Filing an Ohio Other Tobacco Products Manufacturer Report OTP98 (926XXXXX) Using the Ohio Business Gateway

October 2018

Version: 1.1

Table of Contents

Chapter 1 - Introduction 2
General 2
Ohio Department of Taxation (ODT) Contact 2
Chapter 2 – Logging In To Ohio Business Gateway 3
Start a Transaction 5
Ohio Other Tobacco Products - Manufacturer (OTP98) 7
OTP98 Help 8
Chapter 3 – Filing a Return – Manual Entry 9
Select Filing Period 10
Other Tobacco Products Manufacturer Report (OTP98) 11
Create Schedule 12
Schedule Details 13
Created Records 14
Summary of Created Schedules 15
Chapter 4 – File a Return - File Upload 16
Filing Information 16
Filing a Return 16
Enter Information 18
Send for Processing 19
Return to Main Menu 20
Validation Email Confirmation 21
Incomplete Transaction Page 22
Chapter 5 - Review and File (both Manual Entry and File Upload) 23
Review 23
File 24
Confirmation 25
Print View 26
Chapter 6 – Amend a Return 28
File Upload 28
Filing an Amended Return 28
Select Filing Period 29
Chapter 7 – File a Zero Activity Return 30
Select Filing Period 31
Schedule Details 32
Chapter 8 – eFiling History 33
eFiling History 34

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:

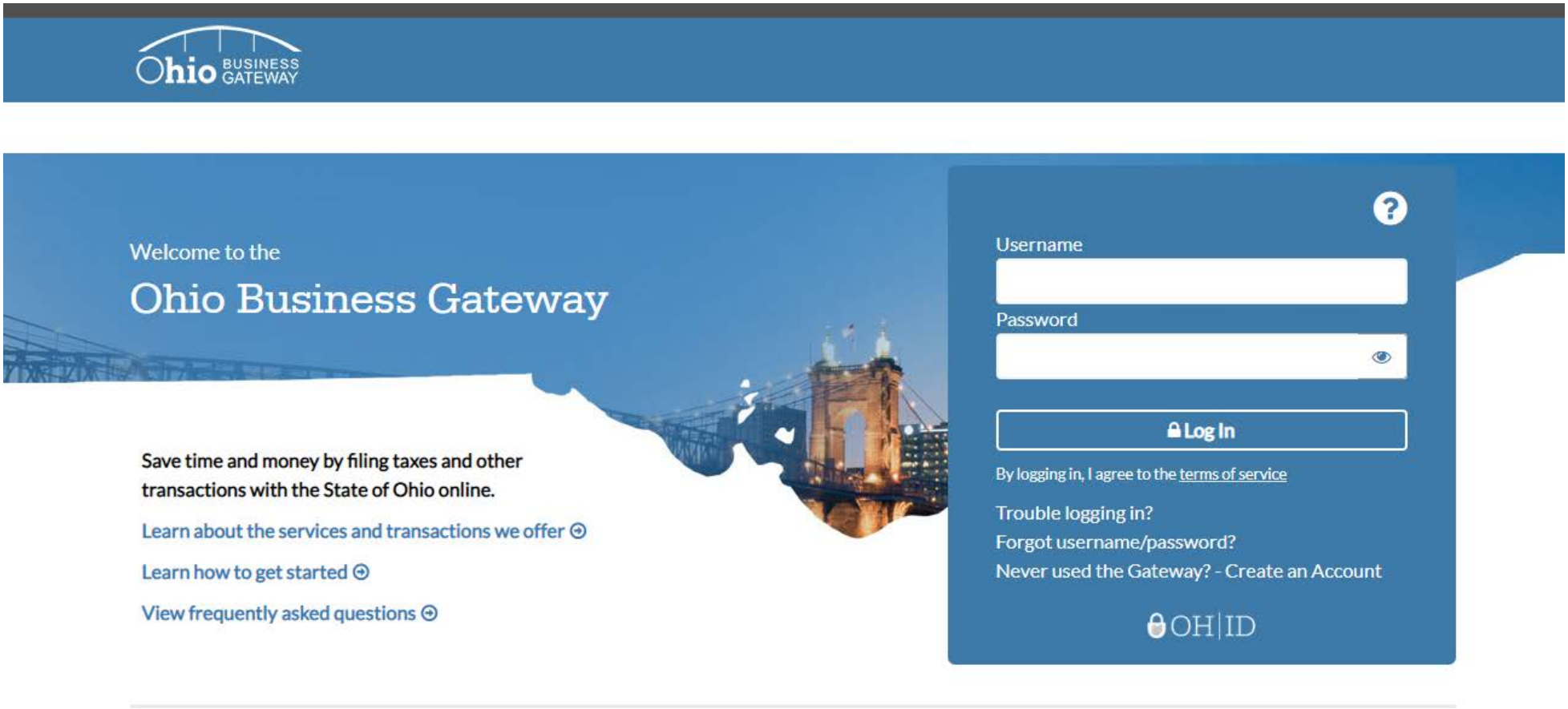
Phone: 855.466.3921 (option 3)
E-mail: excisecigarette@tax.state.oh.us

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/).



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

My Business | Dashboard

Go

New Transacti ... s Ready for Checkout Recent History Payments Reminders Announcements 1

Quick Links

Has Something Changed?

