



Department of
Taxation

Filing an Ohio Cigarette Tax Return
In State CIG58
(9401XXXX)
Using the Ohio Business
Gateway

October 2018

Version: 2

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Chapter 1 - Introduction

General

Beginning July 1, 2017, the Ohio Cigarette tax returns 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)

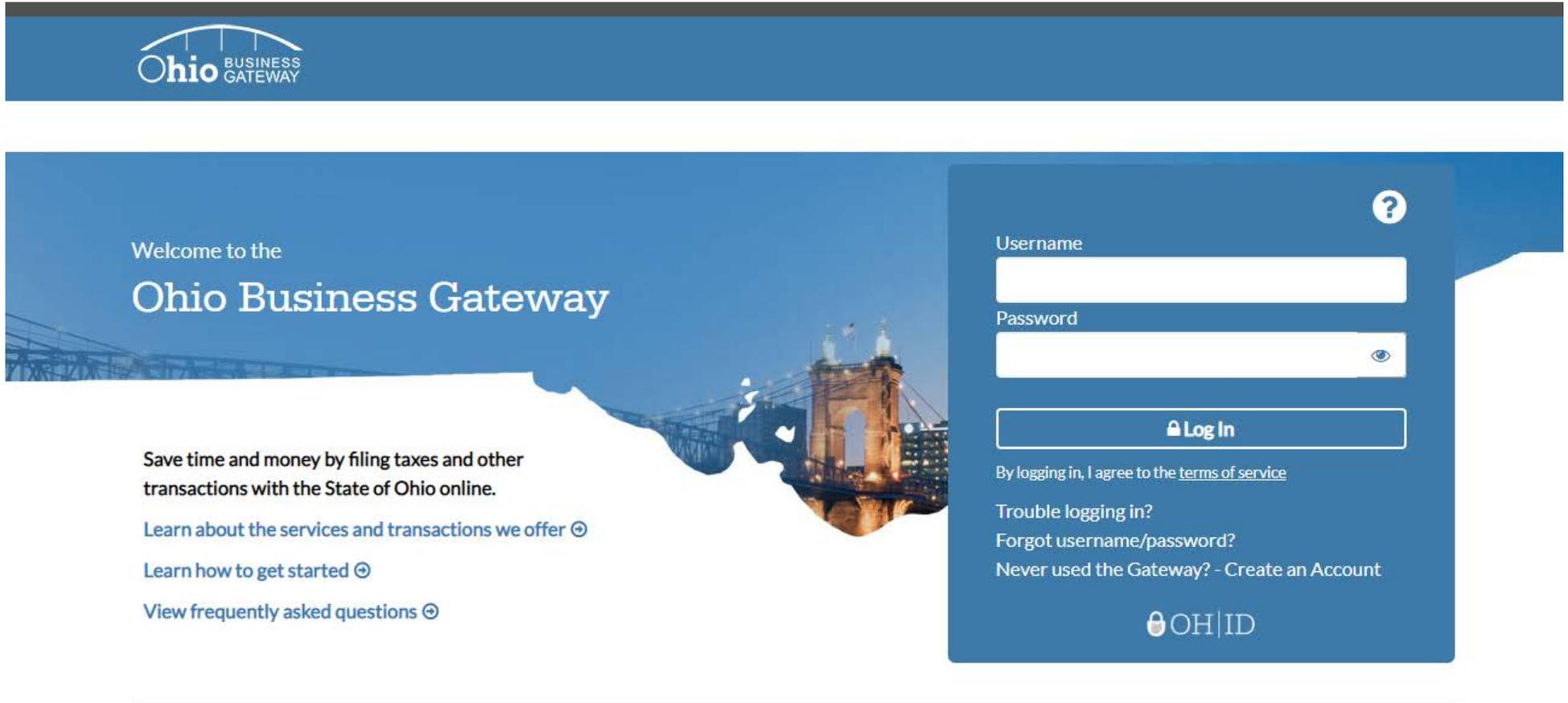
E-mail: excisecigarette@tax.state.oh.us

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

My Business | Dashboard

Go

[▶ New Transaction](#) [☰ In Progress](#) [✓ Ready for Checkout](#) [📅 Recent](#) [📁 History](#) [💰 Payments](#) [📅 31 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

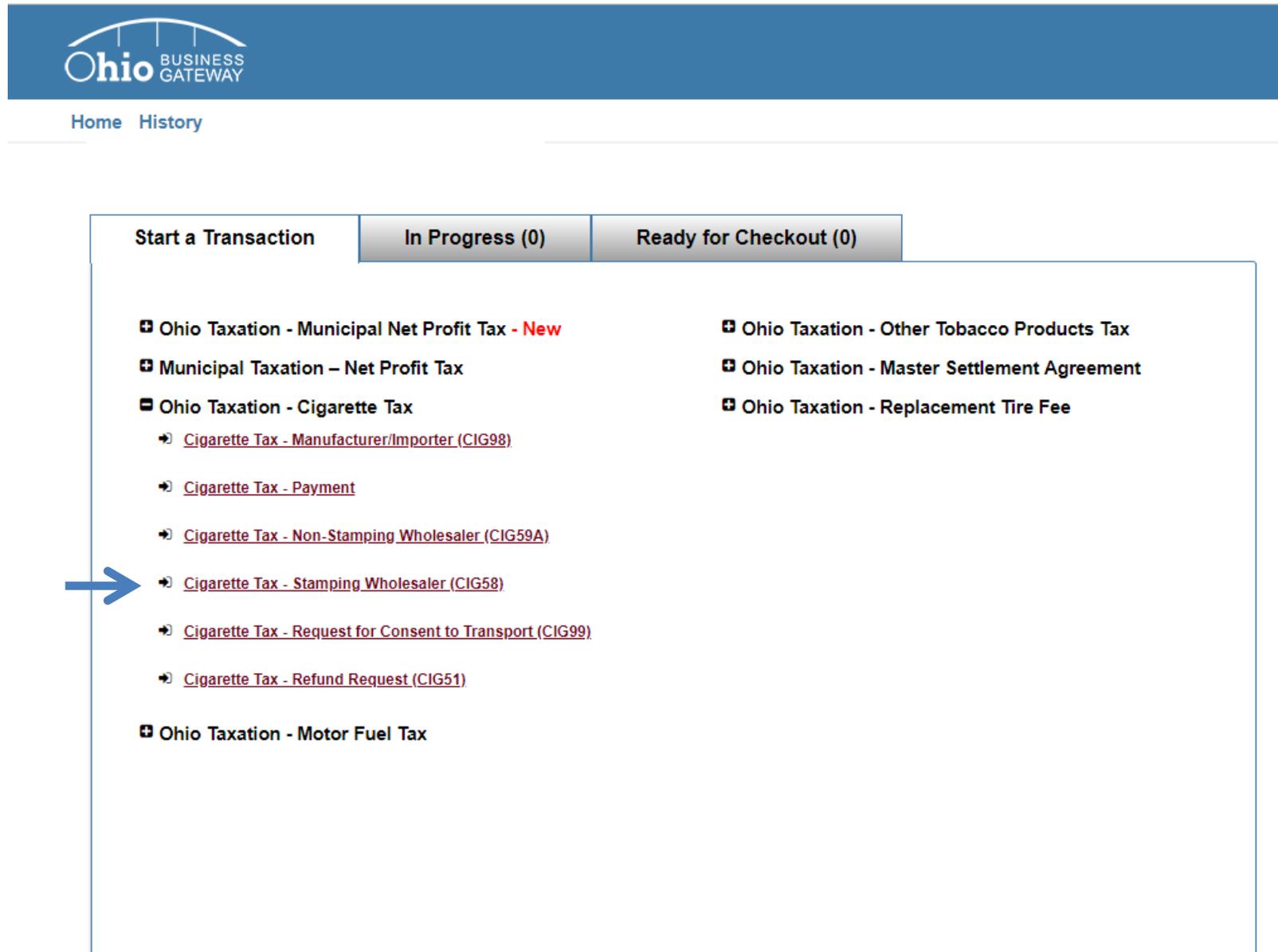
In Progress (0)

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 – Stamping Wholesaler (CIG58)” option.



The screenshot shows the Ohio Business Gateway interface. At the top, there is a blue header with the Ohio Business Gateway logo. Below the header, there are navigation links for "Home" and "History". The main content area is divided into three tabs: "Start a Transaction", "In Progress (0)", and "Ready for Checkout (0)". Under the "Start a Transaction" tab, there is a list of tax categories, each with a plus icon to its left. The categories are:

- Ohio Taxation - Municipal Net Profit Tax - **New**
- Municipal Taxation – Net Profit Tax
- Ohio Taxation - Cigarette Tax
 - [Cigarette Tax - Manufacturer/Importer \(CIG98\)](#)
 - [Cigarette Tax - Payment](#)
 - [Cigarette Tax - Non-Stamping Wholesaler \(CIG59A\)](#)
 - [Cigarette Tax - Stamping Wholesaler \(CIG58\)](#)
 - [Cigarette Tax - Request for Consent to Transport \(CIG99\)](#)
 - [Cigarette Tax - Refund Request \(CIG51\)](#)
- Ohio Taxation - Motor Fuel Tax
- Ohio Taxation - Other Tobacco Products Tax
- Ohio Taxation - Master Settlement Agreement
- Ohio Taxation - Replacement Tire Fee

A blue arrow points to the "Cigarette Tax - Stamping Wholesaler (CIG58)" option.

Ohio Cigarette Tax – Stamping Wholesaler (CIG58)

This is the Ohio Cigarette Tax - Stamping Wholesaler (CIG58) 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 several filing options available:

- File a New Return
- Amend a Return
- eFiling History

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

[File a New Return](#)

[Amend a Return](#)

[eFiling History](#)

Incomplete Transactions

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

*Transaction Limit - each schedule entered may not exceed 100 records. If any of your schedule records exceed this limitation, please contact the Department for alternative filing options.

No Incomplete Transactions

Tips

- Do not use the back button in your browser to navigate.
- To file a new return, make sure your account number and filing period are available.
- An original return must be on file in order to file an amended return.
- Payment may be made with a checking or savings account using ACH debit.

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.

Payment History

- Find historical payments paid online through OBG by clicking on the "Home" link at the top of this page.

Browser Compatibility

- For optimal browser 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.

CIG58 Help

Filing of Returns

Each wholesale dealer who purchases cigarettes without proper tax stamps affixed thereto shall, on or before the last day of the month following the close of each filing period, make and, on such form as is prescribed by the tax commissioner, showing the dealer's entire purchases and sales of cigarettes and stamps for such filing period and accurate inventories as of the beginning and end of each filing period of cigarettes, stamped or unstamped; cigarette tax stamps affixed or unaffixed ; and such other information as the commissioner finds necessary to the proper administration of sections 5743.01 to 5743.20 of the Revised Code. The wholesale dealer shall deliver the return together with a remittance of the tax deficiency reported thereon to the commissioner.

The cigarette tax return is required to be filed on a monthly basis. The cigarette tax return is due by the last day of the month following the reporting period.

Return Information

The following information will be needed to complete your tax return:

- Account Number (8 digits)
- Return Type (Original or Amended)
- Filing Period Date
- All data necessary to complete the applicable schedules

Payment Information

The following information will be needed to initiate and complete your payment via ACH debit on OBG:

- 1.) Checking or savings account routing number
- 2.) Checking or savings bank account number

Payments may also be made through the Treasurer of State using the ACH credit option.

Additional Services

Taxpayers may target a payment to a specific filing period, filing confirmation number, billing notice or assessment notice.

PLEASE NOTE: You should not perform a "Payment" transaction unless you have already filed the corresponding return.

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

Resolution

This user interface was developed to a resolution of 1024 x 768 dpi and above. If you are unable to view the full information throughout this site, please check your resolution

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, contains information on all taxes administered by the Department or you may call 1-855-466-3921.

Chapter 3 – Filing a Return – Manual Entry

- To file a new return, click the “File a New Return” button

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Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

 [File a New Return](#)

 [Amend a Return](#)

 [eFiling History](#)

Incomplete Transactions

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

*Transaction Limit - each schedule entered may not exceed 100 records. If any of your schedule records exceed this limitation, please contact the Department for alternative filing options.

No Incomplete Transactions

Tips

- Do not use the back button in your browser to navigate.
- To file a new return, make sure your account number and filing period are available.
- An original return must be on file in order to file an amended return.
- Payment may be made with a checking or savings account using ACH debit.

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.

Payment History

- Find historical payments paid online through OBG by clicking on the "Home" link at the top of this page.

Browser Compatibility

- For optimal browser compatibility, please see "Help".

Contact Us

Select Filing Period

- Account Number (8-digit Cigarette Tax Account Number)
- Filing Year
- Select Filing Month
- Check to Include Inventory Return when an inventory was conducted by the Ohio Department of Taxation
 - Enter the date that the physical inventory was verified by ODT
- Click on the Type of Filing (default to Original)
- Click on Method of Filing: Manual Form Entry
- Click “Next” to continue.

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

* All fields are required

Account Number
Filing Year
Filing Month

Include Inventory Return

Type of Filing
 Original
 Amended

Method of Filing
 Upload Files
 Manual Form Entry

Cancel Next

Tips

- Corrections to the account number and filing period can be made here prior to filing the return.
- Click the Include Inventory Report box if you are filing an Inventory Report after we have visited your location.
- The Cancel button will return you to the previous page and no data entered will be saved.
- Use the Next button to proceed to the next page.
- The "Upload Files" selection under Method of Filing is a feature that will become available in the near future.

What You Will Need

- 8 Digit Account Number
- End Date of the Filing Month
- All data necessary to complete the Stamp Reconciliation
- All data necessary to complete the Stick Reconciliation
- All data necessary to complete the CIG58 Schedule (if applicable)
- All data necessary to complete the CIG59A Schedule (if applicable)
 - All approved consent to transport data will be automatically populated
- All data necessary to complete the CIG55 Schedule (if applicable)
- All data necessary to complete the CIG96 Schedule (if applicable)
 - All approved consent to transport data will be automatically populated

- 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
- Use the “Manual Form Entry” selection under Method of Filing to enter schedule details

CIG58 Return

Stamp Reconciliation

- Tax on Cigarettes Returned by Customers
- Closing Stamp Inventory (Affixed and Unaffixed)
- Used on Cigarettes Returned to Manufacturer
- Stamps Returned to ODT (Ohio Department of Taxation)
- Used on Exempt Sales

Stick Reconciliation

- Cigarettes Returned by Customers
- Closing Cigarette Inventory Unstamped
- Closing Cigarette Inventory Stamped
- Returned to Manufacturer
- Cigarettes Sold into Cuyahoga County

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Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

* All fields are required

Account Number
Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return

| | State | Combined | County |
|---|---------|----------|---------|
| Tax on Cigarettes Returned by Customers | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Closing Stamp Inventory (Affixed and Unaffixed) | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Used on Cigarettes Returned to Manufacturer | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Stamps Returned to ODT | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Used on Exempt Sales | \$ 0.00 | \$ 0.00 | \$ 0.00 |

| | Number of Sticks |
|---------------------------------------|------------------|
| Cigarettes Returned by Customers | 0 |
| Closing Cigarette Inventory Unstamped | 0 |
| Closing Cigarette Inventory Stamped | 0 |
| Returned to Manufacturer | 0 |
| Cigarettes Sold into Cuyahoga County | 0 |

Back Next: Complete Schedules Save & Exit

Tips

- When entering stick values, use whole values.
- When filing a return that includes an inventory, only enter the data for the start date of the filing period through the inventory date on the Inventory Return. All subsequent data will be entered on the CIG58 Return.
- Click Next: Complete Schedules to enter your schedule data.
- Use the Back button to return to the previous page.
- Use the Save and Exit button if you want to save the data entered, but are not ready to complete your return.

What You Will Need

- All data necessary to complete the CIG59 Schedule (if applicable)
- All data necessary to complete the CIG55A Schedule (if applicable)
 - All approved consent to transport data will be automatically populated.
- All data necessary to complete the CIG95 Schedule (if applicable)
- All data necessary to complete the CIG96 Schedule (if applicable)
 - All approved consent to transport data will be automatically populated.

- Use the Back button to return to the previous page
- Use the Next: Complete Schedules button to enter your schedule data
- Use the Save & Exit button if you want to save the data entered, but are not ready to complete the return

Schedules

Click the relevant tabs to select which schedules will need to be completed for your return.

