



Department of
Taxation

Filing an Ohio Request to Transport
Unstamped Cigarettes Between Licensed
Wholesalers CIG99
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 – Request for Consent to Transport (CIG99)	7
Chapter 3 – Request a New Consent	10
Enter Information	11
Account Information	11
Supplier’s Information	11
Consent Details.....	12
Created Records.....	13
Review and File	14
Review	14
Review Page.....	15
File.....	16
Confirmation.....	17
Print View.....	18
Chapter 4 – eFiling History	19
eFiling History	20

Chapter 1 - Introduction

General

Beginning July 1, 2017, the Ohio Request to Transport Unstamped Cigarettes Between Licensed Wholesalers 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:

Fax: 614-728-1806

Phone: 855.466.3921 (option 3)

You may write to us at the following address:

Ohio Department of Taxation

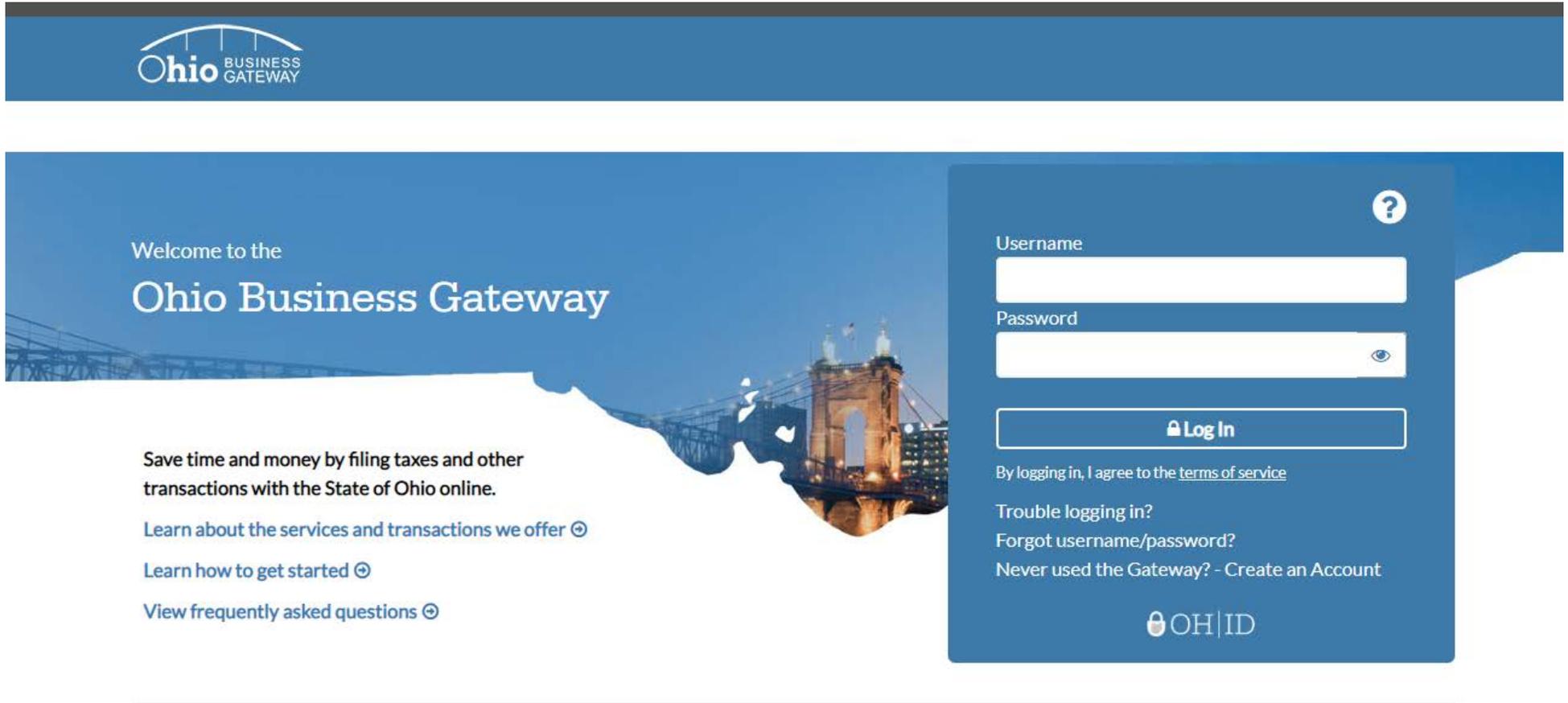
Excise and Energy Division

P.O. Box 530

Columbus, OH 43216-0530

Chapter 2 – Logging In To Ohio Business Gateway

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



Ohio BUSINESS GATEWAY

Welcome to the
Ohio Business Gateway

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

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

[Learn how to get started](#) ⓘ

[View frequently asked questions](#) ⓘ

Username 

Password 

Log In

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

[Trouble logging in?](#)

[Forgot username/password?](#)

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



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

My Business | Dashboard



[▶ New Transaction](#) [☰ In Progress](#) [✓ Ready for Checkout](#) [📅 Recent](#) [📁 History](#) [💰 Payments](#) [📅 31 Reminders](#) [📢 Announcements 1](#)

Quick Links

Has Something Changed?

Request Business Access

Favorites

Show Favorites

Service Area

Other Tobacco Products Tax

Cigarette Tax

Other Tobacco Products Tax	
Other Tobacco Products Tax	

Cigarette Tax	
Cigarette Tax	

Start a Transaction

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



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

Start a Transaction

In Progress (0)

Ready for Checkout (0)

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

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

- Next, click the “Cigarette Tax – Request for Consent to Transport (CIG99)” 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 – Request for Consent to Transport (CIG99)

This is the Ohio Cigarette Tax - Request for Consent to Transport (CIG99) 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:

- Request a New Consent
- eFiling History

Ohio.gov WELCOME TO THE STATE OF OHIO

Home obgTestUser Wednesday, June 28, 2017 Help

Ohio Cigarette Tax - Request for Consent to Transport (CIG99)

[Request a New Consent](#)

[eFiling History](#)

Incomplete Transactions

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

