



Department of  
Taxation

Filing an Ohio Cigarette  
Manufacturer Report CIG98  
(9405XXXX)  
Using the Ohio Business  
Gateway

October 2018

Version: 1.1

---

---

## Table of Contents

Chapter 1 - Introduction .....	2
General .....	2
Ohio Department of Taxation (ODT) Contact .....	2
Chapter 2 – Logging In To Ohio Business Gateway .....	3
Start a Transaction .....	5
Ohio Cigarette Tax – Manufacturer/Importer (CIG98) .....	7
CIG98 Help .....	8
Chapter 3 – Filing a Return – Manual Entry .....	9
Select Filing Period .....	10
Create Schedule .....	11
Schedule Details .....	12
Created Records .....	13
Summary of Created Schedules .....	14
Chapter 4 – File a Return - File Upload .....	15
Filing Information .....	15
Filing a Return .....	15
Select Filing Period .....	16
Enter Information .....	17
Send for Processing .....	18
Return to Main Menu .....	19
Validation Email Confirmation .....	20
Incomplete Transaction Page .....	21
Chapter 5 - Review and File (both Manual Entry and File Upload) .....	22
Review .....	22
File .....	23
Confirmation .....	24
Print View .....	25
Chapter 6 – Amend a Return .....	26
File Upload .....	26
Filing an Amended Return .....	26
Select Filing Period .....	27
Chapter 7 – File a Zero Activity Return .....	28
Select Filing Period .....	29
Review .....	30
Chapter 8 – eFiling History .....	31
eFiling History .....	32

## **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)

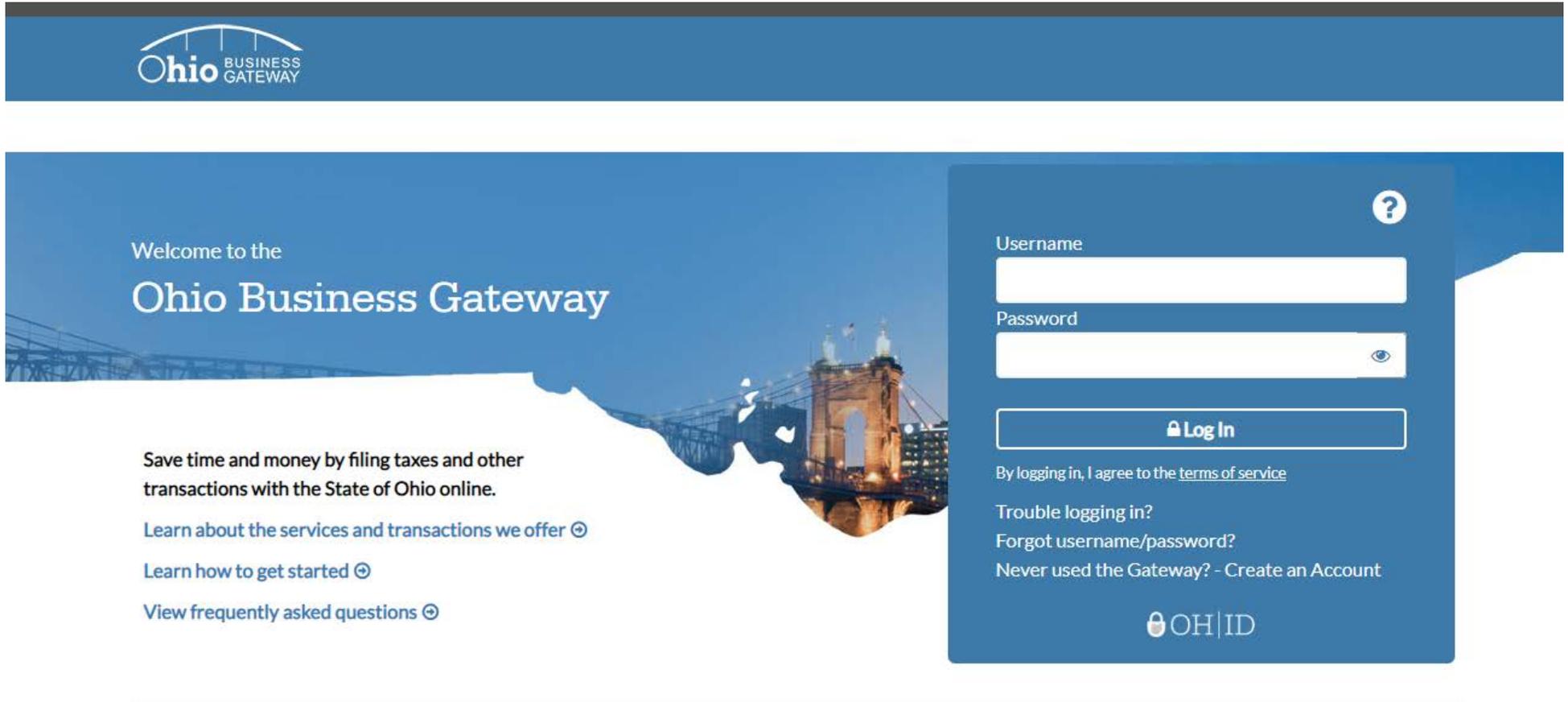
E-mail: [excisecigarette@tax.state.oh.us](mailto:excisecigarette@tax.state.oh.us)