- Unstamped (CIG59)
- Stamped/Unstamped From Ohio Wholesaler (CIG59A)
- Out-of-State Sales (CIG95)
- Sold to Ohio Wholesalers (CIG96)

The screenshot shows the Ohio Cigarette Tax - Stamping Wholesaler (CIG58) web application. The header includes the Ohio.gov logo, the text "WELCOME TO THE STATE OF OHIO", and navigation links for "Home", "Thursday, June 15, 2017", and "Help". The main content area is titled "Ohio Cigarette Tax - Stamping Wholesaler (CIG58)" and "Ohio Cigarette Tax". On the left, there is a sidebar with four steps: 1. Select Filing Period, 2. Enter Information, 3. Review and File, and 4. Confirmation. The main area displays account information (Account Number: ..., Filing Period: 01/01/2017 - 01/31/2017, Original) and a "CIG58 Return" section with four tabs: "Unstamped (CIG59)", "Stamped/Unstamped From Ohio Wholesaler (CIG59A)", "Out-of-State Sales (CIG95)", and "Sold to Ohio Wholesalers (CIG96)". The "Unstamped (CIG59)" tab is active, showing a section for "Unstamped Cigarette Purchases Received From Licensed Manufacturers or Importers in Ohio (CIG59)". This section includes a "Select Manufacturer" dropdown menu (currently set to "Select") and a "Create Schedule" button. Below this is a "Summary of Created Schedules" table with columns for "Manufacturer" and "Total", showing "No created schedules". At the bottom of the main area are "Back", "Review", and "Save & Exit" buttons. On the right side, there is a "Tips" section with several bullet points and a "What You Will Need" section with a list of requirements.

- Use the Back button to return to the Stamp and Stick Reconciliation page
- Use the Review button to render the Review page and file the return
- Use the Save & Exit button to save the return and exit, at any point of the filing session. This does not file the return, and you can resume later
- Only complete the schedules that are applicable to your filing
- **Each schedule cannot accept more than 100 records**

Unstamped (CIG59) Tab

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Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

- Select Filing Period
- Enter Information
- Review and File
- Confirmation

Account Number
Filing Period: 01/01/2017 - 01/31/2017 Original

CIG58 Return

Unstamped (CIG59) Stamped/Unstamped From Ohio Wholesaler (CIG59A) Out-of-State Sales (CIG95) Sold to Ohio Wholesalers (CIG96)

Unstamped Cigarette Purchases Received From Licensed Manufacturers or Importers in Ohio (CIG59)

Select Manufacturer
Select Create Schedule

Summary of Created Schedules

| Manufacturer | Total |
|----------------------|-------|
| No created schedules | |

Back Review Save & Exit

Tips

- To navigate through schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Complete lists of all Ohio Registered Wholesalers and Manufacturers can be found on our website at tax.ohio.gov.
- 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.
- Use the Review button to proceed to the Review page. This button does not submit the return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- If there is no activity to report, skip entering schedule detail and click the Review button.

What You Will Need

- All data necessary to complete the CIG59 Schedule (if applicable)
- All data necessary to complete the CIG59A Schedule (if applicable)
 - All approved consent to transport data will be automatically populated
- All data necessary to complete the CIG95 Schedule (if applicable)
- All data necessary to complete the CIG96 Schedule (if applicable)
 - All approved consent to transport data will be automatically populated

- To navigate through the schedules, click the corresponding tab
- Use the Back button to return to the Stamp and Stick Reconciliation page
- Use the Review button render the Review page and file the return
- Use the Save & Exit button to save the return and exit

Create Schedule

- Select Manufacturer
- Click Create Schedule

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

Account Number
Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return

Unstamped (CIG59) Stamped/Unstamped From Ohio Wholesaler (CIG59A) Out-of-State Sales (CIG95) Sold to Ohio Wholesalers (CIG96)

Unstamped Cigarette Purchases Received From Licensed Manufacturers or Importers in Ohio (CIG59)

Select Manufacturer

ABC Tobacco (94050050) Create Schedule

Select

- ABC Tobacco (94050050)
- Anderson, Joseph (94050004)
- CHEYENNE INTERNATIONAL LLC (94050002)
- Dosal Tobacco Corporation (94050036)
- Farmers Tobacco Co of Cynthiana Inc (94050010)
- Firebird Manufacturing LLC (94050042)
- Grand River Enterprises Six Nations LTD (94050039)

Total

Back Review Save & Exit

Tips

- To navigate through schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Complete lists of all Ohio Registered Wholesalers and Manufacturers can be found on our website at tax.ohio.gov.
- 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.
- Use the Review button to proceed to the Review page. This button does not submit the return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- If there is no activity to report, skip entering schedule detail and click the Review button.

What You Will Need

- All data necessary to complete the CIG59 Schedule (if applicable)
- All data necessary to complete the CIG59A Schedule (if applicable)
 - All approved consent to transport data will be automatically populated
- All data necessary to complete the CIG95 Schedule (if applicable)
- All data necessary to complete the CIG96 Schedule (if applicable)
 - All approved consent to transport data will be automatically populated

Contact Us

92%

Schedule Details

- Date Received (MM/DD/YYYY)
- Invoice Number
- Total Stick Quantity (must be greater than zero)

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

*Indicates required field(s)

Account Number
Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return
Unstamped Cigarette Purchases Received From Licensed Manufacturers or Importers in Ohio (CIG59) - ABC Tobacco (94050050)

Add/View Record

* Date Received mm/dd/yyyy
* Invoice Number
* Total Stick Quantity

Save Clear

Created Records

| Date | Invoice | Quantity |
|--------------------|---------|----------|
| No Created Records | | |

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

- 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.
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- The schedule cannot accept more than 100 records. If your schedule records will exceed this amount, please contact the Department.

What You Will Need

- Date the purchase was received
- Invoice Number
- Total Stick Quantity

Contact Us

- 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
- Use the Save & Return to Summary button to review all the schedules that have been completed for the current return
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return

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 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

*Indicates required field(s)
Account Number
Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return
Unstamped Cigarette Purchases Received From Licensed Manufacturers or Importers in Ohio (CIG59) - ABC Tobacco (94050050)

Add/View Record
* Date Received 1/3/2017 mm/dd/yyyy
* Invoice Number 2345
* Total Stick Quantity 1000 x
Save Clear

Created Records

| Date | Invoice | Quantity | | |
|------------|---------|----------|------|--------|
| 01/02/2017 | 1234 | 1,000 | 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

- 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.
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- The schedule cannot accept more than 100 records. If your schedule records will exceed this amount, please contact the Department.

What You Will Need

- Date the purchase was received
- Invoice Number
- Total Stick Quantity

- 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 Schedules

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

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

Account Number
Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return

Unstamped (CIG59) Stamped/Unstamped From Ohio Wholesaler (CIG59A) Out-of-State Sales (CIG95) Sold to Ohio Wholesalers (CIG96)

Unstamped Cigarette Purchases Received From Licensed Manufacturers or Importers in Ohio (CIG59)

Select Manufacturer
Select Create Schedule

Summary of Created Schedules

| Manufacturer | Total | | |
|--------------|-------|---------------|--------|
| ABC Tobacco | 2,000 | Show Schedule | Delete |
| Grand Total | 2,000 | | |

Back Review Save & Exit

Tips

- To navigate through schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Complete lists of all Ohio Registered Wholesalers and Manufacturers can be found on our website at tax.ohio.gov.
- 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.
- Use the Review button to proceed to the Review page. This button does not submit the return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- If there is no activity to report, skip entering schedule detail and click the Review button.

What You Will Need

- All data necessary to complete the CIG59 Schedule (if applicable)
- All data necessary to complete the CIG59A Schedule (if applicable)
 - All approved consent to transport data will be automatically populated
- All data necessary to complete the CIG95 Schedule (if applicable)
- All data necessary to complete the CIG96 Schedule (if applicable)
 - All approved consent to transport data will be automatically populated

Contact Us

- Use the Show Schedule button to view the schedule data entered
- Use the Delete button to remove the data permanently from the current return
- Use the Back button to return to the Stamp and Stick Reconciliation page
- Use the Review button to render the Review page and file the return
- Use the Save & Exit button to save the return and exit

Stamped/Unstamped From Ohio Wholesaler (CIG59A) Tab

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

Account Number
Filing Period 01/01/2017 - 01/31/2017

CIG58 Return

Unstamped (CIG59) **Stamping Wholesaler (CIG59A)** Out-of-State Sales (CIG95) Sold to Ohio Wholesalers (CIG96)

Stamping Wholesaler (CIG59A)

Select Wholesaler
Select

Summary of Created Schedules

| Wholesaler | State | Combined | County | Unstamped |
|----------------------|-------|----------|--------|-----------|
| No created schedules | | | | |

Tips

- To navigate through schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Complete lists of all Ohio Registered Wholesalers and Manufacturers can be found on our website at tax.ohio.gov.
- 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.
- Use the Review button to proceed to the Review page. This button does not submit the return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- If there is no activity to report, skip entering schedule detail and click the Review button.

What You Will Need

- All data necessary to complete the CIG59 Schedule (if applicable)
- All data necessary to complete the CIG59A Schedule (if applicable)
 - All approved consent to transport data will be automatically populated
- All data necessary to complete the CIG95 Schedule (if applicable)
- All data necessary to complete the CIG96 Schedule (if applicable)
 - All approved consent to transport data will be automatically populated

Contact Us

- Use the Back button to return to the Stamp and Stick Reconciliation page
- Use the Review button render the Review page and file the return
- Use the Save & Exit button to save the return and exit

Create Schedule

- Select Wholesaler
- Click Create Schedule

The screenshot displays the Ohio.gov website interface for the 'Ohio Cigarette Tax - Stamping Wholesaler (CIG58)'. The page features a red header with the Ohio state logo and 'WELCOME TO THE STATE OF OHIO'. Below the header, there is a navigation bar with 'Home', 'Thursday, June 15, 2017', and 'Help'. The main content area is titled 'Ohio Cigarette Tax - Stamping Wholesaler (CIG58)' and includes a 'Home' button and a 'Help' button. On the left side, there is a navigation menu with four steps: 1. Select Filing Period, 2. Enter Information, 3. Review and File, and 4. Confirmation. The main content area shows the 'CIG58 Return' section with tabs for 'Unstamped (CIG59)', 'Stamped/Unstamped From Ohio Wholesaler (CIG59A)', 'Out-of-State Sales (CIG95)', and 'Sold to Ohio Wholesalers (CIG96)'. The 'Stamped/Unstamped From Ohio Wholesaler (CIG59A)' tab is selected, and the 'Select Wholesaler' dropdown menu is open, showing a list of wholesalers including 'A & A Distributors, Inc. (94010347)', 'A & S Distributors, Inc. (94010327)', 'A. H. Jamra Co. (94010084)', 'ABL Wholesale Distributors, Inc. (94010269)', 'Adco Distributors, Inc. (94010207)', 'Aj Silberman And Company (94020253)', and 'Albert Guarnieri & Co (94010072)'. A blue arrow points to the dropdown menu. Below the dropdown menu, there is a 'Create Schedule' button and a 'County' field with the value 'Unstamped'. At the bottom of the main content area, there are three buttons: 'Back', 'Review', and 'Save & Exit'. On the right side, there is a 'Tips' section with several bullet points providing guidance on navigating through schedules, completing schedules, and editing values in the summary. Below the tips, there is a 'What You Will Need' section with a list of requirements for completing the CIG59, CIG59A, CIG95, and CIG96 schedules. At the bottom right of the page, there is a 'Contact Us' button.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period

2 Enter Information

3 Review and File

4 Confirmation

Account Number

Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return

Unstamped (CIG59) Stamped/Unstamped From Ohio Wholesaler (CIG59A) Out-of-State Sales (CIG95) Sold to Ohio Wholesalers (CIG96)

Stamped/Unstamped Cigarette Purchases From Another Licensed Ohio Wholesaler (CIG59A)

Select Wholesaler

Select

Create Schedule

A & A Distributors, Inc. (94010347)

A & S Distributors, Inc. (94010327)

A. H. Jamra Co. (94010084)

ABL Wholesale Distributors, Inc. (94010269)

Adco Distributors, Inc. (94010207)

Aj Silberman And Company (94020253)

Albert Guarnieri & Co (94010072)

County Unstamped

Back Review Save & Exit

Tips

- To navigate through schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Complete lists of all Ohio Registered Wholesalers and Manufacturers can be found on our website at tax.ohio.gov.
- 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.
- Use the Review button to proceed to the Review page. This button does not submit the return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- If there is no activity to report, skip entering schedule detail and click the Review button.

What You Will Need

- All data necessary to complete the CIG59 Schedule (if applicable)
- All data necessary to complete the CIG59A Schedule (if applicable)
 - All approved consent to transport data will be automatically populated
- All data necessary to complete the CIG95 Schedule (if applicable)
- All data necessary to complete the CIG96 Schedule (if applicable)
 - All approved consent to transport data will be automatically populated

Contact Us

Schedule Details

- Date Shipped (MM/DD/YYYY)
- Invoice Number
- Total Stamped State
- Total Stamped Combined
- Total Stamped County
- Cumulative Total can be negative, but cannot be zero

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

*Indicates required field(s)

Account Number
Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return
Stamped/Unstamped Cigarette Purchases From Another Licensed Ohio Wholesaler (CIG59A) - A & A Distributors, Inc. (94010347)

Add/View Record

* Date Shipped mm/dd/yyyy
* Invoice Number
* Total Stamped State
Total Stamped Combined
Total Stamped County

Save Clear

Created Records

| Date | Invoice | Total Shipped |
|--------------------|---------|---------------|
| No Created Records | | |

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

- Purchases that we have received a request for consent for are already included in the Created Records. These records cannot be edited or deleted on this schedule. Please contact our department for help if you believe the information displayed is incorrect.
- 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.
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- The schedule cannot accept more than 100 records. If your schedule records will exceed this amount, please contact the Department.

What You Will Need

- Purchase Received Date
- Invoice Number of the purchase
- Total Stamped Sticks
- Total Combined Sticks
- Total Stamped County

Contact Us

- 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
- Use the Save & Return to Summary button to review all the schedules that have been completed for the current return
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return
- Note: Consents populate under the Created Records and are read only

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 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

*Indicates required field(s)

Account Number
Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return
Stamped/Unstamped Cigarette Purchases From Another Licensed Ohio Wholesaler (CIG59A) - A & A Distributors, Inc. (94010347)

Add/View Record

* Date Shipped mm/dd/yyyy
* Invoice Number
* Total Stamped State
Total Stamped Combined
Total Stamped County

Save Clear

Created Records

| Date | Invoice | Total Shipped | Edit | Delete |
|------------|---------|---------------|------|--------|
| 01/04/2017 | 3456 | 3,000 | 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

- Purchases that we have received a request for consent for are already included in the Created Records. These records cannot be edited or deleted on this schedule. Please contact our department for help if you believe the information displayed is incorrect.
- 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.
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- The schedule cannot accept more than 100 records. If your schedule records will exceed this amount, please contact the Department.

What You Will Need

- Purchase Received Date
- Invoice Number of the purchase
- Total Stamped Sticks
- Total Combined Sticks
- Total Stamped County

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 Schedules

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

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

Account Number
Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return

Unstamped (CIG59) **Stamped/Unstamped From Ohio Wholesaler (CIG59A)** Out-of-State Sales (CIG95) Sold to Ohio Wholesalers (CIG96)

Stamped/Unstamped Cigarette Purchases From Another Licensed Ohio Wholesaler (CIG59A)

Select Wholesaler
Select Create Schedule

Summary of Created Schedules

| Wholesaler | State | Combined | County | Unstamped | |
|-------------|-------|----------|--------|-----------|----------------------|
| A & A Distr | 1,000 | 1,000 | 1,000 | 0 | Show Schedule Delete |
| Grand Total | 1,000 | 1,000 | 1,000 | 0 | |

Back Review Save & Exit

Tips

- To navigate through schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Complete lists of all Ohio Registered Wholesalers and Manufacturers can be found on our website at tax.ohio.gov.
- 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.
- Use the Review button to proceed to the Review page. This button does not submit the return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- If there is no activity to report, skip entering schedule detail and click the Review button.

What You Will Need

- All data necessary to complete the CIG59 Schedule (if applicable)
- All data necessary to complete the CIG59A Schedule (if applicable)
 - All approved consent to transport data will be automatically populated
- All data necessary to complete the CIG95 Schedule (if applicable)
- All data necessary to complete the CIG96 Schedule (if applicable)
 - All approved consent to transport data will be automatically populated

Contact Us

- Use the Show Schedule button to view the schedule data entered for the Manufacturer
- Use the Delete button to remove the data permanently from the current return
- Use the Back button to return to the Stamp and Stick Reconciliation page
- Use the Review button to render the Review page and file the return
- Use the Save & Exit button to save the return and exit

Out-of-State Sales (CIG95) Tab

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

Account Number
Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return

Unstamped (CIG59) Stamped/Unstamped From Ohio Wholesaler (CIG59A) **Out-of-State Sales (CIG95)** Sold to Ohio Wholesalers (CIG96)

Out-of-State Sales of Cigarettes (CIG95)

Select State
Select Create Schedule

Summary of Created Schedules

| State | Total Sticks |
|----------------------|--------------|
| No created schedules | |

Back Review Save & Exit

Tips

- To navigate through schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Complete lists of all Ohio Registered Wholesalers and Manufacturers can be found on our website at tax.ohio.gov.
- 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.
- Use the Review button to proceed to the Review page. This button does not submit the return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- If there is no activity to report, skip entering schedule detail and click the Review button.