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.

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.

Ohio Cigarette Tax - Request for Consent to Transport (CIG99)

5703-15-22 Sale of unstamped cigarettes between licensed cigarette wholesalers.

(A) (1) Shipments of unstamped cigarettes between licensed cigarette wholesalers located in this state require the authorization of the tax commissioner. Such authorization shall be on a form prescribed by the commissioner for such purpose. Absent special circumstances, such authorization will only be given for shipments between two licensed cigarette wholesalers.

(2) Absent special circumstances, the licensed wholesaler selling the cigarettes must have purchased the cigarettes from either a licensed cigarette manufacturer or a licensed cigarette importer.

(3) The request to ship unstamped cigarettes must be made on a form and in a manner prescribed by the commissioner for such purpose and must contain the brands, quantity, date of shipment, method of shipment, and supplier of the cigarettes, as well as any other information required by the commissioner. If such shipment involves cigarettes not contained on the directory provided for in section 1346.05 of the Revised Code, documentation may be required that such cigarettes are legal for sale in another state.

(4) Approved requests will be sent to both the supplying and receiving cigarette wholesalers and must be carried in the vehicle actually transporting such cigarettes. The receiving wholesaler must, within seventy-two hours excluding weekends and holidays, notify the commissioner if the quantities received do not correspond with the quantities contained on the commissioner's authorization form. Absent notification to the commissioner, the receiving wholesaler will be presumed to have received the quantity approved for shipment along with the resulting tax liability.

(5) Both the supplying wholesaler and receiving wholesaler are required to file monthly reports of shipments made and received.

(6) The commissioner reserves the right to request documentation verifying that any shipment across state lines of unstamped cigarettes between wholesalers has received approval from any other state involved.

(B) The commissioner reserves the right to verify, upon request, that the supplying wholesaler is the first purchaser from a cigarette manufacturer or importer.

(C) Shipments through this state (i.e., not originating and/or terminating in this state) are allowed without an authorization from the commissioner, provided the shipment is made using a common carrier accompanied by a proper bill of lading or invoice that states the quantity, source, and destination of the cigarettes.

(D) Nothing in this rule permits a non-stamping cigarette wholesaler or retailer from purchasing cigarettes from a manufacturer or importer.

