

The background of the top half of the page is a large, light gray watermark of the Ohio State Seal. The seal features a sun with rays at the top, a landscape with a river and fields in the middle, and a sheaf of wheat at the bottom. The word "Ohio" is written across the top of the seal in a large, stylized font.

Ohio

The Small Business Tax Training Program

Sales and Use Tax
Ohio and School District Withholding Tax
Commercial Activity Tax
Municipal Net Profit Tax

Revised December 2019

Ohio

Department of
Taxation

tax.ohio.gov

Mike DeWine, Governor
Jeff McClain, Tax Commissioner



Welcome to the Ohio Small Business Tax Training Program

Congratulations on starting a new business in Ohio. Getting a new business up and running can be very challenging, which includes understanding Ohio's tax laws.

The Ohio Department of Taxation is committed to helping you succeed by making our tax system as user-friendly as possible. This tax training program is part of that effort.

Our goal with this course is to help you thoroughly understand Ohio's tax requirements and to acquaint you with the people and resources we offer to help you successfully interact with the system and get you the information you need to comply with state tax laws.

I'm confident that upon completing this training you'll have the knowledge you need to spend less time on tax forms and more time developing your business.

Thank you for your interest and participation in this training, and best wishes for every success with your business.

Sincerely,

A handwritten signature in black ink that reads "Jeffery A. McClain". The signature is written in a cursive style.

Jeffery A. McClain
Tax Commissioner

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Sales and Use Tax Section

What Is Sales Tax?

Sales tax is a “trust” tax that the vendor must collect on all taxable retail sales to Ohio customers. It is called a “trust” tax because the consumer has entrusted this tax to the vendor with the understanding that the vendor will report and pay the tax to the state of Ohio in a timely manner. All changes to tax rates and laws can be found at tax.ohio.gov.

What Is Use Tax?

Use tax is imposed on the storage, use or other consumption of tangible personal property and certain taxable services in Ohio. Generally, if you have paid Ohio sales tax to the vendor on your purchases of taxable tangible personal property or taxable services, then you do not owe Ohio use tax on that transaction. If you have not paid the full amount of Ohio sales tax to the vendor, then you have a responsibility to remit Ohio use tax directly to the Ohio Department of Taxation, unless there is an exception or exemption that applies to the transaction.

What Must I Do To Make Retail Sales in Ohio?

Every Ohio retailer (vendor) must obtain a vendor’s license, collect sales tax, file tax returns with payment of tax collected and maintain complete records of transactions. All vendor’s license applications are available online. To apply for any vendor’s license online, you must register on the Ohio Business Gateway found at ohiobusinessgateway.ohio.gov. Online applications are processed immediately. All vendor’s license applications have a \$25 fee that can be paid by ACH online.

- Paper applications can be downloaded from tax.ohio.gov. The \$25 fee must accompany the application. You will need to allow 4-6 weeks to process the paper application.
- You can obtain a County vendor’s license from the County Auditor’s office where the business is located. Transient Vendor’s licenses cannot be obtained here.

Please note that you cannot file a Sales Tax return until your vendor’s license has been issued.

How Do I Get Forms? Where May I Get Assistance if I Need Help?

You may get applications, forms and help by contacting the Department of Taxation via:

- **Internet/E-mail**
tax.ohio.gov
- **Forms Request Line** 1-800-282-1782
Phone (general business) 1-888-405-4039
Phone (registration) 1-888-405-4089
Fax 1-614-387-1851
- **Walk-in Help**
Ohio Department of Taxation
Taxpayer Service Center
4485 Northland Ridge Blvd.
Columbus, Ohio 43229-6596
- **Written Correspondence**
Ohio Department of Taxation
Taxpayer Services Division
P.O. Box 182215
Columbus, Ohio 43218-2215

Are There Different Vendors' Licenses for Different Types of Business?

Yes. All vendors must get one or more licenses depending on the nature of their business. \

Businesses with a fixed location and those that provide taxable services must obtain a County Vendors License.

Businesses that take their goods to various locations (trade shows, flea markets, etc.) must obtain a Transient Vendors License.

What Is a Taxable Sale?

A taxable sale is any transaction in which title or possession of tangible personal property or the benefit of certain services is, or will be, transferred or provided for a price. All retail sales are subject to the tax unless they are specifically exempted in Ohio's sales tax law (R.C. 5739).

What Services Are Subject to the Sales Tax?

Some services are subject to sales tax in the state of Ohio. If you sell services, you need to charge tax on the price of the service provided (see Exhibit 1, Services Subject to Sales Tax in Ohio, on page 6).

What Sales Are Exempted/Excepted From Sales and Use Tax?

Every tax has exceptions and/or exemptions. Generally speaking, exemptions are enacted to do some perceived social good or to make the tax more "fair" (see Exhibit 2, Sales Exempted or Excepted from Sales and Use Tax, on page 7).

What Should I Do if My Customer Claims the Purchase Is Exempt From the Tax?

All retail sales are presumed to be subject to sales tax. Each vendor must charge sales tax on all retail sales unless the purchaser provides a fully completed exemption certificate stating the reason for exemption. **Ohio does not assign exemption numbers.** The vendor must retain the exemption in its records to document the exempt sales. Exemption certificate forms are prescribed by the tax commissioner and can be obtained on the department's Web site at tax.ohio.gov. For more information, see Ohio Administrative Code 5703-9-03 (Exhibit 4, 5703-9-03 Sales and Use Tax: Exemption Certificate Forms, on page 13). A copy of the purchaser's vendor's license is not required to claim exemption, nor is a vendor's license an acceptable substitute for a fully completed exemption certificate.

Exemption certificates are not required when the item sold is never taxable, such as prescription drugs or food sold for off-premises consumption. Also, certificates are not needed if the purchaser is clearly identified on the invoice as an exempt entity, such as federal, state or local governments.

How and When Is the Tax Collected?

Vendors must charge and collect the sales tax at the rate in effect in the county where the sale is made or obtain a fully completed exemption certificate. Tax on motor vehicles, watercraft and outboard motors is paid to the Clerk of Courts at the rate in effect in the purchaser's county of residence.

Taxable telecommunications services, automatic data processing and computer services, landscaping and lawn-care service, private investigation and security service, information service (1-900 telephone calls), building maintenance and janitorial service, exterminating service, employment service and employment placement services, satellite-broadcasting service and snow-removal service are taxed at the county rate where the service is received.

The tax applies when the sale is made, NOT at some future date when payment is received.

Example: If a vendor makes a sale on credit in January, but the money is not received until February, the tax must be reported and sent in with the January return.

Vendors that fail to remit taxes collected, make retail sales without having a vendor's license, or make retail sales while the vendor's license is suspended or revoked may be subject to assessment, fines and criminal penalties.

What Is the State Sales Tax Rate?

The current state sales tax rate is 5.75%. Local tax rates are charged in addition to the state rate.

What Are the Local Sales Tax Rates?

Counties and regional transit authorities may each levy sales tax in increments of .10% up to 1.5%. The total combined rate – state, county and transit authority – may not exceed 8.5%. A county or transit authority that has enacted a permissive sales tax must also enact a use tax. Tax rates can be found at tax.ohio.gov.

Who Is Ultimately Responsible for Paying the Tax?

The tax is imposed on the consumer. However, the department may assess either the vendor or the consumer. The department cannot assess both the vendor and the consumer for unpaid tax on the same transactions.

What if I Receive an Assessment for Unpaid Taxes?

An assessment is a formal bill from the department for taxes underpaid or not paid, interest and penalties. Assessments are delivered by certified mail or personally by agents of the department. Prior to issuing the assessment, the department will provide the taxpayer a written description of the basis for the assessment. A taxpayer has 60 days from the date the assessment is received to object to the assessment. Complete instructions for filing a petition for reassessment are included with each assessment.

If you appeal the assessment, the department conducts an administrative review of your claim and issues a final determination. You have the right to appeal the final determination to the Board of Tax Appeals (BTA). The BTA is an independent agency that reviews the assessment and the final determination.

What Records Must I Keep and for How Long?

Each vendor must maintain complete and accurate records, which include both:

- Primary records such as purchase invoices, bills of lading, sales invoices, guest checks, exemption certificates, tax-payment receipts and cash-register tapes; and
- Secondary records such as bank-deposit receipts and day books, journals or any other records in which accumulated data is recorded.