What You Will Need

- All data necessary to complete the CIG59 Schedule (if applicable)
- All data necessary to complete the CIG59A Schedule (if applicable)
 - All approved consent to transport data will be automatically populated
- All data necessary to complete the CIG95 Schedule (if applicable)
- All data necessary to complete the CIG96 Schedule (if applicable)
 - All approved consent to transport data will be automatically populated

- Use the Back button to return to the Stamp and Stick Reconciliation page
- Use the Review button to render the Review page and file the return
- Use the Save & Exit button to save the return and exit

Create Schedule

- Select State
- Click Create Schedule

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period

2 Enter Information

3 Review and File

4 Confirmation

Account Number

Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return

Unstamped (CIG59) Stamped/Unstamped From Ohio Wholesaler (CIG59A) Out-of-State Sales (CIG95) Sold to Ohio Wholesalers (CIG96)

Out-of-State Sales of Cigarettes (CIG95)

Select State

Select

Alabama

Arkansas

Arizona

California

Colorado

Connecticut

District of Columbia

Create Schedule

Total Sticks

Back Review Save & Exit

Tips

- To navigate through schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Complete lists of all Ohio Registered Wholesalers and Manufacturers can be found on our website at tax.ohio.gov.
- 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.
- Use the Review button to proceed to the Review page. This button does not submit the return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- If there is no activity to report, skip entering schedule detail and click the Review button.

What You Will Need

- All data necessary to complete the CIG59 Schedule (if applicable)
- All data necessary to complete the CIG59A Schedule (if applicable)
 - All approved consent to transport data will be automatically populated
- All data necessary to complete the CIG95 Schedule (if applicable)
- All data necessary to complete the CIG96 Schedule (if applicable)
 - All approved consent to transport data will be automatically populated

Contact Us

Schedule Details

- Purchaser Name
- Purchaser Address 1
- Purchaser Address 2
- Purchaser City
- Purchaser Zip Code
- How Shipped (Choose Distributor Truck, Common Carrier, Parcel Post, or Customer Truck)
- Date of Shipment (MM/DD/YYYY)
- Invoice Number
- Stamped (Yes or No)
- Total Sticks (Total stick quantity must be greater than zero)

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period

2 Enter Information

3 Review and File

4 Confirmation

*Indicates required field(s)

Account Number

Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return

Out-of-State Sales of Cigarettes (CIG95) - KY

Add/View Record

* Purchaser Name

* Purchaser Address 1

Purchaser Address 2

* Purchaser City

Purchaser State KY

* Purchaser Zip Code

* How Shipped Select

* Date of Shipment mm/dd/yyyy

* Invoice Number

* Stamped

Yes

No

* Total Sticks

Save Clear

On Save, copy highlighted fields to next blank record

Created Records

| Date | Invoice | Total Sticks |
|--------------------|---------|--------------|
| No Created Records | | |

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

- By placing a check in the box labeled "On Save, copy highlighted fields 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.
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- The schedule cannot accept more than 100 records. If your schedule records will exceed this amount, please contact the Department.

What You Will Need

- Purchaser Name and Address
- How the cigarettes were shipped
- Date of the shipment
- Invoice number
- Whether the cigarettes were stamped or unstamped
- Total Sticks sold

- 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
- Use the Save & Return to Summary button to review all the schedules that have been completed for the current return
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return

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 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

*Indicates required field(s)

Account Number
Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return
Out-of-State Sales of Cigarettes (CIG95) - KY

Add/View Record

*Purchaser Name
*Purchaser Address 1
Purchaser Address 2
*Purchaser City
Purchaser State KY
*Purchaser Zip Code
*How Shipped Select
*Date of Shipment mm/dd/yyyy
*Invoice Number
*Stamped
Yes
No
*Total Sticks

Save Clear

On Save, copy highlighted fields to next blank record

Created Records

| Date | Invoice | Total Sticks | Edit | Delete |
|------------|---------|--------------|------|--------|
| 01/02/2017 | 4567 | 10,000 | Edit | Delete |

Tips

- 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.
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- The schedule cannot accept more than 100 records. If your schedule records will exceed this amount, please contact the Department.

What You Will Need

- Purchaser Name and Address
- How the cigarettes were shipped
- Date of the shipment
- Invoice number
- Whether the cigarettes were stamped or unstamped
- Total Sticks sold

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

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 Schedules

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

The screenshot displays the Ohio Cigarette Tax - Stamping Wholesaler (CIG58) interface. At the top, there is a red header with the Ohio.gov logo and 'WELCOME TO THE STATE OF OHIO'. Below this, a navigation bar includes 'Home', the date 'Thursday, June 15, 2017', and 'Help'. The main content area is titled 'Ohio Cigarette Tax - Stamping Wholesaler (CIG58)'. On the left, a sidebar shows a progress indicator with four steps: 1. Select Filing Period, 2. Enter Information, 3. Review and File, and 4. Confirmation. The main area shows account details: Account Number 94010005 and Filing Period 01/01/2017 - 01/31/2017, marked as 'Original'. Below this, there are tabs for 'CIG58 Return': 'Unstamped (CIG59)', 'Stamped/Unstamped From Ohio Wholesaler (CIG59A)', 'Out-of-State Sales (CIG95)' (which is selected), and 'Sold to Ohio Wholesalers (CIG96)'. Under the 'Out-of-State Sales of Cigarettes (CIG95)' section, there is a 'Select State' dropdown menu with 'Select' chosen and a 'Create Schedule' button. A blue arrow points to the 'Summary of Created Schedules' section, which contains a table with the following data:

| State | Total Sticks | |
|--------------------|---------------|----------------------|
| KY | 10,000 | Show Schedule Delete |
| Grand Total | 10,000 | |

At the bottom of the main area are buttons for 'Back', 'Review', and 'Save & Exit'. On the right side, a yellow 'Tips' box contains several instructions for navigating and editing the schedule data. At the bottom right of the page, there is a 'Contact Us' link.

- Use the Show Schedule button to view the schedule data entered for the Manufacturer
- Use the Delete button to remove the data permanently from the current return
- Use the Back button to return to the Stamp and Stick Reconciliation page
- Use the Review button to render the Review page and file the return
- Use the Save & Exit button to save the return and exit

Sold to Ohio Wholesalers (CIG96) Tab

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

- Select Filing Period
- Enter Information
- Review and File
- Confirmation

Account Number
Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return

Unstamped (CIG59) Stamped/Unstamped From Ohio Wholesaler (CIG59A) Out-of-State Sales (CIG95) **Sold to Ohio Wholesalers (CIG96)**

Sold to Other Ohio Licensed Wholesalers (CIG96)

Select Purchasing Wholesaler
Select

Summary of Created Schedules

| Wholesaler | State | Combined | County | Unstamped |
|----------------------|-------|----------|--------|-----------|
| No created schedules | | | | |

Tips

- To navigate through schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Complete lists of all Ohio Registered Wholesalers and Manufacturers can be found on our website at tax.ohio.gov.
- 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.
- Use the Review button to proceed to the Review page. This button does not submit the return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- If there is no activity to report, skip entering schedule detail and click the Review button.

What You Will Need

- All data necessary to complete the CIG59 Schedule (if applicable)
- All data necessary to complete the CIG59A Schedule (if applicable)
 - All approved consent to transport data will be automatically populated
- All data necessary to complete the CIG95 Schedule (if applicable)
- All data necessary to complete the CIG96 Schedule (if applicable)
 - All approved consent to transport data will be automatically populated

- Use the Back button to return to the Stamp and Stick Reconciliation page
- Use the Review button render the Review page and file the return
- Use the Save & Exit button to save the return and exit
- Go to Chapter 5 (can be found on page 40) – Review and File to complete your filing

Create Schedule

- Select Purchasing Wholesaler
- Click Create Schedule

The screenshot displays the Ohio Cigarette Tax - Stamping Wholesaler (CIG58) web application. The page header includes the Ohio.gov logo and the text 'WELCOME TO THE STATE OF OHIO'. The navigation bar shows 'Home', the date 'Thursday, June 15, 2017', and 'Help'. The main content area is titled 'Ohio Cigarette Tax - Stamping Wholesaler (CIG58)'. On the left, a sidebar contains four steps: 1. Select Filing Period, 2. Enter Information, 3. Review and File, and 4. Confirmation. The main content area shows the 'CIG58 Return' section with tabs for 'Unstamped (CIG59)', 'Stamped/Unstamped From Ohio Wholesaler (CIG59A)', 'Out-of-State Sales (CIG95)', and 'Sold to Ohio Wholesalers (CIG96)'. The 'Sold to Other Ohio Licensed Wholesalers (CIG96)' section is active, showing a 'Select Purchasing Wholesaler' dropdown menu with a list of wholesalers including A & A Distributors, Inc. (94010347), A & S Distributors, Inc. (94010327), A. H. Jamra Co. (94010084), ABL Wholesale Distributors, Inc. (94010269), Adco Distributors, Inc. (94010207), Aj Silberman And Company (94020253), and Albert Guarneri & Co (94010072). A blue arrow points to the dropdown menu. Below the dropdown is a 'Create Schedule' button. At the bottom of the main content area are 'Back', 'Review', and 'Save & Exit' buttons. On the right, a 'Tips' section provides instructions on navigating through schedules, completing applicable schedules, entering required information, and using the 'Show Schedule', 'Delete', and 'Review' buttons. Below the tips is a 'What You Will Need' section listing data requirements for CIG59, CIG59A, CIG95, and CIG96 schedules.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period

2 Enter Information

3 Review and File

4 Confirmation

Account Number

Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return

Unstamped (CIG59) Stamped/Unstamped From Ohio Wholesaler (CIG59A) Out-of-State Sales (CIG95) Sold to Ohio Wholesalers (CIG96)

Sold to Other Ohio Licensed Wholesalers (CIG96)

Select Purchasing Wholesaler

Select

Create Schedule

A & A Distributors, Inc. (94010347)

A & S Distributors, Inc. (94010327)

A. H. Jamra Co. (94010084)

ABL Wholesale Distributors, Inc. (94010269)

Adco Distributors, Inc. (94010207)

Aj Silberman And Company (94020253)

Albert Guarneri & Co (94010072)

Combined County Unstamped

Back Review Save & Exit

Tips

- To navigate through schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Complete lists of all Ohio Registered Wholesalers and Manufacturers can be found on our website at tax.ohio.gov.
- 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.
- Use the Review button to proceed to the Review page. This button does not submit the return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- If there is no activity to report, skip entering schedule detail and click the Review button.

What You Will Need

- All data necessary to complete the CIG59 Schedule (if applicable)
- All data necessary to complete the CIG59A Schedule (if applicable)
 - All approved consent to transport data will be automatically populated
- All data necessary to complete the CIG95 Schedule (if applicable)
- All data necessary to complete the CIG96 Schedule (if applicable)
 - All approved consent to transport data will be automatically populated

Contact Us

Schedule Details

- Date Shipped (MM/DD/YYYY)
- How Shipped (Choose Distributor Truck, Common Carrier, Parcel Post, or Customer Truck)
- Invoice Number
- Total Stamped State
- Total Stamped Combined
- Total Stamped County
- Cumulative Total can be negative, but cannot be zero

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

*Indicates required field(s)

Account Number
Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return
Sold to Other Ohio Licensed Wholesalers (CIG96) - A & A Distributors, Inc. (94010347)

Add/View Record

* Date Shipped mm/dd/yyyy
* How Shipped
* Invoice Number
* Total Stamped State
Total Stamped Combined
Total Stamped County

Save Clear

Created Records

| Date | Invoice | Total Shipped |
|--------------------|---------|---------------|
| No Created Records | | |

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

- Sales that we have received a request for consent for are already included in the Created Records. These records cannot be edited or deleted on this schedule. Please contact our department for help if you believe the information displayed is incorrect.
- 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.
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- The schedule cannot accept more than 100 records. If your schedule records will exceed this amount, please contact the Department.

What You Will Need

- Date Shipped
- How the purchase was shipped
- Invoice Number
- Total Stamped State
- Total Stamped Combined
- Total Stamped County

Contact Us

- 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
- Use the Save & Return to Summary button to review all the schedules that have been completed for the current return
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return
- Note: Consents populate under the Created Records and are read only

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 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

*Indicates required field(s)

Account Number ---
Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return
Sold to Other Ohio Licensed Wholesalers (CIG96) - A & A Distributors, Inc. (94010347)

Add/View Record

* Date Shipped mm/dd/yyyy
* How Shipped
* Invoice Number
* Total Stamped State
Total Stamped Combined
Total Stamped County

Save Clear

Created Records

| Date | Invoice | Total Shipped | Edit | Delete |
|------------|---------|---------------|------|--------|
| 01/17/2017 | 5678 | 3,000 | 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

- Sales that we have received a request for consent for are already included in the Created Records. These records cannot be edited or deleted on this schedule. Please contact our department for help if you believe the information displayed is incorrect.
- 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.
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- The schedule cannot accept more than 100 records. If your schedule records will exceed this amount, please contact the Department.

What You Will Need

- Date Shipped
- How the purchase was shipped
- Invoice Number
- Total Stamped State
- Total Stamped Combined
- Total Stamped County

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 Schedules

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

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

Account Number
Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return

Unstamped (CIG59) Stamped/Unstamped From Ohio Wholesaler (CIG59A) Out-of-State Sales (CIG95) Sold to Ohio Wholesalers (CIG96)

Sold to Other Ohio Licensed Wholesalers (CIG96)

Select Purchasing Wholesaler
Select Create Schedule

Summary of Created Schedules

| Wholesaler | State | Combined | County | Unstamped | Show Schedule | Delete |
|--------------------|--------------|--------------|--------------|-----------|---------------|--------|
| A & A Distr | 1,000 | 1,000 | 1,000 | 0 | | |
| Grand Total | 1,000 | 1,000 | 1,000 | 0 | | |

Back Review Save & Exit

Tips

- To navigate through schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click: Create Schedule.
- Complete lists of all Ohio Registered Wholesalers and Manufacturers can be found on our website at tax.ohio.gov.
- 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.
- Use the Review button to proceed to the Review page. This button does not submit the return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- If there is no activity to report, skip entering schedule detail and click the Review button.

What You Will Need

- All data necessary to complete the CIG59 Schedule (if applicable)
- All data necessary to complete the CIG59A Schedule (if applicable)
 - All approved consent to transport data will be automatically populated
- All data necessary to complete the CIG95 Schedule (if applicable)
- All data necessary to complete the CIG96 Schedule (if applicable)
 - All approved consent to transport data will be automatically populated

Contact Us

- Use the Show Schedule button to view the schedule data entered
- Use the Delete button to remove the data permanently from the current return
- Use the Back button to return to the Stamp and Stick Reconciliation page
- Use the Review button to render the Review page and file the return
- Use the Save & Exit button to save the return and exit

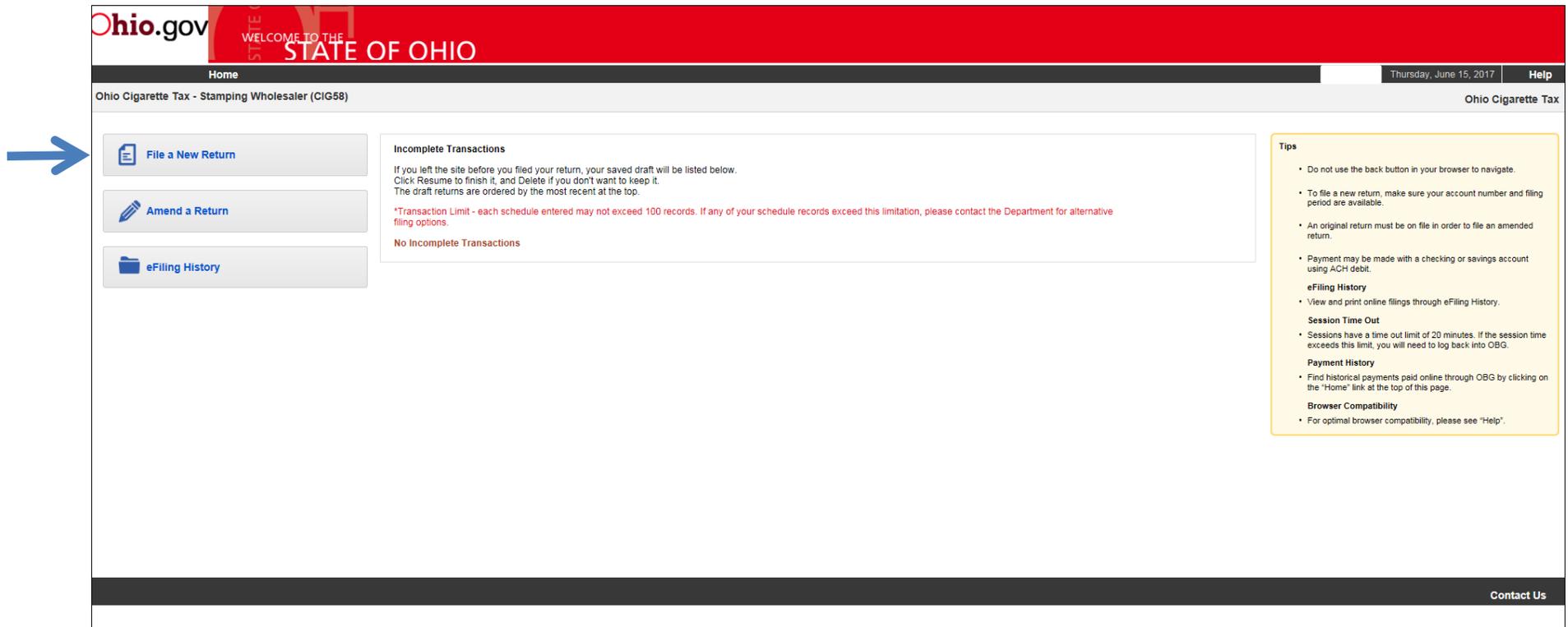
Chapter 4 – File a Return - File Upload

Filing Information

Acceptable Electronic Formats, Version, Important Tips, ASCII (text file) Field Definitions, XML Schemas, Sequencing, Stick Count Quantity, Upload Constraints, File Validation Process and other filing instructions can be found in the CIG_OTP Upload General Guidelines V2.docx within the file upload documentation at <http://www.tax.ohio.gov/excise/CigMSAOther.aspx>.

