



Filing an Ohio Request to Transport
Unstamped Other Tobacco Products
OTP99
Using the Ohio Business
Gateway

October 2018

Version: 1.1

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Chapter 1 - Introduction

General

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

Ohio Department of Taxation (ODT) Contact

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

Fax: 614-728-1806

Phone: 855.466.3921 (option 3)

You may write to us at the following address:

Ohio Department of Taxation

Excise and Energy Division

P.O. Box 530

Columbus, OH 43216-0530

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 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 – Request for Consent to Transport (OTP99)” option.



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

Start a Transaction	In Progress (0)	Ready for Checkout (0)
<ul style="list-style-type: none">Ohio Taxation - Municipal Net Profit Tax - NewMunicipal Taxation – Net Profit TaxOhio Taxation - Cigarette TaxOhio Taxation - Motor Fuel Tax		<ul style="list-style-type: none">Ohio 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 - Payment Other Tobacco Products - Request for Consent to Transport(OTP99)Other Tobacco Product Tax - Refund Request (OTP12)Ohio Taxation - Master Settlement AgreementOhio Taxation - Replacement Tire Fee

Ohio Other Tobacco Products – Request for Consent to Transport (OTP99)

This is the Ohio Other Tobacco Products Tax - Request for Consent to Transport (OTP99) page where you will begin all your filing transactions and can view your filing history. On the left-hand side, you will see there are several filing options available:

- Request a New Consent
- eFiling History

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Wednesday, June 28, 2017 Help

Ohio Other Tobacco Products Tax - Request for Consent to Transport (OTP99)

Request a New Consent

eFiling History

Incomplete Transactions

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

No Incomplete Transactions

Tips

- Do not use the back button in your browser to navigate.
- To file a new request, make sure your account number and filing period are available.

eFiling History

- View and print online filings through eFiling History.

Session Time Out

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

Browser Compatibility

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

Contact Us

- As well as these options, note the “Tips” box to the right, and the “Help” link in the upper-right corner.
- The “Tips” box will be updated for each page that you navigate to while processing your transaction and will provide useful information that may assist your filing.
- The “Help” link will take you to more specific information regarding the tax and the filing of your transactions as seen below.

Ohio Other Tobacco Products Tax - Request for Consent to Transport (OTP99)

5703-15-21 (C) Sale of other tobacco products between licensed other tobacco product distributors.

(C) (2) Unless the out-of-state supplier of untaxed other tobacco products is a registered manufacturer, importer, or broker of other tobacco products under section 5743.66 of the Revised Code, such supplier may not ship untaxed other tobacco products into this state without an authorization from the commissioner. The commissioner may authorize repeated transactions of such shipments for a specified period of time.

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

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

Additional Information

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

Information Needed to Complete Your Request

- Your Account Number (8 digits)
- Your Fax Number
- Date of the Shipment
- Supplier's Name
- Supplier's Fax Number
- Invoice Number
- Method of Shipment
- Product details including: Product Type, Manufacturer, MSA Status (if applicable), Product Description, Quantity and Wholesale Cost of the product being shipped

Browser Compatibility

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

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

Help

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

Chapter 3 – Request a New Consent

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

The screenshot shows the Ohio.gov website interface. At the top left is the 'Ohio.gov' logo. A red banner across the top contains the text 'WELCOME TO THE STATE OF OHIO'. Below the banner is a navigation bar with 'Home' on the left, the date 'Wednesday, June 28, 2017' in the center, and 'Help' on the right. The main content area is titled 'Ohio Other Tobacco Products Tax - Request for Consent to Transport (OTP99)'. On the left side of this area, there are two buttons: 'Request a New Consent' (with a document icon) and 'eFiling History' (with a folder icon). A blue arrow points to the 'Request a New Consent' button. To the right of these buttons is a box titled 'Incomplete Transactions' containing instructions on how to handle draft requests and a status message 'No Incomplete Transactions'. On the far right, there is a yellow 'Tips' box with several bullet points regarding navigation, filing requirements, session time, and browser compatibility. At the bottom right corner of the page, there is a 'Contact Us' link.