(E) Whoever violates any provision of this rule is subject to having its cigarettes confiscated under section 5743.08 of the Revised Code. Such confiscation is in addition to any penalties under sections 1346.09, 1346.10, and 5743.99 of the Revised Code, or any other applicable provision of law.

Additional Information

The request for consent to transport other tobacco products will be processed within 3 - 5 days of receipt, and an authorized consent will be sent to the fax number contained in the request.

Information Needed to Complete Your Request

- Your Account Number (8 digits)
- Your Fax Number
- Date of the Shipment
- Supplying Wholesaler's Name
- Supplying Wholesaler's Fax Number
- Invoice Number
- Method of Shipment
- Product details including: Manufacturer, Brand, MSA Status, and Quantity of the product being shipped

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

Chapter 3 – Request a New Consent

To file a new request, click the “Request a New Consent” button.

The screenshot shows the Ohio.gov website interface. At the top left is the 'Ohio.gov' logo. A red banner across the top contains the text 'WELCOME TO THE STATE OF OHIO'. Below the banner is a navigation bar with 'Home' on the left, 'obgTestUser Wednesday, June 28, 2017' in the center, and 'Help' on the right. The main content area is titled 'Ohio Cigarette Tax - Request for Consent to Transport (CIG99)'. On the left side of this area, there are two buttons: 'Request a New Consent' (with a document icon) and 'eFiling History' (with a folder icon). A blue arrow points to the 'Request a New Consent' button. To the right of these buttons is a box titled 'Incomplete Transactions' containing instructions on how to handle draft requests. Further right is a yellow 'Tips' box with several bullet points. At the bottom right of the page is a 'Contact Us' link.

Enter Information

Account Information

- *Account Number (8-digit Cigarette Tax Account Number)
- *Fax Number

Supplier's Information

- *Date to be Shipped (MMDDYYYY)
- *Supplying Wholesaler (Select)
- *Invoice Number
- *Supplier's Fax Number
- *Method of Shipment
- License plate # of vehicle
 - * indicates required fields

Ohio.gov WELCOME TO THE STATE OF OHIO

Home obgTestUser Wednesday, June 28, 2017 Help

Ohio Cigarette Tax - Request for Consent to Transport (CIG99)

1 Enter Information
2 Review and Edit
3 Confirmation

* Indicated required fields

Account Information

- * Account Number
- * Fax Number

Supplier's Information

- * Date to be Shipped
- * Supplying Wholesaler
- * Invoice Number
- * Supplier's Fax Number
- * Method of Shipment
- License plate # of vehicle

All consent to transport requests must be made 3-5 business days prior to the shipment date.

Cancel Next

Tips

- Prior to filing the request, corrections can be made here for any value except the Date to be Shipped. If you have a change to make to the Date to be Shipped, the transaction will need to be deleted and a new request started.
- If the Supplying Wholesaler is listed more than once in the dropdown, select the account number that corresponds to the location that you are purchasing from. A list of all of our wholesalers, their addresses and account numbers can be found on our website at tax.ohio.gov.
- If the Supplying Wholesaler is not listed in the dropdown box, select other and input the Supplying Wholesaler name manually.
- 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.

What You Will Need

- Your 8 Digit Account Number
- Your Fax Number
- Supplying Wholesalers Name (and account number if applicable)
- Invoice Number for the shipment
- Supplier's Fax Number
- Method of Shipment
- Product data, including the Manufacturer, Brand, MSA Status, and Total Stick Quantity

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

Consent Details

- Manufacturer ***Must be exact to the Attorney General's MSA Directory**
 - <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/Tobacco-Directory-Search>
- Brand – Must be listed separately
- MSA Status (Select PM, NPM, or Other)
- Total Stick Quantity

- Complete the details of **each cigarette brand style** that is included on your invoice to be shipped
- Check the box labeled “On Save, copy highlighted fields to the next blank record” to retain the manufacturer in the gray field to the next record and add another brand style
- 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 Record

Created Records

Ohio.gov WELCOME TO THE STATE OF OHIO

Home obgTestUser Wednesday, June 28, 2017 Help

Ohio Cigarette Tax - Request for Consent to Transport (CIG99)