Request Business Access

Clear Current Filters

Favorites

Show Favorites

Service Area

Other Tobacco Products Tax

Cigarette Tax

Other Tobacco Products Tax

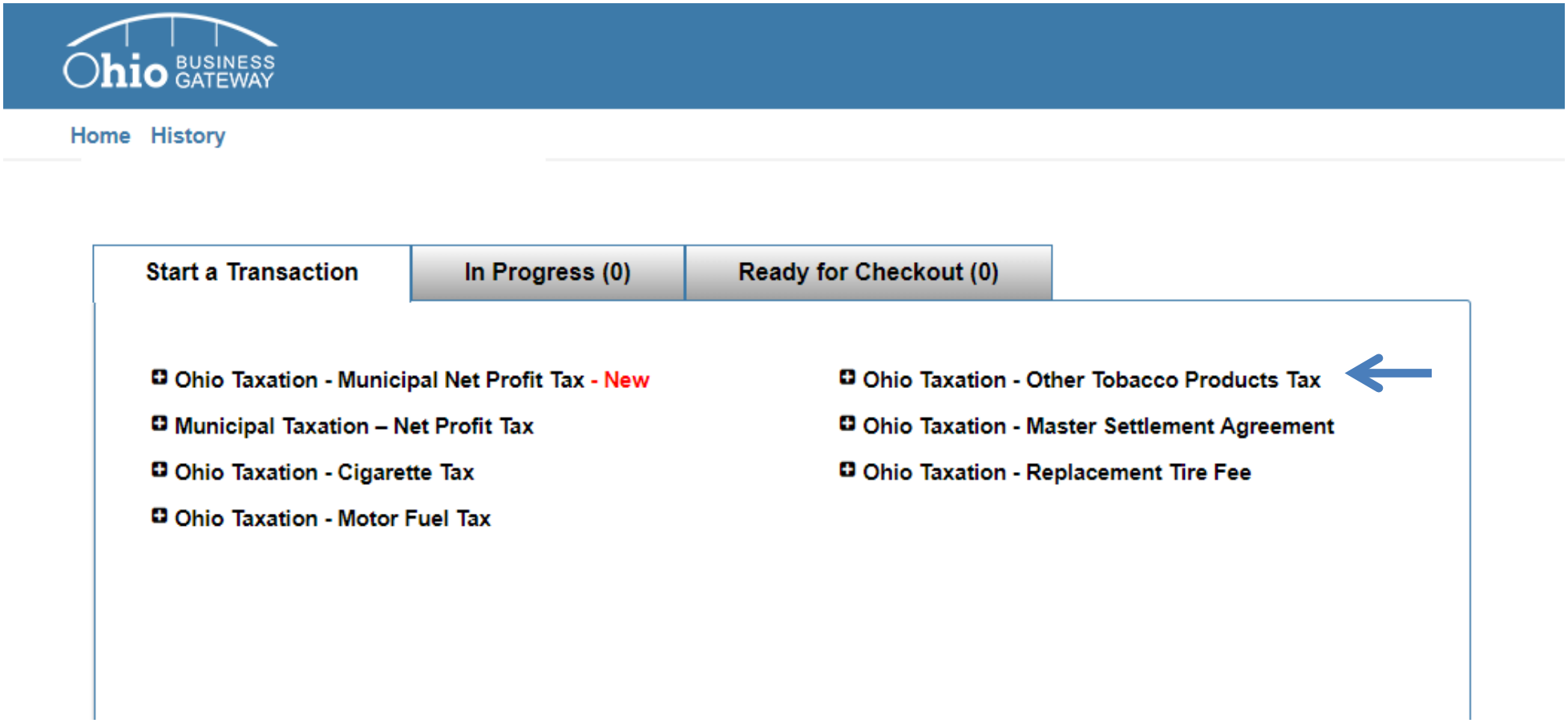
Other Tobacco Products Tax

Cigarette Tax

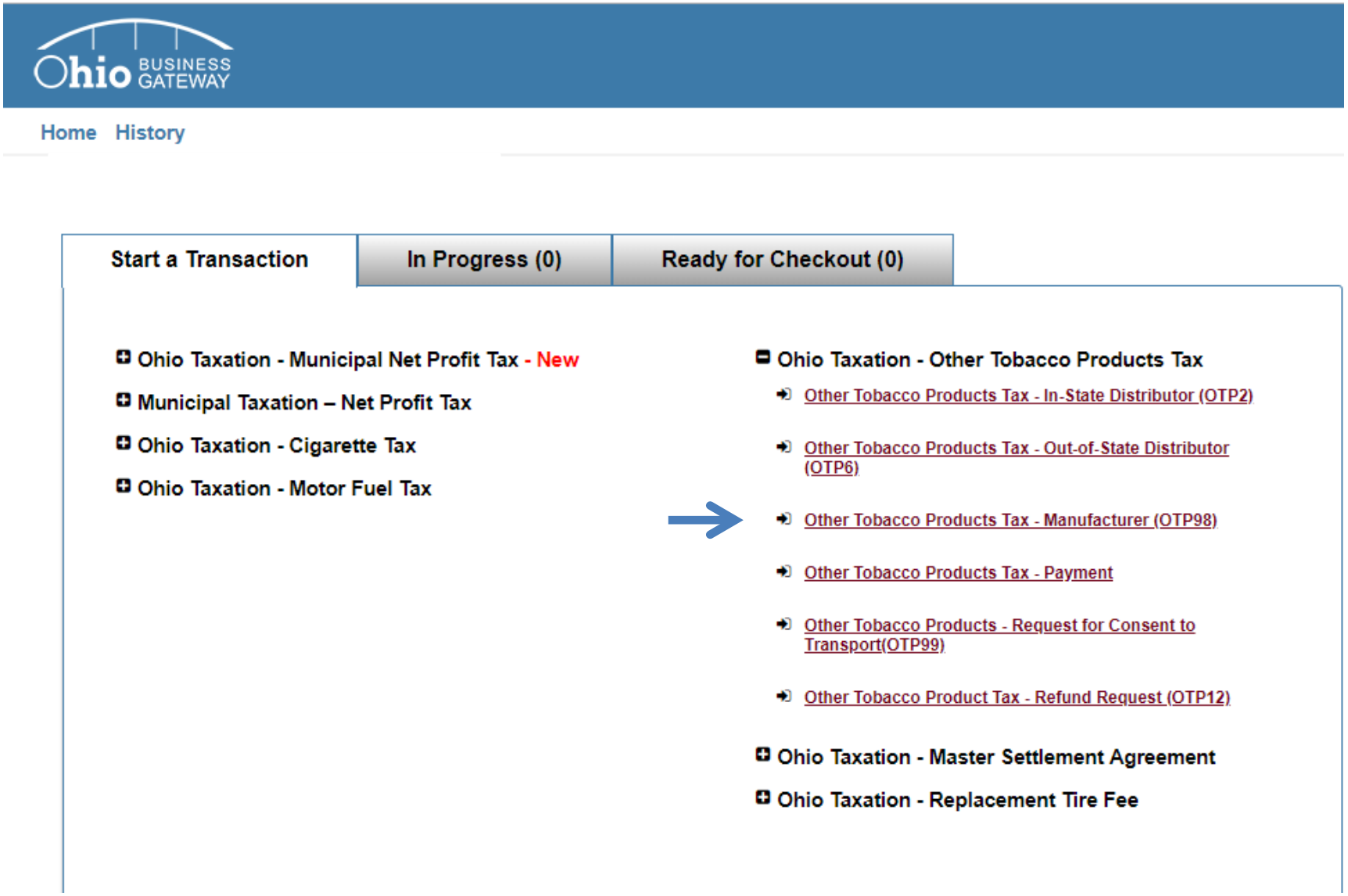
Cigarette Tax

Start a Transaction

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



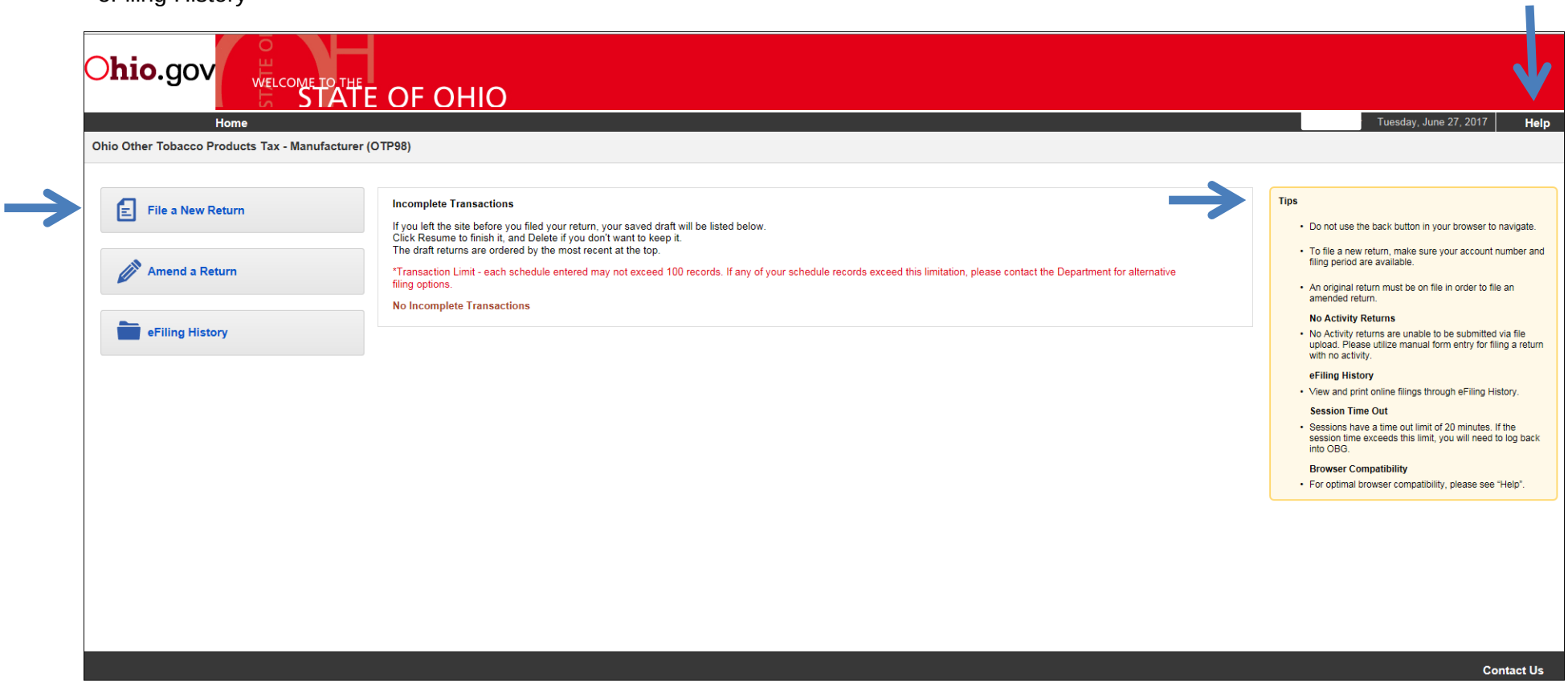
Next, click the “Other Tobacco Products Tax – Manufacturer (OTP98)” option.



Ohio Other Tobacco Products - Manufacturer (OTP98)

This is the Ohio Other Tobacco Products - Manufacturer (OTP98) 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



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.

OTP98 Help

Filing of Reports

On or before the 23rd day of each month, every manufacturer or importer of tobacco products shall file a report with the commissioner listing all sales of tobacco products to distributors located in this state during the preceding month and any other information the commissioner finds necessary for the proper administration of sections 5743.51 to 5743.66 of the Revised Code.

Return Information

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

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

Browser Compatibility

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

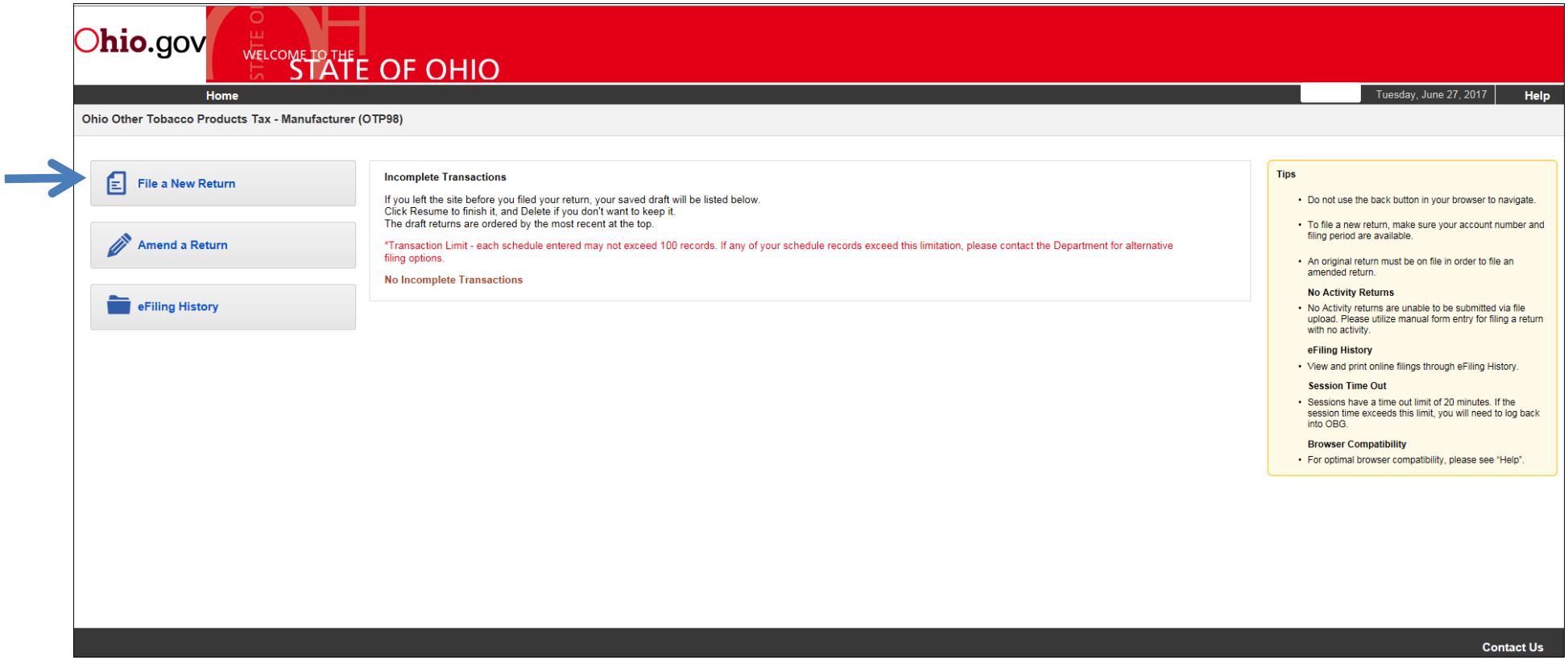
- 1) Internet Explorer 11 - Update version 11.0.35
- 2) Google Chrome - Version 55.0.2883.87

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.