Filing a Return

To file a new return, click the “File a New Return” button.



The screenshot shows the Ohio.gov website interface for filing a return. 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", "Thursday, June 15, 2017", and "Help". The main content area is titled "Ohio Cigarette Tax - Stamping Wholesaler (CIG58)". On the left side, there are three buttons: "File a New Return" (highlighted with a blue arrow), "Amend a Return", and "eFiling History". In the center, there is a section titled "Incomplete Transactions" with the following text: "If you left the site before you filed your return, your saved draft will be listed below. Click Resume to finish it, and Delete if you don't want to keep it. The draft returns are ordered by the most recent at the top." Below this text, there is a red asterisk indicating a transaction limit: "*Transaction Limit - each schedule entered may not exceed 100 records. If any of your schedule records exceed this limitation, please contact the Department for alternative filing options." At the bottom of this section, it says "No Incomplete Transactions". On the right side, there is a yellow box titled "Tips" containing several bullet points: "Do not use the back button in your browser to navigate.", "To file a new return, make sure your account number and filing period are available.", "An original return must be on file in order to file an amended return.", "Payment may be made with a checking or savings account using ACH debit.", "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.", "Payment History: Find historical payments paid online through OBG by clicking on the 'Home' link at the top of this page.", "Browser Compatibility: For optimal browser compatibility, please see 'Help'.

Select Filing Period

- Account Number (8-digit Cigarette Tax Account Number)
- Filing Year
- Select Filing Month
- Check to Include Inventory Return when an inventory was conducted by the Ohio Department of Taxation
 - Enter the date that the physical inventory was verified by ODT
- Click on the Type of Filing (default to Original)
- Click on Method of Filing: Upload Files
- Click “Next” to continue.

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

* All fields are required

Account Number

Filing Year

Filing Month

Include Inventory Return

Type of Filing
 Original
 Amended

Method of Filing
 Upload Files
 Manual Form Entry

Cancel Next

Tips

- Corrections to the account number and filing period can be made here prior to filing the return.
- Click the Include Inventory Report box if you are filing an Inventory Report after we have visited your location.
- The Cancel button will return you to the previous page and no data entered will be saved.
- Use the Next button to proceed to the next page.
- The "Upload Files" selection under Method of Filing is a feature that will become available in the near future.

What You Will Need

- 8 Digit Account Number
- End Date of the Filing Month
- All data necessary to complete the Stamp Reconciliation
- All data necessary to complete the Stick Reconciliation
- All data necessary to complete the CIG58 Schedule (if applicable)
- All data necessary to complete the CIG59A Schedule (if applicable)
 - All approved consent to transport data will be automatically populated
- All data necessary to complete the CIG59B Schedule (if applicable)
- All data necessary to complete the CIG66 Schedule (if applicable)
 - All approved consent to transport data will be automatically populated

- 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
- Use the “Upload Files” selection under Method of Filing to upload a file

CIG58 Return

Stamp Reconciliation

- Tax on Cigarettes Returned by Customers
- Closing Stamp Inventory (Affixed and Unaffixed)
- Used on Cigarettes Returned to Manufacturer
- Stamps Returned to ODT (Ohio Department of Taxation)
- Used on Exempt Sales

Stick Reconciliation

- Cigarettes Returned by Customers
- Closing Cigarette Inventory Unstamped
- Closing Cigarette Inventory Stamped
- Returned to Manufacturer
- Cigarettes Sold into Cuyahoga County

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

* All fields are required

Account Number
Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return

| | State | Combined | County |
|---|-------------------------|----------|---------|
| Stamp Reconciliation | | | |
| Tax on Cigarettes Returned by Customers | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Closing Stamp Inventory (Affixed and Unaffixed) | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Used on Cigarettes Returned to Manufacturer | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Stamps Returned to ODT | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Used on Exempt Sales | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Stick Reconciliation | Number of Sticks | | |
| Cigarettes Returned by Customers | 0 | | |
| Closing Cigarette Inventory Unstamped | 0 | | |
| Closing Cigarette Inventory Stamped | 0 | | |
| Returned to Manufacturer | 0 | | |
| Cigarettes Sold into Cuyahoga County | 0 | | |

Back Next: Complete Schedules Save & Exit

Tips

- When entering stick values, use whole values.
- When filing a return that includes an inventory, only enter the date for the start date of the filing period through the inventory date on the Inventory Return. All subsequent data will be entered on the CIG59 Return.
- Click Next: Complete Schedules to enter your schedule data.
- Use the Back button to return to the previous page.
- Use the Save and Exit button if you want to save the data entered, but are not ready to complete your return.

What You Will Need

- All data necessary to complete the CIG59 Schedule (if applicable)
- All data necessary to complete the CIG59A Schedule (if applicable)
 - All approved consent to transport data will be automatically populated
- All data necessary to complete the CIG95 Schedule (if applicable)
- All data necessary to complete the CIG96 Schedule (if applicable)
 - All approved consent to transport data will be automatically populated

- Use the Back button to return to the previous page
- Use the Next: Complete Schedules button to upload your file
- Use the Save & Exit button if you want to save the data entered, but are not ready to complete the return

Enter Information

- Enter email address
- Click Browse to locate the file to be uploaded
- Click on the file to be uploaded
- Click on Open to add the file

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Tuesday, June 20, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58)

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

* Indicates required field(s)
Account Number
Filing Period 01/01/2017 - 01/31/2017 Original

Upload files for validation
An email is sent when the validation process is complete
Go to Incomplete Transactions to link to the next step
Check files for errors
Review the Summary
Click File to complete the process

* Email Address (required)
An email will be sent to this address when the file(s) have been processed for errors.
name@abccompany.com

Click Browse to search for the file(s). Maximum upload is 6 files with a maximum of 5,120 KB (5 MB) each.

* Browse

| File Name | Size | Action |
|-------------------|------|--------|
| No files uploaded | | |

Cancel Send for Processing

If you Cancel, or if you exit before you click Send for Processing, the uploaded files will not be saved

Contact Us

Tips

- If you have more than one file, the files must be uploaded all at the same time, in the same transaction. Additional files cannot be added at a later time or date.
- File validation occurs nightly. The file(s) will be ready for the next step within 24 hours of initial upload.
- Only text (ASCII) files (*.txt), XML files (*.xml), or compressed files (*.zip) format will be accepted for upload.
- File(s) larger than 5,120 KB (5 MB) must either be split into two or compressed to reduce the file size.
- Compressed file(s) (*.zip) may only contain a single file type of either *.txt or *.xml only. Compressing more than one file in the same archive will cause file validation to fail.
- Use the Cancel button to cancel the upload transaction and return to the Main Menu.
- Use the Send for Processing button to submit the uploaded file(s) for validation.

- If you have more than one file, the files must be uploaded all at the same time, in the same transaction
- Additional files cannot be added at a later time or date
- Only text (ASCII) files (*.txt), XML files (*.xml), or compressed files (*.zip) format will be accepted for upload
- File(s) larger than 5,120 KB (5MB) must either be split into two or compressed to reduce the file size
- Compressed file(s) (*.zip) may only contain a single file type of *.txt or *.xml only
- Compressing more than one file in the same archive will cause file validation to fail

Send for Processing

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Tuesday, June 20, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58)

- Select Filing Period
- Enter Information**
- Review and File
- Confirmation

* Indicates required field(s)

Account Number

Filing Period 01/01/2017 - 01/31/2017 Original

Upload files for validation

An email is sent when the validation process is complete

Go to Incomplete Transactions to link to the next step

Check files for errors

Review the Summary

Click File to complete the process

* **Email Address** (required)
An email will be sent to this address when the file(s) have been processed for errors:

Email@address.com

Click Browse to search for the file(s). Maximum upload is 6 files with a maximum of 5,120 KB (5 MB) each.

* Browse

| File Name | Size | Action |
|----------------------|------|--------|
| CIG58_SampleFile.TXT | 8 KB | Delete |

Cancel Send for Processing

If you Cancel, or if you exit before you click Send for Processing, the uploaded files will not be saved

Tips

- If you have more than one file, the files must be uploaded all at the same time, in the same transaction. Additional files cannot be added at a later time or date.
- File validation occurs nightly. The file(s) will be ready for the next step within 24 hours of initial upload.
- Only text (ASCII) files (*.txt), XML files (*.xml), or compressed files (*.zip) format will be accepted for upload.
- File(s) larger than 5,120 KB (5 MB) must either be split into two or compressed to reduce the file size.
- Compressed file(s) (*.zip) may only contain a single file type of either *.txt or *.xml only. Compressing more than one file in the same archive will cause file validation to fail.
- Use the Cancel button to cancel the upload transaction and return to the Main Menu.
- Use the Send for Processing button to submit the uploaded file(s) for validation.

- Use the Cancel button to cancel the upload transaction and return to the Main Menu
- Use the Send for Processing to submit the uploaded file(s) for validation

Return to Main Menu

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Tuesday, June 20, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58)

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

Account Number
Filing Period 01/01/2017 - 01/31/2017 Original

Upload files for validation
An email is sent when the validation process is complete
Go to Incomplete Transactions to link to the next step
Check files for errors
Review the Summary
Click File to complete the process

File(s) successfully uploaded for validation

The file(s) below were uploaded for validation processing on Tuesday, June 20, 2017 at 02:56 PM

| File Name | Status |
|----------------------|------------------------|
| CIG58_SampleFile.TXT | Waiting for Processing |

An email will be sent to this address when the validation process is complete:
email@address.com

If the email address is incorrect or you do not get an email, the Status column on Incomplete Transactions will change when the files have been processed. Check back the day after uploading to see if the Status has changed from "Processing".

Return to Main Menu

Tips

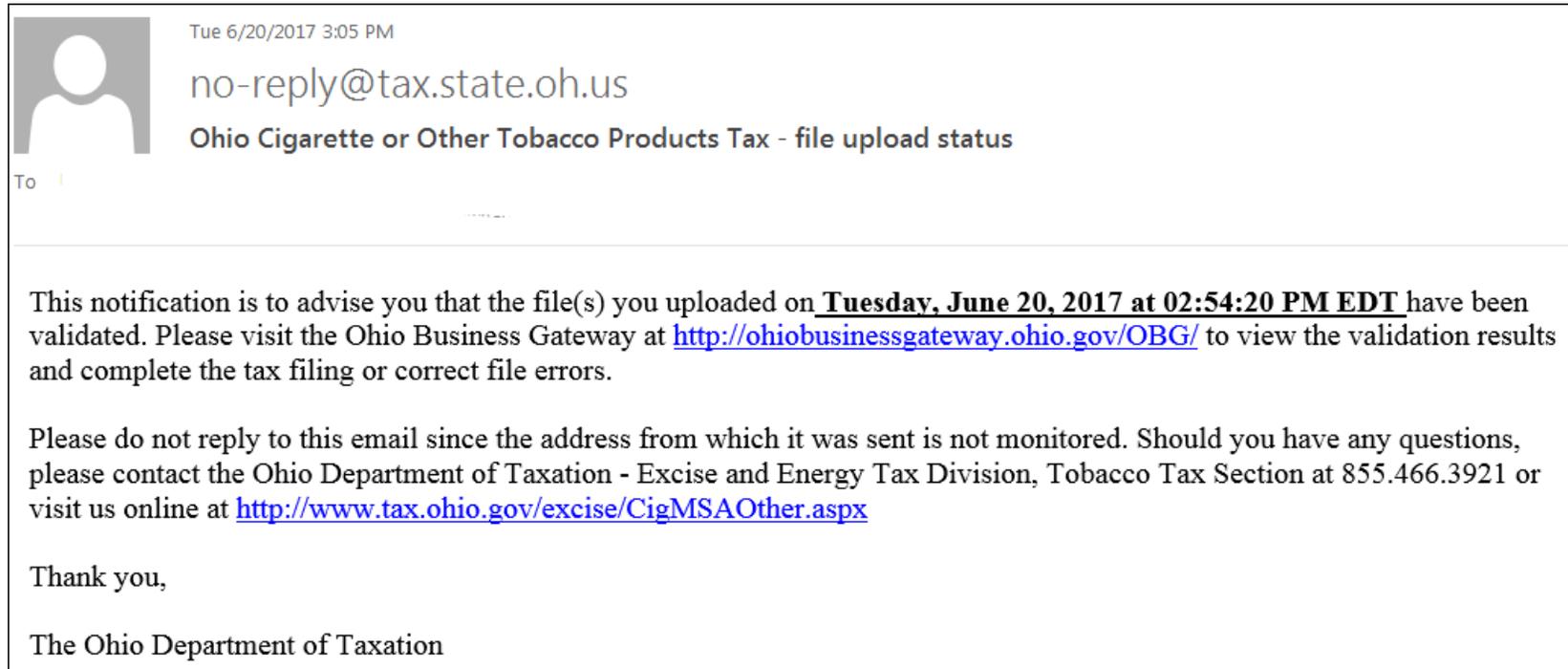
- If you made a mistake and need to add/delete or edit files, start a new transaction and upload the required files again.
- File validation occurs nightly. The file(s) will be ready for the next step in processing within 24 hours.

Contact Us

- File validation occurs nightly
- The file(s) will be ready for the next step within 24 hours of initial upload
- Use Return to Main Menu to return to the main menu and log out

Validation Email Confirmation

- You will receive an email confirmation the following day indicating that file validation has occurred.



- Once you have received the email confirmation, you can log back into OBG and resume the transaction.

Incomplete Transaction Page

- After file validation occurs, the user will see an updated status reflecting one of the following, under the “Status” column located on the “Incomplete Transaction” page:
 - Processing
 - Status indicates that the file is still processing
 - If processing status does not change within 24 hours, please call the ODT Tobacco unit at 855-466-3921, option 3
 - Ready
 - Status indicated successful file validation against prescribed header validation and business rules
 - The file is ready for review and/or final submission
 - Show Errors
 - Status indicates unsuccessful validation against prescribed header validation or business rules
 - The user can click on the “Show Errors” message to be directed to the upload status page
 - On this page, each file uploaded will contain:
 - Bad File
 - Status contains header validation errors
 - Dates (received, ship, invoice, destroyed, approval granted) are outside the filing period being reported, the file will be considered a bad file and will not be accepted
 - Errors
 - Status contains business rule errors
 - No Errors Found
 - Status has passed validation and is ready for processing
 - Based on the file(s) uploaded, the user can click on “Download Error File” underneath the “Action” column to see the error(s) within the file(s)
 - Correct errors within each file(s), and delete the original transaction on the “Incomplete Transactions” page
 - Start a new transaction using “File a New Return” to upload corrected files. If you uploaded more than one file, files without errors can be re-used, but must be uploaded again
 - The newly uploaded files will again be processed through nightly validation
 - Resume
 - Status indicated that the user can continue with the filing process, applicable to CIG58 filing only
 - Delete
 - Status allows the user to remove the entire transaction for the filing period

Chapter 5 - Review and File (both Manual Entry and File Upload)

Review

- Click Review button check the return for accuracy
- The system populates the return details by compiling the beginning inventory, entered or uploaded schedules, stamps purchased through Salesforce, and approved Consents.
- It will then return the calculated totals, and if applicable, the “Total Tax Due”
- Click the Stamp Reconciliation, Stick Reconciliation, or Cuyahoga County Tax Return (in blue) to extend or collapse the details that section of the return.