Vendors must retain primary and secondary records for at least four years with the exception of food-service operators. These records must include fully completed exemption certificates for each exempt sale. **Certificates must be maintained indefinitely.** Certificates may need to be updated periodically based on law changes. It is suggested that these certificates be filed alphabetically for easier reference.

Food-service operators who have not been convicted of a criminal violation are permitted the option of keeping 14 days of sales records per calendar quarter in lieu of records of all sales from their food-service operation. If a food-service operator elects not to retain the records of all their sales, the records of sales made on 14 days out of each quarter as specified by the tax commissioner after the quarter is over are required to be kept for the four-year statutory period.

How Do I File My Sales Tax Return?

All vendors are required to file sales tax returns electronically.

The department offers two ways to electronically file a sales tax return:

Ohio Business Gateway

Electronic filing is available for all sales tax vendors through the Ohio Business Gateway. The Ohio Business Gateway is a Web site that enables vendors to electronically file returns with several Ohio agencies. You must register at gateway.ohio.gov to use the online system. Payment may be made by ACH debit, credit card or check. If you are a new vendor, you will not be able to file a return until the department completes the processing of your license application. A confirmation notice will be mailed to you once this process is complete if you have registered by paper. If you applied on the Ohio Business Gateway, you will be able to print your confirmation and file immediately.

TeleFile

TeleFile is available for vendors who have a regular county vendor's license (license number which begins with 01 – 88) and are filing for a single county. Only vendors with this account type and a touch-tone telephone are able to use the TeleFile system.. Your two-digit TIN (found on your registration confirmation letter, a previously filed paper return or by calling the department's taxpayer services at 1-888-405-4039) is required in order to TeleFile. In order to file by TeleFile you should have the following information ready: your sales figures, including total gross sales and exempt sales (if any), the amount of tax collected and your bank or credit card account information. Instructions and worksheets are available on our Web site at tax.ohio.gov. Call 1-800-697-0440 to TeleFile.

What Information Do I Need to File My Sales Tax Return?

In order to file your sales tax return, you should have the following information ready: your vendor's license number, gross sales, exempt sales (if any), the amount of tax collected for the filing period and the county in which the sales were made. Sellers of licensed motor vehicles, trailers and/or registered watercraft must know the amount of sales tax paid to each county clerk of courts at the time of the registration.

See exhibits 9, 10 and 11 – UST 1 TeleFile worksheets and instructions – for more information regarding filing sales tax returns.

Sales and Use Tax Exhibits

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Services Subject to Sales Tax in Ohio

Services covered by a county vendor's license:

- Automatic data-processing, computer and electronic-information services provided for use in business.
- Building maintenance and janitorial services (if annual sales equal or exceed \$5,000).
- Landscaping and lawn-care service (if annual sales equal or exceed \$5,000).
- Provision of employment placement service.
- Provision of employment service.
- Provision of exterminating service.
- Provision of information service (1-900 telephone calls).
- Provision of private investigation or security service.
- Satellite-broadcasting service, both audio and video.
- Snow-removal service provided by any mechanized means, excluding provision of such service by a person that has less than \$5,000 in sales of such service in a calendar year.
- Taxable telecommunication services.
- Cleaning towels, linen or clothing used in a trade or business.
- Installation of tangible personal property (except installation of property exempt from sales tax).
- Laundry and dry-cleaning service, excluding sales made through self-service facilities.
- Personal-care service, including skin care, application of cosmetics, manicures, pedicures, hair removal, tattoos, body piercing, tanning, massage and other similar services. It does not include the cutting, coloring or styling of an individual's hair, or service provided by or on the order of a licensed physician or licensed chiropractor.
- Provision of physical-fitness facility service.
- Provision of recreation and sport-club service.
- Rental of hotel rooms or similar sleeping accommodations for less than 30 consecutive days by establishments with five or more sleeping rooms.
- Repair of tangible personal property (except repair of property that is exempt from sales tax).
- Storage service for tangible personal property, except such property that the consumer of the storage holds for sale in the regular course of business.
- Towing service for motor vehicles.
- Transportation of persons by motor vehicle or aircraft within Ohio, except by public transit systems, ambulance or commercial airlines.
- Washing (except coin-operated), cleaning, waxing, polishing or painting of motor vehicles.

Sales Exempted or Excepted From Sales and Use Tax (With Ohio Revised Code References)

- Tangible personal property to be resold in the form received. [5739.01(E)]
- Material incorporated as a part of tangible personal property produced for sale by manufacturing, assembling, processing or refining. [5739.02(B)(43)(a)]
- Tangible personal property used or consumed primarily in a manufacturing operation for sale. [5739.02(B)(43)(g)]
- To use tangible personal property to perform a service listed in division (B)(3) of this section, if the property is or is to be permanently transferred to the consumer of the service as an integral part of the performance of the service. [5739.02(B)(42)(a)]
- “Direct use” exemptions:
 - Material used or consumed directly in mining, farming, agriculture, horticulture, floriculture or used in the production of and exploration for crude oil and natural gas. [5739.02(B)(42)(g)]
 - Tangible personal property used directly in rendering a public utility service. [5739.02(B)(42)(a)]
 - Tangible personal property used or consumed in the preparation for sale of printed material. [5739.02(B)(42)(f)]
- Copyrighted motion picture films for exhibition purposes unless solely used for advertising. (The rental or sale of films or tapes to individuals is taxable.) [5739.01(B)(7)]
- Food for human consumption off the premises where sold. [5739.02(B)(2)]
- Food sold to students in a dormitory, school cafeteria, fraternity or sorority house. [5739.02(B)(3)]
- Food served without charge to employees as part of their compensation. [5739.02(B)(5)]
- Items purchased with food stamps. [5739.02(B)(16)]
- Newspapers. [5739.02(B)(4)]
- Magazine subscriptions sent by second class mail (subject to sales tax Jan. 1, 2014). [5739.02(B)(4)]
- Sales by churches and nonprofit charitable organizations (excluding sales of motor vehicles and house trailers) not exceeding six days in any calendar year. [5739.02(B)(9)]
- Sales of personal computers, computer monitors, computer keyboards, modems and other peripheral computer equipment to an individual who is licensed or certified to teach in an elementary or a secondary school in this state for use by that individual in preparation for teaching elementary or secondary school students. [5739.02(B)(37)]
- Items of property that are attached to or incorporated in motor racing vehicles, including engines, chassis and all other components of the vehicles, and all spare, replacement and rebuilt parts or components of the vehicles; except not including tires, consumable fluids, paint and accessories consisting of instrumentation sensors and related items added to the vehicle to collect and transmit data by means of telemetry and other forms of communication. [5739.02(B)(38)]
- Sales to nonprofit organizations operated exclusively in Ohio for certain charitable purposes as defined in sales tax law. [5739.02(B)(12)]
- Sales to churches. [5739.02(B)(12)]
- Sales to organizations exempt from taxation under Section 501(c)3 of the Internal Revenue Code of 1986. [5739.02(B)(12)]

