



Department of
Taxation

Filing an Ohio Other Tobacco Products Tax
Return Out-of-State Distributors OTP6
(922XXXXX or 924XXXXX)
Using the Ohio Business
Gateway

October 2018

Version: 1.1

Table of Contents

Chapter 1 - Introduction	1
General	1
Ohio Department of Taxation (ODT) Contact	1
Chapter 2 – Logging In To Ohio Business Gateway	2
Start a Transaction	4
Ohio Other Tobacco Products - Out-of-State Distributor (OTP6)	6
OTP6 Help	7
Chapter 3 – Filing a Return – Manual Entry	9
Select Filing Period	10
Schedules	11
Sales to OH Retailers (H)	12
Create Schedule	13
Schedule Details	14
Created Records	15
Summary of Created Records	16
Sales to OH Distributors (I)	17
Create Schedule	18
Schedule Details	19
Created Records	20
Summary of Created Records	21
Returned (F) Tab	22
Create Schedule	23
Schedule Details	24
Created Records	25
Summary of Created Records	26
Chapter 4 – File a Return - File Upload	27
Filing Information	27
Filing a Return	27
Select Filing Period	28
Enter Information	29
Send for Processing	30
Return to Main Menu	31
Validation Email Confirmation	32
Incomplete Transaction Page	33
Chapter 5 - Review and File (both Manual Entry and File Upload)	34
Review	34

File.....	35
Confirmation.....	36
Print View.....	37
State of Ohio Other Tobacco Products Tax Out-of-State Distributor Tax Return	37
Chapter 6 – Amend a Return.....	39
File Upload.....	39
Filing an Amended Return.....	39
Select Filing Period	40
Chapter 7 – File a Zero Activity Return.....	41
Select Filing Period	42
Schedules	43
Chapter 8 – eFiling History	44
eFiling History	45
Chapter 9 – Make a Payment Only	46
Make a Payment	50
Make a Payment – Searching by Filing Period	51
Make a Payment – Search by Filing Confirmation Number	52
Make a Payment – Search by Filing Confirmation Number (continued).....	53
Make a Payment – Billing Notice.....	54
Make a Payment – Billing Notice (continued)	55
Make a Payment – Assessment Notice.....	56
Make a Payment – Assessment Notice (continued)	57
Payment Selection	58
Ready for Checkout	58
Step 1 – How would you like to pay?.....	59
Step 2 – When would you like your payment to be processed?.....	60
Step 3 – What method will you use to pay?.....	61
Step 4 – How much would you like to pay?	62
Payment Account Information (Enter).....	63
Final Confirmation of Transactions.....	64
Chapter 11 – Electronic Payment History.....	65
Transaction Confirmation and Receipt	66
Transaction Confirmation and Receipt (Continued).....	67

Chapter 1 - Introduction

General

Beginning February 5, 2018, the Ohio Other Tobacco Products tax returns can be filed using the Ohio Business Gateway (OBG). Attached are instructions of how to navigate the OBG.

Ohio Department of Taxation (ODT) Contact

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

Phone: 855.466.3921 (option 3)

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

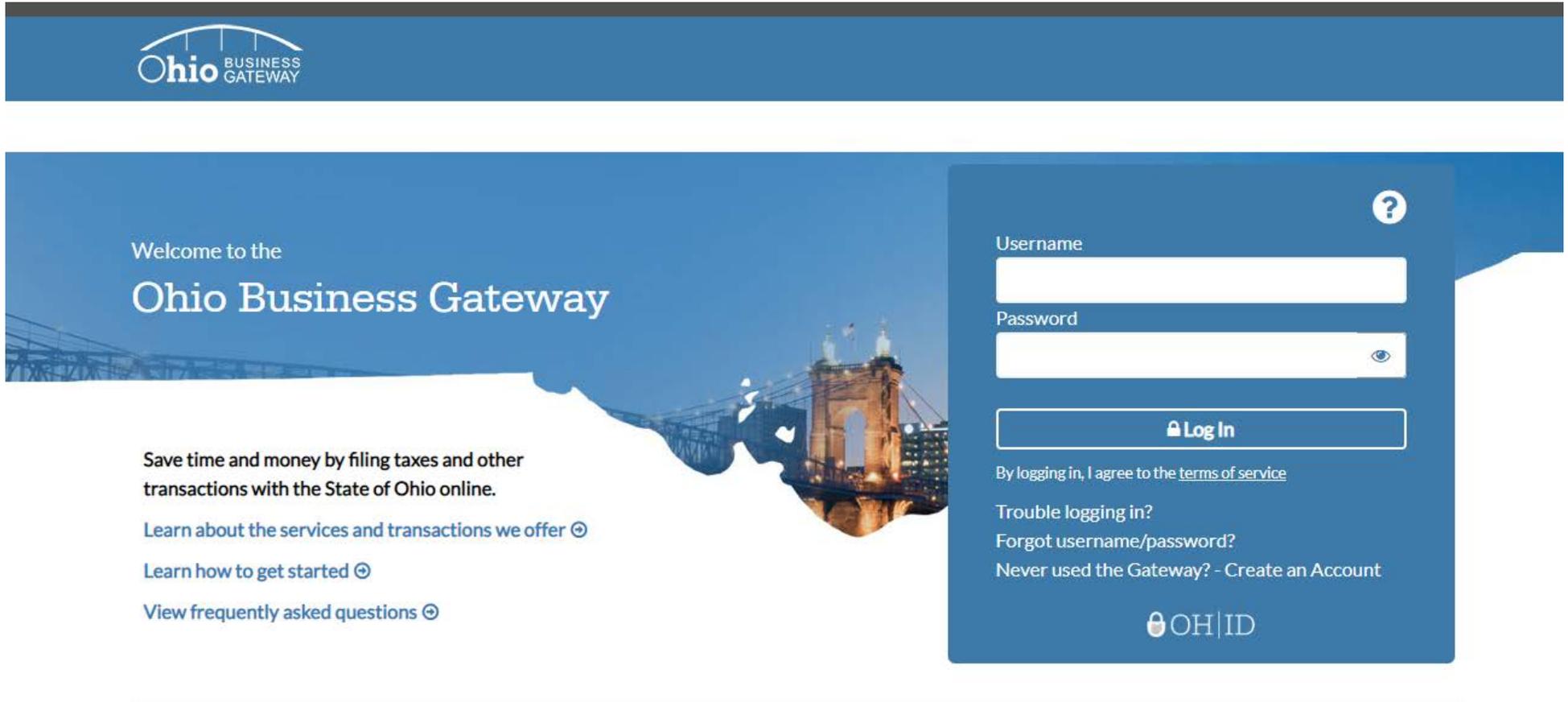
You may write to us at the following address:

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

NOTE: Information Release, XT 207-03 Other Tobacco Products Tax – Premium Cigars – Issued July, 2017, http://www.tax.ohio.gov/excise/information_releases/index_excise/XT2017-03.aspx, requires that premium cigars be reported separately from other tobacco products and little cigars. Purchases or sales of any premium cigars during the filing period require that you continue to report via paper returns. Updated forms are available at <http://www.tax.ohio.gov/forms.aspx>.

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

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 – Other Tobacco Products 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 “Other Tobacco Products Tax – Out-of-State Distributor (OTP6)” option.



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

Start a Transaction	In Progress (0)	Ready for Checkout (0)
<ul style="list-style-type: none"><li data-bbox="220 651 814 678">+ Ohio Taxation - Municipal Net Profit Tax - New<li data-bbox="220 708 678 735">+ Municipal Taxation – Net Profit Tax<li data-bbox="220 764 611 792">+ Ohio Taxation - Cigarette Tax<li data-bbox="220 821 627 849">+ Ohio Taxation - Motor Fuel Tax		<ul style="list-style-type: none"><li data-bbox="1035 651 1608 678">+ Ohio Taxation - Other Tobacco Products Tax<ul style="list-style-type: none"><li data-bbox="1062 699 1671 727">➔ Other Tobacco Products Tax - In-State Distributor (OTP2)<li data-bbox="1062 764 1640 816">➔ Other Tobacco Products Tax - Out-of-State Distributor (OTP6)<li data-bbox="1062 854 1625 881">➔ Other Tobacco Products Tax - Manufacturer (OTP98)<li data-bbox="1062 919 1493 946">➔ Other Tobacco Products Tax - Payment<li data-bbox="1062 984 1598 1036">➔ Other Tobacco Products - Request for Consent to Transport(OTP99)<li data-bbox="1062 1073 1640 1101">➔ Other Tobacco Product Tax - Refund Request (OTP12)<li data-bbox="1035 1154 1625 1182">+ Ohio Taxation - Master Settlement Agreement<li data-bbox="1035 1203 1524 1230">+ Ohio Taxation - Replacement Tire Fee



Ohio Other Tobacco Products - Out-of-State Distributor (OTP6)

This is the Ohio Other Tobacco Products - Out-of-State Distributor (OTP6) 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.gov website interface for the Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6) page. The page features a red header with the Ohio.gov logo and "WELCOME TO THE STATE OF OHIO". Below the header is a navigation bar with "Home", a search box, the date "Monday, June 26, 2017", and a "Help" link. The main content area is titled "Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)". 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 sub-section "No Incomplete Transactions". On the right, there is a "Tips" box with several bullet points. 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 navigation bar.

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.

OTP6 Help

5743.52 Filing of Returns

Each distributor of tobacco products subject to the tax levied by section 5743.51 of the Revised Code, on or before the twenty-third day of each month, shall file with the tax commissioner a return for the preceding month showing any information the tax commissioner finds necessary for the proper administration of sections 5743.51 to 5743.66 of the Revised Code, together with remittance of the tax due. The return and payment of the tax required by this section shall be filed in such a manner that it is received by the commissioner on or before the twenty-third day of the month following the reporting period.

