



Department of  
Taxation

Filing an Ohio Non-Stamping  
Wholesaler CIG59A (9403XXXX)  
Using the Ohio Business  
Gateway

October 2018

Version: 1.1

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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](mailto:excisecigarette@tax.state.oh.us)

You may write to us at the following address:

Ohio Department of Taxation

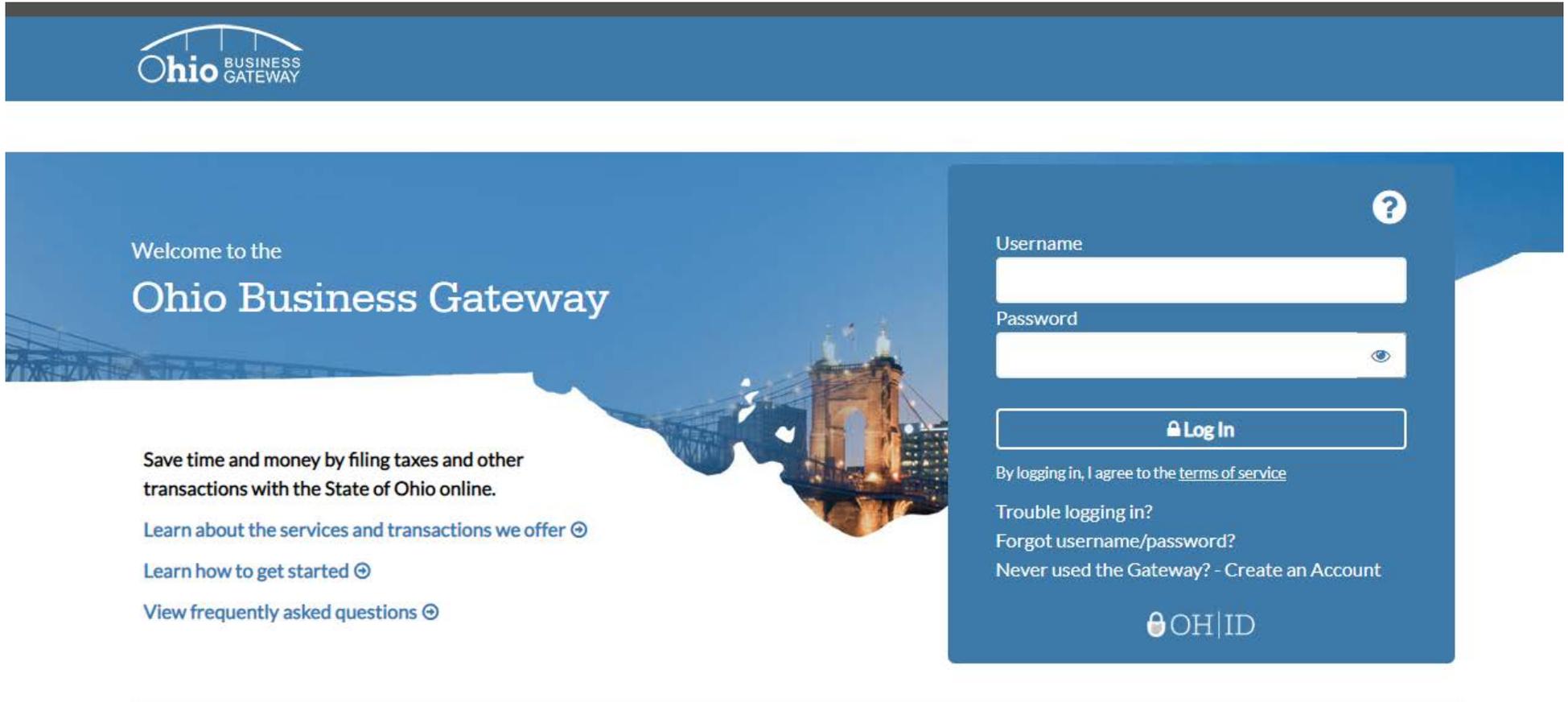
Excise and Energy Division

P.O. Box 530

Columbus, OH 43216-0530

## Chapter 2 – Logging In To Ohio Business Gateway

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



Welcome to the  
**Ohio Business Gateway**

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

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

[Learn how to get started](#)

[View frequently asked questions](#)

Username

Password

**Log In**

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

[Trouble logging in?](#)

[Forgot username/password?](#)

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

OH|ID

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

# My Business | Dashboard


[▶ New 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 [▶](#)

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**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 – Non-Stamping Wholesaler (CIG59A)” option.