- Sales to veterans' organization state headquarters. [5739.02(B)(33)]
- Sales to a telecommunications service vendor, mobile telecommunications service vendor or satellite-broadcasting service vendor of tangible personal property and services used directly and primarily in transmitting, receiving, switching or recording any interactive, one- or two-way electromagnetic communications, including voice, image, data and information, through the use of any medium, including, but not limited to, poles, wires, cables, switching equipment, computers and record-storage devices and media, and component parts for the tangible personal property. The exemption provided in this division shall be in lieu of all other exemptions under division (B)(43)(a) of this section to which the vendor may otherwise be entitled, based upon the use of the thing purchased in providing the telecommunications, mobile telecommunications or satellite-broadcasting service. [5739.02(B)(34)]
- Drugs that are or are intended to be distributed free of charge to a practitioner licensed to prescribe, dispense and administer drugs to a human being in the course of a professional practice and that by law may be dispensed only by or upon the order of such a practitioner. [5741.02(C)(7)] (**NOTE:** This use tax exemption will be effective on or after July 1, 2001. Prior to July 1, 2001, drugs distributed free of charge are subject to use tax.)
- Sales of animals by nonprofit animal shelters and county humane societies. [5739.02(B)(28)]
- Sales to U.S. government agencies. [5739.02(B)(10)]
- Sales to the state of Ohio or any of its political subdivisions. [5739.02(B)(1)]
- Casual sales except sales of motor vehicles, boat and outboard motors that are required to be titled, snowmobiles, documented boats and all-purpose vehicles. [5739.02(B)(8)]
- Motor vehicles sold in Ohio to nonresidents for immediate removal and titling outside the state. [5739.02(B)(23)]
- Motor vehicle fuel subject to the state motor fuel tax. [5739.02(B)(6)]
- Motor vehicles and parts used for transporting tangible personal property by persons engaged in highway transportation for hire. [5739.02(B)(32)].
- Emergency and fire-protection vehicles and equipment used by nonprofit organizations in providing emergency and fire-protection services for political subdivisions. [5739.02(B)(20)]
- The transfer of a used manufactured home or used mobile home, as defined in R.C. 5739.021, made on or after Jan. 1, 2000. [5741.02(C)(6)]
- Sales of drugs for a human being, dispensed pursuant to a prescription; insulin as recognized in the official United States pharmacopoeia; urine and blood-testing materials when used by diabetics or persons with hypoglycemia to test for glucose or acetone; hypodermic syringes and needles when used by diabetics for insulin injections; epoetin alfa when purchased for use in the treatment of persons with medical disease; hospital beds when purchased for use by persons with medical problems for medical purposes; and medical oxygen and medical oxygen-dispensing equipment when purchased for use by persons with medical problems for medical purposes;
- Sales of prosthetic devices, durable medical equipment for home use or mobility-enhancing equipment when made pursuant to a prescription and when such devices or equipment are for use by a human being. [5739.02(B)(18)&(19)]
- Tangible personal property used in air, noise or water pollution-control facilities by holders of pollution control certificates. [5709.25 & 6111.31]
- Tangible personal property used or consumed in commercial fishing. [5739.01(E)(6)]
- Gas, water, steam and electricity delivered through pipes, conduits or wires and sold by a public utility. [5739.02(B)(7)]
- Bulk water for residential use. This does not include bottled water, mineral water, carbonated water or ice. [5739.02(B)(25)(a)]

- Sales of water by a nonprofit corporation engaged exclusively in the treatment, distribution and sale of water to consumers, if such water is delivered to consumers through pipes or tubing. [5739.02(B)(25)(b)]
- Tangible personal property incorporated into an energy-conversion facility, solid waste energy-conversion facility or a thermal-efficiency improvement facility by holders of the appropriate certificate. [5709.50]
- Sales of property for use directly in agricultural production. [5739.02(B)(17)]
- Sales of services provided by the state or any of its political subdivisions, agencies, instrumentalities, institutions or authorities. [5739.02(B)(22)]
- Property used in the preparation of eggs for sale. [5739.02(B)(24)]
- Sales and installation of agricultural land title. [5739.02(B)(30)]
- Sales and construction of portable grain bins to farmers. [5739.02(B)(31)]
- Sales to persons licensed to conduct a food-service operation pursuant to R.C. section 3732.03; of tangible personal property primarily used directly: (a) to prepare food for human consumption for sale; (b) to preserve food that has been or will be prepared for human consumption for sale by the food service operation, not including tangible personal property used to display food for selection by the consumer; and (c) to clean tangible personal property used to prepare or serve food for human consumption for sale. [5739.02(B)(27)]
- Ships or vessels or rail rolling stock used for interstate or foreign commerce and material used for repairing, altering or propelling them. [5739.02(B)(14)]
- Material, machinery, equipment and other items used in packaging property for sale by a manufacturer or retailer. [5739.02(B)(15)]
- Building and construction material sold to contractors for incorporation into real property of federal, state of Ohio or any of its political subdivisions, or religious and charitable institutions, organizations exempt from taxation under section 501(c)(3) of the Internal Revenue Code of 1986 when the building is to be used exclusively for the organization's exempt purposes, or original construction of a sports facility under R.C. section 307.696. [5739.02(B)(13)]
- Building and construction materials and services sold to contractors for incorporation into exempt real property located in another state. [5739.02(B)(13)]
- Building and construction materials sold to construction contractors or persons engaged in the business of horticulture or producing livestock for incorporation into a horticulture or livestock structure. [5739.02(B)(13)&(36)]
- Property manufactured in Ohio and immediately shipped outside the state for use in retail business, if sold by the manufacturer to the retailer and shipped in vehicles owned by the retailer. [5739.02(B)(21)]
- To use the thing transferred as qualified research and development equipment. [5739.02(B)(42)(i)]
- Motor vehicle inspection or reinspection fees under R.C. section 3704.14. [5739.02(B)(26)]
- Sales where the purpose of the consumer is to use or consume the things transferred in making retail sales and consisting of newspaper inserts, catalogues, coupons, fliers, gift certificates or other advertising material that prices and describes tangible personal property offered for retail sale. [5739.02(B)(35)(a)]
- Sales to direct marketing vendors or preliminary materials such as photographs, artwork and typesetting that will be used in printing advertising material; of printed matter that offers free merchandise or chances to win sweepstakes prizes and that is mailed to potential customers with advertising material described in division (B)(35)(a) of this section; and of equipment such as telephones, computers, facsimile machines and similar tangible personal property primarily used to accept orders for direct market-

ing retail sales. [5739.02(B)(35)(b)]

NOTE: For purposes of 5739.02(B)(35)(b), “direct marketing” means the method of selling where consumers order tangible personal property by United States mail, delivery service or telecommunication and the vendor delivers or ships the tangible personal property sold to the consumer from a warehouse, catalogue distribution center or similar fulfillment facility by means of the United States mail, delivery service or common carrier.

- Sales of automatic food-vending machines that preserve food with a shelf life of 45 days or less by refrigeration and dispense it to the customer. [5739.02(B)(36)(d)]
- Sales to a person engaged in the business of horticulture or producing livestock of materials to be incorporated into a horticulture structure or livestock structure. [5739.02(B)(36)]
- Things that are used or consumed in fulfillment of warranties. [5739.01(B)(7)]
- Repairs to tangible personal property, the purchase of which would be exempt from the tax imposed by R.C. section 5739.02. [5739.01(B)(3)(a)]
- Sales of used manufactured homes and used mobile homes, as defined in R.C. section 5739.0210, made on or after Jan. 1, 2000. [5739.02(B)(39)]
- Sales of tangible personal property and services to a provider of electricity used or consumed directly and primarily in generating, transmitting or distributing electricity for use by others, including property that is or is to be incorporated into and will become a part of the consumer’s production, transmission or distribution system and that retains its classification as tangible personal property after incorporation; fuel or power used in the production, transmission or distribution of electricity; and tangible personal property and services used in the repair and maintenance of the production, transmission or distribution system, including only those motor vehicles as are specially designed and equipped for such use. The exemption provided in this division shall be in lieu of all other exceptions in division (E)(2) of R.C. section 5739.01 to which a provider of electricity may otherwise be entitled based on the use of tangible personal property or service purchased in generating, transmitting or distributing electricity. [5739.02(B)(40)]
- Coin-operated car wash. [5739.02(B)(43)]
- Parts and services used in repairing and maintaining aircraft with fractional share ownership (private aircraft whose ownership is shared by a group of people). [5739.02(B)(44)]
- Sales of telecommunications service that is used directly and primarily to perform the functions of a call center. [5739.02(B)(45)]

For the purpose of the proper administration of this chapter, and to prevent the evasion of the tax, it is presumed that all sales made in this state are subject to the tax until the contrary is established.

NOTE: This list of exemptions is merely an abbreviation of the law. The statutes and rules concerning sales tax exemptions are very long and complicated. Also, there are hundreds of court decisions that affect the application of these exemptions.

If you have any questions regarding a particular situation, please contact the Ohio Department of Taxation by calling 1-888-405-4039.

The current list can be found by [clicking here](#) for Sales and Use Frequently Asked Questions.

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The full list and information can be found at <http://codes.ohio.gov/oac/5703-9>.