| | | | | | |
|-----------------------------|---|---------------|-----------------|---------------|--|
| Account Number | 9401XXXX | | | | |
| Filing Period | 1/1/2017 | - | 1/31/2017 | | Original |
| Return Review | | | | | |
| CIG 58 Return | 01/01/2017 - | | | | |
| 01/31/2017 | | Total Tax Due | | \$0.00 | |
| Stamp Reconciliation | | | | | |
| Last Invoice Number | | | | | Invoice number of last tax stamp invoice from Salesforce. |
| | | State | Combined | County | Calculation Description |
| 1 | Opening Tax Stamp Inventory | \$0.00 | \$0.00 | \$0.00 | Prior Period Ending Stamp Inventory carried forward from previous filing period. |
| 2 | Tax Stamps Purchased | \$0.00 | \$0.00 | \$0.00 | Tax Stamps Purchased (Gross Amount) for the Period from Salesforce. |
| 3 | Tax Paid by Supplier | \$0.00 | \$0.00 | \$0.00 | Schedule 59A Tax paid. |
| 4 | Tax on Cigarettes Returned by Customers | \$0.00 | \$0.00 | \$0.00 | Stamp Reconciliation. |
| 5 | Total Available | \$0.00 | \$0.00 | \$0.00 | Total of lines 1, 2, 3, and 4. |
| 6 | Closing Stamp Inventory (Affixed and Unaffixed) | \$0.00 | \$0.00 | \$0.00 | Stamp Reconciliation. |
| 7 | Used on Exempt Sales | \$0.00 | \$0.00 | \$0.00 | Stamp Reconciliation. |
| 8 | Used on Cigarettes Returned to Manufacturer | \$0.00 | \$0.00 | \$0.00 | Stamp Reconciliation. |
| 9 | Stamps Returned to ODT | \$0.00 | \$0.00 | \$0.00 | Stamp Reconciliation. |
| 10 | Total Accounted For | \$0.00 | \$0.00 | \$0.00 | Add line 6, 7, 8, and 9. |
| 11 | Net Stamps Used | \$0.00 | \$0.00 | \$0.00 | Line 5 minus line 10. |
| 12 | State Portion | | \$0.00 | | State portion of combined stamps used. |
| 13 | County Portion | | \$0.00 | | County portion of combined stamps used. |

| Stick Reconciliation | | Total Sticks | |
|-----------------------------|--|---------------------|--|
| 14 | Opening Cigarette Inventory Unstamped | 0 | Prior Period Ending Stick Inventory carried forward from previous filing period. |
| 15 | Opening Cigarette Inventory Stamped | 0 | Prior Period Ending Stick Inventory carried forward from previous filing period. |
| 16 | Unstamped Cigarette Purchased from Manufacturers/Importers | 0 | Schedule 59. |
| 17 | Cigarettes Purchased from Wholesalers | 0 | Schedule 59A. |
| 18 | Cigarettes Returned by Customers | 0 | Stick Reconciliation. |
| 19 | Total To Be Accounted For | 0 | Add lines 14, 15, 16, 17, and 18. |
| 20 | Closing Cigarette Inventory Unstamped | 0 | Stick Reconciliation. |
| 21 | Closing Cigarette Inventory Stamped | 0 | Stick Reconciliation. |
| 22 | Exempt Sales | 0 | Schedule 95. |
| 23 | Returned to Manufacturer | 0 | Stick Reconciliation. |
| 24 | Total Accounted For | 0 | Add lines 20, 21, 22, and 23. |
| 25 | Sales Without Liability | 0 | Schedule 96 unstamped. |
| 26 | Total Cigarettes Sold with Liability | 0 | Line 19 minus line 24 minus line 25. |
| 27 | Tax Rate | \$0.08 | State rate. |
| 28 | Tax Liability | \$0.00 | Line 26 times line 27. |
| 29 | Ohio Stamps Used | \$0.00 | Add lines 10, State column, and line 12 from combined column. |
| 30 | State Deficiency | \$0.00 | Line 28 minus line 29. An overage is not refundable. |
| 31 | Cuyahoga County Return only | | |
| 32 | Cigarettes Sold into Cuyahoga County | 0 | Stick Reconciliation. |
| 33 | Tax Rate | \$0.01725 | County rate. |
| 34 | Tax Liability | \$0.00 | Line 32 times line 33. |
| 35 | Cuyahoga County Stamps Used | \$0.00 | Add lines 10, County column, and line 13 from combined column. |
| 36 | Cuyahoga County Deficiency | \$0.00 | Line 34 minus line 35. an overage cannot be used to offset a deficiency. |
| 37 | Total Tax Due | \$0.00 | Add line 30 and line 36. |

* For detailed line item instructions, refer to Ohio Cigarette Tax Return Instructions, CIG-58I.

- Review buttontal Tax Due to ensure all schedule details are accurate.
- If you disagree with the summarized values, review and/or edit the schedule details by clicking the “Back” button and making the appropriate corrections.
- Note: Total Tax Due shown on the review page does reflect Consents. Discrepancies in consent number and quantity could result in a discrepancy.

File

When you are satisfied that the summarized values are correct.

- Enter your email address
- Check to confirm the accuracy of the return
- Click File to submit your completed return

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Wednesday, June 21, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58)

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

Account Number
Filing Period 01/01/2017 - 01/31/2017 Original

Return Review

| | | Total Tax Due |
|-----------------------------|-------------------------|---------------|
| - CIG 58 Return | 01/01/2017 - 01/31/2017 | \$0.00 |
| Stamp Reconciliation | | |
| Stick Reconciliation | | |
| Cuyahoga County Return only | | |
| Total Tax Due | | \$0.00 |

*Note: Overages on either State Deficiency or Cuyahoga County Deficiency may not be used to offset deficiencies.
*Email Address (required)
Please provide an email address for any further communication regarding the processing of this transaction.
email@address.com

*Check to confirm the statement below before submitting the return (required)
 I declare under penalties of perjury that this return or claim (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is a true, correct, and complete return and report.

Back File Exit

Contact Us

- Use the Back button to return to the previous page to make corrections
- Use the Exit button to save your return without filing and return to OBG

Confirmation

You should see a confirmation acknowledging that your return for the period stated has been filed with the Ohio Department of Taxation. A Filing Confirmation Number will be also provided. Please use this number when contacting the Excise and Energy Tax Division.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Wednesday, June 21, 2017 [Help](#)

Ohio Cigarette Tax - Stamping Wholesaler (CIG58)

1 Select Filing Period
2 Enter Information
3 Review and File
4 **Confirmation**

✓ Your return was successfully received: Date and Time of Filing 06/21/2017 11:33 AM

This confirmation acknowledges that your CIG58 Return for the period stated below has been filed with the Ohio Department of Taxation.

Please refer to the Filing Confirmation Number when contacting the Excise and Energy Tax Division.

| | |
|---|----------------------------------|
| Filing Confirmation | 851595462386 |
| Account Number | - |
| Filing Period | 05/01/2017 - 05/31/2017 Original |
| Inventory Included | No |
| Total Tax Due | \$0.00 |
| Less Payment / Credits | \$0.00 |
| Interest | \$0.00 |
| Penalty | \$0.00 |
| Total Balance Due as of 06/21/2017 * | \$0.00 |

Payment Amount \$

* If paid later than today, the balance may change to include any applicable interest and penalties.

Tips

- Record your Filing Confirmation number for your records.
- Use the Send to Checkout button to add your payment to the Checkout in OBG. You will be redirected to the OBG Home Page.
- Use the Exit button to pay later or to make your payment ACH Credit via the Ohio Treasurer of State. You will be redirected to the OBG Home Page.
- You can print electronically filed returns from eFiling History.

[Contact Us](#)

- Use the Send to Checkout button to add your payment to Checkout in OBG. You will be redirected to the OBG Home Page
 - **Click ONLY once and wait for the next page to display**
- Use Print View button to get a print of the return filed
- Use Exit button to pay later or to make your payment ACH Credit via the Ohio Treasurer of State. You will be redirected to the OBG Home Page
- If the return is filed late, the Total Balance Due will include interest and penalty



**State of Ohio
Cigarette Tax
Stamping Wholesaler Tax Return**

Company Name:

Please print this page for your records.

Account Number: _____
 Date Filed: 06/21/2017
 Filed By: _____
 Email Address: _____
 Confirmation Number: 851595462386
 Filing Period: 05/01/2017 to 05/31/2017
 Type of Filing: Original
 Total Amount Due: \$0.00
 Less Payment / Credits: \$0.00
 Interest: \$0.00
 Penalty: \$0.00
 Total Balance Due: \$0.00

CIG58 Return: 05/01/2017 - 05/31/2017

Last Invoice Number

| Stamp Reconciliation: | State | Cuyahoga | County |
|---|--------------|-----------------|---------------|
| Opening Tax Stamp Inventory | \$0.00 | \$0.00 | \$0.00 |
| Tax Stamps Purchased | \$0.00 | \$0.00 | \$0.00 |
| Tax Paid by Supplier | \$0.00 | \$0.00 | \$0.00 |
| Tax on Cigarettes Returned by Customers | \$0.00 | \$0.00 | \$0.00 |
| Total Available | \$0.00 | \$0.00 | \$0.00 |
| Closing Stamp Inventory (Affixed and Unaffixed) | \$0.00 | \$0.00 | \$0.00 |
| Used on Exempt Sales | \$0.00 | \$0.00 | \$0.00 |
| Used on Cigarettes Returned to Manufacturer | \$0.00 | \$0.00 | \$0.00 |
| Stamps Returned to ODT | \$0.00 | \$0.00 | \$0.00 |
| Total Accounted For | \$0.00 | \$0.00 | \$0.00 |
| Net Stamps Used | \$0.00 | \$0.00 | \$0.00 |
| State Portion | \$0.00 | \$0.00 | \$0.00 |
| County Portion | \$0.00 | \$0.00 | \$0.00 |

| Stick Reconciliation: | Total Sticks |
|--|---------------------|
| Opening Cigarette Inventory Unstamped | 0 |
| Opening Cigarette Inventory Stamped | 0 |
| Unstamped Cigarette Purchased from Manufacturers/Importers | 0 |
| Cigarettes Purchased from Wholesalers | 0 |
| Cigarettes Returned by Customers | 0 |
| Total To Be Accounted For | 0 |
| Closing Cigarette Inventory Unstamped | 0 |
| Closing Cigarette Inventory Stamped | 0 |
| Exempt Sales | 0 |
| Returned to Manufacturer | 0 |
| Total Accounted For | 0 |
| Sales Without Liability | 0 |
| Total Cigarettes Sold with Liability | 0 |
| Tax Rate | \$0.08 |
| Tax Liability | \$0.00 |
| Ohio Stamps Used | \$0.00 |
| State Deficiency | \$0.00 |
| Cuyahoga County Return Only: | |
| Cigarettes Sold into Cuyahoga County | 0 |
| Tax Rate | \$0.01725 |
| Tax Liability | \$0.00 |
| Cuyahoga County Stamps Used | \$0.00 |
| Cuyahoga County Deficiency | \$0.00 |
| CIG58 Tax Due | \$0.00 |
| Total Tax Due | \$0.00 |

*Note: Overages cannot be used to offset deficiencies.

Payment Selection

PLEASE NOTE: You should not perform a "Payment" transaction unless you have already filed the corresponding return.

ACH Credit

- If you will be making your payment via ACH Credit, you can click the "Exit" button
- You will be returned to the Home Page and your filing is complete through the OBG
- Please submit your payment through the Ohio Treasurer of State's Office

ACH Debit

- To make your payment via ACH Debit using the OBG, enter the "Payment Amount" (defaults to the Balance Due)
- Use the Send to Checkout button to send the payment to checkout
- You will be prompted for your payment selections

Ready for Checkout

- Click the Checkout (File and Pay) button to complete the transaction

| Start a Transaction | In Progress (0) | Ready for Checkout (1) | | |
|---|-----------------|------------------------|-----------------|--------------------------------|
| Transaction | | Total Due | ACH | Credit Card |
| Please click on Transaction name, ACH, or Credit Card amount to make any changes. | | | | |
| Ohio Department of Taxation - Cigarette Tax - Payment 06/30/2016 | | \$260.13 | <u>\$260.13</u> | |
| Click "Checkout" to submit any or all transactions that are ready for checkout. You will be able to select the transactions to submit and then print copies of submitted transactions (including licenses, coupons, etc., as applicable) once the checkout process is complete. Please have your bank account number ready if you are filing any transactions that include an online payment. | | | | Checkout (File and Pay) |

- Select the radio button Yes to select the transaction for which you would like to make payment
- You must select either Yes or No for each transaction listed
- Click the Continue button to proceed

| Ready for Checkout (Ready to File and Pay) | | | | | |
|--|--------------------------------------|------------|----------|-----------|--------------|
| Ohio Department of Taxation | | | | | |
| Checkout? | Transaction | Defer Date | ACH | CC Amount | Total Paying |
| <input type="radio"/> Yes <input type="radio"/> No | Cigarette Tax - Payment , 06/30/2016 | | \$260.13 | | \$260.13 |

Step 1 – How would you like to pay?

- Select the first option: Make a payment online, via the Ohio Business Gateway, as part of the checkout process (Recommended)

Ohio.gov WELCOME TO THE STATE OF OHIO

PMT-SLN Home History Administration Logout

Specify Payment Selections for Checkout Cigarette Tax - Payment 06/30/2016

Company Name **Tobacco Test**
Company ID *******0161**

| | |
|------------------|-----------------|
| Total Due | \$260.13 |
|------------------|-----------------|

If your transaction includes an amount due, please specify how you intend to make payment to the agency. The payment selections will be used during the checkout process. Please note that the agency being paid determines the payment options available.

Payment Notes

- The agency does not accept Credit Card payments for this report.
- The agency does not accept split payments for this report.

Step 1: How would you like to pay?

For the amount due, I will:

- Make a payment online, via the Ohio Business Gateway, as part of the checkout process. (RECOMMENDED)
- Make a payment, but NOT online via OBG. After I complete the checkout process on OBG, I will pay the amount due directly to the agency via an alternative payment method accepted by the agency, e.g. ACH credit or paper check. (Before choosing this option, please check with the agency being paid to insure the method is accepted.)
- I do not intend to make any payment for this transaction at this time. When I complete the checkout process, I want the transaction to be sent to the agency without payment. Failure to make timely payment may be subject to penalties and/or interest as per the agency's rules.

The transaction will not be submitted to the agency until you have completed the checkout process. Once payment selections have been provided and accepted, the transaction will be in the "Ready for Checkout" area on the home page.

Step 2 – When would you like your payment to be processed?

- Select the first option: Immediately, as soon as I have confirmed the transaction during checkout
- Select the second option: to set a future date for the payment.
- Payments may be future dated up to the due date of the return being filed



Specify Payment Selections for Checkout Cigarette Tax - Payment , 06/30/2016

Company Name **Tobacco Test**
Company ID *******0161**

Total Due

\$260.13

If your transaction includes an amount due, please specify how you intend to make payment to the agency. The payment selections will be used during the checkout process. Please note that the agency being paid determines the payment options available.

Payment Notes

- The agency does not accept Credit Card payments for this report.
- The agency does not accept split payments for this report.

Step 1: How would you like to pay? Selected: Make a payment online, via the Ohio Business Gateway, as part of the checkout process.

Step 2: When would you like your payment to be processed?

I would like the payment to be processed:

- Immediately, as soon as I have confirmed the transaction during checkout.
- At a future date, after I have confirmed the transaction during checkout. Future dating only applies to ACH Debit payments (not available for credit card payments). The ACH Debit payment will not be processed until the date I specify.

Note: Ensure that you know your payment due date. Payments deferred beyond the due date **may incur interest and penalties.**

The transaction will not be submitted to the agency until you have completed the checkout process. Once payment selections have been provided and accepted, the transaction will be in the "Ready for Checkout" area on the home page.

Decide My Payment Selections Later

Accept My Payment Selections

Step 3 – What method will you use to pay?

- Select the first option: ACH Debit from a checking or savings account (Note: this is the only option available)

The screenshot shows the Ohio.gov website interface for a payment selection. At the top, there is a red banner with the Ohio.gov logo and the text "WELCOME TO THE STATE OF OHIO". Below this is a navigation bar with links for "Home", "History", "Administration", and "Logout". The main heading is "Specify Payment Selections for Checkout" for "Cigarette Tax - Payment" on "06/30/2016".

Company Name: Tobacco Test
Company ID: ****0161

| | |
|------------------|-----------------|
| Total Due | \$260.13 |
|------------------|-----------------|

If your transaction includes an amount due, please specify how you intend to make payment to the agency. The payment selections will be used during the checkout process. Please note that the agency being paid determines the payment options available.

Payment Notes

- The agency does not accept Credit Card payments for this report.
- The agency does not accept split payments for this report.

Step 1: How would you like to pay? Selected: Make a payment online, via the Ohio Business Gateway, as part of the checkout process.

Step 2: When would you like your payment to be processed? Selected: Immediately, as soon as I have confirmed the transaction during checkout.

Step 3: What method will you use to pay?

I would like to pay using:

- ACH Debit from a checking or savings account
- Credit Card
- Both ACH Debit and Credit Card (split payment)

Bank account number will be collected during the checkout process.

The transaction will not be submitted to the agency until you have completed the checkout process. Once payment selections have been provided and accepted, the transaction will be in the "Ready for Checkout" area on the home page.

Step 4 – How much would you like to pay?

- The ACH Debit transaction is pre-populated with the amount from your original filing transaction
- You are given an option to alter the amount of the ACH Amount
- Use the Accept My Payment Selections to advance to the next page

Ohio.gov WELCOME TO THE STATE OF OHIO

PMT-SLN Home History Administration Logout

Specify Payment Selections for Checkout Cigarette Tax - Payment 06/30/2016

Company Name **Tobacco Test**
Company ID ******0161**

| | |
|------------------|-----------------|
| Total Due | \$260.13 |
|------------------|-----------------|

If your transaction includes an amount due, please specify how you intend to make payment to the agency. The payment selections will be used during the checkout process. Please note that the agency being paid determines the payment options available.