Return Information

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

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

Payment Information

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

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

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

Additional Services

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

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

Browser Compatibility

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

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

Resolution

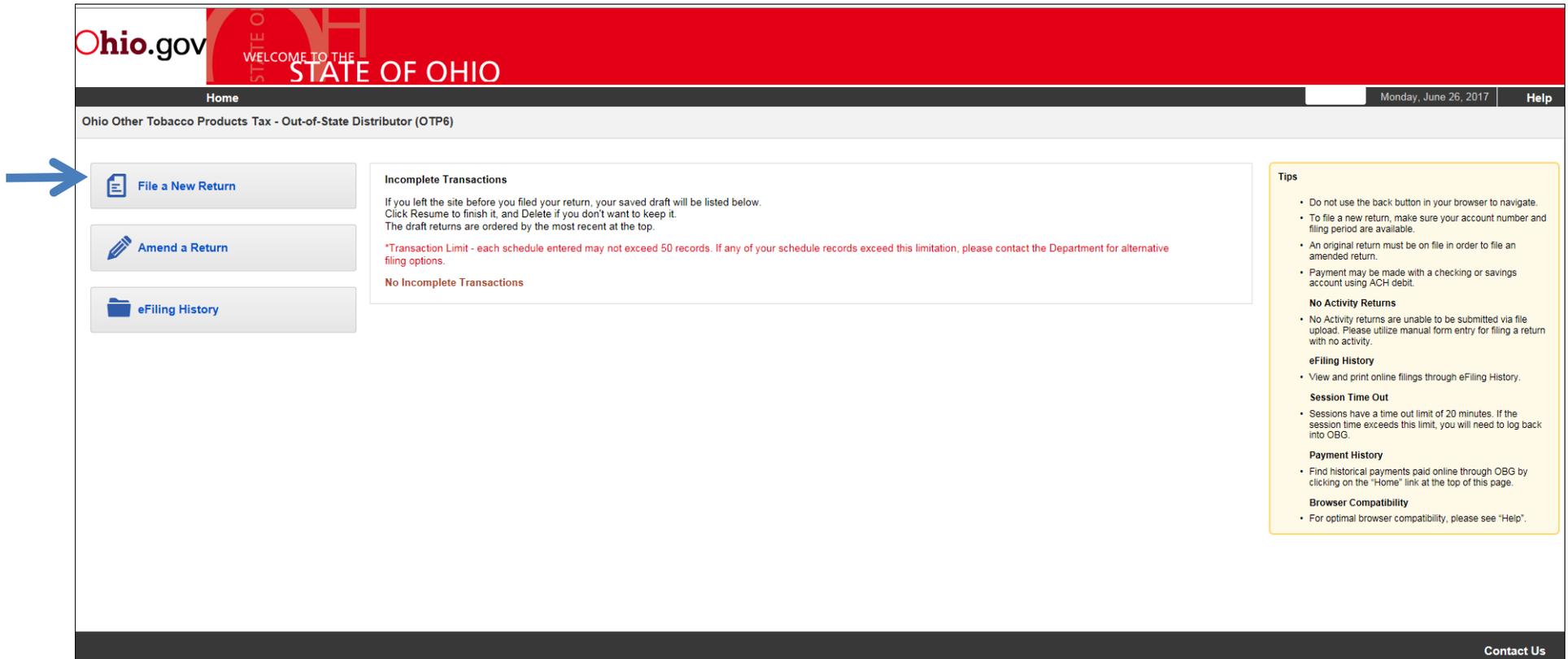
This user interface was developed to a resolution of 1024 x 768 dpi and above. If you are unable to view the full information throughout this site, please check your resolution

Help

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

Chapter 3 – Filing a Return – Manual Entry

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



The screenshot shows the Ohio.gov website interface for filing a return. The header includes the Ohio.gov logo, the text "WELCOME TO THE STATE OF OHIO", and navigation links for "Home", "Monday, June 26, 2017", and "Help". The main content area is titled "Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)". 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 transaction limit notice. A "No Incomplete Transactions" message is also present. On the right, a "Tips" section provides guidance on navigation, filing requirements, activity returns, eFiling history, session time out, payment history, and browser compatibility. A "Contact Us" link is located at the bottom right.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Monday, June 26, 2017 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

 [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 50 records. If any of your schedule records exceed this limitation, please contact the Department for alternative filing options.

No Incomplete Transactions

Tips

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

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.

Payment History

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

Browser Compatibility

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

Contact Us

Select Filing Period

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

The screenshot shows the Ohio.gov website interface for the 'Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)'. The page features a red header with the Ohio state logo and 'WELCOME TO THE STATE OF OHIO'. Below the header is a navigation bar with 'Home', a search box, the date 'Monday, June 26, 2017', and a 'Help' link. The main content area is titled 'Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)'. 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 contains the following fields and options:

- *All fields are required**
- Account Number:
- Filing Year:
- Filing Month:
- Type of Filing: Original, Amended
- Method of Filing: 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:

Tips

- Corrections to the account number and filing period can only be made here prior to clicking Next.
- If a correction to an account number or filing period needs to be made after this screen has been passed, the incomplete filing must be deleted and a new filing will need to be started.
- 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

At the bottom right of the page is 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

Schedules

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

- Sales to OH Retailers (H)
- Sales to OH Distributors (I)
- Returned (F)

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Tuesday, January 30, 2018 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

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

Account Number [redacted]
Filing Period 12/01/2017 - 12/31/2017 Original

Sales To OH Retailers (H) Sales To OH Distributors (I) Returned (F)

Sales to Ohio Retailers or Consumers (H)

Select Product Type

Other Tobacco Products (OTP) Little Cigars (LC) Premium Cigars (PC)

Summary of Created Records

Product Type	Total Wholesale Cost	Quantity of Premium Cigars
No created records		

Tips

- To navigate through the schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- A complete list of all licensed distributors can be found on our website at tax.ohio.gov.
- Hovering over a name in the Schedule Summary will display the full name.
- 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 Back button to return to the previous page.
- 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

- Transaction Detail to complete applicable schedules

Contact Us

- Use the Back button to return to 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
- Only complete the schedules that are applicable to your filing

Sales to OH Retailers (H)

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Tuesday, January 30, 2018 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

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

Account Number [redacted]
Filing Period 12/01/2017 - 12/31/2017 Original

Sales To OH Retailers (H) Sales To OH Distributors (I) Returned (F)

Sales to Ohio Retailers or Consumers (H)

Select Product Type

Other Tobacco Products (OTP) Little Cigars (LC) Premium Cigars (PC)

Create Schedule

Summary of Created Records

Product Type	Total Wholesale Cost	Quantity of Premium Cigars
No created records		

Back Review Save & Exit

Tips

- To navigate through the schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- A complete list of all licensed distributors can be found on our website at tax.ohio.gov.
- Hovering over a name in the Schedule Summary will display the full name.
- 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 Back button to return to the previous page.
- 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

- Transaction Detail to complete applicable schedules

Contact Us

- To navigate through the schedules, click the corresponding tab
- 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
- Go to Chapter 5 – Review and File to complete your filing

Create Schedule

- Select Product Type
- Click Create Schedule

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Tuesday, January 30, 2018 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

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

Account Number [redacted]
Filing Period 12/01/2017 - 12/31/2017 Original

Sales To OH Retailers (H) Sales To OH Distributors (I) Returned (F)

Sales to Ohio Retailers or Consumers (H)

Select Product Type

Other Tobacco Products (OTP)
 Little Cigars (LC)
 Premium Cigars (PC)

Summary of Created Records

Product Type	Total Wholesale Cost	Quantity of Premium Cigars
No created records		

Back Review Save & Exit

Tips

- To navigate through the schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- A complete list of all licensed distributors can be found on our website at tax.ohio.gov.
- Hovering over a name in the Schedule Summary will display the full name.
- 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 Back button to return to the previous page.
- 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

- Transaction Detail to complete applicable schedules

Contact Us

Schedule Details

- Buyer Name
- Buyer Address 1
- Buyer Address 2
- Buyer City
- Zip Code
- Invoice Date (MM/DD/YYYY)
- Invoice Number
- OTP or LC or PC Wholesale Cost (must be greater than zero)
- Quantity of Premium Cigars

The screenshot shows the Ohio.gov website interface for the 'Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)'. The page has a red header with the Ohio state logo and 'WELCOME TO THE STATE OF OHIO'. Below the header is a navigation bar with 'Home', 'Monday, June 26, 2017', and 'Help'. The main content area is titled 'Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)'. On the left, there is a navigation menu with four steps: 1. Select Filing Period, 2. Enter Information, 3. Review and File, and 4. Confirmation. A blue arrow points to the 'Enter Information' step. The main content area is divided into several sections. At the top, it says '*Indicates required field(s)'. Below that, there are fields for 'Account Number', 'Filing Period' (01/01/2017 - 01/31/2017), and 'Original'. The main section is titled 'Other Tobacco Products (OTP) Sales to Ohio Retailers or Consumers (H)'. It contains an 'Add/View Record' form with fields for: Buyer Name, Buyer Address 1, Buyer Address 2, Buyer City, Buyer State (OH), Zip Code, Invoice Date (mm/dd/yyyy), Invoice Number, and OTP Wholesale Cost. There are 'Save' and 'Clear' buttons. Below the form is a checkbox labeled 'On Save, copy highlighted fields to next blank record'. To the right of the form is a 'Created Records' table with columns for Buyer, Invoice Number, and Cost. The table currently shows 'No Created Records'. On the right side of the page, there is a yellow 'Tips' box with several instructions. At the bottom right, there is a 'What You Will Need' section listing: Buyer Name and Address, Invoice Date, Invoice Number, and Product Wholesale Cost. At the bottom of the page, there are 'Save & Return to Summary' and 'Save & Exit' buttons, and a 'Contact Us' link.

- 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
- Check the option “On Save, copy highlighted fields to next blank record” in order to retain the data elements displayed in gray
- 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
- **This schedule cannot accept more than 50 records**

Created Records

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

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Monday, June 26, 2017 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

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

Other Tobacco Products (OTP) Sales to Ohio Retailers or Consumers (H)

Add/View Record

*Buyer Name
*Buyer Address 1
Buyer Address 2
*Buyer City
*Buyer State OH
*Zip Code
*Invoice Date mm/dd/yyyy
*Invoice Number
*OTP Wholesale Cost \$

Save Clear

On Save, copy highlighted fields to next blank record

Created Records

Buyer	Invoice Number	Cost		
Buyer Name	1234	\$200.00	Edit	Delete

Tips

- Hovering over the text for Buyer will display the full name.
- By placing a check in the box labeled "On Save, copy highlighted fields to next blank record", you can retain the data elements displayed in gray to be used on the next new record.
- Use the Save button to add the record for the selected Schedule.
- Use the Clear button to remove the data from all fields on the Schedule.
- Click Edit if a correction needs to be made to a Created Record.
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current 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 50 records. If your schedule records will exceed this amount, please contact the Department.