5703-9-03 Sales and Use Tax: Exemption Certificate Forms

- (A) As used in this rule, "exception" refers to transactions excluded from the definition of retail sale by division (E) of section 5739.01 of the Ohio Revised Code (R.C.). "Exemption" refers to retail sales not subject to the tax pursuant to division (B) section 5739.02 of the Revised Code.
- (B)(1) If a purchaser claims that tax does not apply to a transaction, the purchaser must provide a fully completed exemption certificate to the vendor or seller. The exemption certificate may be provided electronically or in hard copy. The vendor must retain the fully completed exemption certificate in its files.
- (2) Exemption certificate forms are available on the department's website at tax.ohio.gov. The forms may be reproduced as needed. Substitute exemption certificates may be developed and used as long as they contain the data elements prescribed in paragraph (D) of this rule.
- (C)(1) If a vendor, seller, or consumer is purchasing a motor vehicle, a watercraft that is required to be titled, or an outboard motor that is required to be titled and is claiming exemption from the sales and use tax based on a reason other than resale, the vendor, seller, or consumer must comply with rule 5703-9-10 or 5703-9-25 of the Administrative Code.
- (2) If a construction contractor is claiming exemption from sales or use tax on the purchase of materials for incorporation into real property, the construction contractor must comply with rule 5703-9-14 of the Administrative Code.
- (D) An exemption certificate is fully completed if it contains the following data elements:
- (1) The purchaser's name and business address,
 - (2) A tax identification (e.g. vendor's license or consumer's use tax account) for the purchaser issued by this state, if any,
 - (3) The purchaser's type of business or organization,
 - (4) The reason for the claimed exemption, and
 - (5) If the certificate is in hard copy, the signature of the purchaser.
- If any of these elements is missing the exemption certificate is invalid.
- (E) The following form, located on the department's website at <http://tax.ohio.gov/Forms>, is incorporated in this rule by reference: "Certificate of Exemption - Streamlined Sales and Use Tax Agreement," revised August 2009.

Replaces: 5703-9-03

Cite as Ohio Admin. Code 5703-9-03

Effective: 09/13/2014

R.C. 119.032 review dates: 09/13/2019

Promulgated Under: 5703.14

Statutory Authority: 5703.05

Rule Amplifies: 5739.01, 5739.02, 5739.03, 5741.02

Prior Effective Dates: 10/5/76, 11/18/78, 7/2/81, 10/18/82, 7/13/92, 6/11/04, 11/29/10

(H) The following forms are incorporated in this rule by reference:

(1) The unit exemption certificate, revised March 15, 2004;

(2) The blanket exemption certificate, revised March 15, 2004.

Effective: 6-11-04

Promulgated under: 5703.14

Authorized by: 5703.05, 5739.03, 5741.02

Amplifies: 5739.01, 5739.02, 5739.03, 5741.02

Prior effective dates: 10-5-76, 11-18-78, 7-2-81, 10-18-82, 7-13-92

5703-9-14 Sales and Use Tax: Construction Contracts, Exemption Certificates

- (A) A “construction contract” is any agreement, written or oral, pursuant to which tangible personal property is or is to be transferred and incorporated into real property, as defined in section 5701.02 of the Revised Code, so as to become a part thereof without regard to whether it is new construction or an addition to or alteration of an existing building or structure. A “construction contractor” is any person who performs such an agreement, whether as prime contractor or subcontractor.
- (B) Tangible personal property that is permanently affixed to real property, but that primarily benefits the business conducted on the premises by the occupant, is a “business fixture,” as defined in section 5701.03 of the Revised Code, and retains its status as personal property after such affixation is made. An agreement to transfer and install a business fixture is a sale and not a construction contract.

The transfer and affixation of personal property where title to the personal property does not transfer to the owner or lessee of the premises is a sale and not a construction contract. The item affixed remains personal property since the failure to transfer title displays an intention not to make the affixation permanent.

Tangible personal property that is temporarily affixed during construction, such as temporary electricity or water service hook-ups, fencing, construction elevators, shoring lumber, and concrete forms, is not incorporated into real property for sales and use tax purposes. This applies even if these items remain affixed after construction is completed due to inadvertence, convenience, or economic necessity.

- (C) The sale and installation of the following items is never a construction contract and such transactions are to be treated as the sale and installation of tangible personal property for sales tax purposes:
- (1) Carpeting, including carpet padding, tack strips, adhesive and similar materials that are integral and necessary components of a carpet installation transaction;
 - (2) Agricultural land tile as defined in division (B)(5)(a) of R.C. section 5739.01;
 - (3) Portable grain bins as defined in division (B)(5)(b) of R.C. section 5739.01; and
 - (4) Trees, shrubs, sod, seed, fertilizer, mulch and other tangible personal property transferred as part of a landscaping and lawn care service as defined in division (DD) of R.C. section 5739.01.

This provision shall not be construed to alter or affect the classification of such items after installation is completed.

- (D)(1) A construction contractor who purchases materials or taxable services for incorporation into real property is the consumer of those materials or services and shall pay sales or use tax on their purchase price, except as provided by paragraph (F) of this rule. The construction contractor is the consumer, even if a subcontractor provides the actual labor to incorporate those materials into the real property. Nevertheless, a construction contractor may purchase exempt from tax those materials or services that will be incorporated:
- (a) Into real property under a construction contract with the United States government or its agencies, the state of Ohio, or an Ohio political subdivision;
 - (b) Into real property that is owned, or will be accepted for ownership at the time of completion, by the United States government or its agencies, the state of Ohio, or an Ohio political subdivision;
 - (c) Into a house of public worship or religious education or a building used exclusively for charitable purposes by a nonprofit organization operated exclusively for charitable purposes as defined in division (B)(12) of section 5739.02 of the Revised Code;
 - (d) Into the original construction of a sports facility under section 307.696 of the Revised Code;
 - (e) Into real property in another state, if the materials or services, when sold to a construction contractor in that state for incorporation into real property in that state, would be exempt from a tax on sales levied in that state;

(f) Into a horticulture structure or livestock structure as defined in section 5739.01 of the Revised Code for a person engaged in the business of horticulture or producing livestock; or

(g) Into a hospital facility entitled to exemption under section 140.08 of the Revised Code.

(2) When claiming exemption under paragraph (D)(1) of this rule, the contractee and contractor must issue exemption certificates in accordance with paragraphs (I) and (J) of this rule. The contractee shall be deemed to be the consumer of all materials and services purchased under the claim of exemption and liable for the tax on the incorporated materials or services in the event the tax commissioner ascertains that the contractee was not entitled to exemption.

(E) A construction contractor who also makes substantial sales of the same types of tangible personal property that the contractor incorporates into real property in performing construction contracts may purchase those types of tangible personal property excepted from sales and use tax on the basis of resale under division (E) of section 5739.01 of the Revised Code. The contractor, unless granted direct payment authority, must have a consumer's use tax account with the department of taxation and accrue and pay use tax on the price of all materials consumed in performing construction contracts, in accordance with rule 5703-9-04 of the Administrative Code.

Similarly, a construction contractor who purchases materials without payment of the tax because the contractee has claimed an exemption under paragraph (D) of this rule must pay use tax on any materials not used on the exempt job and consumed by the contractor in a taxable manner.

(F)(1) A person who manufactures or fabricates items of tangible personal property, and then sells some of the items and incorporates some into real property, must elect whether to be treated as a manufacturer or as a construction contractor on the purchase of raw materials incorporated into the manufactured items. The manufacturer/construction contractor need not notify the tax commissioner of such election and may elect to treat purchases of raw materials for distinct manufactured items differently. However, complete records must be maintained to show how the person elected to treat each purchase of raw materials.

(a) If the person elects to be treated as a manufacturer, the purchase of all raw materials may be exempted from the tax on the basis that they will be incorporated as a material or part into an item manufactured for sale under division (B)(43)(a) of section 5739.02 of the Revised Code. The manufacturer must accrue and pay use tax on the price of any self-manufactured item subsequently consumed in performing a taxable construction contract, or in any other taxable manner, in accordance with paragraph (A) of rule 5703-9-21 of the Administrative Code.

(b) If the person elects to be treated as a construction contractor, the person must pay sales or use tax on the acquisition cost of all raw materials, unless such materials are ultimately consumed in performing a nontaxable construction contract under paragraph (D) of this rule. The construction contractor must pay sales or use tax on all raw materials, and no refund of such tax will be allowed, even though the raw materials are incorporated into an item manufactured for sale. If such sale is a retail sale, the construction contractor is acting as vendor and must appropriately collect sales tax on such transaction.