1 Enter Information
2 Review and File
3 Confirmation

*All fields are required

Account Number 94010001
Date to be Shipped 01/17/2017

#12 (94010700)

Add/View Record

Manufacturer
Brand
MSA Status
Total Stick Quantity

On Save, copy highlighted fields to next blank record

Created Records ←

Manufacturer	Brand	Quantity		
Manufacturer	Brand	1,000	Edit	Delete

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

Tips

- Complete the details of each cigarette product that is included on your invoice to be shipped.
- 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.
- Hover over Manufacturer or Brand in the Created Records to display the full name as entered.
- Use the Save button to add the record to the Created Records.
- Use the Clear button to remove the data from all fields on the current record that is being entered.
- Use the Back button to return to the previous page.
- Use the Review button if you have no other data to enter and are ready to proceed.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.

What You Will Need

- Manufacturer name
- Brand name
- MSA Status
- Total Stick Quantity

Contact Us

- Hover over the Manufacturer or Brand in the Created Records to display the full name as entered
- Use the Back to return to the previous page
- Use the Review button if you have no other date to enter and are ready to proceed
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your request

Review and File

Review

- Click Review to check the Request for Consent to Transport details

Ohio.gov WELCOME TO THE STATE OF OHIO

Home objTestUser Wednesday, June 28, 2017 Help

Ohio Cigarette Tax - Request for Consent to Transport (CIG99)

1 Enter Information
2 Review and File
3 Confirmation

***All fields are required**

Account Number 94010001
Date to be Shipped 01/17/2017

#12 (94010700)

Add/View Record

Manufacturer

Brand

MSA Status

Total Stick Quantity

On Save, copy highlighted fields to next blank record

Created Records

Manufacturer	Brand	Quantity		
Manufacturer	Brand	1,000	Edit	Delete

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

Tips

- Complete the details of each cigarette product that is included on your invoice to be shipped.
- 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.
- Hover over Manufacturer or Brand in the Created Records to display the full name as entered.
- Use the Save button to add the record to the Created Records.
- Use the Clear button to remove the data from all fields on the current record that is being entered.
- Use the Back button to return to the previous page.
- Use the Review button if you have no other data to enter and are ready to proceed.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.

What You Will Need

- Manufacturer name
- Brand name
- MSA Status
- Total Stick Quantity

Contact Us

Review Page

Ohio.gov WELCOME TO THE STATE OF OHIO

Home obgTestUser Wednesday, June 28, 2017 Help

Ohio Cigarette Tax - Request for Consent to Transport (CIG99)

1 Enter Information
2 Review and File
3 Confirmation

Account Number
Date to be Shipped 01/17/2017

Supplying Wholesaler
Invoice Number 1234
Total Stick Quantity 1,000

*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 request (required)
 I declare under penalties of perjury that this request for consent to transport has been examined by me and to the best of my knowledge and belief is a true, correct, and complete request.

Tips

- Please review to ensure all details are accurate.
- Use the Back button to return to the previous page to make corrections.
- Enter your email address and check the box to confirm the accuracy of the return.
- Use the File button to submit your completed request.

Contact Us

- The system populates the Request for Consent to Transport with the entered data
- Review to ensure that all details are accurate
- If you disagree with the summarized values, review and/or edit the record details by clicking the “Back” button and making the appropriate corrections

File

When you are satisfied that the Request for Consent to Transport (CIG99) summarized values are correct.

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

The screenshot shows the Ohio.gov website interface for the 'Ohio Cigarette Tax - Request for Consent to Transport (CIG99)' form. The page is in the 'Review and File' step of a three-step process. The form displays the following information:

- Account Number: 94010001
- Date to be Shipped: 01/17/2017
- Supplying Wholesaler: #12 (94010700)
- Invoice Number: 1234
- Total Stick Quantity: 1,000

The 'Email Address (required)' field contains 'email@address.com'. A confirmation checkbox is checked with the text: 'I declare under penalties of perjury that this request for consent to transport has been examined by me and to the best of my knowledge and belief is a true, correct, and complete request.' The 'File' button is highlighted with a blue arrow. A 'Tips' box on the right provides instructions for using the Back, File, and Exit buttons.