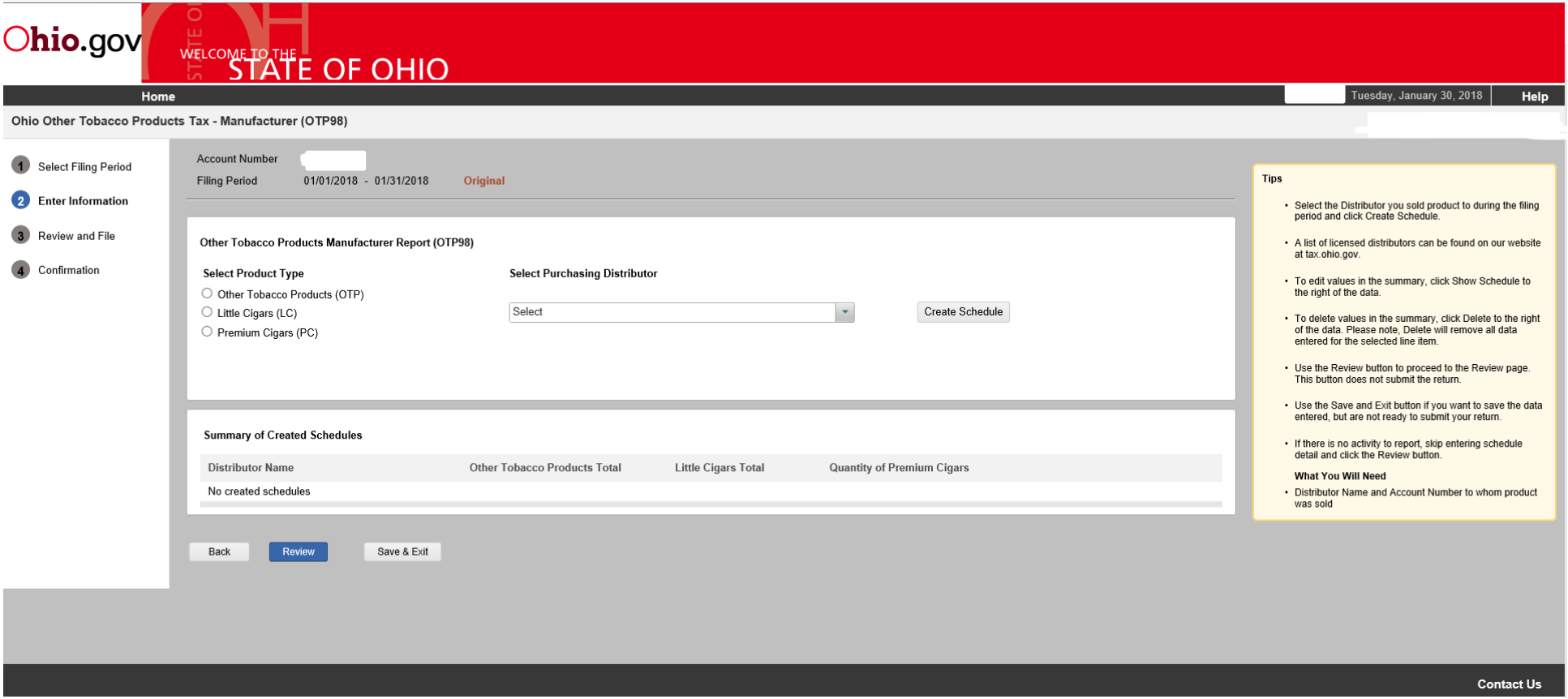


Select Filing Period

- 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.

- 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

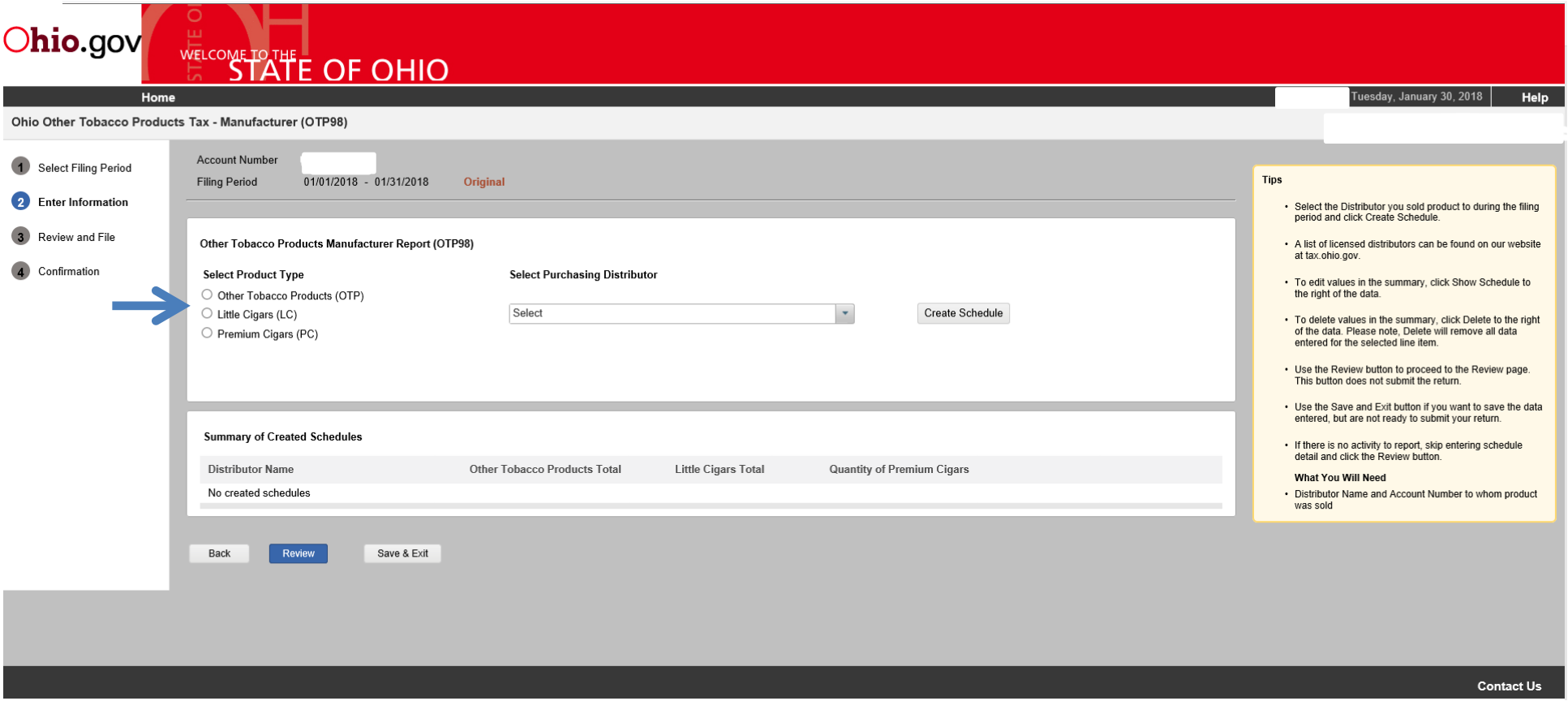
Other Tobacco Products Manufacturer Report (OTP98)