Payment Notes

- The agency does not accept Credit Card payments for this report.
- The agency does not accept split payments for this report.

Step 1: How would you like to pay? Selected: Make a payment online, via the Ohio Business Gateway, as part of the checkout process.

Step 2: When would you like your payment to be processed? Selected: Immediately, as soon as I have confirmed the transaction during checkout.

Step 3: What method will you use to pay? Selected: ACH Debit from a checking or savings account.

Step 4: How much would you like to pay?

I will pay the following amount. I understand that failure to make timely payment for the full amount due may be subject to penalties and/or interest as per the agency's rules.

ACH Amount: \$

Total to pay: \$260.13

The transaction will not be submitted to the agency until you have completed the checkout process. Once payment selections have been provided and accepted, the transaction will be in the "Ready for Checkout" area on the home page.

- You will be returned to the Home Page
- The payment is now in the Ready for Checkout zone
- YOU MUST COMPLETE CHECKOUT IN ORDER FOR THE PAYMENT TO BE SUBMITTED
- A payment can be Deleted from the Ready for Checkout zone (Note: The return has been filed and payment must be made either by using the Payment Only option on OBG or via ACH Credit through the Ohio Treasurer of State)
- The ability to Edit the payment amount is available. You will be redirected through the payment selection screens

Payment Account Information (Enter)

- Account Type (Select)
- Company Name (No special characters)
- Routing Number
- Account Number
- Confirm Account Number

- Use the Back button to return to the previous payment
- Use the Cancel button to cancel the transaction
- Use the Continue button to advance to the Final Confirmation of Transactions

Final Confirmation of Transactions

- Review the information on the Final Confirmation of Transactions page
- Check the authorization of payment
- Click the Confirm Transactions button to submit payment

Ohio.gov WELCOME TO THE STATE OF OHIO

PMT-CFM Home History Administration Logout

Final Confirmation of Transactions

Company Name **Tobacco Test**
Company ID *******0161**

| Report | Defer Date | ACH | CC | CC Fee | Total | |
|------------------------------------|--------------|-----|----------|--------|-------|----------|
| Ohio Department of Taxation | | | | | | |
| Cigarette Tax - Payment | , 06/30/2016 | N/A | \$260.13 | N/A | N/A | \$260.13 |

ACH Account Information

Account Type: Business Checking
Company Name: Tobacco Test
Routing Number:
Account Number: *****6789

To make any changes to transactions or payment instructions, select "CANCEL" to return to the home page.

If multiple agencies are being paid, payment instructions will be processed separately so you will see multiple entries on your account statements. Please insure you have sufficient funds in your account(s).

By confirming the transaction(s), you are authorizing the agency (or agencies) being paid to initiate debit entries or charges to your account(s) as per your instructions above. Once confirmed, OBG can not alter, delete, or stop a payment instruction. Additionally, you are indicating that you are authorized to submit the transaction(s) and that you acknowledge OBG and agency-specific terms of service, including penalties of perjury as applicable. [Click here to view acknowledgements.](#)

- Payment is now complete
- Print this page for your records (also available in the History section of OBG)

Chapter 6 – Inventory

Cigarette Stamp and Stick Reconciliation

A complete filing of the CIG58 return will result from the monthly stamp and stick reconciliation, inventory stamp and stick reconciliation (if applicable) and completion of the manual entry or file upload process.

CIG58 Return (Monthly Reporting)

- For monthly reporting, complete the CIG58 stamp and stick reconciliation details on OBG and then follow the instructions provided to process the schedule detail through either the manual entry or upload process
- This reconciliation represents the stamp and stick count for the filing period from the beginning of the month to the end of the month

| CIG58 Return | | | |
|---|--------------------------------------|--------------------------------------|--------------------------------------|
| Stamp Reconciliation | State | Combined | County |
| Tax on Cigarettes Returned by Customers | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| Closing Stamp Inventory (Affixed and Unaffixed) | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| Used on Cigarettes Returned to Manufacturer | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| Stamps Returned to ODT | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| Used on Exempt Sales | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| Stick Reconciliation | Number of Sticks | | |
| Cigarettes Returned by Customers | <input type="text" value="0"/> | | |
| Closing Cigarette Inventory Unstamped | <input type="text" value="0"/> | | |
| Closing Cigarette Inventory Stamped | <input type="text" value="0"/> | | |
| Returned to Manufacturer | <input type="text" value="0"/> | | |
| Cigarettes Sold into Cuyahoga County | <input type="text" value="0"/> | | |

Inventory Reporting

- When a physical inventory (as verified by ODT) is conducted, check the box that states “Include Inventory Return” on the filing period selection page
- Enter the date that the inventory was conducted in the inventory date field
- Additional reporting, beyond the standard monthly (CIG58) reporting, is required except for an inventory conducted on the last day of a filing period
- For inventory reporting, complete the inventory stamp and stick reconciliation details on OBG
- This reconciliation represents the stamp and stick count for the filing period from the beginning of the month to the date of inventory

| Inventory Return | | | |
|---|--------------------------------------|--------------------------------------|--------------------------------------|
| Stamp Reconciliation | State | Combined | County |
| Tax on Cigarettes Returned by Customers | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| Closing Stamp Inventory (Affixed and Unaffixed) | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| Used on Cigarettes Returned to Manufacturer | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| Stamps Returned to ODT | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| Used on Exempt Sales | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| | | | |
| Stick Reconciliation | Number of Sticks | | |
| Cigarettes Returned by Customers | <input type="text" value="0"/> | | |
| Closing Cigarette Inventory Unstamped | <input type="text" value="0"/> | | |
| Closing Cigarette Inventory Stamped | <input type="text" value="0"/> | | |
| Returned to Manufacturer | <input type="text" value="0"/> | | |
| Cigarettes Sold into Cuyahoga County | <input type="text" value="0"/> | | |

- Next, complete the CIG58 stamp and stick reconciliation details on OBG for a filing period of the day after the inventory date until the end of the month

| CIG58 Return | | | |
|---|--------------------------------------|--------------------------------------|--------------------------------------|
| Stamp Reconciliation | State | Combined | County |
| Tax on Cigarettes Returned by Customers | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| Closing Stamp Inventory (Affixed and Unaffixed) | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| Used on Cigarettes Returned to Manufacturer | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| Stamps Returned to ODT | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| Used on Exempt Sales | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| | | | |
| Stick Reconciliation | Number of Sticks | | |
| Cigarettes Returned by Customers | <input type="text" value="0"/> | | |
| Closing Cigarette Inventory Unstamped | <input type="text" value="0"/> | | |
| Closing Cigarette Inventory Stamped | <input type="text" value="0"/> | | |
| Returned to Manufacturer | <input type="text" value="0"/> | | |
| Cigarettes Sold into Cuyahoga County | <input type="text" value="0"/> | | |

- Then follow the instructions provided to process the schedule detail through the manual entry or file upload process

Chapter 7 – Amend a Return

Amended returns must be filed in the same manner as the original return. Original returns that were filed electronically must be amended electronically. Amended returns will wholly replace the original filing.

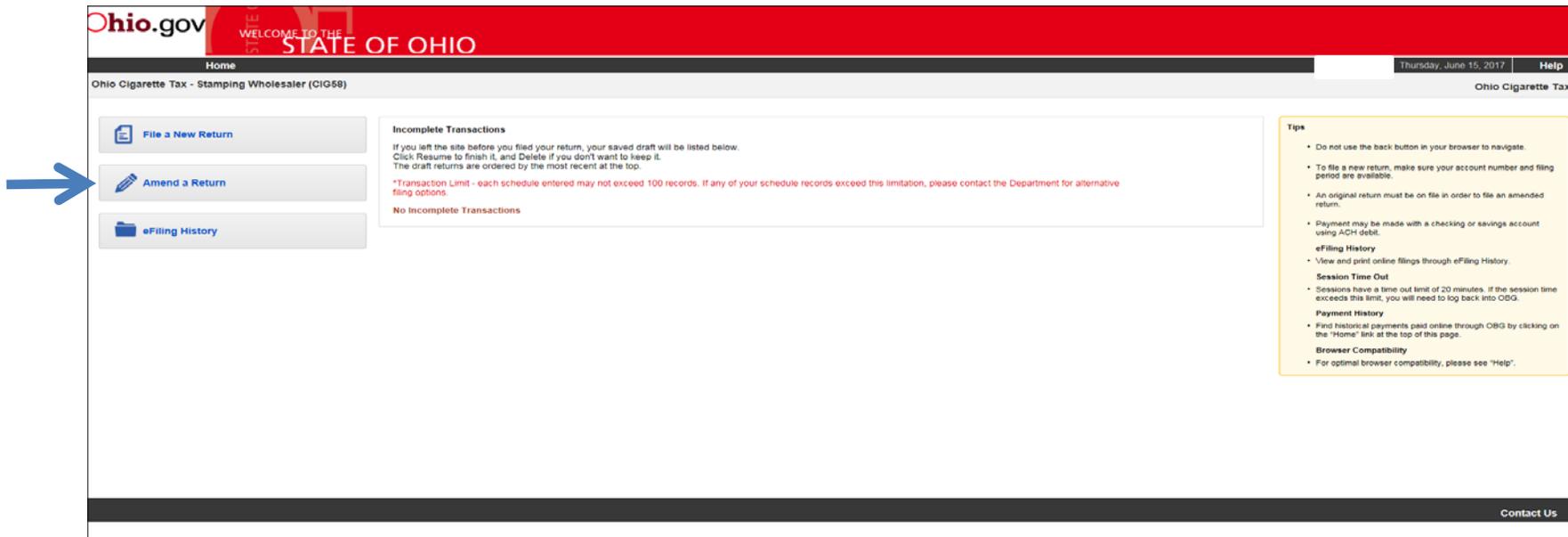
NOTE: If the filing of an amended return indirectly affects ANY element of subsequently filed returns, (i.e., beginning inventory, etc.) then each affected, subsequent filing must also be amended.

File Upload

- ASCII: The “Return Type” field must specify an “A” (as referenced in position 6 of the Ohio Cigarette ASCII Layout or Ohio Other Tobacco Products ASCII Layout document) to assure the file will be treated as an amended return
- XML: The <AmendedReturnIndicator> element must specify a value of <true> as contained within the Return Header section of the XML

Filing an Amended Return

- To file an Amended return, click the “Amend a Return” button



The screenshot displays the Ohio.gov website interface for the Ohio Cigarette Tax - Stamping Wholesaler (CIG58). The page features a red header with the Ohio.gov logo and the text 'WELCOME TO THE STATE OF OHIO'. Below the header, there is a navigation bar with 'Home', 'Thursday, June 15, 2017', and 'Help'. The main content area is titled 'Ohio Cigarette Tax - Stamping Wholesaler (CIG58)'. On the left side, there are three buttons: 'File a New Return', 'Amend a Return', and 'eFiling History'. A blue arrow points to the 'Amend a Return' button. In the center, there is a section for 'Incomplete Transactions' with a message: 'If you left the site before you filed your return, your saved draft will be listed below. Click Resume to finish it, and Delete if you don't want to keep it. The draft returns are ordered by the most recent at the top.' Below this, it states '*Transaction Limit - each schedule entered may not exceed 100 records. If any of your schedule records exceed this limitation, please contact the Department for alternative filing options.' and 'No Incomplete Transactions'. On the right side, there is a 'Tips' section with several bullet points: 'Do not use the back button in your browser to navigate.', 'To file a new return, make sure your account number and filing period are available.', 'An original return must be on file in order to file an amended return.', 'Payment may be made with a checking or savings account using ACH debit.', '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.', 'Payment History', 'Find historical payments paid online through OBG by clicking on the "Home" link at the top of this page.', 'Browser Compatibility', and 'For optimal browser compatibility, please see "Help".'. At the bottom right, there is a 'Contact Us' link.

Select Filing Period

- Account Number (8-digit Cigarette Tax Account Number)
- Filing Year
- Select Filing Month
- Check to Include Inventory Return when an inventory was conducted by the Ohio Department of Taxation
 - Enter the date that the physical inventory was verified by ODT
- Click on the Type of Filing: Amended
- Click on Method of Filing: Upload Files or Manual Form Entry
- Click “Next” to continue.

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

* All fields are required

Account Number

Filing Year

Filing Month

Include Inventory Return

Type of Filing
 Original
 Amended

Method of Filing
 Upload Files
 Manual Form Entry

Cancel Next

Tips

- Corrections to the account number and filing period can be made here prior to filing the return.
- Click the Include Inventory Report box if you are filing an Inventory Report after we have visited your location.
- The Cancel button will return you to the previous page and no data entered will be saved.
- Use the Next button to proceed to the next page.
- The "Upload Files" selection under Method of Filing is a feature that will become available in the near future.

What You Will Need

- 8 Digit Account Number
- End Date of the Filing Month
- All data necessary to complete the Stamp Reconciliation
- All data necessary to complete the Stick Reconciliation
- All data necessary to complete the CIG58 Schedule (if applicable)
- All data necessary to complete the CIG59A Schedule (if applicable)
 - All approved consent to transport data will be automatically populated
- All data necessary to complete the CIG59S Schedule (if applicable)
- All data necessary to complete the CIG66 Schedule (if applicable)
 - All approved consent to transport data will be automatically populated

- 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
- Use the “Manual Form Entry” selection under Method of Filing to enter schedule details or “Upload Files” to upload a file
- **Follow the guidelines for “Filing a Return - Manual Entry” or “File a Return – File Upload” to enter schedule details or upload a file**

Chapter 8 – File a Zero Activity Return

- Log into Ohio Business Gateway, see chapter 2 for instructions
- To file a new return, click the “File a New Return” button

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

[File a New Return](#)

[Amend a Return](#)

[eFiling History](#)

Incomplete Transactions

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

*Transaction Limit - each schedule entered may not exceed 100 records. If any of your schedule records exceed this limitation, please contact the Department for alternative filing options.

No Incomplete Transactions

Tips

- Do not use the back button in your browser to navigate.
- To file a new return, make sure your account number and filing period are available.
- An original return must be on file in order to file an amended return.
- Payment may be made with a checking or savings account using ACH debit.

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.

Payment History

- Find historical payments paid online through OBG by clicking on the "Home" link at the top of this page.

Browser Compatibility

- For optimal browser compatibility, please see "Help".

Contact Us

Select Filing Period

- Account Number (8-digit Cigarette Tax Account Number)
- Filing Year
- Select Filing Month
- Check to Include Inventory Return when an inventory was conducted by the Ohio Department of Taxation
 - Enter the date that the physical inventory was verified by ODT
- Click on the Type of Filing (default to Original)
- Click on Method of Filing: Manual Form Entry
- Click “Next” to continue.

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

* All fields are required

Account Number

Filing Year

Filing Month

Include Inventory Return

Type of Filing
 Original
 Amended

Method of Filing
 Upload Files
 Manual Form Entry

Tips

- Corrections to the account number and filing period can be made here prior to filing the return.
- Click the Include Inventory Report box if you are filing an Inventory Report after we have visited your location.
- The Cancel button will return you to the previous page and no data entered will be saved.
- Use the Next button to proceed to the next page.
- The "Upload Files" selection under Method of Filing is a feature that will become available in the near future.

What You Will Need

- 8 Digit Account Number
- End Date of the Filing Month
- All data necessary to complete the Stamp Reconciliation
- All data necessary to complete the Stick Reconciliation
- All data necessary to complete the CIG58 Schedule (if applicable)
- All data necessary to complete the CIG59A Schedule (if applicable)
 - All approved consent to transport data will be automatically populated
- All data necessary to complete the CIG59S Schedule (if applicable)
- All data necessary to complete the CIG66 Schedule (if applicable)
 - All approved consent to transport data will be automatically populated

- 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

CIG58 Return

Enter for the Stamp Reconciliation

- Tax on Cigarettes Returned by Customers
- Closing Stamp Inventory (Affixed and Unaffixed)
- Used on Cigarettes Returned to Manufacturer
- Stamps Returned to ODT (Ohio Department of Taxation)
- Used on Exempt Sales

Enter for the Stick Reconciliation

- Cigarettes Returned by Customers
- Closing Cigarette Inventory Unstamped
- Closing Cigarette Inventory Stamped
- Returned to Manufacturer
- Cigarettes Sold into Cuyahoga County

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

* All fields are required

Account Number
Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return

| Stamp Reconciliation | State | Combined | County |
|---|---------|----------|---------|
| Tax on Cigarettes Returned by Customers | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Closing Stamp Inventory (Affixed and Unaffixed) | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Used on Cigarettes Returned to Manufacturer | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Stamps Returned to ODT | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Used on Exempt Sales | \$ 0.00 | \$ 0.00 | \$ 0.00 |

| Stick Reconciliation | Number of Sticks |
|---------------------------------------|------------------|
| Cigarettes Returned by Customers | 0 |
| Closing Cigarette Inventory Unstamped | 0 |
| Closing Cigarette Inventory Stamped | 0 |
| Returned to Manufacturer | 0 |
| Cigarettes Sold into Cuyahoga County | 0 |

Back Next: Complete Schedules Save & Exit

Tips

- When entering stick values, use whole values.
- When filing a return that includes an inventory, only enter the data for the start date of the filing period through the inventory date on the Inventory Return. All subsequent data will be entered on the CIG55 Return.
- Click Next: Complete Schedules to enter your schedule data.
- Use the Back button to return to the previous page.
- Use the Save and Exit button if you want to save the data entered, but are not ready to complete your return.