What You Will Need

- Buyer Name and Address
- Invoice Date
- Invoice Number
- Product Wholesale Cost.

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

Save & Return to Summary Save & Exit

Contact Us

- Use the Edit button to edit the schedule data entered in the Created Records section
- Use the Delete button to remove the data from the Created Records
- Check the option "On Save, copy highlighted fields to next blank record" in order to retain the data elements displayed in gray
- Hovering over the text for the Buyer will display the full name

Summary of Created Records

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

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Tuesday, January 30, 2018 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

Account Number []
Filing Period 12/01/2017 - 12/31/2017 Original

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

Sales To OH Retailers (H) Sales To OH Distributors (I) Returned (F)

Sales to Ohio Retailers or Consumers (H)

Select Product Type

Other Tobacco Products (OTP) Create Schedule
 Little Cigars (LC)
 Premium Cigars (PC)

Summary of Created Records

Product Type	Total Wholesale Cost	Quantity of Premium Cigars
Premium Cigars	\$1,000.00	100

Back Review Save & Exit

Back Review Save & Exit

Tips

- To navigate through the schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- A complete list of all licensed distributors can be found on our website at tax.ohio.gov.
- Hovering over a name in the Schedule Summary will display the full name.
- 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 Back button to return to the previous page.
- 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

- Transaction Detail to complete applicable schedules

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

Sales to OH Distributors (I)

The screenshot shows the Ohio.gov website interface for the 'Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)'. The page is titled 'Sales to OH Distributors (I)' and is part of a multi-step process. The progress indicator shows four steps: 1. Select Filing Period, 2. Enter Information (current step), 3. Review and File, and 4. Confirmation. The 'Enter Information' section includes fields for 'Account Number' and 'Filing Period' (12/01/2017 - 12/31/2017). A blue arrow points to the 'Original' label next to the filing period. Below this, there are three tabs: 'Sales To OH Retailers (H)', 'Sales To OH Distributors (I)' (selected), and 'Returned (F)'. The 'Sales To Ohio Licensed Distributors (I)' section contains a 'Select Product Type' dropdown with options: Other Tobacco Products (OTP), Little Cigars (LC), and Premium Cigars (PC). There is also a field for 'Enter Buyer's ODT Account Number' and a 'Create Schedule' button. A 'Summary of Created Records' table is shown below, with columns for Buyer, OTP Total Wholesale Cost, LC Total Wholesale Cost, and Quantity of Premium Cigars. The table currently shows 'No created records'. At the bottom of the form, there are 'Back', 'Review', and 'Save & Exit' buttons. A 'Tips' section on the right provides instructions on navigating through the schedules, completing them, and using the 'Back', 'Review', and 'Save & Exit' buttons. The 'What You Will Need' section indicates that a Transaction Detail is required to complete applicable schedules.

- 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
- Go to Chapter 5 – Review and File to complete your filing

Create Schedule

- Select Product Type
- Enter Buyer's ODT Account Number
- Click Create Schedule

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Tuesday, January 30, 2018 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

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

Account Number []
Filing Period 12/01/2017 - 12/31/2017 Original

Sales To OH Retailers (H) Sales To OH Distributors (I) Returned (F)

Sales To Ohio Licensed Distributors (I)

Select Product Type Enter Buyer's ODT Account Number

Other Tobacco Products (OTP)
 Little Cigars (LC)
 Premium Cigars (PC)

[] Create Schedule

Summary of Created Records

Buyer	OTP Total Wholesale Cost	LC Total Wholesale Cost	Quantity of Premium Cigars
No created records			

Back Review Save & Exit

Tips

- To navigate through the schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- A complete list of all licensed distributors can be found on our website at tax.ohio.gov.
- Hovering over a name in the Schedule Summary will display the full name.
- 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 Back button to return to the previous page.
- 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

- Transaction Detail to complete applicable schedules

Contact Us

Schedule Details

- Invoice Date (MM/DD/YYYY)
- Invoice Number
- OTP or LC or PC Wholesale Cost
- Quantity of Premium Cigars

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Tuesday, June 27, 2017 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

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

Other Tobacco Products (OTP) Sales to Other Ohio Licensed Distributors (I):

Add/View Record

* Invoice Date mm/dd/yyyy
* Invoice Number
* OTP Wholesale Cost \$

Save Clear

Created Records

Date	Invoice	Cost
No Created Records		

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

Save & Return to Summary Save & Exit

Tips

- Use the Save button to add the record for the selected Schedule.
- Use the Clear button to remove the data from all fields on the Schedule.
- Click Edit if a correction needs to be made to a Created Record
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current 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 50 records. If your schedule records will exceed this amount, please contact the Department.

What You Will Need

- Invoice Date
- Invoice Number
- Product Wholesale Cost

Contact Us

- Use the Save button to add the record for the selected schedule
- Use the Clear button to remove the data from all fields on the schedule
- Use the Save & Return to Summary button to review all the schedules that have been completed for the current return
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return
- **This schedule cannot accept more than 50 records**

Created Records

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

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Tuesday, June 27, 2017 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

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

Other Tobacco Products (OTP) Sales to Other Ohio Licensed Distributors (I):

Add/View Record

* Invoice Date mm/dd/yyyy
* Invoice Number
* OTP Wholesale Cost \$

Save Clear

Created Records

Date	Invoice	Cost	Edit	Delete
01/17/2017	1234	\$150.00	Edit	Delete

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

Save & Return to Summary Save & Exit

Tips

- Use the Save button to add the record for the selected Schedule.
- Use the Clear button to remove the data from all fields on the Schedule.
- Click Edit if a correction needs to be made to a Created Record
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current 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 50 records. If your schedule records will exceed this amount, please contact the Department.

What You Will Need

- Invoice Date
- Invoice Number
- Product Wholesale Cost

Contact Us

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

Summary of Created Records

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

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Tuesday, January 30, 2018 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

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

Account Number []
Filing Period 12/01/2017 - 12/31/2017 Original

Sales To OH Retailers (H) Sales To OH Distributors (I) Returned (F)

Sales To Ohio Licensed Distributors (I)

Select Product Type Enter Buyer's ODT Account Number

Other Tobacco Products (OTP)
 Little Cigars (LC)
 Premium Cigars (PC)

[] Create Schedule

Summary of Created Records

Buyer	OTP Total Wholesale Cost	LC Total Wholesale Cost	Quantity of Premium Cigars
	\$0.00	\$0.00	100
Grand Total	\$0.00	\$0.00	100

Back Review Save & Exit

Tips

- To navigate through the schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- A complete list of all licensed distributors can be found on our website at tax.ohio.gov.
- Hovering over a name in the Schedule Summary will display the full name.
- 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 Back button to return to the previous page.
- 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

- Transaction Detail to complete applicable schedules

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

Returned (F) Tab

The screenshot shows the Ohio.gov website interface for the 'Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)'. The page is titled 'Returned (F)' and features a navigation menu on the left with four steps: 1. Select Filing Period, 2. Enter Information, 3. Review and File, and 4. Confirmation. The main content area includes an 'Account Number' field, a 'Filing Period' of 12/01/2017 - 12/31/2017, and a 'Returned (F)' tab. Below the tab, there is a 'Select Product Type' section with radio buttons for 'Other Tobacco Products (OTP)', 'Little Cigars (LC)', and 'Premium Cigars (PC)', and a 'Create Schedule' button. A 'Summary of Created Records' table is also present, showing no records. A 'Tips' section on the right provides guidance on navigating through the schedules and completing the return. The page footer includes a 'Contact Us' link.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Tuesday, January 30, 2018 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

1 Select Filing Period

2 Enter Information

3 Review and File

4 Confirmation

Account Number []

Filing Period 12/01/2017 - 12/31/2017 Original

Sales To OH Retailers (H) Sales To OH Distributors (I) Returned (F)

Returned from Ohio Customer (F)

Select Product Type

Other Tobacco Products (OTP) Little Cigars (LC) Premium Cigars (PC)

Create Schedule

Summary of Created Records

Product Type	Total Wholesale Cost	Quantity of Premium Cigars
No created records		

Back Review Save & Exit

Tips

- To navigate through the schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- A complete list of all licensed distributors can be found on our website at tax.ohio.gov.
- Hovering over a name in the Schedule Summary will display the full name.
- 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 Back button to return to the previous page.
- 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

- Transaction Detail to complete applicable schedules

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 to save the return and exit
- Go to Chapter 5 – Review and File to complete your filing

Create Schedule

- Select Product Type
- Click Create Schedule

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Tuesday, January 30, 2018 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

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

Account Number [input]
Filing Period 12/01/2017 - 12/31/2017 Original

Sales To OH Retailers (H) Sales To OH Distributors (I) **Returned (F)**

Returned from Ohio Customer (F)

Select Product Type

Other Tobacco Products (OTP)
 Little Cigars (LC)
 Premium Cigars (PC)

Summary of Created Records

Product Type	Total Wholesale Cost	Quantity of Premium Cigars
No created records		

Back Review Save & Exit

Tips

- To navigate through the schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- A complete list of all licensed distributors can be found on our website at tax.ohio.gov.
- Hovering over a name in the Schedule Summary will display the full name.
- 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 Back button to return to the previous page.
- 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

- Transaction Detail to complete applicable schedules

Contact Us

Schedule Details

- Date Returned (MM/DD/YYYY)
- Credit Memo Date (MM/DD/YYYY)
- Credit Memo Number
- Quantity
- Product Description
- OTP or LC or PC Wholesale Cost
- Quantity of Premium Cigars

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Tuesday, June 27, 2017 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

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

Other Tobacco Products (OTP) Returned From an Ohio Customer (F)

Add/View Record

* Date Returned mm/dd/yyyy
* Credit Memo Date mm/dd/yyyy
* Credit Memo Number
* Quantity
* Product Description
* OTP Wholesale Cost \$

Created Records

Date Returned	Credit Memo	Cost
No Created Records		

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

Tips

- Use the Save button to add the record for the selected Schedule.
- Use the Clear button to remove the data from all fields on the Schedule.
- Click Edit if a correction needs to be made to a Created Record
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current 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 50 records. If your schedule records will exceed this amount, please contact the Department.