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](#)



- 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 Transactio...  Business  Ready for Checkout Recent History Payments Reminders Announcements 1

### Quick Links

Has Something Changed?

Request Business Access

### Favorites

Show Favorites

### Service Area

Other Tobacco Products Tax

Cigarette Tax

Other Tobacco Products Tax	
Other Tobacco Products Tax	

---

Cigarette Tax	
Cigarette Tax	

## Start a Transaction

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



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

**Start a Transaction**

**In Progress (0)**

**Ready for Checkout (0)**

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

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

- Next, click the “Cigarette Tax – Manufacturer/Importer (CIG98)” option.



[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

➔ [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 – Manufacturer/Importer (CIG98)

This is the Ohio Cigarette Tax - Manufacturer/Importer (CIG98) 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 22, 2017 Help

Ohio Cigarette Tax - Manufacturer/Importer (CIG98)

[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

- 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.

# CIG98 Help

## Filing of Reports

Each manufacturer and each importer shipping cigarettes into or within this state shall file a monthly report with the tax commissioner in accordance with rules adopted by the tax commissioner under Chapter 119. of the Revised Code.

## 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

## Resolution

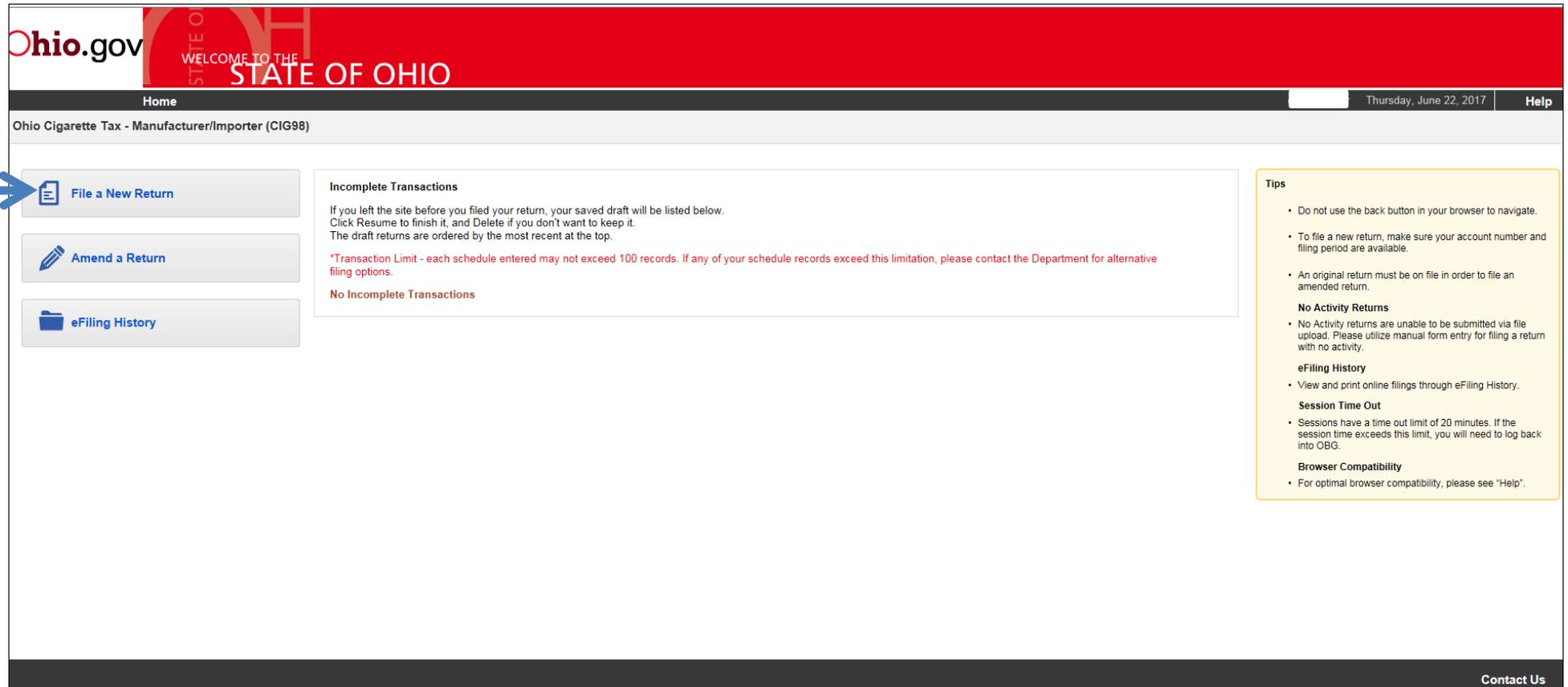
This user interface was developed to a resolution of 1024 x 768 dpi and above. If you are unable to view the full information throughout this site, please check your resolution