The screenshot shows the Ohio Business Gateway interface. At the top, there is a blue header with the logo and the text "Ohio BUSINESS GATEWAY". 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 options. A blue arrow points to the option "Cigarette Tax - Non-Stamping Wholesaler (CIG59A)".

**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
  - [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

## Ohio Cigarette Tax – Non-Stamping Wholesaler (CIG59A)

This is the Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A) 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

The screenshot shows the Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A) web page. The page has a red header with the Ohio.gov logo and the text 'WELCOME TO THE STATE OF OHIO'. Below the header is a navigation bar with 'Home', 'Wednesday, June 21, 2017', and 'Help'. The main content area is titled 'Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)'. On the left, there are three buttons: 'File a New Return', 'Amend a Return', and 'eFiling History'. In the center, there is a section for 'Incomplete Transactions' with a message about saved drafts and a transaction limit of 100 records. On the right, there is a yellow 'Tips' box containing several helpful hints. A blue arrow points to the 'File a New Return' button, another blue arrow points to the 'Tips' box, and a third blue arrow points to the 'Help' link in the top right corner.

- 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.

# CIG59A Help

## **5703-15-14 Monthly reports by cigarette dealers receiving cigarettes in Ohio.**

Each licensed wholesale cigarette dealer that receives or causes to be received in this state cigarettes shall, on or before the last day of each month, file reports on a form and in a manner prescribed by the tax commissioner. The reports shall indicate the quantities of cigarettes received during the preceding month, the person from whom the cigarettes were purchased, and any other information requested by the commissioner. Reports shall be filed by each dealer each month whether or not cigarettes were actually received during the preceding month.

## **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

## **Browser Compatibility**

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

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

## **Help**

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

# Chapter 3 – Filing a Return – Manual Entry

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 is a navigation bar with "Home", a search box, the date "Wednesday, June 21, 2017", and a "Help" link. The main content area is titled "Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)". 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 is a red asterisked note: "\*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 the text "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.", "No Activity Returns: No Activity returns are unable to be submitted via file upload. Please utilize manual form entry for filing a return with no activity.", "eFiling History: View and print online filings through eFiling History.", "Session Time Out: Sessions have a time out limit of 20 minutes. If the session time exceeds this limit, you will need to log back into OBG.", "Browser Compatibility: For optimal browser compatibility, please see 'Help'." At the bottom right of the page, there is a "Contact Us" link.

## Select Filing Period

- Account Number (8-digit Cigarette Tax Account Number)
- Filing Year
- Select Filing Month
- Click on the Type of Filing (default to Original)
- Click on Method of Filing: Manual Form Entry
- Click “Next” to continue.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)

1 Select Filing Period \*All fields are required

2 Enter Information

3 Review and File

4 Confirmation

Account Number

Filing Year

Filing Month

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.
- 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.
- Only select "Upload Files" Method of Filing if a file has been generated per specifications provided by the Department of Taxation. Otherwise, select "Manual Form Entry".

**No Activity Returns**

- No Activity returns are unable to be submitted via file upload. Please utilize manual form entry for filing a return with no activity.

**What You Will Need**

- 8 Digit Account Number
- Filing Period

Contact Us

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

## Create Schedule

### Stamped Cigarette Purchases From Licensed Ohio Wholesalers (CIG59A)

- Select Wholesaler
- Click Create Schedule

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Wednesday, June 21, 2017 Help

Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)

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

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

Stamped Cigarette Purchases From Licensed Ohio Wholesalers (CIG59A)

Select Wholesaler  
Select Create Schedule

Summary of Created Schedules

Wholesaler	State	Combined	County
No created schedules			

Back Review Save & Exit

**Tips**

- Select the Wholesaler from which you made purchases during the filing period and click Create Schedule.
- A list of registered wholesalers can be found on our website at [tax.ohio.gov](http://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**