What You Will Need

- Date the product was returned
- Date of the Credit Memo issued
- Credit Memo Number issued
- Quantity of product returned
- Description of product returned
- Product Wholesale Cost

Contact Us

- Use the Save button to add the record for the selected schedule
- Use the Clear button to remove the data from all fields on the schedule
- Use the Save & Return to Summary button to review all the schedules that have been completed for the current return
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return
- **This schedule cannot accept more than 50 records**

Created Records

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

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Tuesday, June 27, 2017 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

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

Other Tobacco Products (OTP) Returned From an Ohio Customer (F)

Add/View Record

* Date Returned mm/dd/yyyy

* Credit Memo Date mm/dd/yyyy

* Credit Memo Number

* Quantity

* Product Description

* OTP Wholesale Cost \$

Created Records 

Date Returned	Credit Memo	Cost	Edit	Delete
01/17/2017	1234	\$250.00	Edit	Delete

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

Tips

- Use the Save button to add the record for the selected Schedule.
- Use the Clear button to remove the data from all fields on the Schedule.
- Click Edit if a correction needs to be made to a Created Record
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current 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 50 records. If your schedule records will exceed this amount, please contact the Department.

What You Will Need

- Date the product was returned
- Date of the Credit Memo issued
- Credit Memo Number issued
- Quantity of product returned
- Description of product returned
- Product Wholesale Cost

Contact Us

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

Summary of Created Records

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

The screenshot shows the Ohio.gov website interface for the 'Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)'. The page includes a navigation menu on the left with steps: 1. Select Filing Period, 2. Enter Information, 3. Review and File, and 4. Confirmation. The main content area displays account information (Account Number, Filing Period: 01/01/2017 - 01/31/2017, Original) and tabs for 'Sales To OH Retailers (H)', 'Sales To OH Distributors (I)', and 'Returned (F)'. The 'Returned (F)' tab is active, showing a section for 'Returned from Ohio Customer (F)' with radio buttons for 'Other Tobacco Products' and 'Little Cigars', and a 'Create Schedule' button. Below this is the 'Summary of Created Records' section, which contains a table with columns for 'Product Type' and 'Total Wholesale Cost'. The table lists 'Other Tobacco Products' with a cost of '\$250.00'. To the right of the table are 'Show Schedule' and 'Delete' buttons. At the bottom of the section are 'Back', 'Review', and 'Save & Exit' buttons. A blue arrow points to the 'Summary of Created Records' section. On the right side of the page, there is a 'Tips' box with several instructions and a 'What You Will Need' section.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Tuesday, June 27, 2017 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

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

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

Sales To OH Retailers (H) Sales To OH Distributors (I) Returned (F)

Returned from Ohio Customer (F)

Select Product Type
 Other Tobacco Products
 Little Cigars

Create Schedule

Summary of Created Records

Product Type	Total Wholesale Cost
Other Tobacco Products	\$250.00

Show Schedule Delete

Back Review Save & Exit

Tips

- To navigate through the schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- A complete list of all licensed distributors can be found on our website at tax.ohio.gov.
- Hovering over a name in the Schedule Summary will display the full name.
- 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 Back button to return to the previous page.
- 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

- Transaction Detail to complete applicable schedules

Contact Us

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

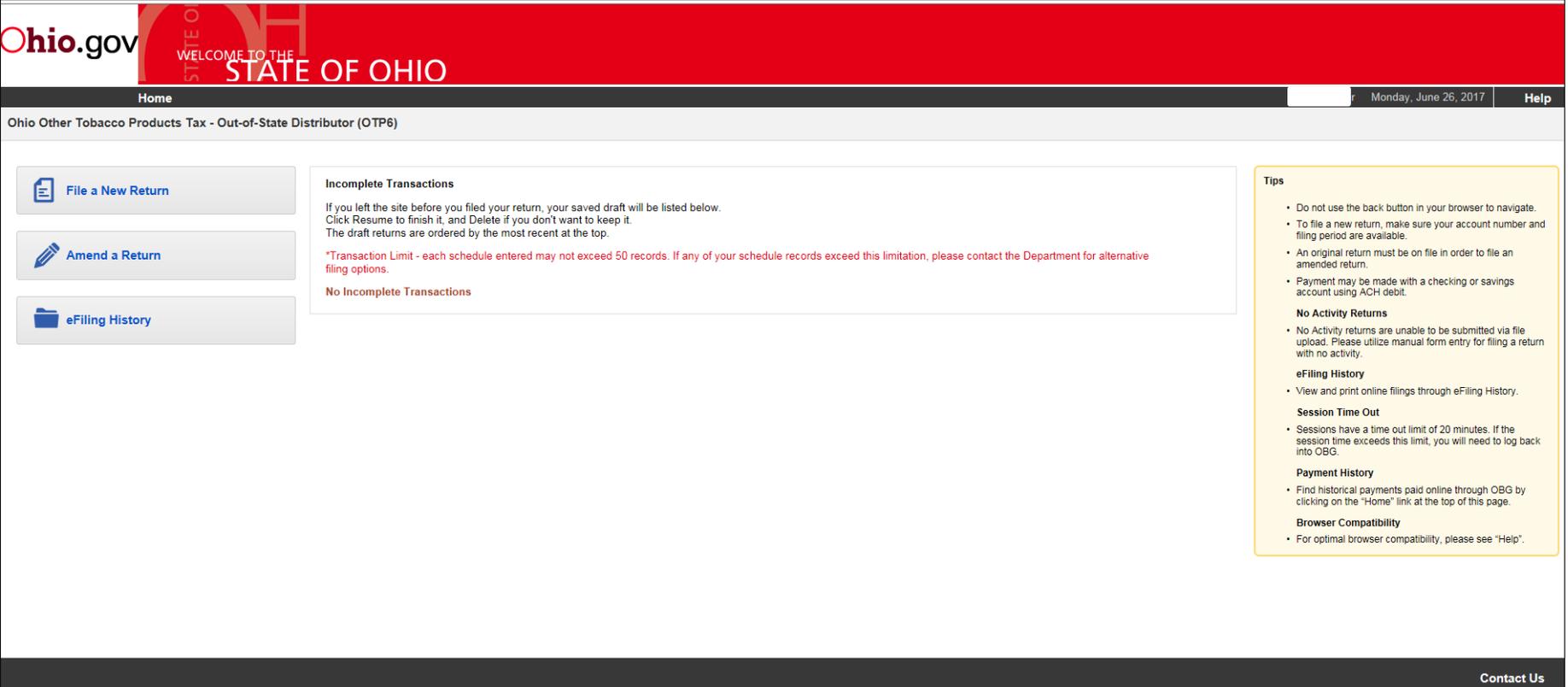
Chapter 4 – File a Return - File Upload

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 the 'Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)'. 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', 'Monday, June 26, 2017', and 'Help'. The main content area is divided into three sections: a left sidebar with buttons for 'File a New Return', 'Amend a Return', and 'eFiling History'; a central 'Incomplete Transactions' section with a message about saved drafts and a transaction limit of 50 records; and a right sidebar titled 'Tips' containing various instructions and notices. A blue arrow points to the 'File a New Return' button.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Monday, June 26, 2017 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

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 50 records. If any of your schedule records exceed this limitation, please contact the Department for alternative filing options.

No Incomplete Transactions

Tips

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

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.

Payment History

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

Browser Compatibility

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

Contact Us

Select Filing Period

- Account Number (8-digit Other Tobacco Products Tax Account Number)
- Filing Year
- Select Filing Month
- Click on the Type of Filing
- Click on Method of Filing: Upload Files
- Click “Next” to continue

The screenshot shows the Ohio.gov website interface for the 'Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)'. The page features a red header with the Ohio state logo and 'WELCOME TO THE STATE OF OHIO'. Below the header is a navigation bar with 'Home', 'Monday, June 26, 2017', and 'Help'. The main content area is titled 'Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)'. 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 contains the following fields and options:

- *All fields are required**
- Account Number:
- Filing Year:
- Filing Month:
- Type of Filing: Original, Amended
- Method of Filing: 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:

Tips

- Corrections to the account number and filing period can only be made here prior to clicking Next.
- If a correction to an account number or filing period needs to be made after this screen has been passed, the incomplete filing must be deleted and a new filing will need to be started.
- 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

At the bottom right of the page is 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

Enter Information

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

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Tuesday, June 27, 2017 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

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:
name@abccompany.com

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

* Browse

File Name	Size	Action
No files uploaded		

Cancel Send for Processing

If you click "Cancel" or close the window before clicking "Send for Processing," the uploaded files will not be saved.

Contact Us

- 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 Tuesday, June 27, 2017 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

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
OTP2_SampleFile.TXT	3 KB	Delete

Cancel Send for Processing

If you click "Cancel" or close the window before clicking "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 Tuesday, June 27, 2017 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

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

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

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

File(s) successfully uploaded for validation

The file(s) below were uploaded for validation processing on Tuesday, June 27, 2017 at 11:33 AM

File Name	Status
OTP2_SampleFile.TXT	Waiting for Processing

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

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

[Return to Main Menu](#)