## 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](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 displays the Ohio.gov website interface for the Ohio Cigarette Tax - Manufacturer/Importer (CIG98). 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', a search box, the date 'Thursday, June 22, 2017', and a 'Help' link. The main content area is titled 'Ohio Cigarette Tax - Manufacturer/Importer (CIG98)'. 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 a section for 'Incomplete Transactions' with a warning message and a red asterisk indicating a transaction limit of 100 records. Below this, it states 'No Incomplete Transactions'. On the right side, there is a 'Tips' section with several bullet points providing guidance on navigation, filing requirements, activity returns, session time, and browser compatibility. A 'Contact Us' link is located in the bottom right corner.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Manufacturer/Importer (CIG98)

 [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.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Manufacturer/Importer (CIG98)

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

\*All fields are required

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 “Manual Form Entry” selection under Method of Filing to entry schedule details

## Create Schedule

### Cigarette Manufacturer Report (CIG98)

- Select Wholesaler you sold product to during the filing period
- Click Create Schedule

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Manufacturer/Importer (CIG98)

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

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

Cigarette Manufacturer Report (CIG98)

Select Purchasing Ohio Wholesaler  
Select

Create Schedule

Summary of Created Schedules

Wholesaler	Total Sticks
No created schedules	

Back Review Save & Exit

**Tips**

- Select the Wholesaler you sold product to 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**

- Wholesaler Name and Account Number to whom product was sold

Contact Us

- A list of registered wholesalers can be found on our website at 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

- Shipping Address 1
- Shipping Address 2
- City
- Zip Code
- Invoice Date (MM/DD/YYYY)
- Invoice Number
- Brand Name
- Total Stick Quantity (Can be negative but cannot be zero)

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Manufacturer/Importer (CIG98)

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

Manufacturer's Report - #12 ( )

Add/View Record

\*Shipping Address 1  
Shipping Address 2  
\*City  
\*Zip Code  
\*Invoice Date mm/dd/yyyy  
\*Invoice Number  
\*Brand Name  
\*Total Stick Quantity

Save Clear

On Save, copy highlighted fields to next record

Created Records

Date	Invoice	Brand Name	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

- 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

- Shipping Address
- Invoice Date
- Invoice Number
- Brand Name
- Total Stick Quantity

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 Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Manufacturer/Importer (CIG98)

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

**Manufacturer's Report - #12**

**Add/View Record**

\*Shipping Address 1  
Shipping Address 2  
\*City  
\*Zip Code  
\*Invoice Date mm/dd/yyyy  
\*Invoice Number  
\*Brand Name  
\*Total Stick Quantity

Save Clear

On Save, copy highlighted fields to next record

**Created Records**

Date	Invoice	Brand Name	Quantity	Edit	Delete
01/17/2017	1234	Brand	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**

- 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**

- Shipping Address
- Invoice Date
- Invoice Number
- Brand Name
- Total Stick Quantity

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 22, 2017 Help

Ohio Cigarette Tax - Manufacturer/Importer (CIG98)

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

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

Cigarette Manufacturer Report (CIG98)

Select Purchasing Ohio Wholesaler  
Select Create Schedule

Summary of Created Schedules

Wholesaler	Total Sticks	Show Schedule	Delete
#12	1,000	Show Schedule	Delete
<b>Grand Total</b>	<b>1,000</b>		

Back Review Save & Exit

**Tips**

- Select the Wholesaler you sold product to 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**