- 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

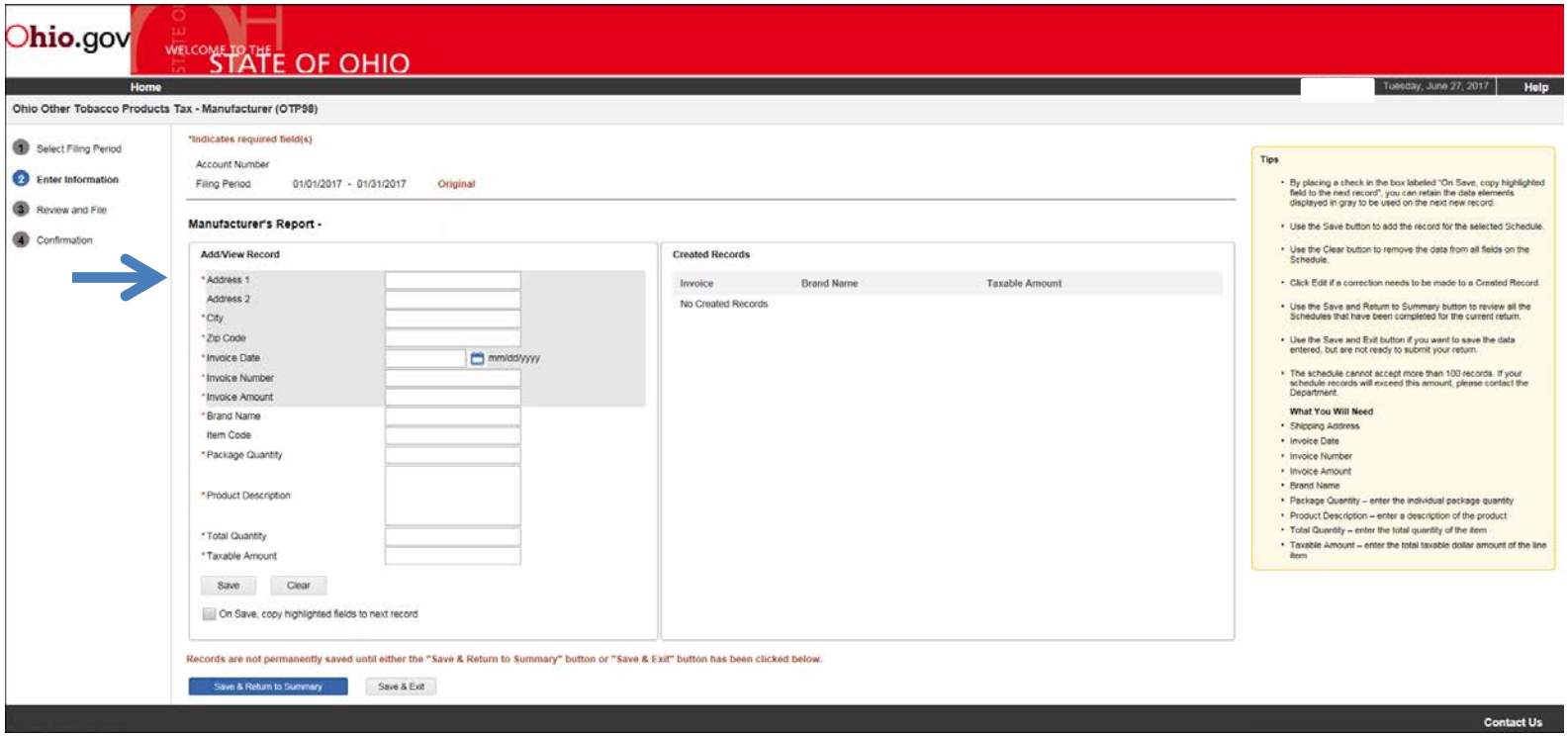
Create Schedule

- Select Product Type
- Select Purchasing Distributor
- Click Create Schedule



Schedule Details

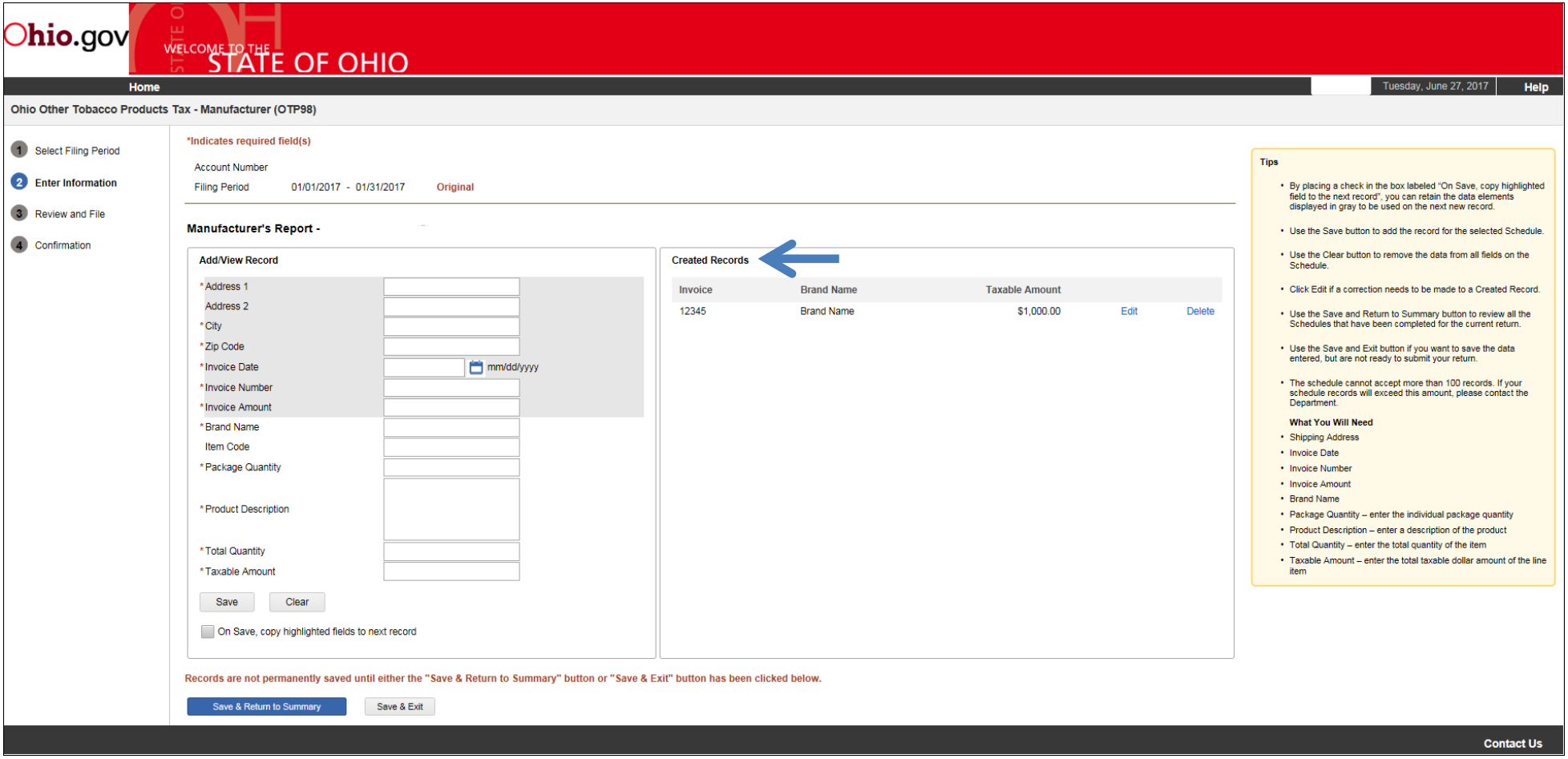
- Address 1
- Address 2
- City
- Zip Code
- Invoice Date (MM/DD/YYYY)
- Invoice Number
- Invoice Amount
- Brand Name
- Item Code
- Package Quantity
- Product Description
- Total Quantity
- Taxable Amount



- 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” 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 100 records**

Created Records

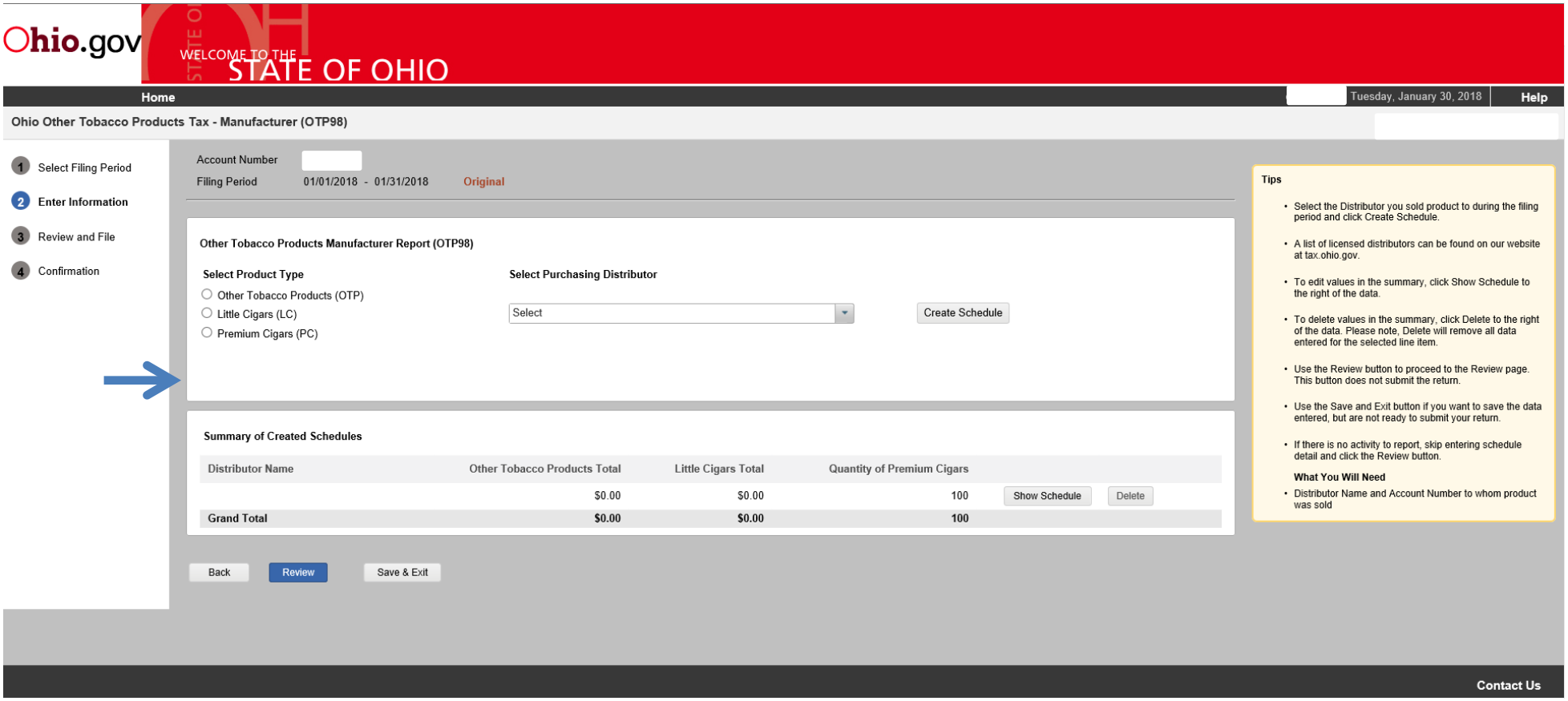
- Click the Save button to add the record to the Created Records section



- 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
- Click the option "On Save, copy highlighted fields to next blank record" to retain the gray fields to the next record
- 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

Summary of Created Schedules

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

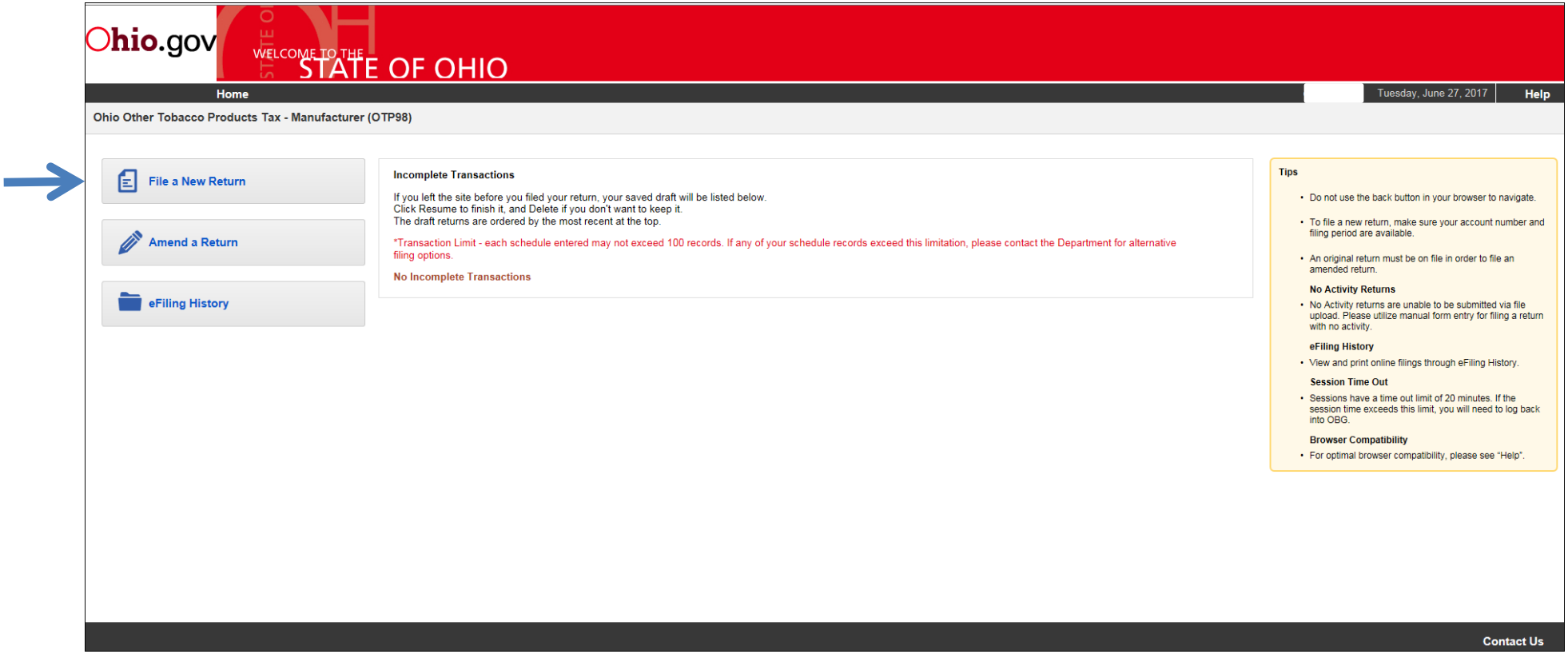
Chapter 4 – File a Return - File Upload

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.