Tips

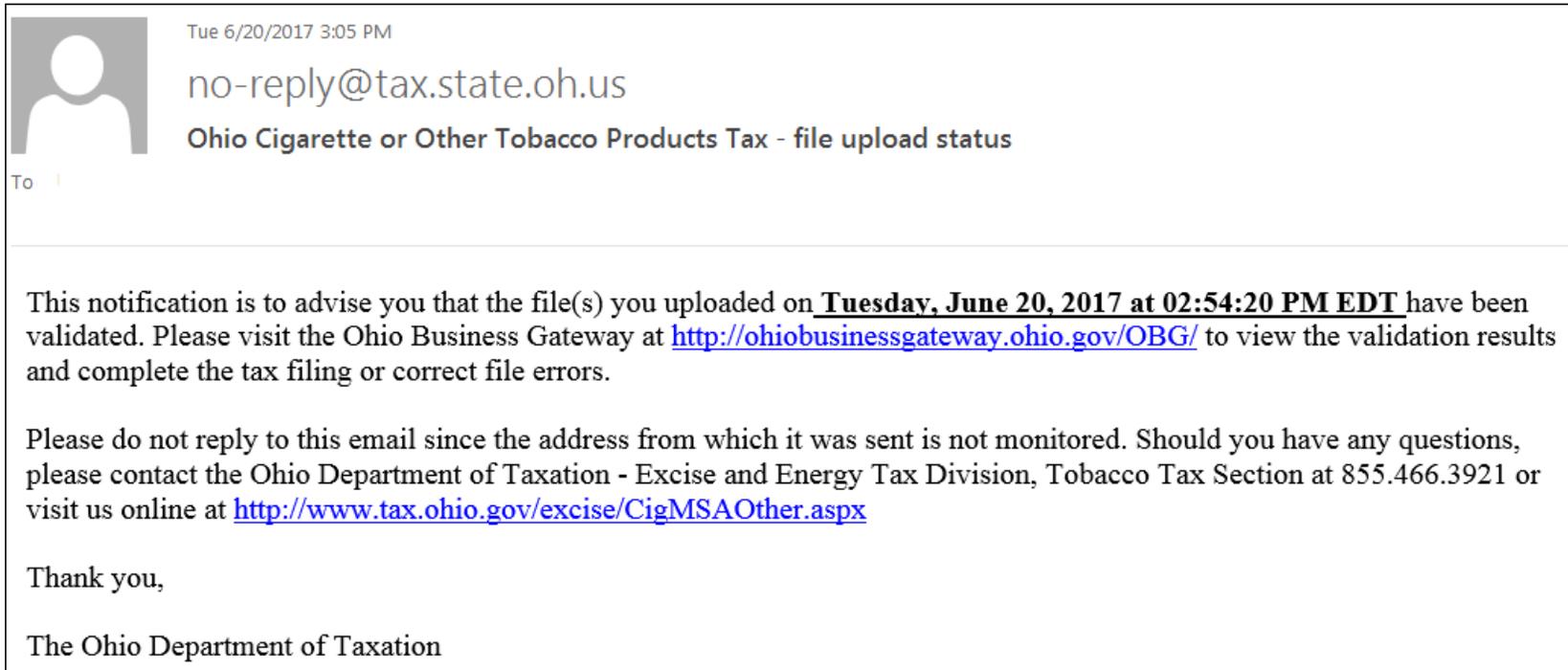
- If you made a mistake and need to add/delete or edit files, start a new transaction and upload the required files again.
- File validation occurs nightly. The file(s) will be ready for the next step in processing within 24 hours.

Contact Us

- File validation occurs nightly
- The file(s) will be ready for the next step within 24 hours of initial upload
- Use Return to Main Menu to return to the 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 the entered or uploaded schedules
- It will then return the calculated totals for add date, and if applicable, the “Total Tax Due”

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Tuesday, January 30, 2018 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

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

Account Number [Redacted]
Filing Period 12/01/2017 - 12/31/2017 Original

Return Review

Other Tobacco Products

Wholesale Cost of Tobacco Products Sold Into OH	\$0.00
Credits	\$0.00
Net Taxable Value	\$0.00
Other Tobacco Products Tax	\$0.00

Little Cigars

Wholesale Cost of Little Cigars Sold Into OH	\$0.00
Credits	\$0.00
Net Taxable Value	\$0.00
Little Cigars Tax	\$0.00

Premium Cigars

Quantity of Premium Cigars Sold Into OH	0
Credits	0
Net Quantity of Premium Cigars	0
Premium Cigars Tax	\$0.00

Totals

Total Tax	\$0.00
Less Discount (if applicable)	\$0.00

Total Tax Due \$0.00

* Email Address (required)
Please provide an email address for any further communication regarding the processing of this transaction
[name@abccompany.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 Tax Due to ensure all schedule 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 return.
- Use the Exit button to save your return without filing and return to OBG.

- Review button total Tax Due to ensure all schedule details are accurate
- If you disagree with the summarized values, review and/or edit the schedule details by clicking the “Back” button and making the appropriate corrections

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 Monday, June 26, 2017 Help

Ohio Other Tobacco Products Tax - In-State Distributor (OTP2)

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

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

Other Tobacco Products	
Total Purchases	\$0.00
Sales in Interstate Commerce	\$0.00
Returned to Manufacturer	\$0.00
Destroyed with Prior Approval	\$0.00
Total Credits	\$0.00
Net Taxable Value	\$0.00
Other Tobacco Products Tax	\$0.00

Little Cigars	
Total Purchases	\$0.00
Sales in Interstate Commerce	\$0.00
Returned to Manufacturer	\$0.00
Destroyed with Prior Approval	\$0.00
Total Credits	\$0.00
Net Taxable Value	\$0.00
Little Cigars Tax	\$0.00

Totals	
Total Tax	\$0.00
Less Discount (if applicable)	\$0.00

Tax Paid Transactions	
Purchases of Tax Paid Other Tobacco Products and Little Cigars	\$0.00
Sales of Tax Paid Other Tobacco Products and Little Cigars to other Ohio Licensed Distributors	\$0.00

Total Tax Due \$0.00

* Email Address (required)
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 Tax Due to ensure all schedule 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 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.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Monday, June 26, 2017 Help

Ohio Other Tobacco Products Tax - In-State Distributor (OTP2)

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

✓ Your return was successfully received: Date and Time of Filing 06/26/2017 03:07 PM

This confirmation acknowledges that your OTP2 Return for the period stated below has been filed with the Ohio Department of Taxation.

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

Filing Confirmation	502753337876
Account Number	
Filing Period	01/01/2017 - 01/31/2017 Original
Total Tax Due	\$0.00
Less Payment / Credits	\$0.00
Interest	\$0.00
Penalty	\$50.00
Total Balance Due as of 06/26/2017 *	\$50.00

Payment Amount \$

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

Tips

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

Contact Us

- Enter value in the Payment Amount
- Use the Send to Checkout button to add your payment to Checkout in OBG. You will be redirected to the OBG Home Page
- Use the Print View button to get a print of the return filed
- Use the Exit button to pay later or to make your payment ACH Credit via the Ohio Treasurer of State. You will be redirected to the OBG Home Page

Print View

**State of Ohio
Other Tobacco Products Tax
Out-of-State Distributor Tax Return**

Company Name:

Please print this page for your records.

Account Number:	
Date Filed:	07/25/2017
Filed By:	
Email Address:	
Confirmation Number:	309732007367
Filing Period:	01/01/2017 to 01/31/2017
Type of Filing:	Original
Total Tax Due:	\$0.00
Less Payment/Credits:	\$0.00
Interest:	\$0.00
Penalty:	\$0.00
Total Balance Due:	\$0.00

Tax Return Detail

Other Tobacco Products

Wholesale Cost of Tobacco Products Sold Into OH	\$0.00
Credits	\$0.00
Net Taxable Value	\$0.00
Other Tobacco Products Tax	\$0.00

Little Cigars

Wholesale Cost of Little Cigars Sold Into OH	\$0.00
Credits	\$0.00
Net Taxable Value	\$0.00
Little Cigars Tax	\$0.00

Premium Cigars

Number of Premium Cigars Sold into OH	0
Credits	0
Net Number of Taxable Cigars	0
Premium Cigars Tax	\$0.00

Totals

Total Tax	\$0.00
Less Discount (if applicable)	\$0.00

Total Tax Due	\$0.00
----------------------	---------------

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.

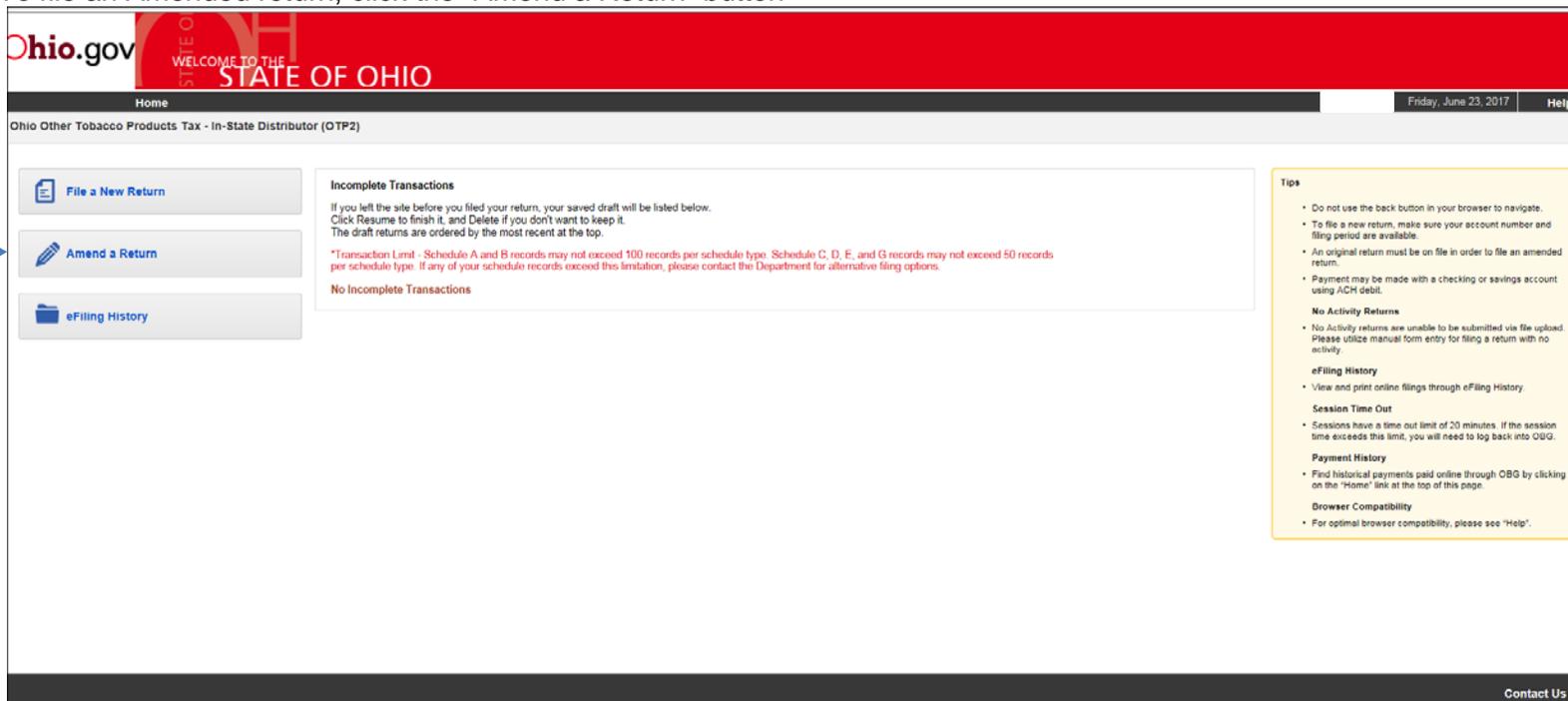
NOTE: If the filing of an amended return indirectly affects ANY element of subsequently filed returns, (i.e., beginning inventory, etc.) then each affected, subsequent filing must also be amended.