Tips

- Please review to ensure all details are accurate.
- Use the Back button to return to the previous page to make corrections.
- Enter your email address and check the box to confirm the accuracy of the return.
- Use the File button to submit your completed request.

- Use the Back button to return to the previous page to make corrections
- Use the Exit button to save your request without filing and return to OBG
- Use the File button to file the Request to Consent to Transport

Confirmation

- A confirmation acknowledging that your Request for Consent to Transport (CIG99) 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.gov logo and the text "WELCOME TO THE STATE OF OHIO". Below the banner, there is a navigation bar with "Home", "obgTestUser", "Wednesday, June 28, 2017", and "Help". The main content area is titled "Ohio Cigarette Tax - Request for Consent to Transport (CIG99)". On the left, there is a navigation menu with three items: "1 Enter Information", "2 Review and File", and "3 Confirmation". The "Confirmation" item is selected. The main content area displays a green checkmark icon and the text: "The filing was successfully received. Date and Time of Filing 06/28/2017 11:07 AM". Below this, there is a paragraph: "The confirmation acknowledges that the Cigarette Request for Consent to Transport has been received by the Ohio Department of Taxation. Please refer to the Filing Confirmation Number when contacting the Excise and Energy Tax Division." A red note follows: "Please note: this confirmation is not your approved authorization for shipment. Upon approval you will receive a letter authorizing your consent for shipment." Below the note is a table with the following data:

Filing Confirmation	506810878687
Account Number	
Supplying Wholesaler	#12
Invoice Number	1234
Date to be Shipped	01/17/2017
Total Stick Quantity	1,000

Below the table are three buttons: "Return to Main Menu", "Print View", and "Exit". A blue arrow points to the Filing Confirmation number. On the right side of the page, there is a yellow box titled "Tips" with the following content:

- Record your Filing Confirmation number for your records.
- Use the Return to Main Menu button to return to the filing selection page.
- Use the Print View to display and print a copy of this request.
- Use the Exit button to return to the OBG Home page.
- Electronically filed requests can be viewed electronically from eFiling History.

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

- Note: this confirmation is not your approved authorization for shipment.
- Upon approval, you will receive a letter authorizing your consent for shipment
- Use the Return to Main Menu to return to the landing page
- Use Print View button to get a print of the request filed
- Use Exit button to be redirected to the OBG Home Page

Print View

Ohio Cigarette Tax - Request for Consent to Transport (CIG99) - Internet Explorer

http://dev-www.tax.state.oh.us/STTWCI03/StarsTaxWeb/UI/common/historyDetails.xhtml?selectedTxn=334525

**State of Ohio
Cigarette Tax
Request for Consent to Transport (CIG99)**

Company Name:

Please print this page for your records.

Account Number:
Date Filed: 06/28/2017
Filed By: obgTestUser
Email Address: email@address.com
Confirmation Number: 506810878687
Supplying Wholesaler:
Invoice Number: 1234
Date to be Shipped: 01/17/2017