Enter Information

Account Information

- *Account Number (8-digit Other Tobacco Products Tax Account Number)
- *Fax Number

Supplier's Information

- *Date to be Shipped (MMDDYYYY)
- *Supplier Name
- *Contact Name
- *Fax Number
- *Invoice Number
- *Method of Shipment
- License plate # of vehicle
 - * indicates required fields

The screenshot shows the Ohio.gov website interface for the 'Request for Consent to Transport (OTP99)'. The page is titled 'Ohio Other Tobacco Products Tax - Request for Consent to Transport (OTP99)'. The navigation bar includes 'Home', 'Wednesday, June 29, 2017', and 'Help'. The main content area is divided into three steps: 1. Enter Information, 2. Review and Fill, and 3. Confirmation. The 'Enter Information' step is active, and the form is divided into two sections: 'Account Information' and 'Supplier's Information'. The 'Account Information' section has two fields: '* Account Number' and '* Fax Number'. The 'Supplier's Information' section has seven fields: '* Date to be Shipped' (with a calendar icon and a placeholder 'mm/dd/yyyy'), '* Supplier Name', '* Contact Name', '* Fax Number', '* Invoice Number', '* Method of Shipment', and 'License plate # of vehicle'. A red asterisk indicates required fields. At the bottom of the form, there is a red warning: 'All consent to transport request must be made 3-5 business days prior to the shipment date.' Below the form are 'Cancel' and 'Next' buttons. On the right side, there is a 'Tips' box with the following content:

Tips

- Prior to filing the request, corrections can be made here for any value except the Date to be Shipped. If you have a change to make to the Date to be Shipped, the transaction will need to be deleted and a new request started.
- The Cancel button will return you to the previous page and no data entered will be saved.
- Use the Next button to proceed to the next page.

What You Will Need

- Your 5 Digit Account Number
- Your Fax Number
- Supplier Name and Contact
- Invoice Number for the shipment
- Supplier's Fax Number
- Method of Shipment
- Product data, including the Manufacturer, Brand, MSA Status, and Wholesale Cost

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

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 - Request for Consent to Transport (OTP99)

1 Enter Information
2 Review and File
3 Confirmation

*All fields are required

Account Number [input]
Date to be Shipped 01/31/2018

bob

Product Type Selection

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 Next

Tips

- Select the Product Type to be shipped and click Create Schedule.
- 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 Next button to proceed to the next page.
- Use the Back button to return to the previous page.

What You Will Need

- Product Details

Contact Us

Consent Details

- Manufacturer
- Brand
- Product Type (Select Cigars, Hookah, Pipe Tobacco, RYO, Smokeless Tobacco, or Other)
- Product Description
- Quantity
- Wholesale Cost

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Wednesday, June 28, 2017 Help

Ohio Other Tobacco Products Tax - Request for Consent to Transport (OTP99)

1 Enter Information
2 Review and File
3 Confirmation

*All fields are required

Account Number
Date to be Shipped 01/17/2017

Other Tobacco Products - Supplier Name

Add/View Record

Manufacturer
Product Type Select
Product Description
Quantity
Wholesale Cost

Save Clear

On Save, copy highlighted fields to next blank record

Created Records

Manufacturer	Product Type	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

- Complete the details of each product that is included on your invoice to be shipped.
- By placing a check in the box labeled "On Save, copy highlighted field to next blank record", you can retain the data elements displayed in gray to be used on the next new record.
- Hover over Manufacturer in the Created Records to display the full name as entered.
- Use the Save button to add the record to the Created Records.
- Use the Clear button to remove the data from all fields on the current record that is being entered.
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current request.

What You Will Need

- Manufacturer name
- For Product Description, enter the line item from your invoice. This generally includes name, size, quantity, and/or weight of each individual product in the package you are purchasing.
- For Quantity, enter the total number of packages for the product that is to be shipped.
- Wholesale Cost of the individual product

Contact Us

- Complete the details of each Other Tobacco Products product that is included on your invoice to be shipped
- Check the box labeled "On Save, copy highlighted fields to the next blank record" to retain the data element in the gray field to the next record
- Use the Save button to add the record to the Created Records section
- Use the Clear button to remove the data from all fields on the Record

Created Records

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Wednesday, June 28, 2017 Help

Ohio Other Tobacco Products Tax - Request for Consent to Transport (OTP99)

1 Enter Information
2 Review and File
3 Confirmation

*All fields are required

Account Number
Date to be Shipped 01/17/2017

Other Tobacco Products - Supplier Name

Add/View Record

Manufacturer

Product Type

Product Description

Quantity

Wholesale Cost

On Save, copy highlighted fields to next blank record

Created Records

Manufacturer	Product Type	Cost	
Manufacturer	Cigars	\$1,000.00	Edit Delete

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

Tips

- Complete the details of each product that is included on your invoice to be shipped.
- By placing a check in the box labeled "On Save, copy highlighted field to next blank record", you can retain the data elements displayed in gray to be used on the next new record.
- Hover over Manufacturer in the Created Records to display the full name as entered.
- Use the Save button to add the record to the Created Records.
- Use the Clear button to remove the data from all fields on the current record that is being entered.
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current request.