(2) The election required by paragraph (F)(1) of this rule applies only to the purchase of raw materials that will become parts or components of manufactured items. Machinery and equipment used by the person in manufacturing shall be taxed based upon its quantified primary use without regard to how the manufacturer/construction contractor elects to treat the raw materials for sales and use tax purposes.

(G) The contractee may, or upon request of the contractor pursuant to the procedure specified in division (C) of section 5739.03 of the Revised Code shall, certify to the contractor what portions of a contract will be, at the completion of the contract, classified as personal property and what portions will be classified as real property. The fact that a certification has been made by the contractee must be noted in every written construction contract, and the contractor, subcontractors, and contractee shall each maintain a copy of the certification with the job documentation. If the tax commissioner subsequently determines that property certified by the contractee as personal property is, in fact, real property, the contractee shall be deemed the consumer of all materials incorporated into such real property and may be assessed sales or use tax thereon along with applicable interest and penalty.

The certification of the contractee has application only to the tangible personal property installed or incorporated pursuant to the contract. Equipment, tools, and supplies used by the contractor in performing the contract shall be taxed based upon their primary use without regard to the contractee's certification.

(H) Machinery, equipment, tools, supplies, and other tangible personal property purchased or leased by a construction contractor and used or consumed in performing a construction contract, including a contract specified in paragraph (D) of this rule, are taxable. The repair or installation of these items also is taxable.

(I)(1) A contractee claiming an exemption specified in paragraph (D) of this rule must complete and deliver to the contractor a construction contract exemption certificate. If the contractee is a governmental entity, a government official must sign under the "political subdivision" section of the certificate. All other contractees claiming exemption must sign under the "owner/contractee" section. If there is one prime contractor on the job, the contractee need only supply one exemption certificate to the prime contractor.

The contractor should make copies of the construction contract exemption certificate signed by the contractee and use those copies when making purchases of materials that will be incorporated into real property pursuant to the construction contract. A prime contractor must provide copies to all subcontractors for their use in purchasing materials for the job. The contractor or subcontractor must sign each certificate copy used when purchasing materials.

The original exemption certificate must be retained in the records of the contractor. A copy of the certificate also must be retained in the records of each subcontractor.

(2) Rather than using copies of the construction contract exemption certificate when making purchases of materials, the contractor or subcontractor may use a contractor's exemption certificate when purchasing materials for incorporation into real property pursuant to a contract where the contractee claims exemption under paragraph (D) of this rule.

(J) Forms required to be prescribed by rule are hereby prescribed for use as a construction contract exemption certificate and as a contractor's exemption certificate. The forms may be obtained from the department of taxation and are available on the department's web site. They may be reproduced as needed. To be valid, a construction contract exemption certificate must be signed by the contractee claiming exemption. Each certificate, or copy of a certificate, submitted to a vendor must be signed by the contractor or subcontractor making the purchase. A certificate covers all sales of materials made by the vendor to a contractor or subcontractor for incorporation into real property under that construction contract. The vendor must maintain the certificate to document the reason tax was not charged.

To be valid, all necessary signatures must be dated and all certificates must specify the reason for exemption and must clearly identify the contract and specify the job site.

(K) The forms "STEC CC, Construction Contract Exemption Certificate", revised November 2014, and "STEC CO, Contractor's Exemption Certificate", revised November 2014, located on the department's website, are incorporated in this rule by reference.

Effective: 12/19/2016

Five Year Review (FYR) Dates: 09/29/2016 and 12/19/2021

Promulgated Under: 119.03

Statutory Authority: 5703.05

Rule Amplifies: 5701.02, 5739.01, 5739.02, 5739.03, 5741.01, 5741.02

Prior Effective Dates: 5/31/68, 7/2/81, 10/18/82, 7/20/92, 12/16/04

Links to Exemption Certificates

STEC B - Sales and Use Tax Blanket Exemption Certificate can be found [here](#).

STEC U – Sales and Use Tax Unit Exemption Certificate can be found [here](#).

STEC CC – Construction Contract Exemption Certificate can be found [here](#).

STEC CO – Contractor’s Exemption Certificate can be found on [here](#).

Vendors' Licenses and Registrations for the State of Ohio

Every Ohio retailer (vendor) and certain service providers making taxable retail sales must obtain a vendor's license, collect the proper amount of sales tax, file tax returns with payment of tax collected and maintain complete records of transactions.

A new regular vendor's license is required if a business moves out of the county in which it is located, however, if a business relocates within the same county where the regular vendor license is issued, the license is transferable. An update request (Ohio form BAUF) must be submitted to the Ohio Department of Taxation. There is no fee for transferring a regular vendor's license.

Any change in ownership (sole proprietor, change of partners in a partnership, partnership to corporation, corporation to sole proprietor, partnership to sole proprietor, etc.) requires a new license. Vendors holding an active class C or D liquor permit must continue to operate under the permit holder's vendor's license until the permit transfers to the new owner.

Regular Vendor's License

This type of license is required by vendors making sales from a fixed place of business and vendors that make sales online or by catalog. Vendors of tangible personal property and certain services must have one regular vendor's license for each sales location. Services requiring a regular vendor's license are as follows:

- Fabrication, installation, repair and/or storage of tangible personal property.
- Hotel or similar room rentals.
- Laundry and dry cleaning (excludes coin-operated machine sales).
- Personal care services, including skin care, application of cosmetics, manicures, pedicures, hair removal, tattoos, body piercing, tanning, massage and other similar services. It does not include hair care, cutting, coloring or style. Note: If no fixed place of business, these services require a transient vendor's license.
- Physical fitness facility service (membership fees and sales of tangible personal property).
- Recreation and sports club service (membership fees and sales of tangible personal property).
- Towing of motor vehicles, including those wrecked, disabled, or illegally parked.
- Washing (except coin-operated), cleaning, waxing, polishing or painting of motor vehicles.
- Transportation of persons within Ohio (except by public transit systems or commercial airlines).
- Landscaping, lawn care and snow removal services
- Building maintenance and janitorial services

NOTE: Services are taxed at the location where the customer receives the benefit or makes first use of the service.

Where: County auditor's office or electronically via Ohio Business Gateway

Cost: \$25

Form ST 1

Filing: Monthly/Semiannually

Due: 23rd of the following month

Discount: .75% (.0075) – when return is timely filed and tax paid

Additional Charges: \$10

Assessment Penalty: May be 50% of tax collected

Transient Vendor's License

This type of license is required when making sales from a non-fixed location such as a fair, an exhibition or a trade show, when the vendor travels to the customer's location to sell taxable items. These licenses are valid throughout Ohio and allow a vendor to make sales in all 88 counties in Ohio.

Where: Ohio Department of Taxation or electronically via Ohio Business Gateway
Cost: \$25
Form ST 1T
Filing: Monthly/Semiannually
Due: 23rd of the following month
Discount: .75% (.0075) – when return is timely filed and tax paid
Additional Charges: \$10
Assessment Penalty: May be 50% of tax collected

Service and Delivery Vendor's Licenses

As of September 2012, these two types of vendor's licenses are no longer being issued. However, if you already have one or both of these license types, please continue to file your sales tax using them.

Direct Pay

When a consumer purchases tangible personal property or services under circumstances that normally make it impossible at the time of purchase to determine the manner in which the property or services will be used, the tax commissioner may authorize the consumer to purchase from his suppliers tax exempt and, when the use is unknown, directly remit the taxes to the Ohio Treasurer of State.

Where: Ohio Department of Taxation, Audit Division – (614) 466-8099
Cost: -0-
Filing: Monthly/Quarterly
Due: 23rd of the following month
Discount: -0-
Additional Charges: -0-
Assessment Penalty: May be 15%

Consumer's Use Tax

For those individuals/businesses that regularly purchase tangible personal property on which the proper amount of tax was not collected by the seller. Mandatory electronic filing for use tax goes into effect Jan. 1, 2014.

Where: Ohio Department of Taxation or electronically via Ohio Business Gateway
Cost: -0-
Filing: Monthly/Quarterly
Due: 23rd of the following month
Discount: -0-
Additional Charges: -0-
Assessment Penalty: May be 15%

Seller's Use Tax

Every seller of tangible personal property or services who has nexus with this state shall register with the tax commissioner and supply any information concerning his contact. This registration is needed by vendors selling into the state of Ohio from an out-of-state location.