- Supplying Wholesaler name and account number

Contact Us

- A list of registered wholesalers can be found on our website at [tax.ohio.gov](http://tax.ohio.gov)
- Use the Back button to return to the previous 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
- **The schedule cannot accept more than 100 records**

## Schedule Details

- Date Received (MMDDYYYY)
- 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 obgTe Tuesday, June 21, 2017 Help

Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)

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

Stamped Cigarette Purchases From Licensed Ohio Wholesalers (CIG59A) - #12 (94010700)

Add/View Record

\* Date Received  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

- 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 Received
- Invoice Number
- Total Stamped State Sticks
- Total Stamped Combined Sticks
- Total Stamped County Sticks

Contact Us

- Use the Save button to add the record to the Created Records section
- 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 Create Records section

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Wednesday, June 21, 2017 Help

Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)

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

Stamped Cigarette Purchases From Licensed Ohio Wholesalers (CIG59A) - #12 (94010700)

Add/View Record

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

Save Clear

Created Records

Date	Invoice	Total Shipped	Edit	Delete
01/17/2017	1234	2,700	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**

- 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 Received
- Invoice Number
- Total Stamped State Sticks
- Total Stamped Combined Sticks
- Total Stamped County Sticks

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 Wednesday, June 21, 2017 Help

Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)

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

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

Stamped Cigarette Purchases From Licensed Ohio Wholesalers (CIG59A)

Select Wholesaler  
Select Create Schedule

Summary of Created Schedules

Wholesaler	State	Combined	County	Show Schedule	Delete
#12	1,000	900	800		
Grand Total	1,000	900	800		

Back Review Save & Exit

**Tips**

- Select the Wholesaler from which you made purchases during the filing period and click Create Schedule.
- A list of registered wholesalers 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**

- Supplying Wholesaler name and account number

Contact Us

- Use the Show Schedule button to view the schedule data entered for the Wholesaler
- Use the Delete button to remove the data permanently from the current return
- Use the Back button to return to the previous 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

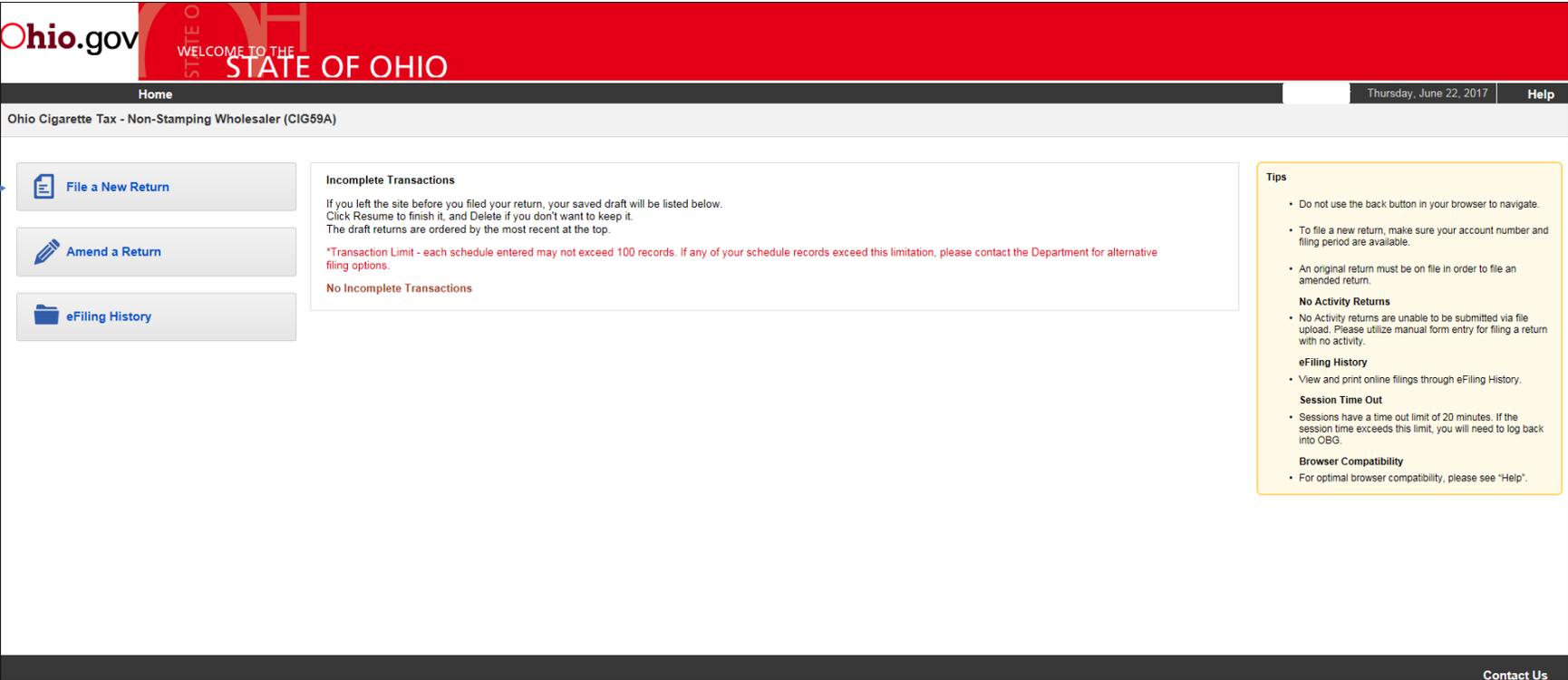
# Chapter 4 – File a Return - File Upload