What You Will Need

- Manufacturer name
- For Product Description, enter the line item from your invoice. This generally includes name, size, quantity, and/or weight of each individual product in the package you are purchasing.
- For Quantity, enter the total number of packages for the product that is to be shipped.
- Wholesale Cost of the individual product

Contact Us

- Hover over the Manufacturer in the Created Records to display the full name as entered
- 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
- Use the Save & Return to Summary button if you have no other data to enter and are ready to proceed
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your request

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 Wednesday, June 28, 2017 Help

Ohio Other Tobacco Products Tax - Request for Consent to Transport (OTP99)

1 Enter Information
2 Review and File
3 Confirmation

*All fields are required

Account Number
Date to be Shipped 01/17/2017

Other Tobacco Products - Supplier Name

Add/View Record

Manufacturer
Product Type Select
Product Description
Quantity
Wholesale Cost

Save Clear

On Save, copy highlighted fields to next blank record

Created Records

Manufacturer	Product Type	Cost	
Manufacturer	Cigars	\$1,000.00	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

- Complete the details of each product that is included on your invoice to be shipped.
- By placing a check in the box labeled "On Save, copy highlighted field to next blank record", you can retain the data elements displayed in gray to be used on the next new record.
- Hover over Manufacturer in the Created Records to display the full name as entered.
- Use the Save button to add the record to the Created Records.
- Use the Clear button to remove the data from all fields on the current record that is being entered.
- Use the Save and Return to Summary button to review all the Schedules that have been completed for the current request.

What You Will Need

- Manufacturer name
- For Product Description, enter the line item from your invoice. This generally includes name, size, quantity, and/or weight of each individual product in the package you are purchasing.
- For Quantity, enter the total number of packages for the product that is to be shipped.
- Wholesale Cost of the individual product

Contact Us

- Use the Save & Return to Summary button if you have no other data to enter and are ready to proceed
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your request

Summary of Created Records - continued

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Tuesday, January 30, 2018 Help

Ohio Other Tobacco Products Tax - Request for Consent to Transport (OTP99)

1 Enter Information
2 Review and File
3 Confirmation

**All fields are required*

Account Number [input]
Date to be Shipped 01/31/2018

bob

Product Type Selection

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	Show Schedule	Delete
Premium Cigars	\$1,000.00	100	Show Schedule	Delete

Back Next

Tips

- Select the Product Type to be shipped and click Create Schedule.
- 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 Next button to proceed to the next page.
- Use the Back button to return to the previous page.

What You Will Need

- Product Details

Contact Us

- Use the Back button to return to the previous page
- Use the Next button to proceed with the Request for Consent

Supporting Documentation

- Check the box for Option 1: No Documentation to Submit, if you have no documentation to submit
- Click Browse for Option 2: Upload Documentation, to upload documentation for the Request for Consent to Transport

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Wednesday, June 28, 2017 Help

Ohio Other Tobacco Products Tax - Request for Consent to Transport (OTP99)

1 Enter Information
2 Review and File
3 Confirmation

*All fields are required

Account Number
Date to be Shipped 01/17/2017

Option 1: No Documentation to Submit
 I have no documentation to add (check the box and click Review below)

Option 2: Upload Documentation
To upload supporting documentation, click Browse to search for the file(s). Maximum upload is 6 *.pdf files with a maximum of 5,120 KB (5MB) each. Click Review when all files are loaded.

Browse

File Name	Size	Action
No Files Selected		

If you click "Back" or close the window before clicking "Review", the uploaded files will not be saved.

Back Review

Tips

- Invoices and other supporting documentation can be uploaded as a PDF document.
- Documentation is not required at the time of filing, but may be requested prior to approval.
- 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 request.

Contact Us

- Invoices and other supporting documentation can be uploaded as a PDF document
- Documentation is not required at the time of filing, but may be requested prior to approval
- To upload supporting documentation, click browse to search for the file(s)
- Maximum upload is 6 *.pdf files with a maximum of 5,120 KB (5MB) each
- Use the Back to return to the previous page
- Use the Review button if you have no other data to enter and are ready to proceed. Note that this button does not file the request

Review and File

Review

- Click the Review button to review the Request for Consent to Transport details entered

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Wednesday, June 28, 2017 Help

Ohio Other Tobacco Products Tax - Request for Consent to Transport (OTP99)

1 Enter Information
2 Review and File
3 Confirmation

***All fields are required**

Account Number 92100001
Date to be Shipped 01/17/2017

Option 1: No Documentation to Submit
 I have no documentation to add (check the box and click Review below)

Option 2: Upload Documentation
To upload supporting documentation, click Browse to search for the file(s). Maximum upload is 6 *.pdf files with a maximum of 5,120 KB (5MB) each. Click Review when all files are loaded.