File Upload

- ASCII: The “Return Type” field must specify an “A” (as referenced in position 6 of the Ohio Other Tobacco Products 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 Other Tobacco Products Tax - In-State Distributor (OTP2). 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', 'Friday, June 23, 2017', and 'Help' links. The main content area is divided into several sections:

- File a New Return:** A button with a document icon.
- Amend a Return:** A button with a pencil icon, highlighted by a blue arrow pointing to it from the left.
- eFiling History:** A button with a folder icon.
- Incomplete Transactions:** A section with a heading and a paragraph: "If you left the site before you filed your return, your saved draft will be listed below. Click Resume to finish it, and Delete if you don't want to keep it. The draft returns are ordered by the most recent at the top." Below this is a red message: "*Transaction Limit - Schedule A and B records may not exceed 100 records per schedule type. Schedule C, D, E, and G records may not exceed 50 records per schedule type. If any of your schedule records exceed this limitation, please contact the Department for alternative filing options." At the bottom of this section, it says "No Incomplete Transactions".
- Tips:** A yellow box containing several tips:
 - Do not use the back button in your browser to navigate.
 - To file a new return, make sure your account number and filing period are available.
 - An original return must be on file in order to file an amended return.
 - Payment may be made with a checking or savings account using ACH debit.
 - 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 30 minutes. If the session time exceeds this limit, you will need to log back into OBTG.
 - Payment History**
 - Find historical payments paid online through OBTG by clicking on the "Home" link at the top of this page.
 - Browser Compatibility**
 - For optimal browser compatibility, please see "Help".

Select Filing Period

- Account Number (8-digit Other Tobacco Products Tax Account Number)
- Filing Year
- Select Filing Month
- Click on the Type of Filing
- 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 Other Tobacco Products Tax - In-State Distributor (OTP2)' process. The page is titled 'Ohio.gov' and 'WELCOME TO THE STATE OF OHIO'. The navigation bar includes 'Home', 'Friday, June 23, 2017', and 'Help'. The main content area is titled 'Ohio Other Tobacco Products Tax - In-State Distributor (OTP2)'. On the left, there is a progress indicator with 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), 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. On the right side, there is a 'Tips' box with the following content:

Tips

- Corrections to the filing period can only be made here prior to clicking Next.
- If a correction to a filing period needs to be made after this screen has been passed, the incomplete filing must be deleted and a new filing will need to be started.
- 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

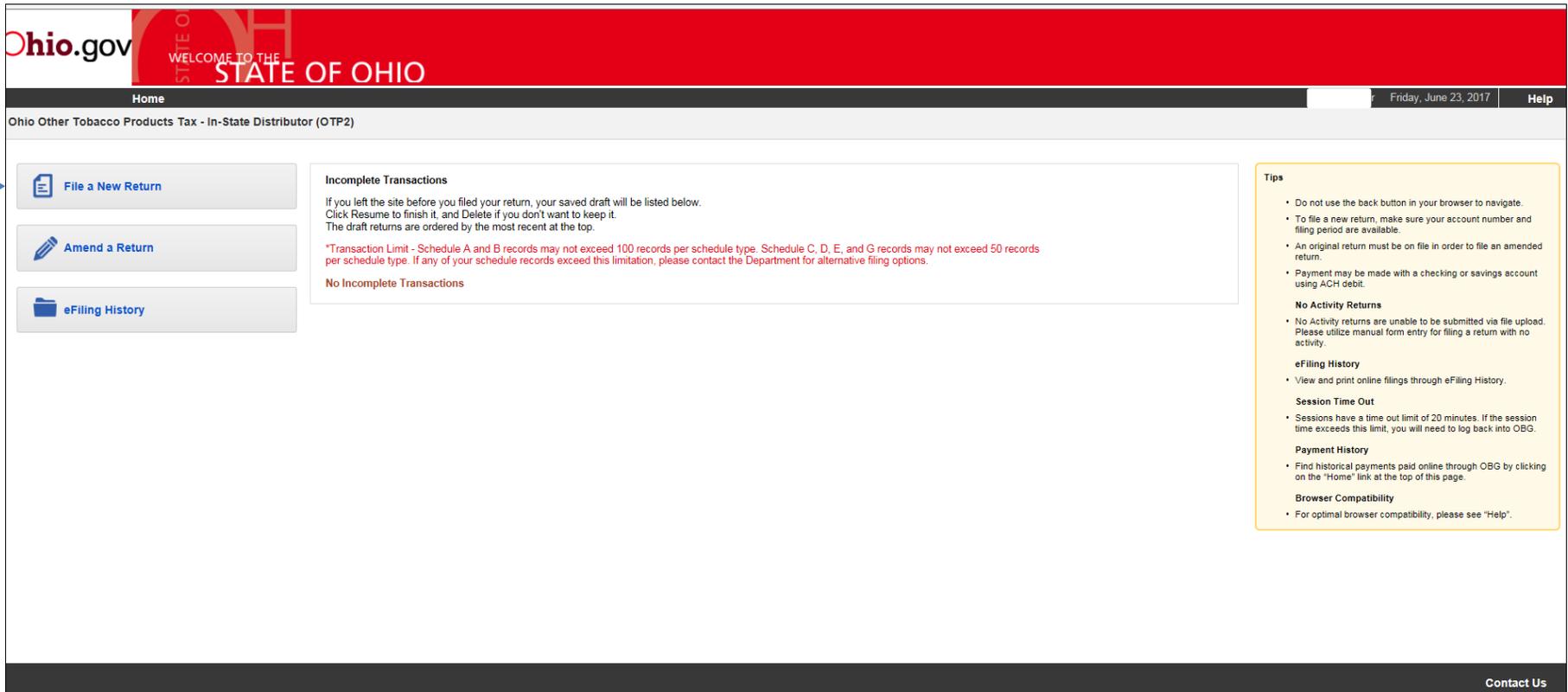
- 8 Digit Account Number
- Filing Period

At the bottom right of the page, there is 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 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 shows the Ohio Business Gateway 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 a "Home" link, the current date "Friday, June 23, 2017", and a "Help" link. The main content area is titled "Ohio Other Tobacco Products Tax - In-State Distributor (OTP2)". 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 displays "Incomplete Transactions" with a message: "If you left the site before you filed your return, your saved draft will be listed below. Click Resume to finish it, and Delete if you don't want to keep it. The draft returns are ordered by the most recent at the top." Below this, a red warning message states: "*Transaction Limit - Schedule A and B records may not exceed 100 records per schedule type. Schedule C, D, E, and G records may not exceed 50 records per schedule type. If any of your schedule records exceed this limitation, please contact the Department for alternative filing options." Underneath, it says "No Incomplete Transactions". On the right side, there is a yellow "Tips" box containing several instructions: "Do not use the back button in your browser to navigate.", "To file a new return, make sure your account number and filing period are available.", "An original return must be on file in order to file an amended return.", "Payment may be made with a checking or savings account using ACH debit.", "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.", "Payment History: Find historical payments paid online through OBG by clicking on the 'Home' link at the top of this page.", "Browser Compatibility: For optimal browser compatibility, please see 'Help'." At the bottom right, there is a "Contact Us" link.

Select Filing Period

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

The screenshot shows the Ohio.gov website interface for the 'Ohio Other Tobacco Products Tax - In-State Distributor (OTP2)'. 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', 'Friday, June 23, 2017', and 'Help'. The main content area is titled 'Ohio Other Tobacco Products Tax - In-State Distributor (OTP2)'. On the left, there is a vertical navigation menu with 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 contains the following fields and options:

- *All fields are required**
- Account Number:
- Filing Year:
- Filing Month:
- Type of Filing: Original, Amended
- Method of Filing: Upload Files, Manual Form Entry

At the bottom of the form are 'Cancel' and 'Next' buttons. On the right side, there is a 'Tips' box with the following content:

Tips

- Corrections to the filing period can only be made here prior to clicking Next.
- If a correction to a filing period needs to be made after this screen has been passed, the incomplete filing must be deleted and a new filing will need to be started.
- 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

At the bottom right of the page is 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 enter schedule details
- Follow the guidelines for “Filing a Return - Manual Entry” to enter schedule details

Schedules

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

- Sales to OH Retailers (H)
- Sales to OH Distributors (I)
- Returned (F)

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Monday, June 26, 2017 Help

Ohio Other Tobacco Products Tax - Out-of-State Distributor (OTP6)

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

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

Sales To OH Retailers (H) Sales To OH Distributors (I) Returned (F)

Sales to Ohio Retailers or Consumers (H)

Select Product Type

Other Tobacco Products Little Cigars

Create Schedule

Summary of Created Records

Product Type	Total Wholesale Cost
No created records	

Back Review Save & Exit

Tips

- To navigate through the schedules, click the corresponding tab.
- Only complete the schedules that are applicable to your filing.
- For each schedule to be completed, enter the required information in the top section and then click Create Schedule.
- A complete list of all licensed distributors can be found on our website at tax.ohio.gov.
- Hovering over a name in the Schedule Summary will display the full name.
- 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 Back button to return to the previous page.
- 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