## 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. The header includes the Ohio.gov logo and 'WELCOME TO THE STATE OF OHIO'. The navigation bar shows 'Home', 'Thursday, June 22, 2017', and 'Help'. The main content area is titled 'Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG69A)'. On the left, there are three buttons: 'File a New Return' (highlighted with a blue arrow), 'Amend a Return', and 'eFiling History'. The central area displays 'Incomplete Transactions' with instructions and a note about a transaction limit. The right side features a 'Tips' section with several bullet points regarding navigation, filing requirements, and session management. A 'Contact Us' link is visible in the bottom right corner.

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

Home Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG69A)

**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.

**No Activity Returns**

- No Activity returns are unable to be submitted via file upload. Please utilize manual form entry for filing a return with no activity.

**eFiling History**

- View and print online filings through eFiling History.

**Session Time Out**

- Sessions have a time out limit of 20 minutes. If the session time exceeds this limit, you will need to log back into OBG.

**Browser 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
- Click on the Type of Filing (default to Original)
- Click on Method of Filing: Upload Files
- Click “Next” to continue

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)

1 Select Filing Period \*All fields are required

2 Enter Information

3 Review and File

4 Confirmation

Account Number

Filing Year

Filing Month

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.
- 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.
- Only select "Upload Files" Method of Filing if a file has been generated per specifications provided by the Department of Taxation. Otherwise, select "Manual Form Entry".

**No Activity Returns**

- No Activity returns are unable to be submitted via file upload. Please utilize manual form entry for filing a return with no activity.

**What You Will Need**

- 8 Digit Account Number
- Filing Period

Contact Us

- Use the Cancel button to return you to the previous page and no data entered will be saved
- Use the Next button to proceed to the next page
- Use the “Upload Files” selection under Method of Filing to upload a file

## 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 Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)

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

\* Indicates required field(s)

Account Number  
 Filing Period 02/01/2017 - 02/28/2017 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:

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

\*

File Name	Size	Action
No files uploaded		

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.

**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.
- Files larger than 5,120 KB (5 MB) must either be split into two or compressed to reduce the file size.
- Compressed files (\*.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
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- 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 Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)

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

\* Indicates required field(s)

Account Number

Filing Period 02/01/2017 - 02/28/2017 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.

**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.
- Files larger than 5,120 KB (5 MB) must either be split into two or compressed to reduce the file size.
- Compressed files (\*.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.

Contact Us

- 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

The screenshot shows the Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A) web application. The header includes the Ohio.gov logo and the text "WELCOME TO THE STATE OF OHIO". The navigation bar shows "Home" and "Help". The main content area is titled "Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)".

On the left, there is a sidebar with four steps: 1. Select Filing Period, 2. Enter Information, 3. Review and File, and 4. Confirmation. Step 2 is currently active.