What You Will Need

- All data necessary to complete the CIG50 Schedule (if applicable)
- All data necessary to complete the CIG55A Schedule (if applicable)
 - All approved consent to transport data will be automatically populated.
- All data necessary to complete the CIG55 Schedule (if applicable)
- All data necessary to complete the CIG90 Schedule (if applicable)
 - All approved consent to transport data will be automatically populated.

- Use the Back button to return to the Stamp and Stick Reconciliation
- Use the Next: Complete Schedules button to enter your schedule data
- Use the Save & Exit button if you want to save the data entered, but are not ready to complete the return

Schedule Details

Each of the following tabs will be displayed.

- Unstamped (CIG59)
- Stamped/Unstamped From Ohio Wholesaler (CIG59A)
- Out-of-State Sales (CIG95)
- Sold to Ohio wholesalers (CIG96)

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 15, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58) Ohio Cigarette Tax

1 Select Filing Period

2 Enter Information

3 Review and File

4 Confirmation

Account Number

Filing Period 01/01/2017 - 01/31/2017 Original

CIG58 Return

Unstamped (CIG59) Stamped/Unstamped From Ohio Wholesaler (CIG59A) Out-of-State Sales (CIG95) Sold to Ohio Wholesalers (CIG96)

Unstamped Cigarette Purchases Received From Licensed Manufacturers or Importers in Ohio (CIG59)

Select Manufacturer

Select Create Schedule

Summary of Created Schedules

| Manufacturer | Total |
|----------------------|-------|
| No created schedules | |

Back Review Save & Exit

Tips

- To navigate through schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- Complete lists of all Ohio Registered Wholesalers and Manufacturers can be found on our website at tax.ohio.gov.
- 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.
- Use the Review button to proceed to the Review page. This button does not submit the return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- If there is no activity to report, skip entering schedule detail and click the Review button.

What You Will Need

- All data necessary to complete the CIG59 Schedule (if applicable)
- All data necessary to complete the CIG59A Schedule (if applicable)
 - All approved consent to transport data will be automatically populated
- All data necessary to complete the CIG95 Schedule (if applicable)
- All data necessary to complete the CIG96 Schedule (if applicable)
 - All approved consent to transport data will be automatically populated

- Use the Back button to return to the Stamp and Stick Reconciliation page
- Use the Review button to render the Review page and file the return
- Use the Save & Exit button to save the return and exit, at any point of the filing session. This does not file the return, and you can resume later
- Go to chapter 5, Review and File, to complete the filing of a zero activity return

Chapter 9 – eFiling History

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

The screenshot shows the Ohio.gov website interface for the Ohio Cigarette Tax - Stamping Wholesaler (CIG58). 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 15, 2017', and 'Help'. The main content area is titled 'Ohio Cigarette Tax - Stamping Wholesaler (CIG58)' and 'Ohio Cigarette Tax'. On the left, there is a sidebar with three buttons: 'File a New Return', 'Amend a Return', and 'eFiling History'. A blue arrow points to the 'eFiling History' button. The main content area contains a section for 'Incomplete Transactions' with a message: 'If you left the site before you filed your return, your saved draft will be listed below. Click Resume to finish it, and Delete if you don't want to keep it. The draft returns are ordered by the most recent at the top.' Below this is a red warning: '*Transaction Limit - each schedule entered may not exceed 100 records. If any of your schedule records exceed this limitation, please contact the Department for alternative filing options.' and a status 'No Incomplete Transactions'. On the right, there is a 'Tips' section with several bullet points: 'Do not use the back button in your browser to navigate.', 'To file a new return, make sure your account number and filing period are available.', 'An original return must be on file in order to file an amended return.', 'Payment may be made with a checking or savings account using ACR debit.', '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.', 'Payment History: Find historical payments paid online through OBG by clicking on the "Home" link at the top of this page.', and 'Browser Compatibility: For optimal browser compatibility, please see "Help".' At the bottom right, 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, June 21, 2017 Help

Ohio Cigarette Tax - Stamping Wholesaler (CIG58)

eFiling History

| Date Time Filed | Account | Type | Filing Period Start | Filing Period End | Filing Conf # | |
|---------------------|---------|----------|---------------------|-------------------|---------------|----------------------|
| 06/21/2017 11:33 AM | | Original | 05/01/2017 | 05/31/2017 | 851595462386 | View |
| 06/21/2017 10:44 AM | | Original | 01/01/2017 | 01/31/2017 | 851595466085 | View |

Showing 1 to 2 of 2 entries

Previous **1** Next

[Back](#)

Tips

- This page lists only the returns filed through OBG. It has a limit of 200 transactions.
- To view payment history, click the "Home" link at the top of this screen.
- Use Ctrl+F to search for a confirmation number.

Contact Us

- This page lists only the returns filed through OBG. It has a limit of 200 transactions
- To View Payment history, click the Home link at the top of this screen
- Use Ctrl+F to search for a confirmation number

Chapter 10 – Make a Payment Only

- This option is only available for making ACH Debit payments through OBG
 - Return is filed
 - The correct payment amount is not in the Ready for Checkout zone on the Home page
- Navigate to the Ohio Business Gateway web page at [Ohio Business Gateway](http://gateway.ohio.gov/) (<http://gateway.ohio.gov/>).
- **PLEASE NOTE:** You should not perform a "Payment" transaction unless you have already filed the corresponding return

The screenshot shows the Ohio Business Gateway website. 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, the page title "Ohio Business Gateway" is centered. A "Gateway Modernization Project" announcement is visible, followed by a "New Users" section with links for "Create a Gateway Account" and "Service Providers". The "Existing Users" section contains a login form with fields for "Username:" and "Password:", a "Login" button, and a checkbox for "By logging in, I agree to the terms of service". There are also links for "Forgot your username or password?", "Having trouble logging in?", and "Review System Requirements". At the bottom, there is a logo for "Ohio Business Gateway Electronic Filing" and a link for more information.

- Sign in to OBG using your existing Username and Password
- If you are a new user to OBG, but an account for the entity already exists on OBG, you must contact the OBG Administrator within your company to have them add you as a user
- 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

Ohio Business Gateway



Gateway Modernization Project

[Stay informed on our efforts to update the Ohio Business Gateway.](#)

Existing Users

Username:

Password:

Login

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

[Forgot your username or password?](#)

[Having trouble logging in?](#)

New Users

[Create a Gateway Account](#)

[Service Providers](#)

If you are starting a new business in Ohio, you may need more than just a Gateway account. [Learn more about additional registrations.](#)

[Review System Requirements](#)

[For additional topics, please visit our Help and Support Page.](#)



[For more information about the services available through the Ohio Business Gateway, please visit our home page.](#)

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

The screenshot shows the Ohio Business Gateway Home page. At the top left is the Ohio.gov logo and the text "WELCOME TO THE STATE OF OHIO". Below this is a navigation bar with "Home", "History", "Administration", and "Logout". The main heading is "Ohio Business Gateway Home". Underneath, it says "Ohio Cigarette Tax" and "Company ID : *****5123". A blue arrow points down to the "Start a Transaction" tab, which is highlighted. Below the tabs are three columns of services, each with a small square icon. The "Ohio Taxation - Cigarette Tax" item is highlighted with a blue arrow pointing to it from the right. To the right of the main content area are three boxes: "Announcements" (No Announcements), "Favorite Transactions" (No Favorites), and "Helpful Links" (Service Provider Help, Bulk Filing Help). A "User Preferences" link is also visible below the "Favorite Transactions" box.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home History Administration Logout

Ohio Business Gateway Home

Ohio Cigarette Tax
Company ID : *****5123

Start a Transaction In Progress (0) Ready for Checkout (0)

- Opportunities for Ohioans with Disabilities-BSVI/BEP
- Ohio Job & Family Services - UC Tax
- Municipal Taxation - Net Profit Tax
- Municipal Taxation - Withholding Tax
- Ohio Deferred Compensation
- Ohio Dept. of Commerce - Unclaimed Funds
- Equal Opportunity Division
- InvestOhio
- Ohio Development Services Agency
- Ohio Taxation - Cigarette Tax
- Ohio Taxation - Commercial Activity Tax
- Ohio Taxation - Employer Withholding
- Ohio Taxation - Financial Institutions Tax
- Ohio Taxation - Gross Casino Revenue Tax
- Ohio Taxation - Horse Racing Tax
- Ohio Taxation - International Fuel Tax Agreement
- Ohio Taxation - Kilowatt Hour Tax
- Ohio Taxation - Kilowatt Hour Tax - Self-Assessing Purchaser
- Ohio Taxation - Natural Gas Distribution Tax
- Ohio Taxation - New Account Registration and Fuel Permit
- Ohio Taxation - Motor Fuel Tax
- Ohio Taxation - Other Tobacco Products Tax
- Ohio Taxation - Petroleum Activity Tax
- Ohio Taxation - Replacement Tire Fee
- Ohio Taxation - Sales and Use Tax
- Ohio Taxation - Severance Tax
- Ohio Taxation - Wireless 911 Charges
- Ohio Taxation - Master Settlement Agreement

Announcements
No Announcements

Favorite Transactions
No Favorites

User Preferences

Helpful Links
[Service Provider Help](#)
[Bulk Filing Help](#)

- Next, click the “Cigarette Tax – Payment” option.

The screenshot shows the Ohio Business Gateway Home page. 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 menu with "Home", "History", "Administration", and "Logout". The main content area is titled "Ohio Business Gateway Home" and displays the user's information: "Ohio Cigarette Tax" and "Company ID : *****5123".

The main content area is divided into three tabs: "Start a Transaction", "In Progress (0)", and "Ready for Checkout (0)". The "Start a Transaction" tab is active and contains a list of transaction options. A blue arrow points to the "Cigarette Tax - Payment" option, which is highlighted in blue. Other options include "Opportunities for Ohioans with Disabilities-BSVI/BEP", "Ohio Job & Family Services - UC Tax", "Municipal Taxation - Net Profit Tax", "Municipal Taxation - Withholding Tax", "Ohio Deferred Compensation", "Ohio Dept. of Commerce - Unclaimed Funds", "Equal Opportunity Division", "InvestOhio", "Ohio Development Services Agency", "Ohio Taxation - Cigarette Tax" (with sub-options for Manufacturer/Importer, Non-Stamping Wholesaler, Stamping Wholesaler, Request for Consent to Transport, and Refund Request), and "Ohio Taxation - Commercial Activity Tax".

On the right side of the page, there are three sections: "Announcements" (No Announcements), "Favorite Transactions" (No Favorites), and "Helpful Links" (Service Provider Help, Bulk Filing Help, Transaction History, See OBG Tutorials). There is also a "User Preferences" link.

Make a Payment (Enter)

- Account Number
- Check the box for Filing Period, Filing Confirmation Number, Billing Notice, or Assessment Number
- Click Next

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Wednesday, June 21, 2017 Help

Ohio Cigarette Tax - Make a Payment

Make a Payment

* All fields are required

Account Number

Search By

Filing Period

Filing Confirmation Number

Billing Notice

Assessment Notice

Exit Next

Tips

- Do not use the Back button in your browser to navigate.
- To make an ACH debit payment via the Ohio Business Gateway, please have your checking and/or savings account and routing numbers available. Payments may be future dated up to the due date of the return being filed.
- ACH credit payments will also be accepted through the Treasurer of State. For more information, please visit their website at www.eft.tos.ohio.gov.

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.

Compatibility

- For optimal browser/resolution compatibility, please see "Help".

Contact Us

- Do not use the Back button in your browser to navigate
- To make an ACH debit payment via the Ohio Business Gateway, have your checking and/or savings account and routing numbers available
- Payments may be future dated up to the due date of the return being filed
- ACH credit payments will also be accepted through the Ohio Treasurer of State
 - Details can be found at www.eft.tos.ohio.gov
- The Tips will automatically update for each page you are currently on
- Help link is in the upper right corner

Make a Payment – Searching by Filing Period

- Filing Year
- Filing Month
- Payment Amount

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Wednesday, June 21, 2017 Help

Ohio Cigarette Tax - Make a Payment

Make a Payment - by Filing Period

* All fields are required

Account Number

Filing Year yyyy

Filing Month

Payment Amount \$

Tips

Navigation

- The Cancel button will return you to the previous page and the data entered will not be saved.
- The Send to Check out button will take you to the OBG home page to process your payment.

Contact Us

- Use the Cancel button to return to the previous page
- Use the Send to Checkout button will take you to the OBG home page to process your payment

Make a Payment – Search by Filing Confirmation Number

- Account Number
- Filing Confirmation Number

Ohio.gov WELCOME TO THE STATE OF OHIO

Home obgTestUser Wednesday, June 28, 2017 Help

Ohio Cigarette Tax - Make a Payment

Make a Payment - Search by Filing Confirmation Number

* All fields are required

Account Number

Filing Confirmation Number

Tips

- Enter the filing confirmation number contained in your e-mail and select search to see your updated account balance.
- You may enter a payment amount less than or equal to the amount due. The system will not accept payments larger than the amount due.

Navigation

- The Back button will return you to the previous page and the data entered will not be saved.
- The Send to Check out button will take you to the OBG home page to process your payment.

Contact Us

- Use the Back button to return to the previous page
- Use the Search button to search by Filing Confirmation Number

Make a Payment – Search by Filing Confirmation Number (continued)

- Repopulated are the:
 - Account Number
 - Filing Confirmation Number
 - Filing Period
 - Amount Due
- Enter the Payment Amount

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Monday, December 19, 2016 Help

Ohio Cigarette Tax - Make a Payment Tobacco Test

Make a Payment - Search by Filing Confirmation Number

* All fields are required

Account Number

Filing Confirmation Number 216465485918

Filing Period 08/01/2016 - 08/31/2016

Amount Due \$326.04

Payment Amount \$

If payment is made later than 24 hours from the date and time of filing, the balance may have changed to include any applicable interest, penalties, or partial payments.

Back Send To Checkout

Tips

- Enter the filing confirmation number contained in your e-mail and select search to see your updated account balance.
- You may enter a payment amount less than or equal to the amount due. The system will not accept payments larger than the amount due.

Navigation

- The Back button will return you to the previous page and the data entered will not be saved.
- The Send to Check out button will take you to the OBG home page to process your payment.

- Use the Back button to return to the previous page
- Use the Send to Checkout button to send the payment to checkout

Make a Payment – Billing Notice

- Select the billing period you wish to pay from the dropdown menu

- Use the Cancel button to cancel your selection
- Use the Next button to proceed to the payment page

Make a Payment – Billing Notice (continued)

- Prepopulated are the:
 - Account Number
 - Period Selected
 - Billing ID
 - Updated Amount Due (includes interest and penalty calculations)
- Enter the Payment Amount

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Monday, December 19, 2016 Help

Ohio Cigarette Tax - Make a Payment Tobacco Test

Make a Payment

* All fields are required

Account Number -----

Period Selected 08/01/2016-08/31/2016

Billing ID !

Updated Amount Due **\$326.04**

Payment Amount \$

The Updated Amount Due includes up to date interest and penalty calculations; however, it may not include payments or filings made within the last 48 hours.

Tips

- You may enter a payment amount less than or equal to the amount due. The system will not accept payments larger than the amount due.
- If the updated amount due shows "Certified" please call 1-888-246-0488 to obtain current payment information.

Navigation

- The Back button will return you to the previous page and the data entered will not be saved.
- The Send to Check out button will take you to the OBG home page to process your payment.

- Use the Back button to return to the previous page
- Use the Send to Checkout button to send the payment to checkout

Make a Payment – Assessment Notice

- Select the assessment period you wish to pay from the dropdown menu

- Use the Cancel button to cancel your selection
- Use the Next button to proceed to the payment page
- **If the assessment listed says Certified, then you will need to contact the Ohio Attorney General's Office at 888-246-0488 to obtain the current payment due information for all certified periods**

Make a Payment – Assessment Notice (continued)

- Prepopulated are the:
 - Account Number
 - Period Selected
 - Assessment number
 - Updated Amount Due (includes interest and penalty calculations)
- Enter the Payment Amount

The screenshot shows the Ohio.gov website interface. At the top left is the Ohio.gov logo. A red banner across the top contains the text 'WELCOME TO THE STATE OF OHIO'. Below this is a dark navigation bar with 'Home' on the left, 'Monday, December 19, 2016' in the center, and 'Help' on the right. The main content area has a light gray header with 'Ohio Cigarette Tax - Make a Payment' on the left and 'Tobacco Test' on the right. The main section is titled 'Make a Payment' and includes a red asterisk warning: '* All fields are required'. The form fields are: 'Account Number' (empty), 'Period Selected' (07/01/2016-07/31/2016), 'Assessment Number' (empty), 'Updated Amount Due' (\$227.90), and 'Payment Amount' (\$ 227.90). Below the form is a red note: 'The Updated Amount Due includes up to date interest and penalty calculations; however, it may not include payments or filings made within the last 48 hours.' At the bottom are two buttons: 'Back' and 'Send To Checkout'. On the right side, there is a yellow 'Tips' box with two bullet points and a 'Navigation' section with two bullet points.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Monday, December 19, 2016 Help

Ohio Cigarette Tax - Make a Payment Tobacco Test

Make a Payment

* All fields are required

Account Number

Period Selected 07/01/2016-07/31/2016

Assessment Number

Updated Amount Due **\$227.90**

Payment Amount \$

The Updated Amount Due includes up to date interest and penalty calculations; however, it may not include payments or filings made within the last 48 hours.