Browse

File Name	Size	Action
No Files Selected		

If you click "Back" or close the window before clicking "Review", the uploaded files will not be saved.

Back Review

Tips

- Invoices and other supporting documentation can be uploaded as a PDF document.
- Documentation is not required at the time of filing, but may be requested prior to approval.
- 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 request.

Contact Us

Review Page

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Wednesday, June 28, 2017 Help

Ohio Other Tobacco Products Tax - Request for Consent to Transport (OTP99)

1 Enter Information
2 Review and File
3 Confirmation

Account Number	
Date to be Shipped	01/17/2017

Supplier Name	Supplier Name
Invoice Number	13234
Other Tobacco Products	\$1,000.00
Little Cigars	\$0.00

Total Wholesale Cost	\$1,000.00
-----------------------------	-------------------

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

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

Tips

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

Contact Us

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

File

When you are satisfied that the Request for Consent to Transport (OTP99) summarized values are correct.

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

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Wednesday, June 28, 2017 Help

Ohio Other Tobacco Products Tax - Request for Consent to Transport (OTP99)

1 Enter Information
2 Review and File
3 Confirmation

Account Number
Date to be Shipped 01/17/2017

Supplier Name Supplier Name
Invoice Number 13234
Other Tobacco Products \$1,000.00
Little Cigars \$0.00

Total Wholesale Cost \$1,000.00

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

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

Back File Exit

Tips

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

Contact Us

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

Confirmation

- You will see a confirmation acknowledging that your Request for Consent to Transport (OTP99) has been filed with the Ohio Department of Taxation
- A Filing Confirmation Number will be provided. Use this number when contacting the Excise and Energy Tax Division

The screenshot shows the Ohio.gov website interface. At the top, there is a red banner with the Ohio.gov logo and the text "WELCOME TO THE STATE OF OHIO". Below the banner is a navigation bar with "Home", "Wednesday, June 28, 2017", and "Help". The main content area is titled "Ohio Other Tobacco Products Tax - Request for Consent to Transport (OTP99)". On the left, there is a navigation menu with three items: "1 Enter Information", "2 Review and File", and "3 Confirmation". The main content area displays a confirmation message: "The filing was successfully received. Date and Time of Filing 06/28/2017 01:27 PM". Below this message is a table of filing details:

Filing Confirmation	558286958989
Account Number	..
Supplier Name	Supplier Name
Invoice Number	13234
Date to be Shipped	01/17/2017
Total Wholesale Cost	\$1,000.00

Below the table are three buttons: "Return to Main Menu", "Print View", and "Exit". A blue arrow points to the Filing Confirmation number. To the right of the table is a "Tips" section with the following text:

Tips

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

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

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

Print View



State of Ohio Other Tobacco Products Tax Request for Consent to Transport (OTP99)

Company Name:

Please print this page for your records.

Account Number:
Date Filed: 01/30/2018
Filed By:
Email Address:
Confirmation Number: 647053001453
Supplier Name: bob
Invoice Number: 6548
Date to be Shipped: 01/31/2018