Where: Ohio Department of Taxation or electronically via Ohio Business Gateway
Cost: -0-
Filing: Monthly/Semiannually
Due: 23rd of the following month
Discount: .75% (.0075) – when return is timely filed and tax paid
Additional Charges: \$10
Assessment Penalty: May be 15%

Statewide Cumulative Filer

Allows a multi-location filer to consolidate all sales tax returns onto one form upon authorization from the tax commissioner.

Important: A regular vendor's license must be obtained for each fixed location.

Where: Ohio Department of Taxation or electronically via Ohio Business Gateway

Cost: -0-

Filing: Monthly/Semiannually

Due: 23rd of the following month

Discount: .75% (.0075) – when return is timely filed and tax paid

Additional Charges: \$10

Assessment Penalty: May be 50% of tax collected

Prepay and Prearranged Filers

Prepay authority is granted when the collection of tax presents an unusual burden. Vendors usually authorized for prepay include vending machine companies, sport stadiums, race tracks, theaters and amusement parks. Vendors authorized and granted prepay authority will not collect the tax from the consumer but will adequately adjust prices to cover the tax they are required to absorb. The amount of tax due and payable will be determined by test checks.

Where: Ohio Department of Taxation, Audit Division – (614) 466-8099

Cost: -0- (vendor's license, \$25)

Filing: Monthly/Semiannually

Due: 23rd of the following month

Discount: .75% (.0075) – when return is timely filed and tax paid

Additional Charges: \$10

Assessment Penalty: May be 50% of tax collected

Suggested Retail Authority

Suggested retail authority is an administrative policy granted by the tax commissioner to qualified vendors and sellers to alleviate them having to have their distributors and sales staff acquire licenses.

Companies that make sales in Ohio through independent contractors, agents and distributors, and are the sole supplier of a line of goods within Ohio or within a certain geographical area within Ohio, may apply to the tax commissioner to be granted suggested retail authority.

The company is required to apply for a transient vendor's license that authorizes their representatives to collect the Ohio sales tax as agents for their company. For further information, contact the department at 1-888-405-4039.

Sales and Use Tax Division Information Releases

- Accelerated and Electronic Sales and Use Tax Payments December 2007
- Aircraft Parts and Repair (**Updated January 2009**) August 2008
- Auctioneers May 1991
- Bed and Breakfast..... December 1995
- Building Maintenance and Janitorial Services (**updated September 2015**)..... November 2002
- Building Management (**updated November 2004**) October 1995
- Bundled Transactions..... September 2010
- Cable TV Companies (**updated November 2004**) November 1995
- Carpet and Other Floor/Wall Coverings, Sale and Installation of..... June 1994
- Changes to the Definition of Motor Vehicle and Its Implications on the Ohio Sales and Use Tax Statutes January 2017
- Changes to the Motor Fuel Definition, Tax rates and Refunds– June, 2019..... June 2019
- Computer Cabling, Sales and Installation of (**Updated December 2019**)..... March 1999
- Core Charges (**updated November 2004**)..... March 1995
- Current Value of Tangible Personal Property Purchased for Use Outside This State and Becomes Permanently Located in This State More Than Six Months After Its Acquisition By the Consumer April 1995
- Definition of Tangible Personal Property Including Prewritten Software July 2, 2003
- Direct Mail Sourcing August 2013
- Direct Payment Authority Program (**updated March 2016**)..... January 2003
- Documentary Fees (**updated November 2004**)..... January 29, 1992
- Drop Shipments November 1989
- Drugs, Durable Medical Equipment, Mobility Enhancing Equipment and Prosthetic Devices (**Updated May 2019**)..... September 2010
- Electricity, Production, Transmission, Distribution and Sales of..... October 1999
- Electronic Payment Methods May 2005
- Employment Placement Service (**Updated November 2012**)..... April 1993
- Employment Service (**Updated February 2007**) September 1993
- Employment Service Update Following the *Bellemar Parts* Decision May 15, 2000
- Excise Taxes – “Price” for Calculating Sales or Use Tax (**Updated February 2007**) March 1995
- Exemption Certificate Forms..... May 2005
- Exemption Changes..... July 2, 2003
- Financial Aid for Students March 1992
- Food Definition Changed (**Updated May 2015**)..... Issued May 2004
- Food Service – Equipment and Supplies Used in the Food Service Industry August 2010

- Fruit Baskets, Holiday Baskets, Decorative Containers (**updated November 2004**).... December 1994
- Funeral Transactions – **Final Rule** October 2006
- Fungible Goods, Application to July 23, 1979
- Government Employees, Purchases By January 1999
- Hearing Aids and Related Devices (**updated November 2004**)..... November 1989
- Highway Transportation for Hire (**updated August 2011**) August 2011
- Human Organs and Tissues (**updated November 2004**)..... February 1, 1989
- Information Retention and Sharing Practices Related to Sales and Use Tax May 2005
- Internet Service Provider's Equipment..... December 2004
- Inventory Items, Temporary Taxable Use Of April 1995
- Landscaping, Lawn Care Services and Snow Removal (**Updated November 2012**)... December 2010
- Laundry and Dry Cleaning July 31, 2003
- Leases and Rentals July 2, 2003
- Manufactured Homes, Mobile Homes and Industrialized Units January 2001
- Mobile Concrete Mixers May 21, 1979
- Motor Vehicles – Dealer Transfers for No Consideration, and Sales or Gifts to Nonprofit Organizations March 2008
- Motor Vehicles – Sales of Motor Vehicles to Nonresidents of Ohio (**Updated October 2018**) August 2007
- Natural Gas (**updated January 2016**)..... November 1998
- Nexus Standards/Use Tax (**updated November 2019**)..... September 2001
- Nonprofit Charitable Organizations July 1994
- Nonresident Temporary Business Use..... April 1995
- Online Services and Internet Access (**updated September 2016**) January 1999
- Personal Care Services July 11, 2003
- Portable Grain Bins, Field Tile, Livestock Structures and Horticultural Structures..... May 2007
- Price, Changes to the Definition of..... July 2, 2003
- Recreation and Sports Club Services July 2002
- Restaurants and Other Food Vendors (**Updated August 2014**) December 2005
- Rounding – Sales and Use Tax Calculation and Rounding Change, Effective 01/01/06 December 2005
- Schools – Sales by School Support Groups and Other Charitable Organizations August 2007
- Scrap Tire Fee..... December 1993
- Service Station Canopies..... June 1999
- Sourcing December 2009
- Storage..... July 31, 2003

- Telecommunication Changes July 10, 2003
- Telephone Charges by Hotel and Motels January 1989
- Towing Service (**updated February 2004**) August 2003
- Vendor Compensation..... July 2009
- Water-Conditioning Equipment and Water-Treatment Chemicals.....March 1995
- Watercraft Sales..... September 1998

The current list can be found by [clicking here](#) or by going to the Info Releases page at tax.ohio.gov.

Vendor's license number	TIN
Name	

Semi-Annual UST 1 TeleFile Worksheet

Enter tax return data for each line for each period.

Tax returns are due the 23rd day of the month following the period end.

Period End Date		
Line 1 – Gross sales		
Line 2 – Exempt sales		
*Line 3 – Net taxable sales		
Line 4 – Clerks of courts		
*Line 5 – Reportable taxable sales		
Line 6 – Tax liability		
*Line 7 – Discount		
*Line 8a – Additional charge		
*Line 8b – Interest owed		
*Line 9 – Net tax due		
Amount paid		
TeleFile return 12-digit confirmation no.		
ACH or credit card confirmation no.		

*Calculated fields

Retain for your records.

TeleFile will ask you to sign your return. TeleFile will then assign you a 12-digit confirmation number. Do not hang up until you have signed your return and received this number. **If you hang up before signing your return, your return will not be processed.** You will receive a 15-digit confirmation number for an ACH payment or a six-character confirmation number for a credit card payment. Enter the confirmation numbers in the spaces provided. It is your proof of filing.

DO NOT MAIL in this WORKSHEET.

Vendor's license number	TIN
Name	

Monthly UST 1 TeleFile Worksheet
 Enter tax return data for each line for each month.
Tax returns are due the 23rd day of the month following the period end.

Period End Date						
Line 1 – Gross sales						
Line 2 – Exempt sales						
*Line 3 – Net taxable sales						
Line 4 – Clerks of courts						
*Line 5 – Reportable taxable sales						
Line 6 – Tax liability						
*Line 7 – Discount						
*Line 8a – Additional charge						
*Line 8b – Interest owed						
*Line 9 – Net tax due						
TeleFile return 12-digit confirmation no.						
ACH or credit card confirmation no.						