- Wholesaler Name and Account Number to whom product was sold

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

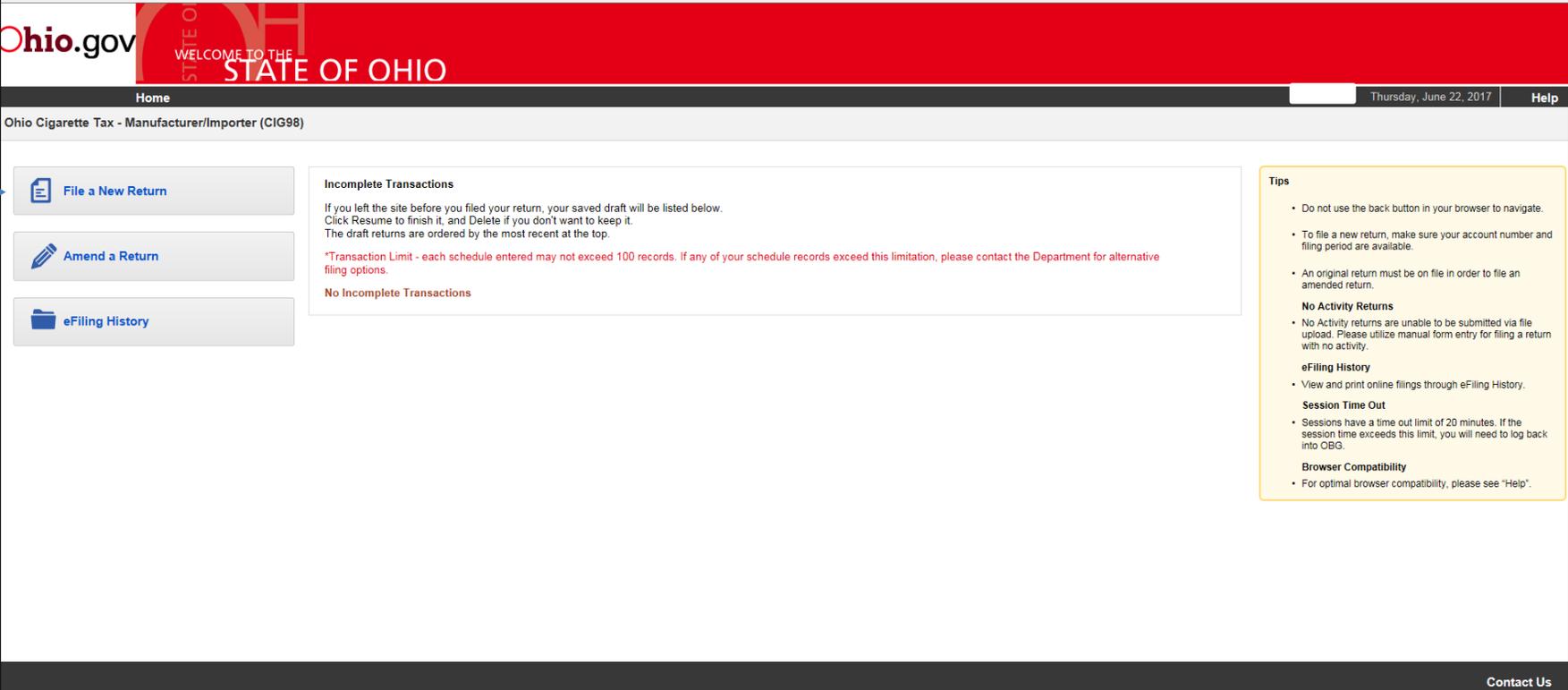
# Chapter 4 – File a Return - File Upload

## 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 displays the Ohio.gov website interface for the 'Ohio Cigarette Tax - Manufacturer/Importer (CIG98)'. The page features a red header with the Ohio.gov logo and 'WELCOME TO THE STATE OF OHIO'. Below the header, there is a navigation bar with 'Home', a search box, the date 'Thursday, June 22, 2017', and a 'Help' link. The main content area is titled 'Ohio Cigarette Tax - Manufacturer/Importer (CIG98)'. 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 a section for 'Incomplete Transactions' with a warning message 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 requirements, and session management.

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

Home Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Manufacturer/Importer (CIG98)

**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.

The screenshot shows the Ohio.gov website interface for the 'Ohio Cigarette Tax - Manufacturer/Importer (CIG98)' form. The page header includes the Ohio.gov logo and 'WELCOME TO THE STATE OF OHIO'. The navigation bar shows 'Home', 'obgTestUser', 'June 22, 2017', and 'Help'. The main content area is titled 'Ohio Cigarette Tax - Manufacturer/Importer (CIG98)'. On the left, a sidebar lists 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 side, a yellow 'Tips' box contains the following information: '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'. The footer of the page includes a 'Contact Us' link.