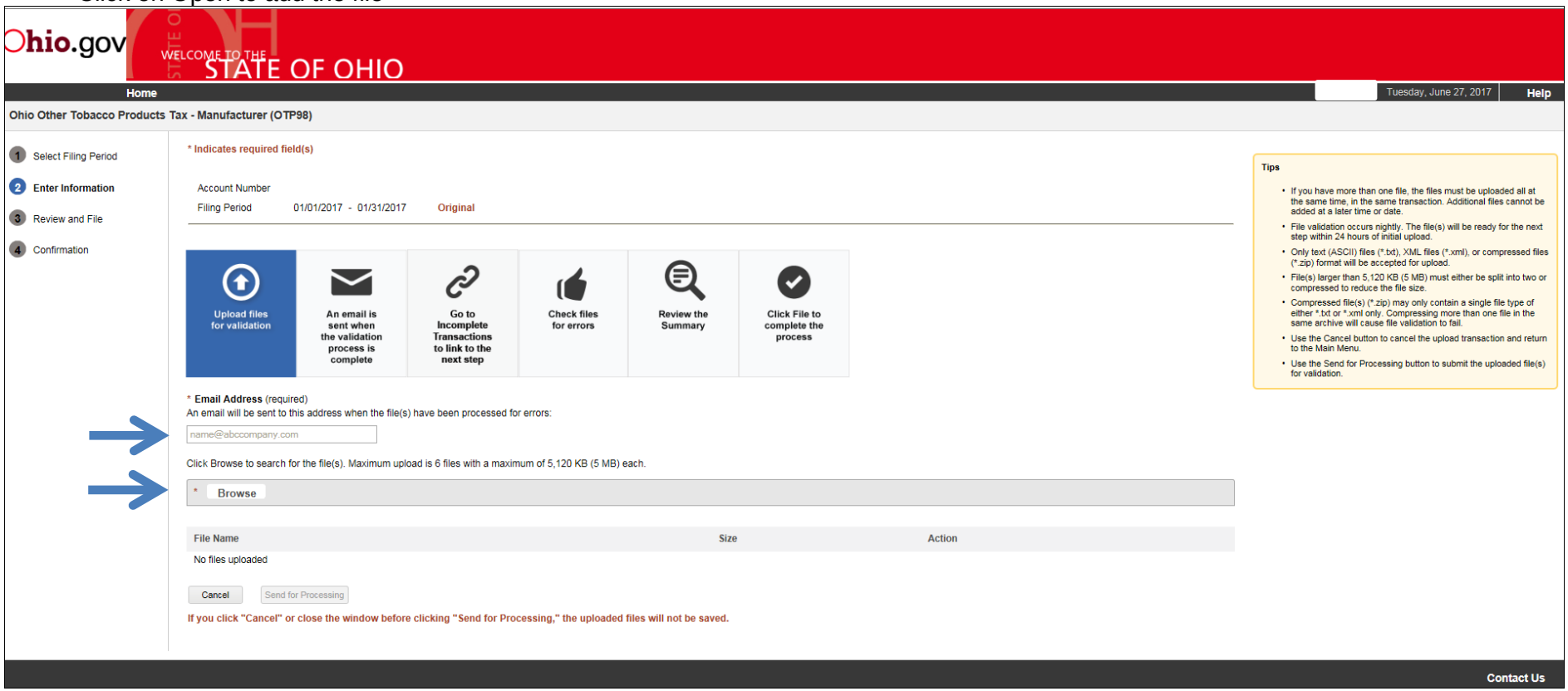


- Account Number (8-digit Other Tobacco Products Tax Account Number)
- Filing Year
- Select Filing Month
- Click on the Type of Filing
- Click on Method of Filing: Upload Files
- Click “Next” to continue.

- 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

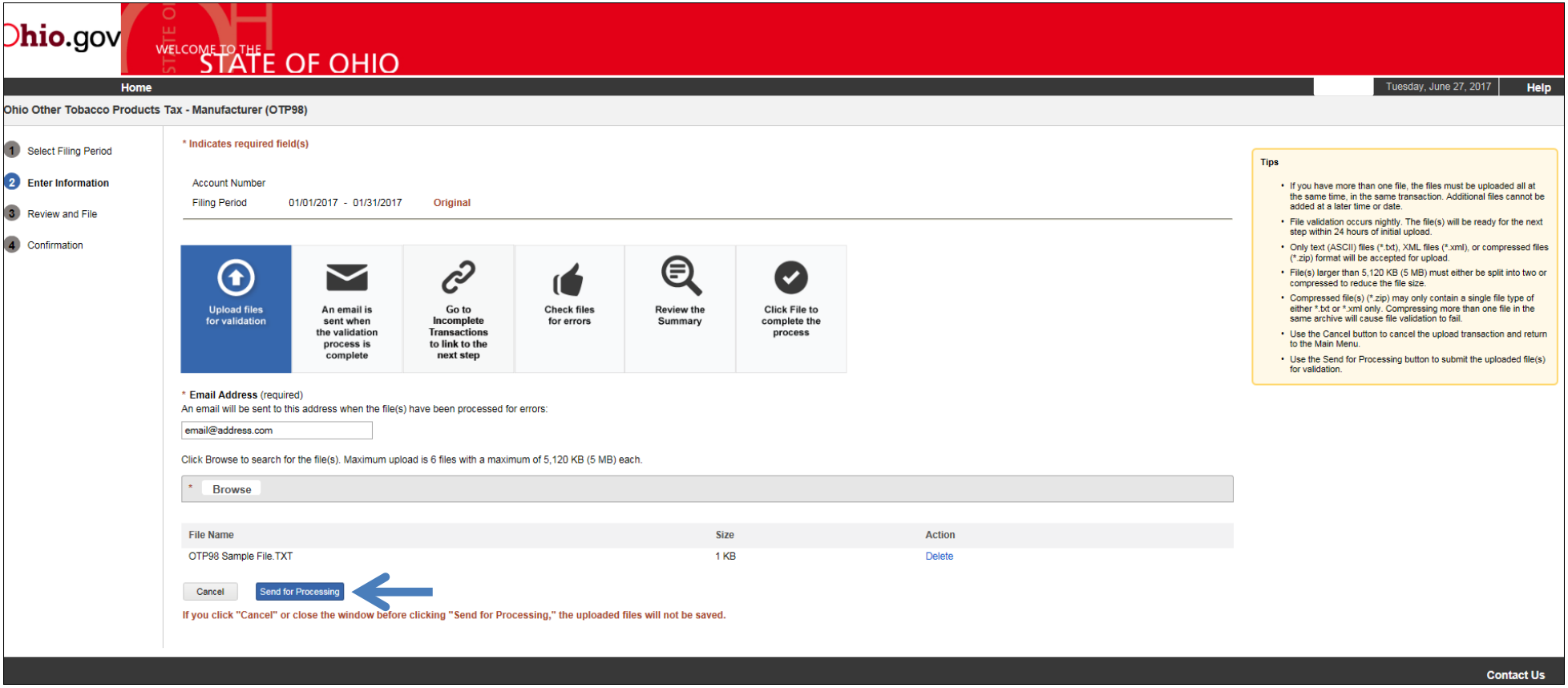
Enter Information

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



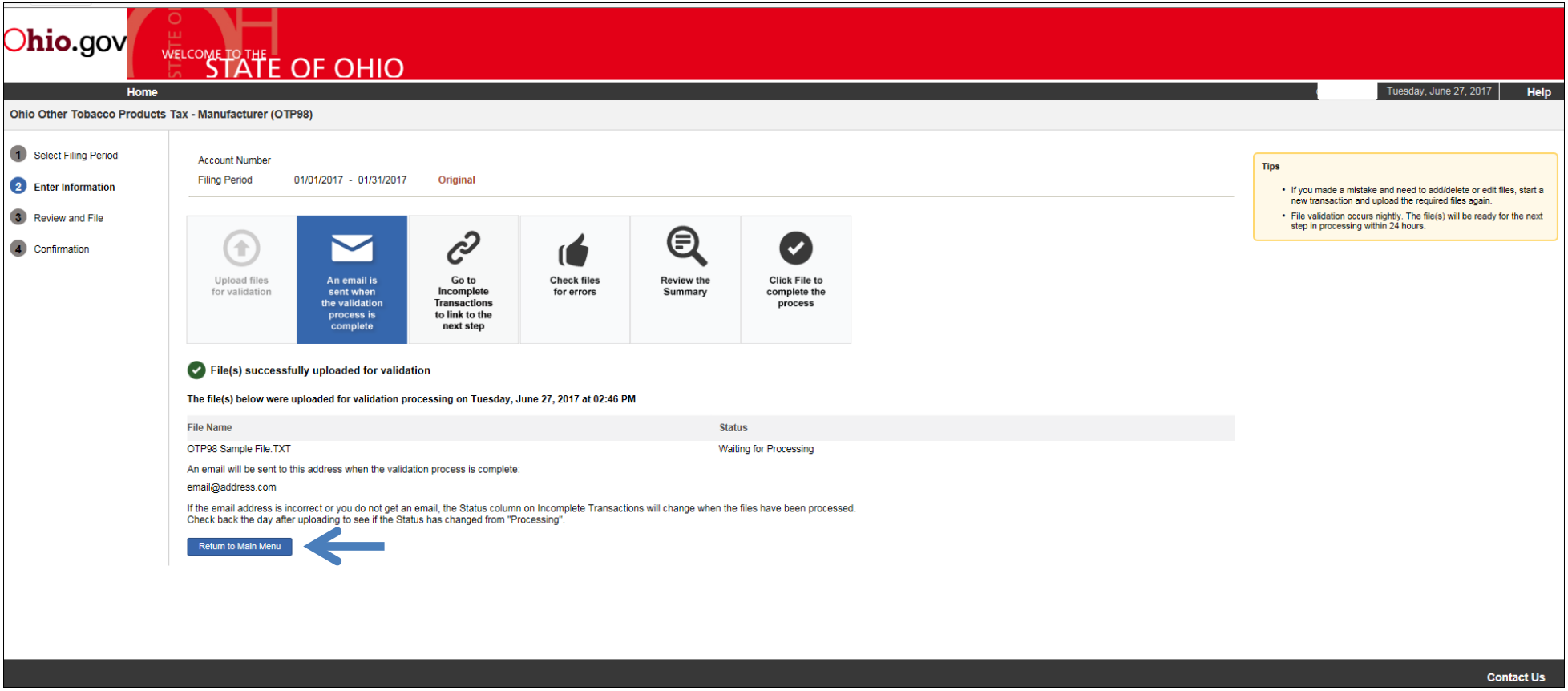
- If you have more than one file, the files must be uploaded all at the same time, in the same transaction
- Additional files cannot be added at a later time or date
- Only text (ASCII) files (*.txt), XML files (*.xml), or compressed files (*.zip) format will be accepted for upload
- File(s) larger than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

Send for Processing



- 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



- 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.