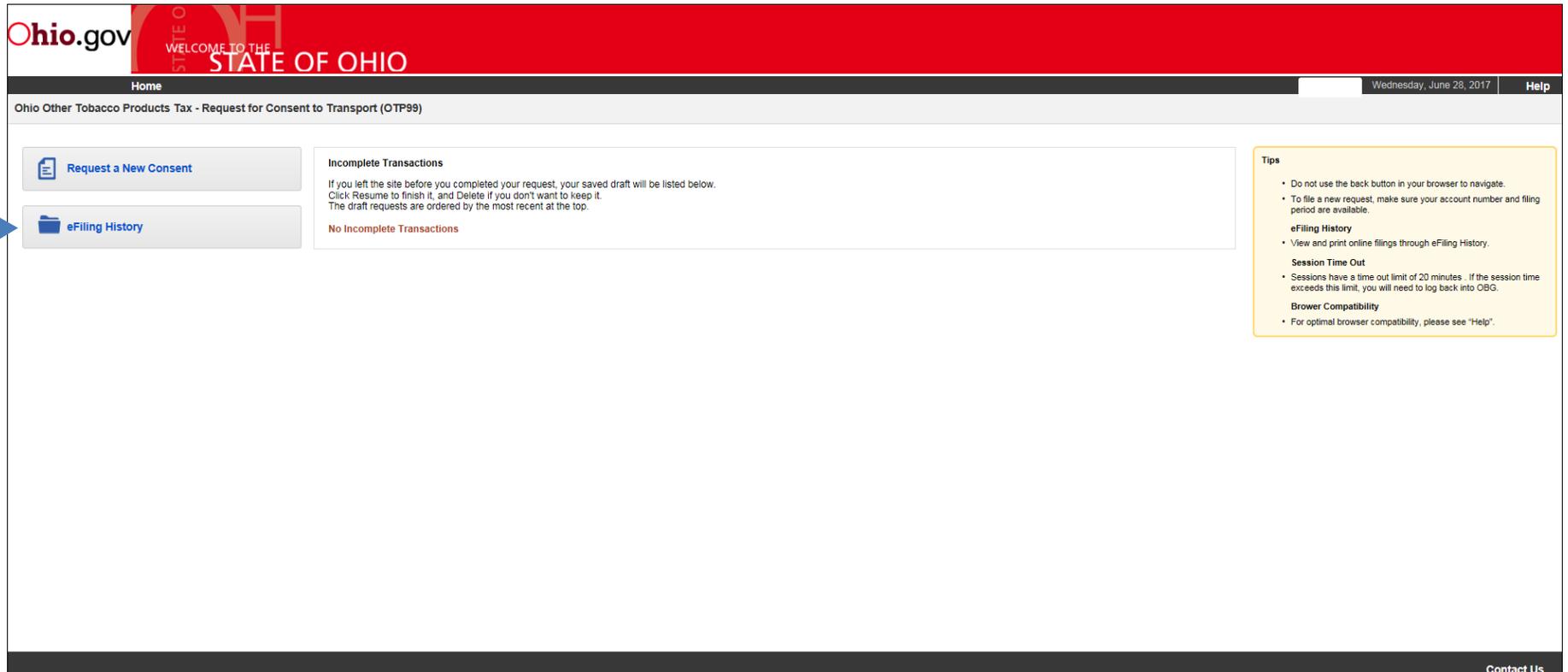
Please note: this confirmation is not your approved authorization for shipment. Upon approval you will receive a letter authorizing your consent for shipment.

Ohio Other Tobacco Products Tax - Request for Consent to Transport (OTP99)	
Total Wholesale Cost	\$0.00
Quantity of Premium Cigars	100

- Click on the picture of the printer to send a copy of the request to the printer

Chapter 4 – eFiling History

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



The screenshot shows the Ohio.gov website interface. At the top, there is a red banner with the Ohio.gov logo and the text "WELCOME TO THE STATE OF OHIO". Below the banner, there is a navigation bar with "Home" and "Help" links, and a date indicator "Wednesday, June 28, 2017". The main content area is titled "Ohio Other Tobacco Products Tax - Request for Consent to Transport (OTP99)". On the left side, there are two buttons: "Request a New Consent" and "eFiling History". A blue arrow points to the "eFiling History" button. In the center, there is a section titled "Incomplete Transactions" with the following text: "If you left the site before you completed your request, your saved draft will be listed below. Click Resume to finish it, and Delete if you don't want to keep it. The draft requests are ordered by the most recent at the top." Below this text, it says "No Incomplete Transactions". On the right side, there is a "Tips" section with the following content: "Do not use the back button in your browser to navigate.", "To file a new request, make sure your account number and filing period are available.", "eFiling History", "View and print online filings through eFiling History.", "Session Time Out", "Sessions have a time out limit of 20 minutes. If the session time exceeds this limit, you will need to log back into OBG.", "Browser Compatibility", "For optimal browser compatibility, please see 'Help'". At the bottom right, there is a "Contact Us" link.

eFiling History

Available Information

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

Ohio.gov WELCOME TO THE STATE OF OHIO

Home Wednesday, June 28, 2017 Help

Ohio Other Tobacco Products Tax - Request for Consent to Transport (OTP99)

eFiling History

Date Time Filed	Account	Invoice Number	Date to be Shipped	Filing Conf #	
06/28/2017 01:27 PM		13234	01/17/2017	558286958989	View
03/02/2017 03:23 PM		16457893	01/01/2016	222433008960	View

Showing 1 to 2 of 2 entries

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Tips

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

Contact Us

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