- 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 schedule details

## Enter Information

- Enter an 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

- 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 with \*.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 - Manufacturer/Importer (CIG98)

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:  
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
CIG98-MRC SampleFile.txt	1 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.

Contact Us

- 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

## Return to Main Menu

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Manufacturer/Importer (CIG98)

- 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 Thursday, June 22, 2017 at 12:08 PM

File Name	Status
CIG98-MRC 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**

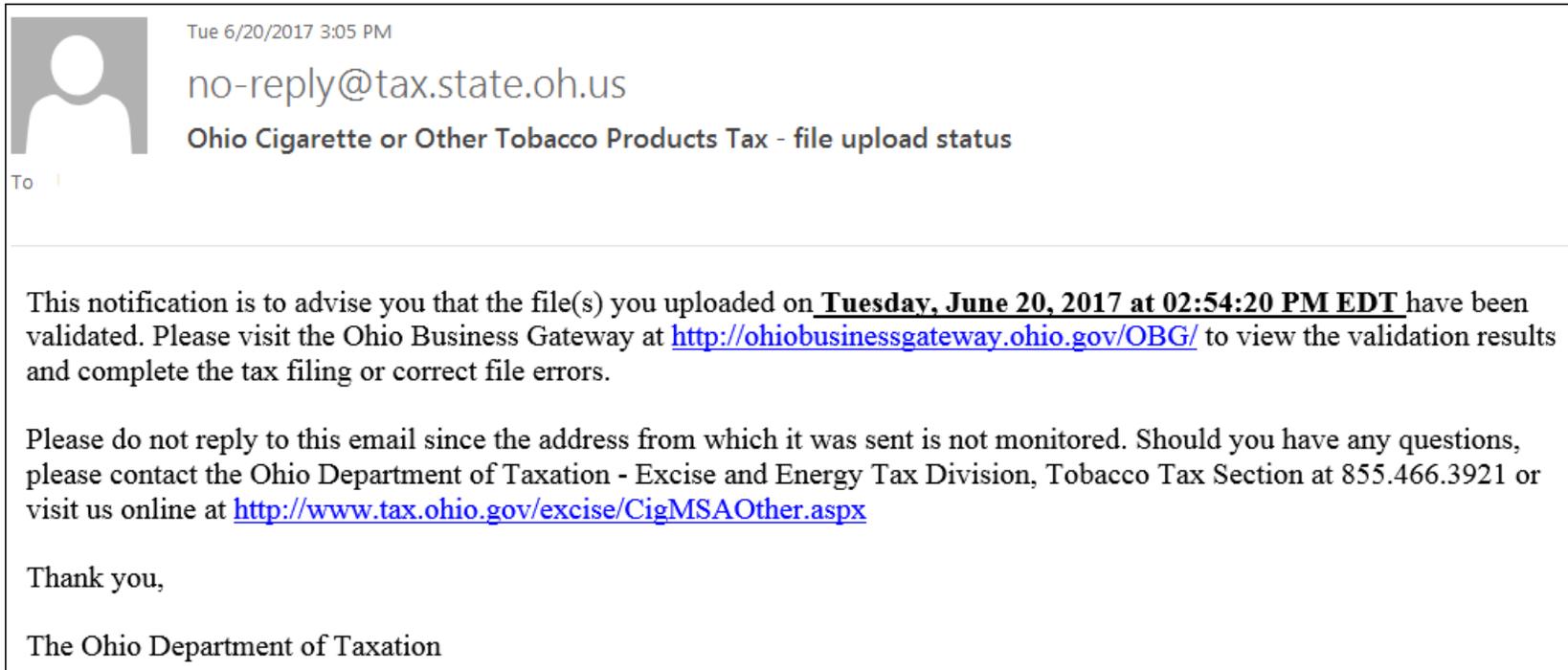
- If you made a mistake and need to add/delete or edit files, start a new transaction and upload the required files again.
- File validation occurs nightly. The file(s) will be ready for the next step in processing within 24 hours.

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 button 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 upload 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 the Review button to check the return for accuracy
- The system populates the return details by compiling entered or uploaded schedules
- It will then return the calculated totals for add date, and provide a Grand Total of the Total Stick Quantity

The screenshot shows the Ohio Cigarette Tax - Manufacturer/Importer (CIG98) web application interface. The header includes the Ohio.gov logo and the text "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 - Manufacturer/Importer (CIG98)".