Tue 6/20/2017 3:05 PM

no-reply@tax.state.oh.us

Ohio Cigarette or Other Tobacco Products Tax - file upload status

To

This notification is to advise you that the file(s) you uploaded on **Tuesday, June 20, 2017 at 02:54:20 PM EDT** have been validated. Please visit the Ohio Business Gateway at http://ohiobusinessgateway.ohio.gov/OBG/ to view the validation results and complete the tax filing or correct file errors.

Please do not reply to this email since the address from which it was sent is not monitored. Should you have any questions, please contact the Ohio Department of Taxation - Excise and Energy Tax Division, Tobacco Tax Section at 855.466.3921 or visit us online at http://www.tax.ohio.gov/excise/CigMSAOther.aspx

Thank you,

The Ohio Department of Taxation

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

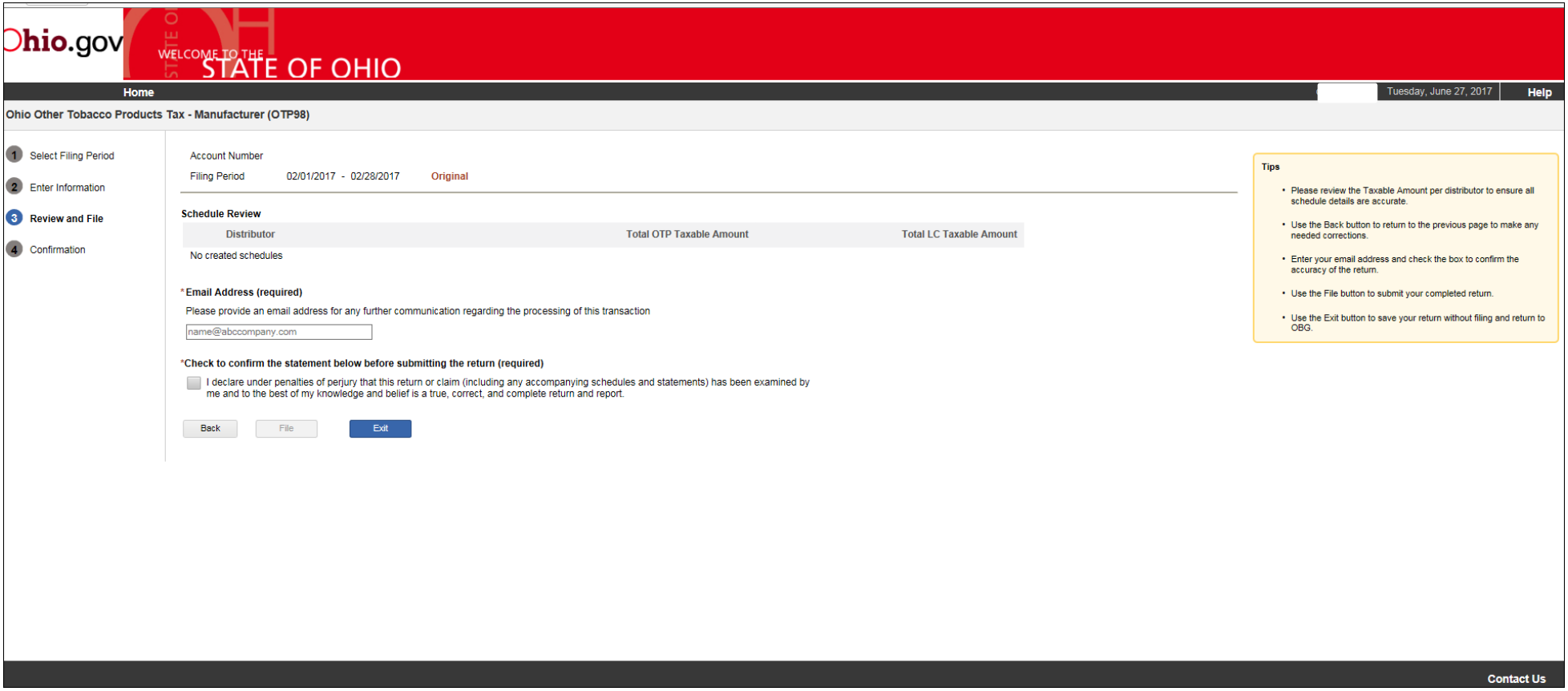
Incomplete Transaction Page

- 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 <u>must</u> be uploaded again
        - The newly upload files will again be processed through nightly validation
    - Resume
        - Status indicated that the user can continue with the filing process, applicable to CIG58 filing only
    - Delete
        - Status allows the user to remove the entire transaction for the filing period

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

Review

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

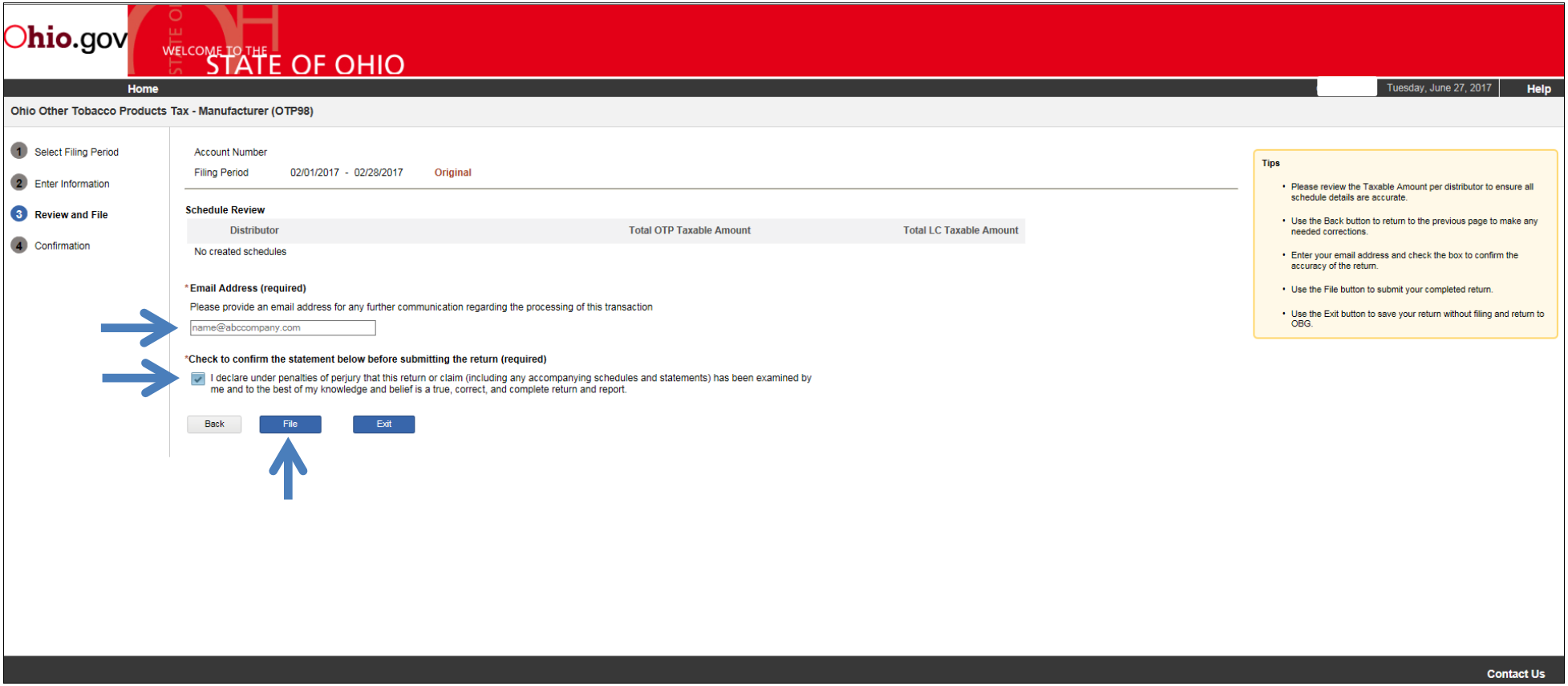


- Review Total Tax Due to ensure all schedule details are accurate
- If you disagree with the summarized values, review and/or edit the schedule details by clicking the “Back” button and making the appropriate corrections

File

When you are satisfied that the summarized values are correct.