The main content area displays the following information:

- Account Number: [Redacted]
- Filing Period: 02/01/2017 - 02/28/2017 Original

Below this information is a row of six action buttons:

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

A green checkmark icon indicates "File(s) successfully uploaded for validation". Below this, it states: "The file(s) below were uploaded for validation processing on Thursday, June 22, 2017 at 08:58 AM".

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".

A blue arrow points to the email address "email@address.com".

At the bottom left, there is a "Return to Main Menu" button. At the bottom right, there is a "Contact Us" link.

- 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 mail 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” 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
  - 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 to check the return for accuracy
- The system populates the return details by compiling entered or uploaded schedules

The screenshot shows the 'Review and File' step of the Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A) process. The page header includes the Ohio.gov logo and 'WELCOME TO THE STATE OF OHIO'. The navigation bar shows 'Home', the date 'Thursday, June 22, 2017', and 'Help'. The main content area is titled 'Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)'. On the left, a sidebar lists four steps: 1. Select Filing Period, 2. Enter Information, 3. Review and File (highlighted), and 4. Confirmation. The main content area displays the following information:

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

**Schedule Review**

Wholesaler	Total Shipped
#12	2,700
<b>Grand Total</b>	<b>2,700</b>

\* **Email Address (required)**  
Please provide an email address for any further communication regarding the processing of this transaction

\* **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.

Buttons: Back, File, Exit

**Tips**

- Please review Total Shipped per wholesaler to ensure all schedule details are accurate.
- Use the Back button to return to the previous page to make any needed corrections.
- Enter your email address and check the box to confirm the accuracy of the return.
- Use the File button to submit your completed return.
- Use the Exit button to save your return without filing and return to OBG.

Contact Us

- If you disagree with the summarized values, review and/or edit the schedule details by clicking the “Back” button and making the appropriate corrections.

# 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 Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)

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

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

**Schedule Review**

Wholesaler	Total Shipped
#12	2,700
<b>Grand Total</b>	<b>2,700</b>

\* Email Address (required)  
Please provide an email address for any further communication regarding the processing of this transaction  
email2address.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

**Tips**

- Please review Total Shipped per wholesaler to ensure all schedule details are accurate.
- Use the Back button to return to the previous page to make any needed corrections.
- Enter your email address and check the box to confirm the accuracy of the return.
- Use the File button to submit your completed return.
- Use the Exit button to save your return without filing and return to OBG.

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

- 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 provided. Use this number when contacting the Excise and Energy Tax Division

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)

1 Select Filing Period

2 Enter Information

3 Review and File

4 Confirmation

✓ Your report has been successfully received.

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

Date Filed 06/22/2017 09:09 AM

Confirmation Number **341245135768**

Account Number

Filing Period Start Date 01/01/2017 Original

Filing Period End Date 01/31/2017

Return to Main Menu Print View Exit

**Tips**

- Record your Filing Confirmation number for your records.
- Return to Main Menu will return you to the landing page.
- Use the Exit button to be redirected to the OBG Home Page.
- You can print electronically filed returns from eFiling History.

Contact Us

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

## Print View

Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A) - Internet Explorer



### State of Ohio Cigarette Tax Non-Stamping Wholesaler Report

---

Company Name:

---

*Please print this page for your records.*

Account Number:  
Date Filed: 06/22/2017  
Filed By:  
Email Address: email@address.com  
Confirmation Number: 341245135768  
Filing Period: 01/01/2017 to 01/31/2017  
Type of Filing: Original

Report Review	
Wholesaler	Total Shipment
#12	2,700
<b>Grand Total Sticks</b>	<b>2,700</b>