On the left, there is a sidebar with 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 Stick Quantity
#12	1,000
<b>Grand Total</b>	<b>1,000</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 Stick Quantity 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 an email address
- Check to confirm the accuracy of the return
- Click File button to submit your completed return

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Manufacturer/Importer (CIG98)

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 Stick Quantity
#12	1,000
<b>Grand Total</b>	<b>1,000</b>

\*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

**Tips**

- Please review Total Stick Quantity 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

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

The screenshot shows the Ohio.gov website interface. At the top, there is a red banner with the Ohio state logo and the text "WELCOME TO THE STATE OF OHIO". Below the banner is a navigation bar with "Home" and "Help" links, and the date "Thursday, June 22, 2017". The main content area is titled "Ohio Cigarette Tax - Manufacturer/Importer (CIG98)". On the left, there is a vertical navigation menu with four steps: "1 Select Filing Period", "2 Enter Information", "3 Review and File", and "4 Confirmation" (which is highlighted). The main content area displays a green checkmark icon and the message "Your report has been successfully received." Below this, it says "Please refer to the Filing Confirmation Number when contacting the Excise and Energy Tax Division regarding this transaction." The filing details are as follows:

Date Filed	06/22/2017 12:12 PM
Confirmation Number	494606029958
Account Number	
Filing Period Start Date	01/01/2017 Original
Filing Period End Date	01/31/2017

At the bottom of the details section, there are three buttons: "Return to Main Menu", "Print View", and "Exit". A blue arrow points to the Confirmation Number. On the right side, there is a yellow box titled "Tips" with the following content:

- 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.

At the bottom right of the page, there is a "Contact Us" link.

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

## Print View

Ohio Cigarette Tax - Manufacturer/Importer (CIG98) - Internet Explorer



### State of Ohio Cigarette Tax Manufacturer/Importer 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: 494606029958  
Filing Period: 01/01/2017 to 01/31/2017  
Type of Filing: Original  
Supporting Documentation Submission: To Be Mailed

Please print and provide a copy of this page with your documentation. Please send all documentation to: Excise & Energy Tax Division, P.O. Box 530, Columbus, OH 43216-0530

<b>Report Review</b>	
<b>Wholesaler</b>	<b>Total Shipment</b>
#12	1,000
<b>Grand Total Sticks</b>	<b>1,000</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 eFiling system interface for Ohio Cigarette Tax - Manufacturer/Importer (CIG98). 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 22, 2017", and "Help". The main content area includes a sidebar with three buttons: "File a New Return", "Amend a Return", and "eFiling History". A blue arrow points to the "Amend a Return" button. The central area contains an "Incomplete Transactions" section with instructions and a "No Incomplete Transactions" message. A "Tips" section on the right provides guidance on navigation, filing, and browser compatibility.