Back Send To Checkout

Tips

- You may enter a payment amount less than or equal to the amount due. The system will not accept payments larger than the amount due.
- If the updated amount due shows "Certified" please call 1-888-246-0488 to obtain current payment information.

Navigation

- The Back button will return you to the previous page and the data entered will not be saved.
- The Send to Check out button will take you to the OBG home page to process your payment.

- Use the Back button to return to the previous page
- Use the Send to Checkout button to send the payment to checkout

Payment Selection

Ready for Checkout

- Check the Checkout (File and Pay) button to complete the transaction

| Start a Transaction | In Progress (0) | Ready for Checkout (1) | | |
|---|-----------------|------------------------|-----------------|--------------------------------|
| Transaction | | Total Due | ACH | Credit Card |
| Please click on Transaction name, ACH, or Credit Card amount to make any changes. | | | | |
| Ohio Department of Taxation - Cigarette Tax - Payment 06/30/2016 | | \$260.13 | <u>\$260.13</u> | |
| Click "Checkout" to submit any or all transactions that are ready for checkout. You will be able to select the transactions to submit and then print copies of submitted transactions (including licenses, coupons, etc., as applicable) once the checkout process is complete. Please have your bank account number ready if you are filing any transactions that include an online payment. | | | | Checkout (File and Pay) |

- Select the radio button Yes to select the transaction for which you would like to make payment
- You must select either Yes or No for each transaction listed
- Click the Continue button to proceed

| Ready for Checkout (Ready to File and Pay) | | | | | |
|--|--------------------------------------|------------|----------|-----------|--------------|
| Ohio Department of Taxation | | | | | |
| Checkout? | Transaction | Defer Date | ACH | CC Amount | Total Paying |
| <input type="radio"/> Yes <input type="radio"/> No | Cigarette Tax - Payment 6/30/2016 | | \$260.13 | | \$260.13 |

Step 1 – How would you like to pay?

- Select the first option: Make a payment online, via the Ohio Business Gateway, as part of the checkout process (Recommended)

Ohio.gov WELCOME TO THE STATE OF OHIO

PMT-SLN Home History Administration Logout

Specify Payment Selections for Checkout Cigarette Tax - Payment , 06/30/2016

Company Name **Tobacco Test**
Company ID *******0161**

| | |
|------------------|-----------------|
| Total Due | \$260.13 |
|------------------|-----------------|

If your transaction includes an amount due, please specify how you intend to make payment to the agency. The payment selections will be used during the checkout process. Please note that the agency being paid determines the payment options available.

Payment Notes

- The agency does not accept Credit Card payments for this report.
- The agency does not accept split payments for this report.

Step 1: How would you like to pay?

For the amount due, I will:

- Make a payment online, via the Ohio Business Gateway, as part of the checkout process. (RECOMMENDED)
- Make a payment, but NOT online via OBG. After I complete the checkout process on OBG, I will pay the amount due directly to the agency via an alternative payment method accepted by the agency, e.g. ACH credit or paper check. (Before choosing this option, please check with the agency being paid to insure the method is accepted.)
- I do not intend to make any payment for this transaction at this time. When I complete the checkout process, I want the transaction to be sent to the agency without payment. Failure to make timely payment may be subject to penalties and/or interest as per the agency's rules.

The transaction will not be submitted to the agency until you have completed the checkout process. Once payment selections have been provided and accepted, the transaction will be in the "Ready for Checkout" area on the home page.

Step 2 – When would you like your payment to be processed?

- Select the first option: Immediately, as soon as I have confirmed the transaction during checkout
- Select the second option: to set a future date for the payment.
- Payments may be future dated up to the due date of the return being filed

Ohio.gov WELCOME TO THE STATE OF OHIO

PMT-SLN Home History Administration Logout

Specify Payment Selections for Checkout

Cigarette Tax - Payment

06/30/2016

Company Name **Tobacco Test**
Company ID ******0161**

| | |
|------------------|-----------------|
| Total Due | \$260.13 |
|------------------|-----------------|

If your transaction includes an amount due, please specify how you intend to make payment to the agency. The payment selections will be used during the checkout process. Please note that the agency being paid determines the payment options available.

Payment Notes

- The agency does not accept Credit Card payments for this report.
- The agency does not accept split payments for this report.

Step 1: How would you like to pay?

For the amount due, I will:

- Make a payment online, via the Ohio Business Gateway, as part of the checkout process. (RECOMMENDED)
- Make a payment, but NOT online via OBG. After I complete the checkout process on OBG, I will pay the amount due directly to the agency via an alternative payment method accepted by the agency, e.g. ACH credit or paper check. (Before choosing this option, please check with the agency being paid to insure the method is accepted.)
- I do not intend to make any payment for this transaction at this time. When I complete the checkout process, I want the transaction to be sent to the agency without payment. Failure to make timely payment may be subject to penalties and/or interest as per the agency's rules.

The transaction will not be submitted to the agency until you have completed the checkout process. Once payment selections have been provided and accepted, the transaction will be in the "Ready for Checkout" area on the home page.

Step 3 – What method will you use to pay?

- Select the first option: ACH Debit from a checking or savings account (Note: this is the only option available)

The screenshot shows the Ohio.gov website interface for a payment selection. At the top, there is a red banner with the Ohio.gov logo and the text "WELCOME TO THE STATE OF OHIO". Below this is a navigation bar with links for "Home", "History", "Administration", and "Logout". The main heading is "Specify Payment Selections for Checkout" with a sub-heading "Cigarette Tax - Payment" and a date "06/30/2016". On the left side, there is a vertical sidebar with a "Payment Selection" button. The main content area displays the company name "Tobacco Test" and company ID "****0161". A summary table shows a "Total Due" of "\$260.13". Below this, there is a "Payment Notes" section with two bullet points: "The agency does not accept Credit Card payments for this report." and "The agency does not accept split payments for this report." The interface includes three steps: "Step 1: How would you like to pay?" (selected: Make a payment online, via the Ohio Business Gateway, as part of the checkout process.), "Step 2: When would you like your payment to be processed?" (selected: Immediately, as soon as I have confirmed the transaction during checkout.), and "Step 3: What method will you use to pay?". Under Step 3, there are radio button options: "ACH Debit from a checking or savings account", "Credit Card", and "Both ACH Debit and Credit Card (split payment)". A note states "Bank account number will be collected during the checkout process." At the bottom, there are two buttons: "Decide My Payment Selections Later" and "Accept My Payment Selections".

Ohio.gov WELCOME TO THE STATE OF OHIO

PMT-SLN Home History Administration Logout

Specify Payment Selections for Checkout

Cigarette Tax - Payment 06/30/2016

Company Name **Tobacco Test**
Company ID ******0161**

| | |
|------------------|-----------------|
| Total Due | \$260.13 |
|------------------|-----------------|

If your transaction includes an amount due, please specify how you intend to make payment to the agency. The payment selections will be used during the checkout process. Please note that the agency being paid determines the payment options available.

Payment Notes

- The agency does not accept Credit Card payments for this report.
- The agency does not accept split payments for this report.

Step 1: How would you like to pay? Selected: Make a payment online, via the Ohio Business Gateway, as part of the checkout process.

Step 2: When would you like your payment to be processed? Selected: Immediately, as soon as I have confirmed the transaction during checkout.

Step 3: What method will you use to pay?

I would like to pay using:

ACH Debit from a checking or savings account
 Credit Card
 Both ACH Debit and Credit Card (split payment)

Bank account number will be collected during the checkout process.

The transaction will not be submitted to the agency until you have completed the checkout process. Once payment selections have been provided and accepted, the transaction will be in the "Ready for Checkout" area on the home page.

Decide My Payment Selections Later Accept My Payment Selections

Step 4 – How much would you like to pay?

- The ACH Debit transaction is pre-populated with the amount from your original filing transaction
- You are given an option to alter the amount of the ACH Amount
- Use the Accept My Payment Selections to advance to the next page

The screenshot shows the Ohio.gov website interface for a payment selection screen. At the top, there is a red banner with the Ohio.gov logo and the text "WELCOME TO THE STATE OF OHIO". Below this is a navigation bar with links for "Home", "History", "Administration", and "Logout". The main heading is "Specify Payment Selections for Checkout" with a sub-heading "Cigarette Tax - Payment" and a date "06/30/2016". The company name is "Tobacco Test" and the company ID is "****0161". A table shows the "Total Due" as "\$260.13". Below this is a "Payment Notes" section with two bullet points: "The agency does not accept Credit Card payments for this report." and "The agency does not accept split payments for this report." There are four steps for payment selection, with Step 4, "How much would you like to pay?", highlighted in blue. Step 4 includes a text box for the ACH Amount, which is pre-populated with "260.13", and a "Total to pay" of "\$260.13". A disclaimer states: "I will pay the following amount. I understand that failure to make timely payment for the full amount due may be subject to penalties and/or interest as per the agency's rules." Below this is a note: "The transaction will not be submitted to the agency until you have completed the checkout process. Once payment selections have been provided and accepted, the transaction will be in the 'Ready for Checkout' area on the home page." At the bottom, there are two buttons: "Decide My Payment Selections Later" and "Accept My Payment Selections". A blue arrow points to the "Accept My Payment Selections" button.

- You will be returned to the Home Page
- The payment is now in the Ready for Checkout zone
- YOU MUST COMPLETE CHECKOUT IN ORDER FOR THE PAYMENT TO BE SUBMITTED
- A payment can be Deleted from the Ready for Checkout zone (Note: The return has been filed and payment must be made either by using the Payment Only option on OBG or via ACH Credit through the Ohio Treasurer of State)
- The ability to Edit the payment amount is available. If selected, you will be redirected through the payment selection screens

Payment Account Information (Enter)

- Account Type (Select)
- Company Name (No special characters)
- Routing Number
- Account Number
- Confirm Account Number

Ohio.gov WELCOME TO THE STATE OF OHIO

PMT-INS Home History Administration Logout

Payment Account Information

Company Name **Tobacco Test LLC**
Company ID *******0166**

Please complete the account details based on your selections.

For transactions with a payment, you may enter information for only **ONE** checking account and/or **ONE** credit card account per checkout. If you want to make payments for certain transactions from different checking or credit card accounts, you must submit those transactions on separate checkouts.

ACH Account Information

| | |
|--|--|
| Account Type: | <input type="text" value="Business Checking"/> |
| Company Name: (omit special characters) | <input type="text"/> |
| Routing Number: | <input type="text"/> |
| Account Number: | <input type="text"/> |
| Confirm Account Number: | <input type="text"/> |

The routing number The checking account number The check number
In some cases, the checking account number and the check number may be reversed.

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

- Use the Back button to return to the previous payment
- Use the Cancel button to cancel the transaction
- Use the Continue button to advance to the Final Confirmation of Transactions

Final Confirmation of Transactions

- Review the information on the Final Confirmation of Transactions page
- Click the Confirm Transactions button to submit payment

Ohio.gov WELCOME TO THE STATE OF OHIO

PMT-CFM Home History Administration Logout

Final Confirmation of Transactions

Company Name **Tobacco Test**
Company ID *******0161**

Payment Selection
Report Selection
Payment Instruction
Payment Confirmation

| Report | Defer Date | ACH | CC | CC Fee | Total | |
|------------------------------------|--------------|-----|----------|--------|-------|----------|
| Ohio Department of Taxation | | | | | | |
| Cigarette Tax - Payment | , 06/30/2016 | N/A | \$260.13 | N/A | N/A | \$260.13 |

ACH Account Information

Account Type: Business Checking
Company Name: Tobacco Test
Routing Number:
Account Number: *****6789

To make any changes to transactions or payment instructions, select "CANCEL" to return to the home page.

If multiple agencies are being paid, payment instructions will be processed separately so you will see multiple entries on your account statements. Please insure you have sufficient funds in your account(s).

By confirming the transaction(s), you are authorizing the agency (or agencies) being paid to initiate debit entries or charges to your account(s) as per your instructions above. Once confirmed, OBG can not alter, delete, or stop a payment instruction. Additionally, you are indicating that you are authorized to submit the transaction(s) and that you acknowledge OBG and agency-specific terms of service, including penalties of perjury as applicable. [Click here to view acknowledgements.](#)

Back Cancel Confirm Transactions

- Payment is now complete
- Print this page for your records (also available in the History section of OBG)

Chapter 11 – Electronic Payment History

- To view the history of payments that have been submitted through the OBG, click the “History” link at the top of the Home page.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home History Administration Logout

Ohio Business Gateway Home

Ohio Department of Taxation
Company ID : ****0003

Start a Transaction In Progress (0) Ready for Checkout (0)

- This will display the payments made through the OBG. Click on “View Receipt” to see the confirmation and receipt

Ohio.gov WELCOME TO THE STATE OF OHIO

Home History Administration Logout

History

Tobacco Test
Company ID : ****0161 [View eFiling History](#)

You can search or filter history by specifying a service area, date range or confirmation number.

Service Area: Filing Date Range: To: OBG Confirmation Number: [Search](#)

Recent transactions may not be immediately available for viewing via History.

| Transaction | Payment | Confirmation # | Filed | |
|------------------------|------------|----------------------|--------------------|------------------------------|
| Cigarette Tax - Paymen | 06/30/2016 | ACH Debit : \$260.13 | 12/16/2016 2:15 PM | View Receipt |

Transaction Confirmation and Receipt

- You can obtain further details of the confirmation, by clicking "View."

Ohio.gov WELCOME TO THE STATE OF OHIO

PMT-RCT Home History Administration Logout

Ohio Business Gateway Transaction Confirmation and Receipt

Company Name **Tobacco Test**
Company ID *******0161**

The following transactions will be sent to the respective agency that administers the service. Please note the session confirmation number when calling the Ohio Business Gateway Help Desk (866-644-6468).

If your transaction(s) includes payment, please note that this confirmation acknowledges that payment instructions have been received, but it does not acknowledge that funds have been transferred from your account. Payment instructions may not be processed for reasons that include insufficient funds and prohibited or blocked payments. You should review your account statement to insure that funds have been transferred (settled). For ACH debit payments, settlement is projected to be two business days after the date of this confirmation (or the selected deferred payment date, if applicable). If the date falls on a weekend or holiday, settlement is projected to be two business days after the next business day. The actual settlement date is dependent upon the processing timelines of the agency and their bank.

If multiple agencies are being paid, payment instructions will be processed separately so you will see multiple entries on your account statements.

| | |
|----------------|--------------------|
| Date/Time | 12/16/2016 2:15 PM |
| Confirmation # | |
| Receipt # | |
| ACH Routing | |
| ACH Account # | *****6789 |

| Transaction | Defer Date | Payment Type | Amount | Fee | |
|-------------------------|------------|--------------|----------|-----|----------------------|
| Cigarette Tax - Payment | 06/30/2016 | ACHDebit | \$260.13 | N/A | View |

[Home](#) [Print This Page](#)

Transaction Confirmation and Receipt (Continued)

- The below screen is displayed.

The screenshot displays the Ohio.gov website interface. At the top, there is a red banner with the text "WELCOME TO THE STATE OF OHIO". Below this is a navigation bar with links for "Home", "History", "Administration", and "Logout". The main content area is titled "Transaction Confirmation and Receipt". On the left side, there is a vertical menu with options: "Payment Selection", "Report Selection", "Payment Instruction", "Payment Confirmation", and "Payment Receipt" (which is highlighted). The main content area shows the following information:

Company Name **Tobacco Test**
Company ID *******0161**

Cigarette Tax Summary

| | | |
|-------------------------|---|--------------------|
| Account Number | : | |
| Session Confirmation ID | : | |
| Date Report Filed | : | 12/16/2016 |
| Report Filed By | : | Tobacco Test |
| Filing Period | : | 06/30/2016 |
| Account Type | : | Ohio Cigarette Tax |
| Total Amount Due | : | \$260.13 |

At the bottom of the page, there are three buttons: "Print", "Done", and "Save as PDF". A footer note states: "If you need assistance with this page, please view our [help](#)."

- Use the Print button to print a copy of the Transaction Confirmation and Receipt
- Use the Done button to complete this process
- Select Save as PDF button to save a PDF copy of the Transaction Confirmation and Receipt to your computer