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

## Chapter 6 – 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.

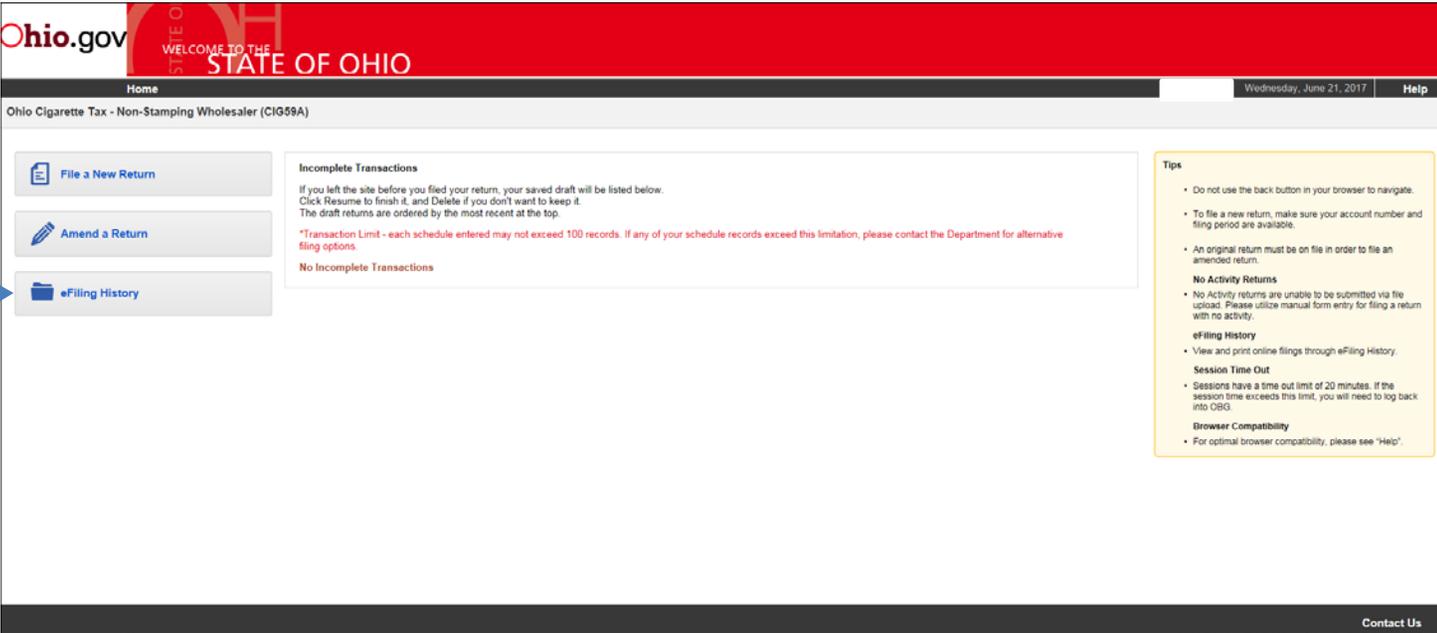
**NOTE:** *If the filing of an amended return indirectly affects ANY element of subsequently filed returns, (i.e., beginning inventory, etc.) then each affected, subsequent filing must also be amended.*

### 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 ReturnHeader 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 - Non-Stamping Wholesaler (CIG59A)'. 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', 'Wednesday, June 21, 2017', and 'Help'. The main content area includes a sidebar on the left with three buttons: 'File a New Return', 'Amend a Return', and 'Filing History'. A blue arrow points to the 'Filing History' button. The central area contains an 'Incomplete Transactions' section with instructions and a 'Transaction Limit' note. A 'Tips' section on the right provides additional guidance.

## Select Filing Period

- Account Number (8-digit Cigarette Tax Account Number)
- Filing Year
- Select Filing Month
- Click on the Type of Filing (default to Original)
- Click on Method of Filing: Upload Files or Manual Form Entry
- Click “Next” to continue.

The screenshot shows the Ohio.gov website interface for the 'Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)'. The page is titled 'Home' and shows the date 'Thursday, June 22, 2017'. The main content area is divided into a progress indicator on the left and a form on the right. The progress indicator shows four steps: 1. Select Filing Period (current step), 2. Enter Information, 3. Review and File, and 4. Confirmation. A blue arrow points to step 2. The form contains the following fields and options:

- Account Number:** A text input field.
- Filing Year:** A text input field.
- Filing Month:** A dropdown menu labeled 'Select Month'.
- Type of Filing:** Radio buttons for 'Original' (selected), 'Amended', and 'Upload Files'.
- Method of Filing:** Radio buttons for 'Upload Files' and 'Manual Form Entry'.