*calculated fields

DO NOT MAIL in this WORKSHEET.

Retain for your records.

TeleFile will ask you to sign your return. TeleFile will then assign you a 12-digit confirmation number. Do not hang up until you have signed your return and received this number. **If you hang up before signing your return, your return will not be processed.** You will receive a 15-digit confirmation number for an ACH payment or a six-character confirmation number for a credit card payment. Enter the confirmation numbers in the spaces provided. It is your proof of filing.

Vendor's license number	TIN
Name	

Monthly UST 1 TeleFile Worksheet
 Enter tax return data for each line for each month.
Tax returns are due the 23rd day of the month following the period end.

Period End Date						
Line 1 – Gross sales						
Line 2 – Exempt sales						
*Line 3 – Net taxable sales						
Line 4 – Clerks of courts						
*Line 5 – Reportable taxable sales						
Line 6 – Tax liability						
*Line 7 – Discount						
*Line 8a – Additional charge						
*Line 8b – Interest owed						
*Line 9 – Net tax due						
TeleFile return 12-digit confirmation no.						
ACH or credit card confirmation no.						

*calculated fields

DO NOT MAIL in this WORKSHEET.

Retain for your records.

TeleFile will ask you to sign your return. TeleFile will then assign you a 12-digit confirmation number. Do not hang up until you have signed your return and received this number. **If you hang up before signing your return, your return will not be processed.** You will receive a 15-digit confirmation number for an ACH payment or a six-character confirmation number for a credit card payment. Enter the confirmation numbers in the spaces provided. It is your proof of filing.

TeleFile Instructions

TeleFile Requirements

You can file your sales tax return using TeleFile if:

1. You are a registered Ohio vendor.
2. You have a touch-tone telephone.
3. Your vendor's license number begins with 01 through 88.
4. You are reporting sales for only the county of your vendor's license.
5. You did not make accelerated payments for the reporting period.

Taxpayer Information

The **toll-free number** to call for TeleFile is **(800) 697-0440**.

When you call to TeleFile, please be prepared to:

1. Enter eight-digit vendor's license number.
2. Enter two-digit Taxpayer Identification Number (TIN).

Return Information

When prompted, please enter all of the following. Examples are on the Telefile worksheet.

Reporting Period – Enter eight-digit month, day and year of the filing period end date (e.g., January 31, 2014 as **01312014**).

1. **Gross Sales** – From line 1 of the TeleFile worksheet enter gross sales in dollars and cents, followed by the pound (#) sign. If zero, enter -0-.
2. **Exempt Sales** – From line 2 of the TeleFile worksheet enter amount of exempt sales in dollars and cents followed by the # sign. If zero, enter -0-.
3. **Net Taxable Sales** – This will be automatically calculated.
4. **Motor Vehicles** – From line 4 of the Telefile worksheet enter amount of sales upon which tax is paid to clerk of courts in dollars and cents followed by the # sign. If zero, enter -0-.
5. **Reportable Taxable Sales** – This will be automatically calculated.
6. **Tax Liability** – From line 6 of the TeleFile worksheet enter amount of tax you owe in dollars and cents followed by # sign.
7. **Discount** – If the return is filed on time, the system will calculate the discount. Enter the discount on line 7 of the TeleFile worksheet.
8. **Additional Charge** – If the return is filed late, the system will calculate the additional charge and interest. Enter the additional charge and interest on lines 8a and 8b of the TeleFile worksheet.
9. **Net Tax Due** – This will be automatically calculated.

Payment Information

Payment can be made by electronic check or credit card. Please follow the steps below.

Electronic Check

1. Enter nine-digit bank routing number.
2. Enter bank account number.
3. Enter **eight-digit month, day and year** for the withdrawal (e.g., Jan. 23, 2014 as **01232014**). You will receive a 15 digit confirmation number when completed. Please write this confirmation number down for your proof of payment on the line that is provided on the Telefile worksheet.

Credit Card

If you choose to pay by credit card you may do so by calling (800) 272-9829 or by visiting www.officialpayments.com on the Web. Enter **Ohio's Business Tax Jurisdiction 6447** when prompted and follow the recorded instructions. You will receive a confirmation number that has a combination of six (6) numbers and/or letters. Please write this confirmation number down for your proof of payment on the line that is provided on the Telefile worksheet. **Note:** If you pay your taxes by credit card, you must still file the tax return by the due date.

Signature and Confirmation

Please complete the following to be sure your return is accepted:

1. To sign your return, enter two-digit TIN following the declaration statement.
2. After signing your return the system will assign a 10-digit confirmation number. Enter the confirmation number on the last line of the TeleFile worksheet.

9-1-1 Charge Section

What Is 9-1-1 Charge?

The 9-1-1 charge is imposed on the consumer of wireless calling service. The 9-1-1 charge applies to purchases of postpaid and prepaid wireless calling service. Funds received from the 9-1-1 charge are used by countywide 9-1-1 systems to provide and maintain countywide wireless enhanced 9-1-1 service.

Who Must Register and Collect?

The fee is imposed on the consumer of the wireless calling service. Retailers must collect and remit the 9-1-1 charge on sales of prepaid wireless calling service at the point of sale. Wireless service providers and resellers add the 9-1-1 charge to the bills for postpaid wireless calling service with an Ohio billing address and remit the 9-1-1 charge to the department. Electronic registration is available online through the Ohio Business Gateway at gateway.ohio.gov. Paper registration forms can be requested by calling 1-888-405-4039.

What Are the Filing Requirements?

You are required to file the 9-1-1 return electronically on the Ohio Business Gateway at www.business.ohio.gov. Payments may be made electronically through the Ohio Business Gateway or Official Payments at www.officialpayments.com. The return and payment are due by the 23rd of each month, following the reporting period. For example, 9-1-1 charges collected during January must be reported and remitted by Feb. 23.

What Is the Rate for 9-1-1 Charge?

For prepaid wireless calling service the 9-1-1 charge is five tenths of one percent (0.005) of the sale price. For post-paid wireless calling service the fee is \$0.25 for each wireless phone number with an Ohio billing address.

When are These Collection and Remittance Requirements Effective?

Jan. 1, 2014. Prior to that date, the 9-1-1 charge was remitted to and distributed by the Public Utilities Commission of Ohio.

Are Retailers, Wireless Service Providers or Resellers Compensated for Collecting the 9-1-1 Charge?

Yes, retailers, wireless service providers and resellers may retain a 3% collection fee if the return and full payment are received by the Ohio Department of Taxation on or before the due date.

Ohio Department of Taxation Contact Information for Assistance

- Internet Address
tax.ohio.gov
- Phone Numbers
 - Forms Request Line – 1-800-282-1782
 - Phone (registration) – 1-888-405-4089
 - Phone (general business) – 1-888-405-4039
 - Fax – 1-614-387-1851
- Written Registration Correspondence
 - Ohio Department of Taxation
 - Taxpayer Services Division
 - P.O. Box 182215
 - Columbus, OH 43218-2215

**Ohio Employer
Withholding Tax Section**

What Is Ohio Withholding Tax?

The Ohio withholding tax is an amount that must be deducted or withheld from each employee's paycheck in payment of the employee's Ohio income tax (if you have a business or office in Ohio and hire people to work for you, you are an employer).

Who Must Register and Withhold?

All employers maintaining an office or transacting business in Ohio, hiring people to work and required to withhold federal income tax must register by completing and filing form IT 1, Combined Application for Registration as an Ohio Withholding Tax/School District Withholding Tax Agent, with the Ohio Department of Taxation.

An Ohio withholding account number will be assigned to new withholding agents after registration. All subsequently filed tax returns, forms and correspondence submitted to the Ohio Department of Taxation must reflect this account number.

The information required for registration includes:

1. Business legal name
2. Trade name, if any
3. Address and/or business address and county
4. Ohio liquor permit number (if applicable)
5. Federal employer identification number
6. Type of business and business code
7. Date payroll anticipated
8. Name(s) and title(s) of the individual(s) responsible for filing returns and payment of Ohio withholding tax
9. Social Security number

All employers who become liable for withholding Ohio income tax must file Ohio form IT 1 within 15 days of the date that such liability begins.