## Select Filing Period

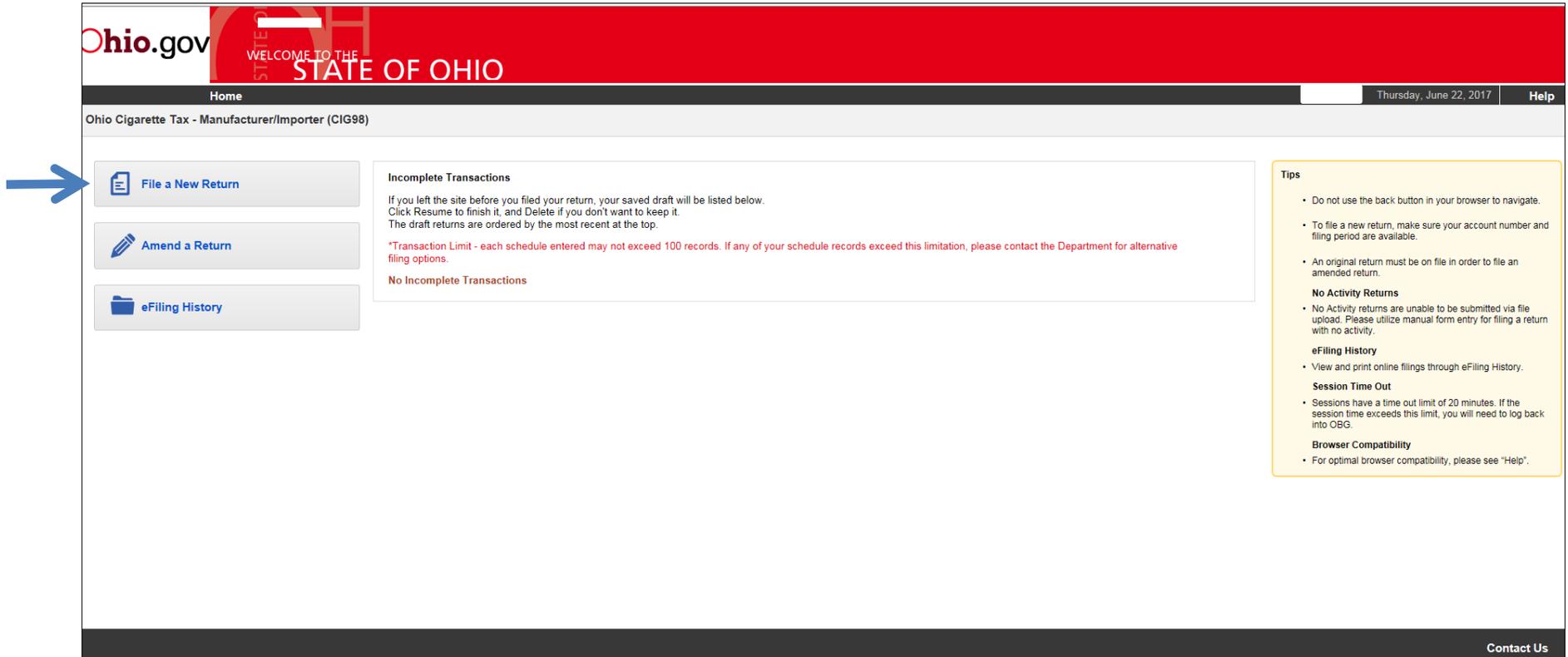
- Account Number (8-digit Cigarette Tax Account Number)
- Filing Year
- Select Filing Month
- Click on the Type of Filing (default to Original)
- Click on Method of Filing: Upload Files or Manual Form Entry
- Click the “Next” button to continue.

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), 2. Enter Information, 3. Review and File, and 4. Confirmation. A blue arrow points to step 2. The form 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, Amended), and Method of Filing (radio buttons for Upload Files, Manual Form Entry). At the bottom of the form are 'Cancel' and 'Next' buttons. A 'Tips' box on the right contains the following information: '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'. The footer of the page includes a 'Contact Us' link.

- 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 entry 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. At the top, the Ohio.gov logo and 'WELCOME TO THE STATE OF OHIO' are visible. Below the navigation bar, the page title is 'Ohio Cigarette Tax - Manufacturer/Importer (CIG98)'. A blue arrow points to the 'File a New Return' button in the left sidebar. The main content area includes an 'Incomplete Transactions' section with instructions on how to handle saved drafts and a note about a 100-record transaction limit. A 'Tips' section on the right provides additional guidance on navigation, filing requirements, and session management.

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

Home Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Manufacturer/Importer (CIG98)

 [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 the “Next” button to continue

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Manufacturer/Importer (CIG98)

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

\*All fields are required

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

# Review

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, June 22, 2017 Help

Ohio Cigarette Tax - Manufacturer/Importer (CIG98)

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

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

Cigarette Manufacturer Report (CIG98)

Select Purchasing Ohio Wholesaler  
Select Create Schedule

Summary of Created Schedules

Wholesaler	Total Sticks	Show Schedule	Delete
#12	1,000	Show Schedule	Delete
Grand Total	1,000		

Back Review Save & Exit

**Tips**

- Select the Wholesaler you sold product to 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**