At the bottom of the form are 'Cancel' and 'Next' buttons. A 'Tips' box on the right contains the following information:

**Tips**

- Corrections to the account number and filing period can be made here prior to filing the return.
- 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.
- Only select "Upload Files" Method of Filing if a file has been generated per specifications provided by the Department of Taxation. Otherwise, select "Manual Form Entry".

**No Activity Returns**

- No Activity returns are unable to be submitted via file upload. Please utilize manual form entry for filing a return with no activity.

**What You Will Need**

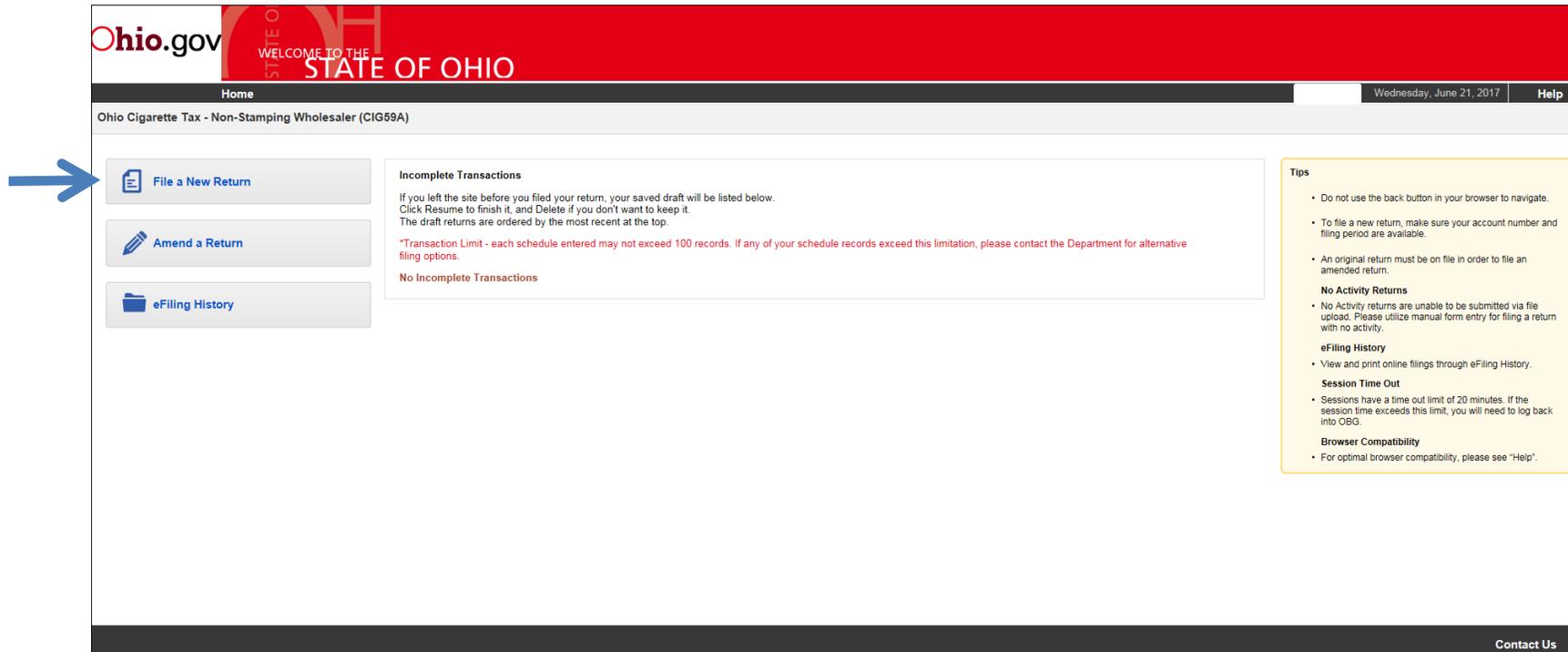
- 8 Digit Account Number
- Filing Period

- Use the Cancel button to return 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 7 – File a Zero Activity Return

Log in to the Ohio Business Gateway, see chapter 2 for instructions.