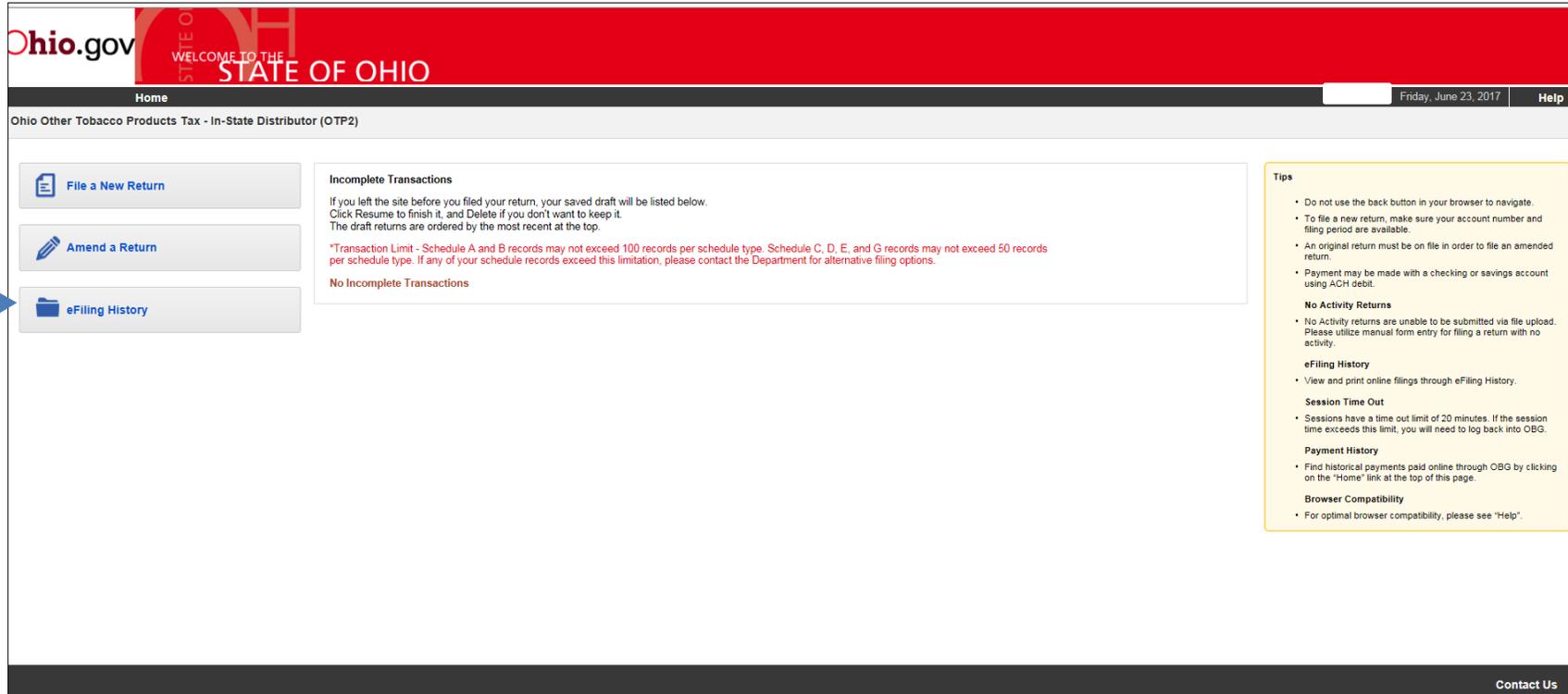
- Transaction Detail to complete applicable schedules

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 to save the return and exit, at any point of the filing session. This does not file the return, and you can resume later
- Go to chapter 5, Review and File, to complete the filing of a zero activity return

Chapter 8 – eFiling History

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



The screenshot shows the Ohio.gov website interface for the "Ohio Other Tobacco Products Tax - In-State Distributor (OTP2)". 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", "Friday, June 23, 2017", and "Help". The main content area is divided into three sections: a left sidebar with three buttons ("File a New Return", "Amend a Return", and "eFiling History"), a central "Incomplete Transactions" section, and a right "Tips" section. A blue arrow points to the "eFiling History" button in the sidebar.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Friday, June 23, 2017 Help

Ohio Other Tobacco Products Tax - In-State Distributor (OTP2)

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 - Schedule A and B records may not exceed 100 records per schedule type. Schedule C, D, E, and G records may not exceed 50 records per schedule type. If any of your schedule records exceed this limitation, please contact the Department for alternative filing options.

No Incomplete Transactions

Tips

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

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.

Payment History

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

Browser Compatibility

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

Contact Us

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 Monday, June 26, 2017 Help

Ohio Other Tobacco Products Tax - In-State Distributor (OTP2)

eFiling History

Date Time Filed	Account	Type	Filing Period Start	Filing Period End	Filing Conf #	
06/26/2017 03:07 PM		Original	01/01/2017	01/31/2017	502753337876	View

Showing 1 to 1 of 1 entries

Previous 1 Next

Tips

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

[Back](#)

Contact Us

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

Chapter 9 – Make a Payment Only

- This option is only available for making ACH Debit payments through OBG
 - Return is filed
 - The correct payment amount is not in the Ready for Checkout zone on the Home page
- Navigate to the Ohio Business Gateway web page at [Ohio Business Gateway](http://gateway.ohio.gov/) (http://gateway.ohio.gov/).

The screenshot displays the Ohio Business Gateway website. At the top, there is a red banner with the Ohio.gov logo and the text "WELCOME TO THE STATE OF OHIO". Below the banner, the page title "Ohio Business Gateway" is centered. A "Gateway Modernization Project" announcement is visible, followed by a "Home" link. The main content area is divided into two sections: "Existing Users" and "New Users". The "Existing Users" section includes a login form with fields for "Username:" and "Password:", a "Login" button, and a link to "terms of service". The "New Users" section features links for "Create a Gateway Account" and "Service Providers", along with a note about additional registrations. At the bottom, there are links for "Forgot your username or password?", "Having trouble logging in?", and "Review System Requirements". A footer section contains the Ohio Business Gateway logo and a link to the home page for more information.

- Sign in to OBG using your existing Username and Password.
- If you are a new user to OBG, but an account for the entity already exists on OBG, you must contact the OBG Administrator within your company to have them add you as a user.
- If your company has never filed using OBG, click the Create an OBG Username. Additional instructions for registering a new account on OBG can be found on our website at tax.ohio.gov.

Ohio Business Gateway



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

Existing Users

Username:

Password:

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

[Forgot your username or password?](#)

[Having trouble logging in?](#)

New Users

[Create a Gateway Account](#)

[Service Providers](#)

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

[Review System Requirements](#)

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



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

From the Home Page, use the “Start a Transaction” tab and select “Ohio Taxation – Other Tobacco Products Tax”.

The screenshot shows the Ohio Business Gateway Home page. At the top, there is a red banner with the Ohio.gov logo and the text "WELCOME TO THE STATE OF OHIO". Below the banner is a navigation bar with links for Home, History, Administration, and Logout. The main content area is titled "Ohio Business Gateway Home" and displays the user's profile information: "Ohio Cigarette Tax" and "Company ID : *****123". A blue arrow points down to the "Start a Transaction" tab, which is currently selected. Below the tabs, there are two columns of services, each with a small square icon to its left. The second item in the right column, "Ohio Taxation - Other Tobacco Products Tax", is highlighted with a blue arrow pointing to it from the right. To the right of the main content area, there are three sections: "Announcements" (containing "No Announcements"), "Favorite Transactions" (containing "No Favorites"), and "Helpful Links" (containing links for "Service Provider Help" and "Bulk Filing Help"). A "User Preferences" link is also visible below the "Favorite Transactions" section.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home History Administration Logout

Ohio Business Gateway Home

Ohio Cigarette Tax
Company ID : *****123

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

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

Announcements
No Announcements

Favorite Transactions
No Favorites

User Preferences

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

Next, click the “Other Tobacco Products Tax – Payment” option.

The screenshot shows the Ohio Business Gateway Home page. At the top, there is a red banner with the Ohio.gov logo and the text "WELCOME TO THE STATE OF OHIO". Below the banner, there are navigation links: Home, History, Administration, and Logout. The main heading is "Ohio Business Gateway Home".

On the right side, there is a "Change Agency/Company" button. Below it are sections for "Announcements" (No Announcements), "Favorite Transactions" (No Favorites), and "User Preferences". At the bottom right, there are "Helpful Links" including Service Provider Help, Bulk Filing Help, Transaction History, and See OBG Tutorials. A note at the bottom right says: "To exit (logoff) without submitting any transactions, click 'Logout' at the top of the page."

The main content area is divided into three tabs: "Start a Transaction", "In Progress (9)", and "Ready for Checkout (1)". The "Ready for Checkout (1)" tab is active, showing a list of transactions. A blue arrow points to the "Other Tobacco Products Tax - Payment" option.

Start a Transaction	In Progress (9)	Ready for Checkout (1)
<ul style="list-style-type: none">Opportunities for Ohioans with Disabilities - BSVI/BEPOhio Job & Family Services - UC TaxMunicipal Taxation - Net Profit TaxMunicipal Taxation - Withholding TaxOhio Deferred CompensationOhio Dept. of Commerce - Unclaimed FundsEqual Opportunity DivisionInvestOhioOhio Development Services AgencyOhio Taxation - Cigarette TaxOhio Taxation - Commercial Activity TaxOhio Taxation - Employer WithholdingOhio Taxation - Financial Institutions TaxOhio Taxation - Gross Casino Revenue TaxOhio Taxation - Horse Racing Tax		<ul style="list-style-type: none">Ohio Taxation - International Fuel Tax AgreementOhio Taxation - Kilowatt Hour TaxOhio Taxation - Kilowatt Hour Tax - Self-Assessing PurchaserOhio Taxation - Natural Gas Distribution TaxOhio Taxation - New Account Registration and Fuel PermitOhio Taxation - Ohio Motor Fuel TaxOhio Taxation - Other Tobacco Products Tax<ul style="list-style-type: none">Other Tobacco Products Tax - In-State Distributor (OTP2)Other Tobacco Products Tax - Out-of-State Distributor (OTP6)Other Tobacco Products Tax - Manufacturer (OTP98)Other Tobacco Products Tax - PaymentOther Tobacco Products - Request for Consent to Transport(OTP99)Other Tobacco Products Tax - Application for RenewalOther Tobacco Products Tax - Refund Request (OTP12)Ohio Taxation - Petroleum Activity TaxOhio Taxation - Replacement Tire FeeOhio Taxation - Sales and Use TaxOhio Taxation - Severance TaxOhio Taxation - Wireless 911 ChargesOhio Taxation - Master Settlement Agreement

Make a Payment

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

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, December 15, 2016 Help

Ohio Other Tobacco Products Tax - Make a Payment

Make a Payment

* All fields are required

Account Number

Search By

Filing Period

Filing Confirmation Number

Billing Notice

Assessment Notice

Exit Next

Tips

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

Session Time Out

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

Compatibility

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

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

Make a Payment – Searching by Filing Period

- Filing Year
- Filing Month
- Payment Amount

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, December 15, 2016 Help

Ohio Other Tobacco Products Tax - Make a Payment

Make a Payment - by Filing Period

* All fields are required

Account Number

Filing Year yyyy

Filing Month

Payment Amount \$

Tips

- Click Send to Checkout to place your payment in the Ready for Checkout tab. You must complete the checkout process for your payment to be made.
- Click Cancel to cancel the transaction and return to the selection page.
- Do not use the back button in your browser to navigate.