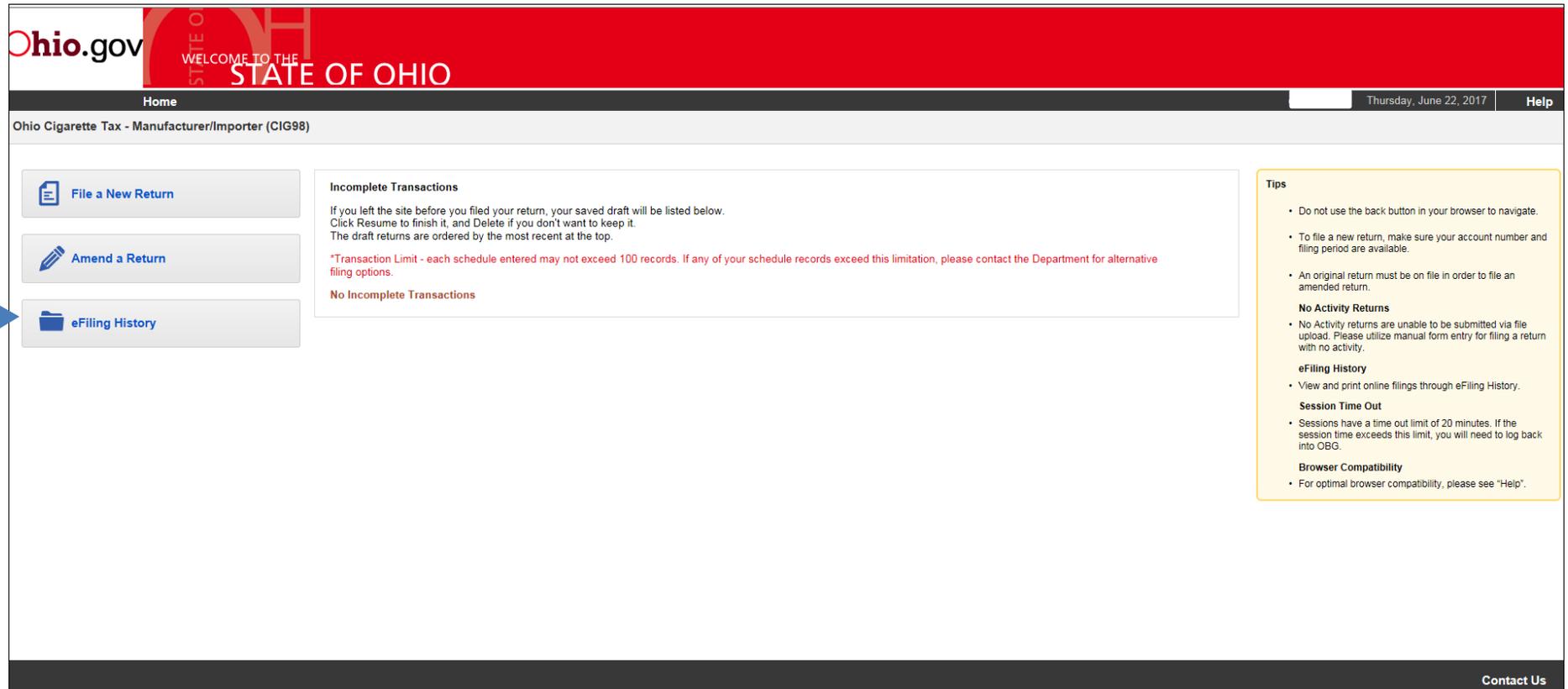
- Wholesaler Name and Account Number to whom product was sold

Contact Us

- Use the Back button to return to the Stamp and Stick Reconciliation
- 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.



The screenshot shows the Ohio.gov website interface. At the top, there is a red banner with the Ohio.gov logo and the text "WELCOME TO THE STATE OF OHIO". Below the banner, there is a navigation bar with "Home", "Thursday, June 22, 2017", and "Help". The main content area is titled "Ohio Cigarette Tax - Manufacturer/Importer (CIG98)". On the left side, there are three buttons: "File a New Return", "Amend a Return", and "eFiling History". A blue arrow points to the "eFiling History" button. 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 and the text: "\*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." Below that, it says "No Incomplete Transactions". On the right side, there is a yellow box titled "Tips" with the following content: "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, there is a "Contact Us" link.

## eFiling History

### Available Information

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

The screenshot shows the Ohio.gov website interface. At the top, there is a red banner with the Ohio.gov logo and the text 'WELCOME TO THE STATE OF OHIO'. Below the banner is a navigation bar with 'Home', 'Thursday, June 22, 2017', and 'Help'. The main content area is titled 'Ohio Cigarette Tax - Manufacturer/Importer (CIG98)'. Underneath, the 'eFiling History' section contains a table with the following data:

Date Time Filed	Account	Type	Filing Period Start	Filing Period End	Filing Conf #	
06/22/2017 12:12 PM		Original	01/01/2017	01/31/2017	494606029958	<a href="#">View</a>
04/17/2017 02:57 PM		Original	01/01/2016	01/31/2016	922610974325	<a href="#">View</a>

Below the table, it says 'Showing 1 to 2 of 2 entries'. There are 'Previous' and 'Next' buttons, with '1' in a box between them. A 'Back' button is also present. To the right of the table is a yellow 'Tips' box with the following text:

**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.

At the bottom right of the page, there is a 'Contact Us' link.

- 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