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



The screenshot displays the Ohio Business Gateway interface for filing a return. The header includes the Ohio.gov logo and the text 'WELCOME TO THE STATE OF OHIO'. Below the header, there is a navigation bar with 'Home', 'Wednesday, June 21, 2017', and 'Help'. The main content area is titled 'Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)'. On the left side, there are three buttons: 'File a New Return' (highlighted with a blue arrow), 'Amend a Return', and 'eFiling History'. The central area contains an 'Incomplete Transactions' section with instructions and a note about a transaction limit. On the right side, there is a 'Tips' section with several bullet points providing guidance on navigation, filing, and session management.

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

Home Wednesday, June 21, 2017 Help

Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)

**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.

**No Activity Returns**

- No Activity returns are unable to be submitted via file upload. Please utilize manual form entry for filing a return with no activity.

**eFiling History**

- View and print online filings through eFiling History.

**Session Time Out**

- Sessions have a time out limit of 20 minutes. If the session time exceeds this limit, you will need to log back into OBG.

**Browser 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
- Click on the Type of Filing (default to Original)
- Click on Method of Filing: Manual Form Entry
- Click “Next” to continue.

The screenshot shows the Ohio.gov website interface for the 'Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)'. The page features a red header with the Ohio.gov logo and 'WELCOME TO THE STATE OF OHIO'. A navigation bar includes 'Home', 'Thursday, June 22, 2017', and 'Help'. The main content area is titled 'Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)'. On the left, a progress indicator shows four steps: 1. Select Filing Period (highlighted with a blue arrow), 2. Enter Information, 3. Review and File, and 4. Confirmation. The main form area is titled '\*All fields are required' and contains the following fields: 'Account Number' (text input), 'Filing Year' (text input), 'Filing Month' (dropdown menu with 'Select Month' selected), 'Type of Filing' (radio buttons for 'Original' (selected), 'Amended'), and 'Method of Filing' (radio buttons for 'Upload Files', 'Manual Form Entry'). At the bottom of the form are 'Cancel' and 'Next' buttons. On the right, a 'Tips' section provides instructions: 'Corrections to the account number and filing period can be made here prior to filing the return.', '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.', 'Only select "Upload Files" Method of Filing if a file has been generated per specifications provided by the Department of Taxation. Otherwise, select "Manual Form Entry".', 'No Activity Returns: No Activity returns are unable to be submitted via file upload. Please utilize manual form entry for filing a return with no activity.', and 'What You Will Need: 8 Digit Account Number, Filing Period'. A 'Contact Us' link is located at the bottom right of the page.

- 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

# Review

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)

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

Account Number

Filing Period 03/01/2017 - 03/31/2017 Original

**Stamped Cigarette Purchases From Licensed Ohio Wholesalers (CIG59A)**

Select Wholesaler

Select Create Schedule

**Summary of Created Schedules**

Wholesaler	State	Combined	County
No created schedules			

Back Review Save & Exit

**Tips**

- Select the Wholesaler from which you made purchases during the filing period and click Create Schedule.
- A list of registered wholesalers 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**

- Supplying Wholesaler name and account number

Contact Us

- Use the Back button to return to the previous page
- Use the Review button to render the Review page and file the return
- Use the Save & Exit button if you want to save the data entered, but are not ready to complete the return
- Go to Chapter 5 – Review and File (both Manual Entry and File Upload) to Review and File your tax return

# Chapter 8 – eFiling History

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

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Wednesday, June 21, 2017 Help

Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)

[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.

**No Activity Returns**

- No Activity returns are unable to be submitted via file upload. Please utilize manual form entry for filing a return with no activity.

**eFiling History**

- View and print online filings through eFiling History.

**Session Time Out**

- Sessions have a time out limit of 20 minutes. If the session time exceeds this limit, you will need to log back into OBG.

**Browser Compatibility**

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

Contact Us

## 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 Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Non-Stamping Wholesaler (CIG59A)

### eFiling History

Date Time Filed	Account	Type	Filing Period Start	Filing Period End	Filing Conf #	
06/22/2017 09:09 AM		Original	01/01/2017	01/31/2017	341245135768	<a href="#">View</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

[Back](#)

**Tips**

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

Contact Us

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