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

Make a Payment – Search by Filing Confirmation Number

- Account Number
- Filing Confirmation Number

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, December 15, 2016 Help

Ohio Other Tobacco Products Tax - Make a Payment

Make a Payment - Search by Filing Confirmation Number

* All fields are required

Account Number

Filing Confirmation Number

Tips

- The filing confirmation number is the confirmation number you received when filing your return.
- Click Next to proceed.
- Click Cancel to cancel the transaction and return to the selection page.
- Do not use the back button in your browser to navigate.

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

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

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

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', a search box, the date 'Thursday, December 15, 2016', and a 'Help' link. The main content area is titled 'Ohio Other Tobacco Products Tax - Make a Payment'. Underneath, there is a sub-section 'Make a Payment - Search by Filing Confirmation Number'. A red asterisk indicates that all fields are required. The form contains the following information: Account Number (blank), Filing Confirmation Number (971413276107), Filing Period (06/01/2016 - 06/30/2016), Amount Due (\$2,834.96), and Payment Amount (\$2834.96). A note below the form states: 'If payment is made later than 24 hours from the date and time of filing, the balance may have changed to include any applicable interest, penalties, or partial payments.' At the bottom of the form are two buttons: 'Back' and 'Send To Checkout'. On the right side of the form, there is a yellow 'Tips' box with three bullet points: 'The filing confirmation number is the confirmation number you received when filing your return.', 'Click Next to proceed.', and 'Click Cancel to cancel the transaction and return to the selection page. Do not use the back button in your browser to navigate.'

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

Make a Payment – Billing Notice

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

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

Make a Payment – Billing Notice (continued)

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

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', 'Thursday, December 15, 2016', and 'Help'. The main heading is 'Ohio Other Tobacco Products Tax - Make a Payment'. The page content includes a 'Make a Payment' section with a red asterisk warning: '* All fields are required'. The form fields are: 'Account Number' (empty), 'Period Selected' (08/01/2016-08/31/2016), 'Billing ID' (empty), 'Updated Amount Due' (\$10,238.06), and 'Payment Amount' (\$ 10238.06). Below the form is a note: 'The Updated Amount Due includes up to date interest and penalty calculations; however, it may not include payments or filings made within the last 48 hours.' At the bottom of the form are two buttons: 'Back' and 'Send To Checkout'. To the right of the form is a yellow 'Tips' box with four bullet points: 1. You may enter a payment amount less than or equal to the amount due. The system will not accept payments larger than the amount due. 2. If the updated amount due shows "Certified" please call 1-888-246-0488 to obtain current payment information. 3. Click Back to return to the previous page. 4. Click Send to Checkout to place your payment in the Ready for Checkout tab. You must complete the checkout process for your payment to be made. 5. Do not use the back button in your browser to navigate.

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

Make a Payment – Assessment Notice

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

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Thursday, December 15, 2016 Help

Ohio Other Tobacco Products Tax - Make a Payment

Make a Payment - Assessment

* All fields are required

Account Number

Assessment 07/01/16 - 07/31/16 \$3,249.63

The balance listed in the drop-down menu reflects the balance as of the last financial update in our system. Please select the assessment notice that you would like to pay and select next to see an updated amount due.

Certified: denotes that the assessment has been certified to the Attorney General's Office. Please call 888-246-0488 to obtain current payment due information for certified periods.

Cancel Next

Tips

- If the amount due shows "Certified" please call 1-888-246-0488 to obtain current payment information.
- Only one assessment period may be selected at a time.
- Click Next to proceed.
- Click Cancel to cancel the transaction and return to the selection page.
- Do not use the back button in your browser to navigate.

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

Make a Payment – Assessment Notice (continued)

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

The screenshot shows the Ohio.gov website interface. At the top, there is a red banner with the Ohio.gov logo and the text 'WELCOME TO THE STATE OF OHIO'. Below this is a navigation bar with 'Home', 'Thursday, December 15, 2016', and 'Help'. The main heading is 'Ohio Other Tobacco Products Tax - Make a Payment'. The 'Make a Payment' section includes a red asterisk warning: '* All fields are required'. The form fields are: 'Account Number' (empty), 'Period Selected' (07/01/2016-07/31/2016), 'Assessment Number' (empty), 'Updated Amount Due' (\$3,249.64), and 'Payment Amount' (\$ 3249.64). Below the form is a note: 'The Updated Amount Due includes up to date interest and penalty calculations; however, it may not include payments or filings made within the last 48 hours.' At the bottom are two buttons: 'Back' and 'Send To Checkout'. On the right side, there is a yellow 'Tips' box with four bullet points: 1. You may enter a payment amount less than or equal to the amount due. The system will not accept payments larger than the amount due. 2. If the updated amount due shows "Certified" please call 1-888-246-0488 to obtain current payment information. 3. Click Back to return to the previous page. 4. Click Send to Checkout to place your payment in the Ready for Checkout tab. You must complete the checkout process for your payment to be made. 5. Do not use the back button in your browser to navigate.

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

Payment Selection

Ready for Checkout

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

Start a Transaction | **In Progress (0)** | **Ready for Checkout (1)**

Transaction	Total Due	ACH	Credit Card
Ohio Department of Taxation - Other Tobacco Products Tax - Payment 06/30/2016	\$960.00	<u>\$960.00</u>	

Please click on Transaction name, ACH, or Credit Card amount to make any changes.

Click "Checkout" to submit any or all transactions that are ready for checkout. You will be able to select the transactions to submit and then print copies of submitted transactions (including licenses, coupons, etc., as applicable) once the checkout process is complete. Please have your bank account number ready if you are filing any transactions that include an online payment.

Checkout (File and Pay)

Announcements

No Announcements

To exit (logout) without submitting any transactions, click "Logout" at the top of the page.

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

Ready for Checkout (Ready to File and Pay)

Ohio Department of Taxation

Checkout?	Transaction	Defer Date	ACH	CC Amount	Total Paying
<input checked="" type="radio"/> Yes <input type="radio"/> No	Other Tobacco Products Tax - Payment _____, 06/30/2016		\$960.00		\$960.00

Step 1 – How would you like to pay?

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

Ohio.gov WELCOME TO THE STATE OF OHIO

PMT-SLN Home History Administration Logout

Specify Payment Selections for Checkout

Other Tobacco Products Tax - Payment 06/30/2016

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

Total Due	\$960.00
------------------	-----------------

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

Payment Notes

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

Step 1: How would you like to pay?

For the amount due, I will:

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

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

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

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

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



Specify Payment Selections for Checkout Other Tobacco Products Tax - Payment

06/30/2016

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

Total Due

\$960.00

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

Payment Notes

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

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

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

I would like the payment to be processed:

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

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

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

Decide My Payment Selections Later

Accept My Payment Selections

Step 3 – What method will you use to pay?

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

OHIO.gov WELCOME TO THE STATE OF OHIO

PMT-SLN Home History Administration Logout



Specify Payment Selections for Checkout

Other Tobacco Products Tax - Payment

06/30/2016

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

Total Due	\$960.00
------------------	-----------------

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

Payment Notes

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

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

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

Step 3: What method will you use to pay?

I would like to pay using:

Bank account number will be collected during the checkout process.

ACH Debit from a checking or savings account

Credit Card

Both ACH Debit and Credit Card (split payment)

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

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

Step 4 – How much would you like to pay?

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

WELCOME TO THE STATE OF OHIO

PMT-SLN Home History Administration Logout

Specify Payment Selections for Checkout Other Tobacco Products Tax - Payment 06/30/2016

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

Total Due	\$960.00
------------------	-----------------

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

Payment Notes

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

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

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

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

Step 4: How much would you like to pay?

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

ACH Amount: \$

Total to pay: \$960.00

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

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

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



Payment Account Information (Enter)

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

Ohio.gov WELCOME TO THE STATE OF OHIO

PMT-INS Home History Administration Logout

Payment Account Information

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

Payment Selection
Report Selection
Payment Instruction

Please complete the account details based on your selections.

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

ACH Account Information

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

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

Back Cancel Continue

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

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

Final Confirmation of Transactions

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



- Payment Selection
- Report Selection
- Payment Instruction
- Payment Confirmation**

Final Confirmation of Transactions

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

Report	Defer Date	ACH	CC	CC Fee	Total
Ohio Department of Taxation					
Other Tobacco Products Tax - Payment	, 06/30/2016	N/A	\$960.00	N/A	N/A
					\$960.00
ACH Account Information					
Account Type:	Business Checking				
Company Name:	Tobacco Test LLC				
Routing Number:	-----				
Account Number:	*****6789				

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

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

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

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

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

Chapter 11 – Electronic Payment History

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

Ohio.gov WELCOME TO THE STATE OF OHIO

Home History Administration Logout

Ohio Business Gateway Home

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

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

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

Ohio.gov WELCOME TO THE STATE OF OHIO

Home History Administration Logout

History

Tobacco Test LLC
Company ID : ****0166 [View eFiling History](#)

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

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

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

Transaction	Payment	Confirmation #	Filed
Other Tobacco Products Tax - Payment	06/30/2016 ACH Debit : \$2,000.00 Cancel Transaction		12/15/2016 9:00 AM View Receipt

Previous 1 Next

Transaction Confirmation and Receipt

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

Ohio.gov
WELCOME TO THE STATE OF OHIO

PMT-RCT
Home
History
Administration
Logout



Ohio Business Gateway

Transaction Confirmation and Receipt

[Payment Selection](#)
[Report Selection](#)
[Payment Instruction](#)
[Payment Confirmation](#)
[Payment Receipt](#)

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

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

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

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

Date/Time	12/15/2016 9:00 AM
Confirmation #	
Receipt #	
ACH Routing	
ACH Account #	*****6789

Transaction	Defer Date	Payment Type	Amount	Fee	
Other Tobacco Products Tax - Payment	06/30/2016	ACHDebit	\$2,000.00	N/A	View

Home
Print This Page

↑

Transaction Confirmation and Receipt (Continued)

- The below screen is displayed.

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

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

Other Tobacco Products Tax Summary

Account Number :
Session Confirmation ID :
Date Report Filed : 12/15/2016
Report Filed By : Tobacco Test
Filing Period : 06/30/2016
Account Type : Ohio Other Tobacco Products Tax
Total Amount Due : \$2,000.00

At the bottom of the page, there are three buttons: "Print", "Done", and "Save as PDF". Below the buttons, there is a link for "help" with the text "If you need assistance with this page, please view our help."

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