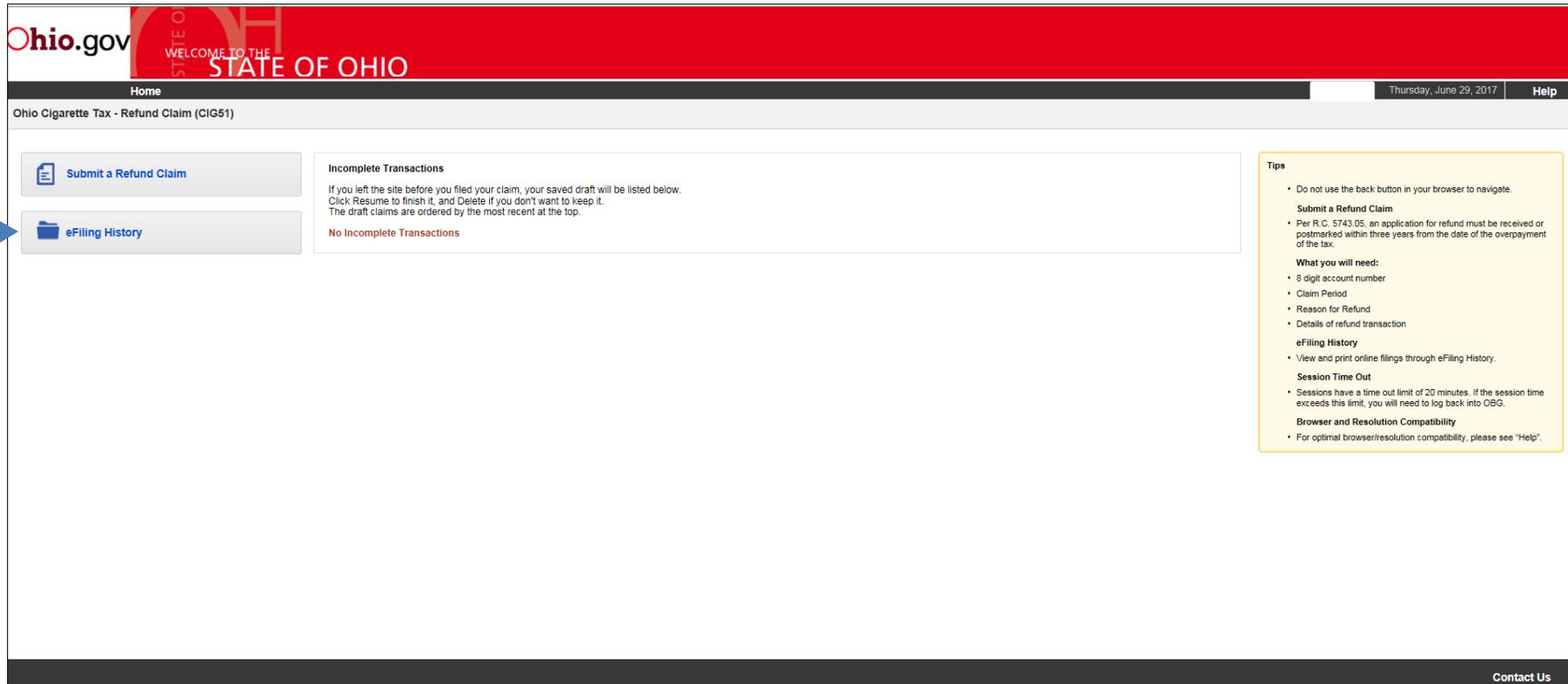
---

<b>Destruction of Stamped Product</b>		<b>Total: \$4,774.97</b>
<b>Date of Destruction:</b>	05/17/2017	
	<b>Quantity:</b>	<b>Value:</b>
<b>Destroyed Combined Stamps:</b>		
Pack Size 20	2,500	
Gross Stamp Value:		\$4,862.50
Less Discount:		(\$87.53)
Net Refund Amt:		<b>\$4,774.97</b>

- Click on the picture of the printer to send to the printer

## Chapter 8 – eFiling History

- To view eFiling History, click the “eFiling History” button.



The screenshot shows the Ohio.gov website interface. At the top, there is a red banner with the Ohio.gov logo and the text "WELCOME TO THE STATE OF OHIO". Below the banner, there is a navigation bar with "Home" on the left, "Thursday, June 29, 2017" in the center, and "Help" on the right. The main content area is titled "Ohio Cigarette Tax - Refund Claim (CIG51)". On the left side of the main content area, there are two buttons: "Submit a Refund Claim" and "eFiling History". A blue arrow points to the "eFiling History" button. To the right of these buttons, there is a section titled "Incomplete Transactions" with the text: "If you left the site before you filed your claim, your saved draft will be listed below. Click Resume to finish it, and Delete if you don't want to keep it. The draft claims are ordered by the most recent at the top." Below this text, it says "No Incomplete Transactions". On the far right, there is a yellow box titled "Tips" containing several bullet points: "Do not use the back button in your browser to navigate.", "Submit a Refund Claim" (with a sub-bullet: "Per R.C. 5743.05, an application for refund must be received or postmarked within three years from the date of the overpayment of the tax."), "What you will need:" (with sub-bullets: "6 digit account number", "Claim Period", "Reason for Refund", "Details of refund transaction"), "eFiling History" (with a sub-bullet: "View and print online filings through eFiling History."), "Session Time Out" (with a sub-bullet: "Sessions have a time out limit of 20 minutes. If the session time exceeds this limit, you will need to log back into OBG."), and "Browser and Resolution Compatibility" (with a sub-bullet: "For optimal browser/resolution compatibility, please see 'Help'"). At the bottom right of the page, there is a "Contact Us" link.

## eFiling History

### Available Information

- Date Time Filed
- Account
- Type
- Filing Period Start
- Filing Period End
- Filing Conf#
- View

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Wednesday, July 5, 2017 Help

Ohio Cigarette Tax - Refund Claim (CIG51)

### eFiling History

Date Time Filed	Account	Type	Filing Period Start	Filing Period End	Filing Conf #	
07/05/2017 08:37 AM		Refund	05/01/2017	05/31/2017	851595466368	<a href="#">View</a>
06/30/2017 11:45 AM		Refund	03/01/2017	03/31/2017	851595466560	<a href="#">View</a>
03/10/2017 02:03 PM		Refund	03/01/2017	03/08/2017	240832008447	<a href="#">View</a>
03/02/2017 03:41 PM		Refund	01/01/2017	01/07/2017	240832006430	<a href="#">View</a>

Showing 1 to 4 of 4 entries Previous 1 Next

[Return to Main Menu](#)

**Tips**

- This page lists only the claims filed through OBG. It has a limit of 200 transactions.
- Use Ctrl+F to search for a confirmation number.

Contact Us

- This page lists only the requests filed through OBG. It has a limit of 200 transactions
- Use Ctrl+F to search for a confirmation number