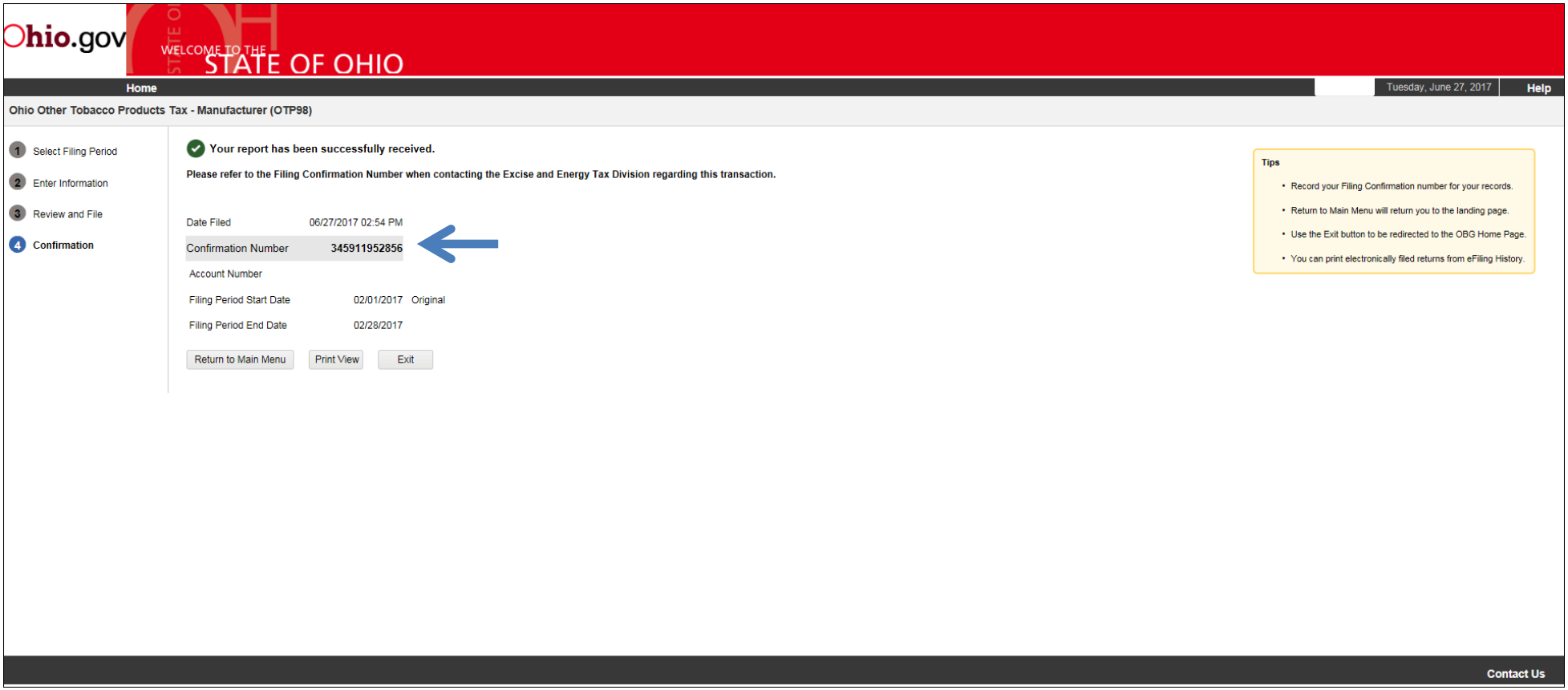
- Enter your email address
- Check to confirm the accuracy of the return
- Click File to submit your completed return



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

Confirmation

- A confirmation acknowledging that your return for the period stated has been filed with the Ohio Department of Taxation
- A Filing Confirmation Number will be provided. Use this number when contacting the Excise and Energy Tax Division



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

Print View

https://qa1.tax.state.oh.us/ - Other Tobacco Products Tax - Manufacturer (OTP98) - Internet Explorer

State of Ohio
Other Tobacco Products Tax
Manufacturer Report

Company Name:

Please print this page for your records.

Account Number:	
Date Filed:	01/30/2018
Filed By:	
Email Address:	
Confirmation Number:	297441338402
Filing Period:	01/01/2018 to 01/31/2018
Type of Filing:	Original

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

Report Review

	Distributor	Total OTP Taxable Amount	Total LC Taxable Amount	Total PC Quantity
1		$0.00	$0.00	100

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.

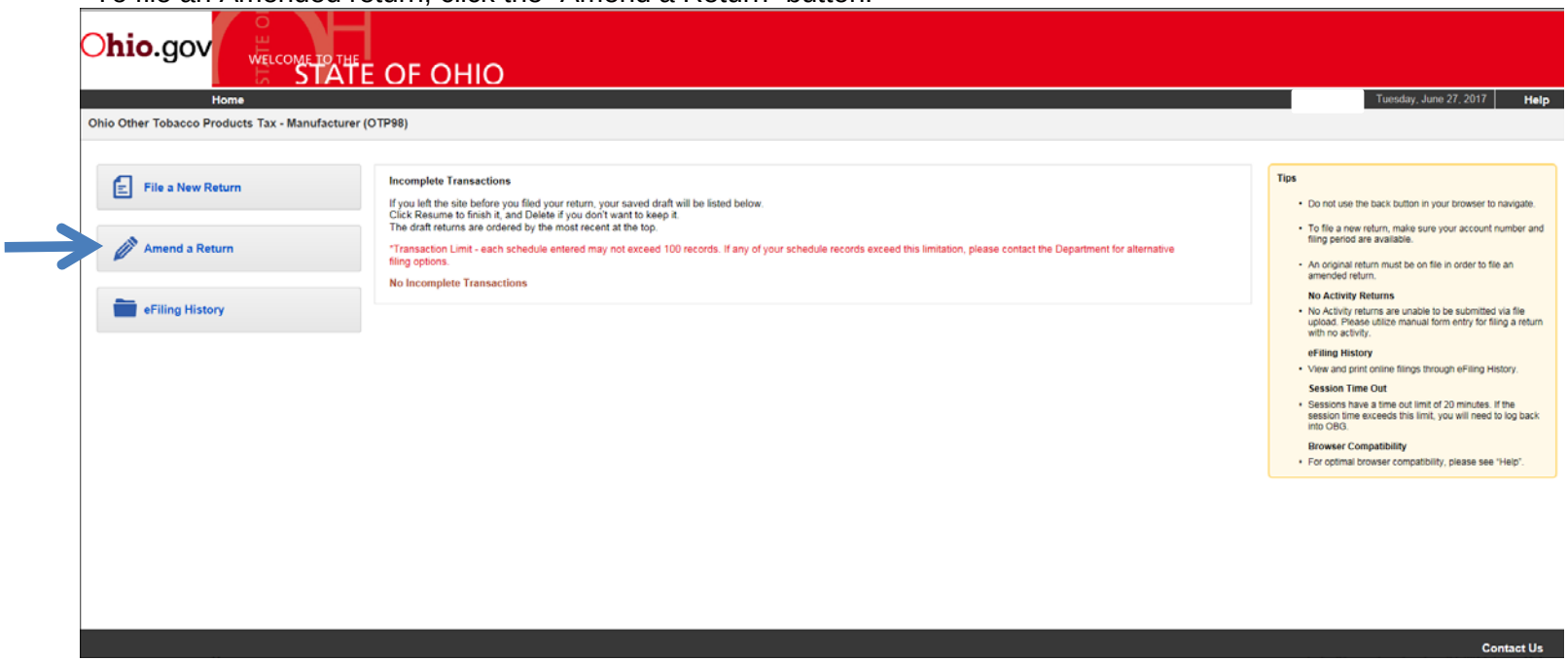
NOTE: *If the filing of an amended return indirectly affects ANY element of subsequently filed returns, (i.e., beginning inventory, etc.) then each affected, subsequent filing must also be amended.*

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.



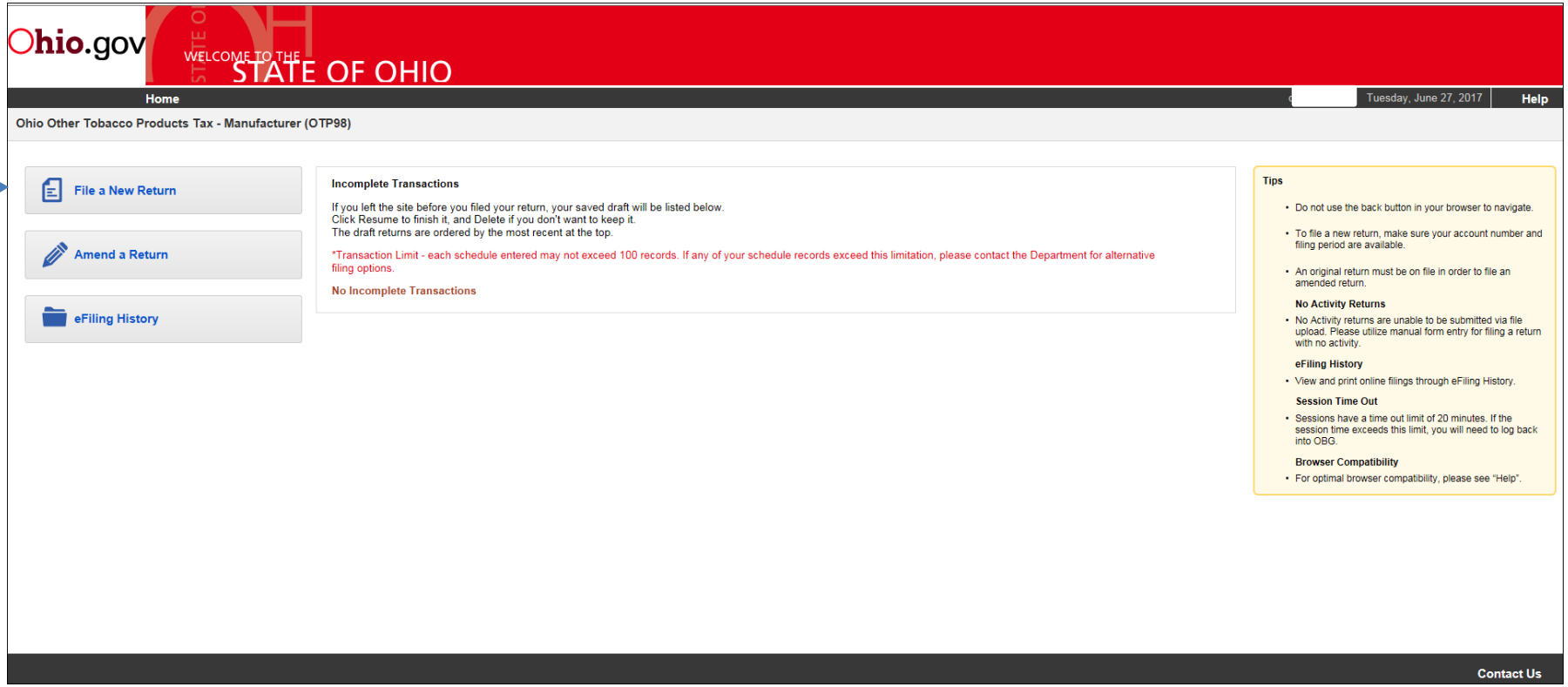
Select Filing Period

- 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 or Upload Files
- Click “Next” to continue.