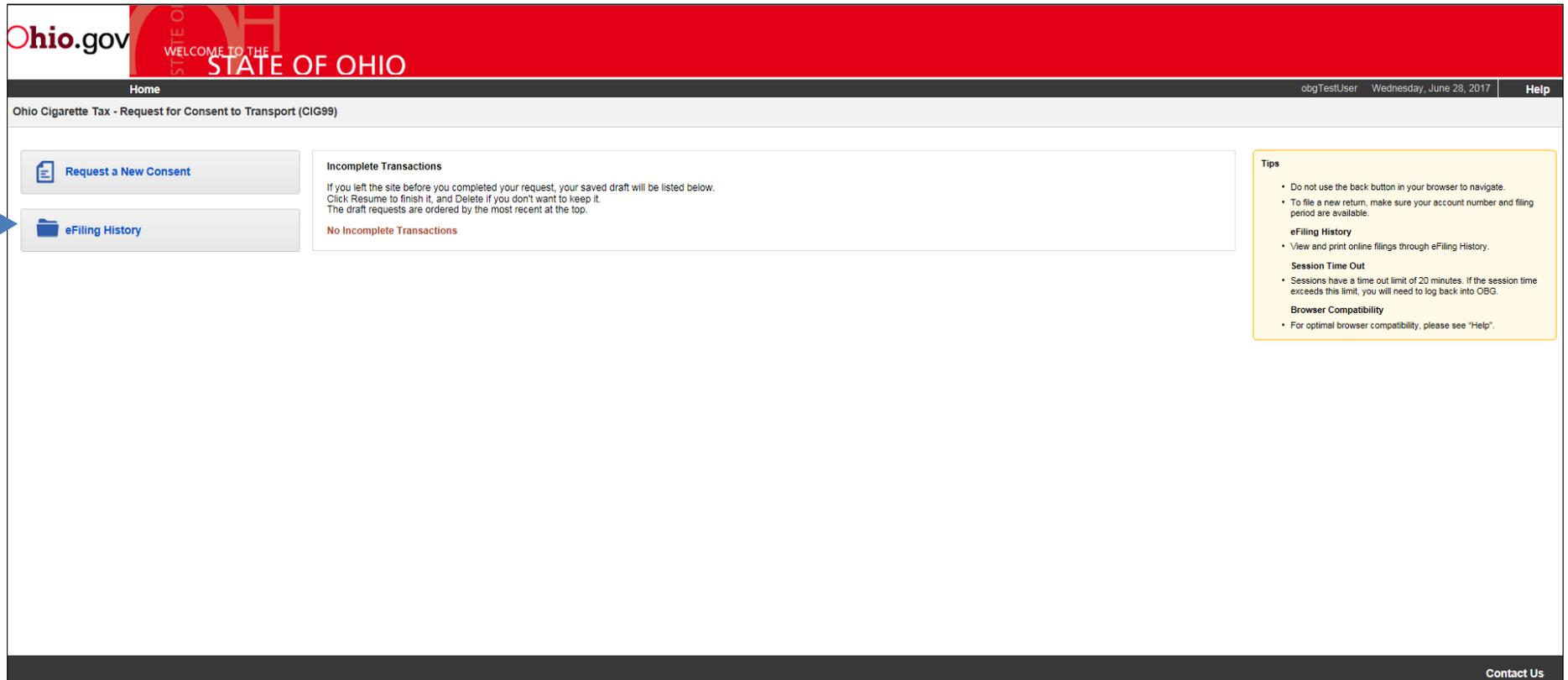
Please note: this confirmation is not your approved authorization for shipment. Upon approval you will receive a letter authorizing your consent for shipment.

Ohio Cigarette Tax-Request for Consent to Transport (CIG99)	
Total Stick Quantity	1,000

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

Chapter 4 – eFiling History

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



The screenshot displays the Ohio.gov website interface. At the top, there is a red header with the Ohio.gov logo and the text "WELCOME TO THE STATE OF OHIO". Below the header, a navigation bar includes "Home", "obgTestUser", "Wednesday, June 28, 2017", and "Help". The main content area is titled "Ohio Cigarette Tax - Request for Consent to Transport (CIG98)". On the left side, there are two buttons: "Request a New Consent" and "eFiling History". A blue arrow points to the "eFiling History" button. To the right of these buttons is a section titled "Incomplete Transactions" with the following text: "If you left the site before you completed your request, your saved draft will be listed below. Click Resume to finish it, and Delete if you don't want to keep it. The draft requests are ordered by the most recent at the top." Below this text, it says "No Incomplete Transactions". On the far right, there is a yellow box titled "Tips" containing the following information:

- 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.**
- 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.

eFiling History

Available Information

- Date Time Filed
- Account
- Invoice Number
- Date to be Shipped
- Filing Conf#
- View

Ohio.gov WELCOME TO THE STATE OF OHIO

Home obgTestUser Wednesday, June 28, 2017 Help

Ohio Cigarette Tax - Request for Consent to Transport (CIG99)

eFiling History

Date Time Filed	Account	Invoice Number	Date to be Shipped	Filing Conf #	
06/28/2017 11:07 AM	[redacted]	1234	01/17/2017	506810878687	View

Showing 1 to 1 of 1 entries

Previous **1** Next

[Back](#)

Tips

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

Contact Us

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