- 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

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



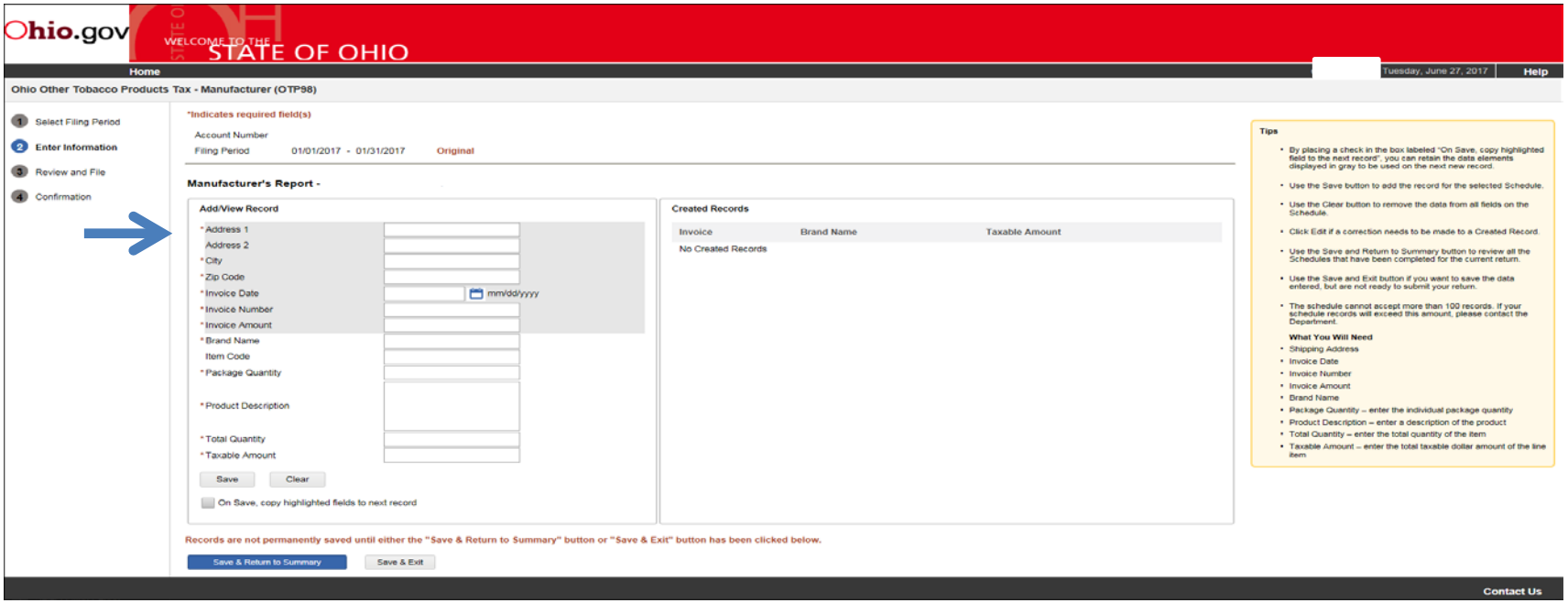
Select Filing Period

- 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.

- Use the Cancel button to return you to the previous page and no data entered will be saved
- Use the Next button to proceed to the next page
- Use the “Manual Form Entry” selection under Method of Filing to entry schedule details

Schedule Details

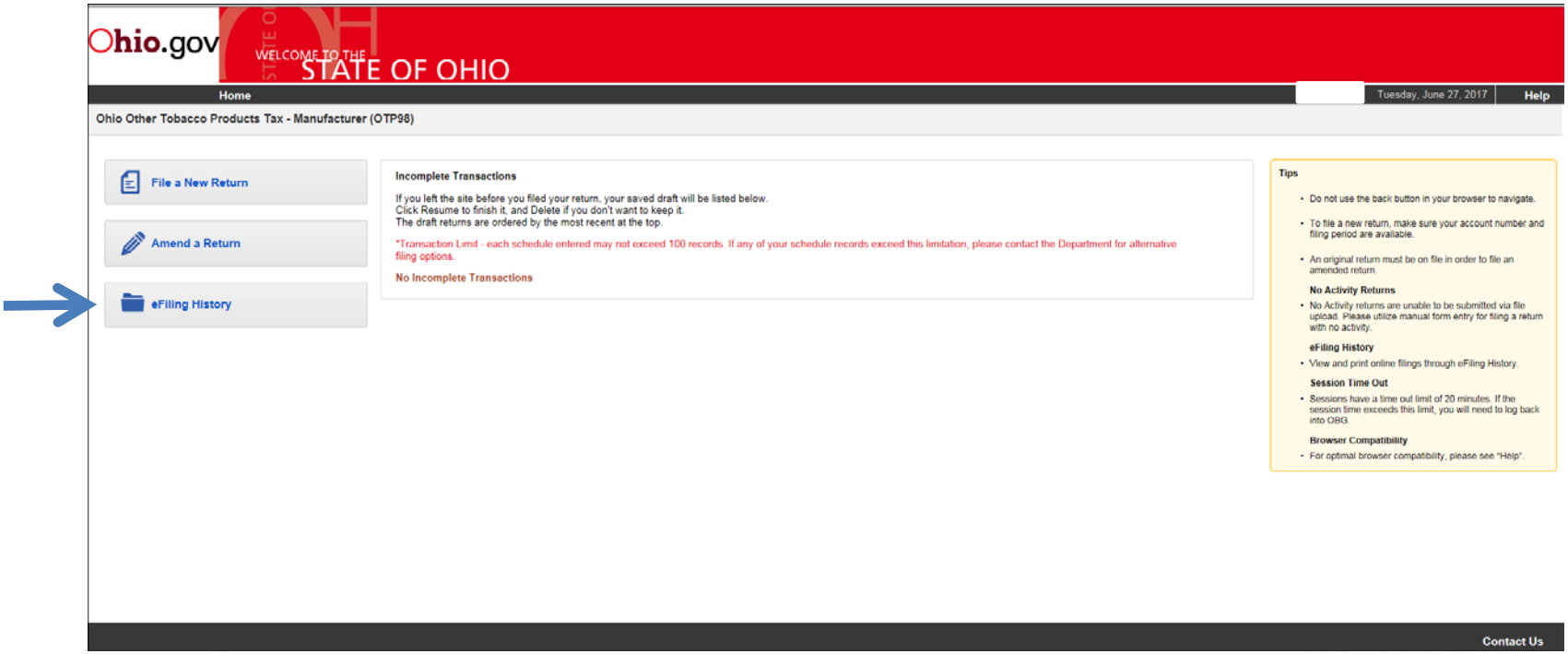
- Address 1
- Address 2
- City
- Zip Code
- Invoice Date (MM/DD/YYYY)
- Invoice Number
- Invoice Amount
- Brand Name
- Item Code
- Package Quantity
- Product Description
- Total Quantity
- Taxable Amount



- 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
- Go to chapter 5, Review and File, to complete the filing of a zero activity return

Chapter 8 – eFiling History

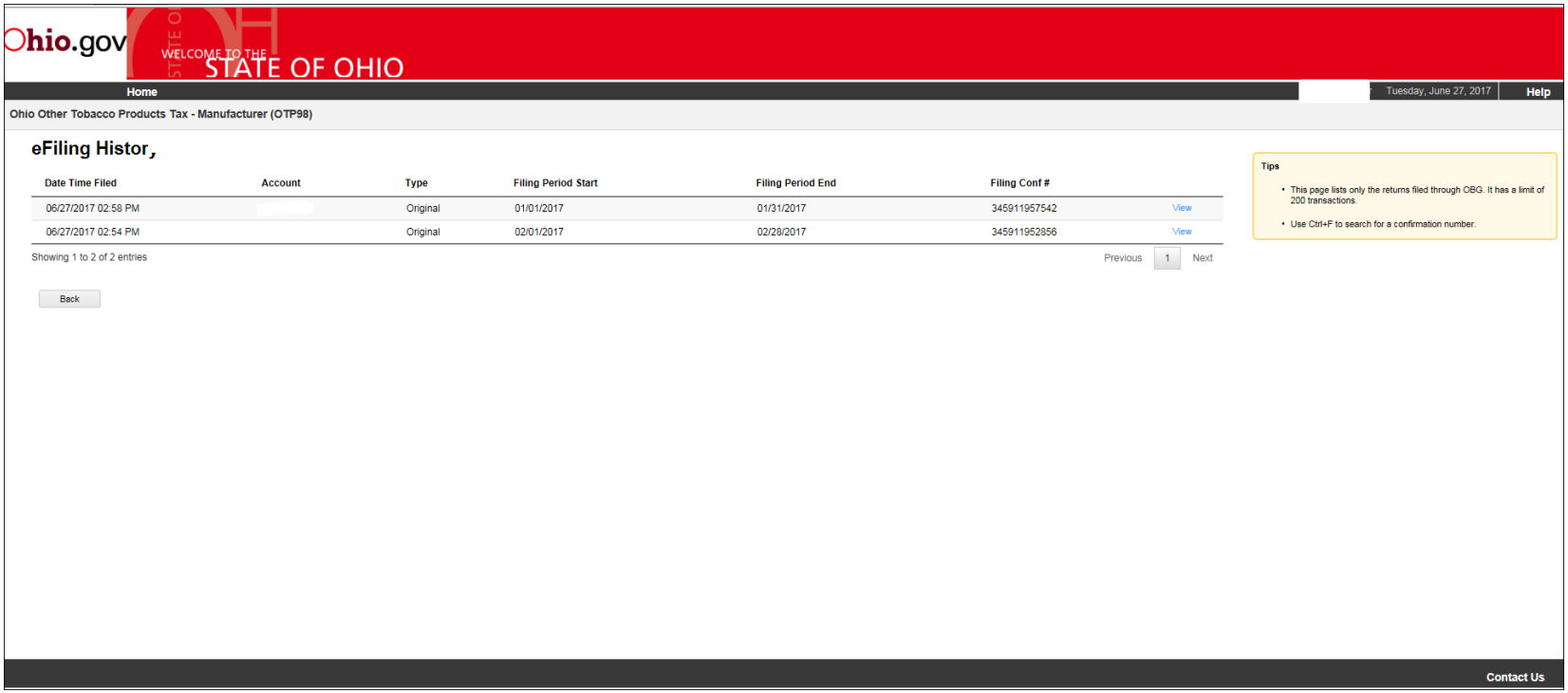
To view eFiling History, click the “eFiling History” button.



eFiling History

Available Information

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



- 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