Withholding is **not** required if the compensation is paid for or to:

1. Agricultural labor (i.e., farmers)
2. Domestic service in a private home, local college club or local chapter of a college fraternity or sorority.
3. An employee earning less than \$300 in a calendar quarter
4. Services performed for a foreign government or international organization
5. When the employee is under age 18 and sells and delivers newspapers
6. Services not in the course of the employer's trade or business to the extent paid in any medium other than cash (i.e., hiring someone to occasionally clean your office)
7. Employees you hire who live in Michigan, Indiana, Kentucky, Pennsylvania or West Virginia (based on written agreements with the state of Ohio, these employees have to pay income tax to the state in which they live). However, employees must fill out Ohio form IT 4NR, Employee's Statement of Residency in a Reciprocity State.

How Do I Get Forms and Applications? Where Do I Get Assistance if I Need Help?

You may get applications, forms and help by contacting the Department of Taxation via:

➤ Internet/E-mail

tax.ohio.gov

- | | |
|-----------------------------|----------------|
| ➤ Forms Request Line | 1-800-282-1782 |
| Phone | 1-888-405-4039 |
| Fax | 1-614-387-1851 |

➤ **Walk-in Help**

Ohio Department of Taxation
Taxpayer Service Center
4485 Northland Ridge Blvd.
Columbus, Ohio 43229-6596

➤ **Written Correspondence**

Ohio Department of Taxation
Taxpayer Services Division
P.O. Box 182215
Columbus, OH 43218-2215

After Applying as an Ohio Employer Withholding Agent, What Forms Must Be Completed?

A. Ohio Withholding Exemption Certificate: Each employee must complete Ohio form IT 4, Employee's Withholding Exemption Certificate, or the employer shall withhold tax from the employee's compensation without exemption.

B. Ohio Withholding Tax Returns: Effective Jan. 1, 2015, in accordance with Ohio Administrative Code rule 5703-7-19, employers are required to file state and school district income tax withholding returns and make payment of the withheld taxes through the Ohio Business Gateway.

Employers subject to withholding must make payments in the amounts required to be withheld. The withholding tax forms that you file are based on your filing frequency. Monthly and quarterly filers remit state income tax withholding payments on Ohio Business Gateway using Ohio IT 501. Employers who have been approved under the opt out provision to file paper state income tax withholding returns, remit withholding tax payments using Ohio IT 501, mailed to the Ohio Department of Taxation with remittance made payable to the Ohio Treasurer of State. Partial-weekly filers are required to pay withheld taxes by EFT and do not file or send in the Ohio IT 501.

C. Annual Reports

1. To Employees (W-2 or 1099-R). On or before Jan. 31 of the succeeding calendar year, an employer required to withhold shall furnish to all employees on whom tax was or should have been withheld, two copies of the report of compensation paid during the calendar year and of the amount deducted and withheld as tax. Employers may use federal W-2 or 1099-R.
2. To the Ohio Department of Taxation (Ohio IT 941). An employer who is required to remit quarterly or monthly shall file the Ohio IT 941, Ohio Employer's Annual Reconciliation of Income Tax Withheld, no later than the last day of the month following the end of the calendar year.
3. To the Ohio Department of Taxation (Ohio IT 942). An employer who is required to remit partial-weekly shall file the Ohio IT 942, Ohio Employer's EFT 4th Quarter/Annual Reconciliation of Income Tax Withheld, no later than the last day of the month following the end of the calendar year. The Ohio IT 942 is filed on OBG. EFT filers do not file the Ohio IT 941.
4. To the Ohio Department of Taxation (Ohio IT 3). An employer required to withhold shall file on or before the last day of January of the succeeding calendar year the Ohio IT 3, Transmittal of Wage and Tax Statements. Employers are no longer required to send us paper copies of the federal W-2. If the information is not submitted electronically, the Ohio Department of Taxation may request W-2s periodically when conducting compliance programs. If you elect to send your state W-2 information to us on magnetic media, you must comply using an approved format. Employers with 250 or more W-2 Copy A forms must file them electronically using the EFW2 format. Electronic format information is also available on the department's Web site at tax.ohio.gov.

How Do You Make Corrections if an Error Is Made?

A. W-2 or 1099R

An employer must furnish a corrected W-2 or 1099R if, after the original form has been given to an employee, an error is discovered. Corrected statements should be clearly marked "CORRECTED BY EMPLOYER" and one copy should be submitted to the Department of Taxation and two copies to the employee. If the W-2 or 1099R is lost or destroyed, one must be submitted to the Ohio Department of Taxation marked "REISSUED BY EMPLOYER" and two copies to the employee.

B. Overwithholding or Underwithholding – Quarterly, Monthly or Partial Weekly Payments (Ohio form IT 501) and EFT Payments (Ohio form IT 942)

1. If the error is discovered in a subsequent period of the same calendar year, make the adjustment by reducing or increasing the tax due on your next Ohio IT 501 or EFT payment.
2. If an error is discovered after the annual reconciliation Ohio IT 941 has been filed, complete an amended reconciliation, Ohio IT 941X for that year. For EFT filers, file an amended Ohio IT 942, Ohio Employer's EFT 4th Quarter/Annual Reconciliation of Income Tax Withheld, through OBG.

How Do I Know How Much Ohio Income Tax To Withhold from Wages?

Withholding tables that show the amount of tax to be withheld based on the employee's salary, number of exemptions and how often you pay are available on pages 40-51 (refer to our Web site at tax.ohio.gov for the most current tables).

What Are My Responsibilities as an Ohio Employer Withholding Agent?

Each withholding agent is liable for the tax required to be withheld. For purposes of assessment and collection, amounts required to be withheld and paid to the Ohio Department of Taxation are considered to be a tax on the employer. The officer or the employee having control or supervision of or charged with the responsibility of filing the report and making payment shall be held personally liable for any failure to file the report and/or pay the tax as required by law.

What About Penalties for Failure To Comply with Employer Withholding Responsibilities?

If an employer fails to pay the tax deducted and withheld from employees by the due date, interest shall accrue on the unpaid tax at the rate provided for under Ohio Revised Code section 5703.47. Interest on the tax due is charged in addition to any penalty that may be incurred for late filing and/or late payment of a tax due.

If an employer fails to pay the tax deducted and withheld from employees' compensation by the due date, a penalty of 50% may be assessed on the tax due, unless it is shown the failure was for reasonable cause and not willful neglect.

If a return, or the Ohio IT 501, IT 941, IT 942 or IT 3 is not filed, or is filed after the due date, the penalty is the greater of: \$50 per month up to a maximum of \$500 or 5% per month up to a maximum of 50% of the tax due.

What Records Must I Keep and How Long Must I Keep Them?

Every employer required to withhold tax must maintain accurate records of all persons from whom tax is collected for a period of four years from the due date.

Records must include:

1. Amounts and dates of all compensation paid subject to withholding.
2. Names, addresses, school district of residence, principal county of employment (nonresidents) and SSNs of all employees receiving compensation.
3. Periods of employment, including periods during which compensation was paid while absent due to sickness or injury.
4. Copies of the Ohio IT 501, IT 941, IT 942 and IT 3 filed with the Ohio Department of Taxation.
5. W-2s and 1099-Rs.

Electronic Filing

Electronic filing is available for all Ohio employers through the Ohio Business Gateway. The Ohio Business Gateway is a Web site that enables employers to electronically file returns with several Ohio agencies. You must register at gateway.ohio.gov to use the online system.

Employers who are required to file Ohio withholding reports with the Ohio Department of Taxation may use the Ohio Business Gateway to file and pay their returns. Payments may be made by ACH debit or by credit card.

Withholding Tax Links

All forms are available on the Forms page at tax.ohio.gov or by clicking the links below.

Ohio Form IT 1, Combined Application for Registration as an Ohio Withholding Tax/School District Withholding Tax Agent [Click here](#)

Ohio Form IT 4, Employee's Withholding Exemption Certificate [Click here](#)

Ohio Form IT 4NR, Employee's Statement of Residency in a Reciprocity State [Click here](#)

Ohio Form IT 3, Transmittal of Wage and Tax Statements [Click here](#)

Employer's Ohio Income Tax Withholding Tables [Click here](#)

Employer Withholding Tax Due Dates [Click here](#)

IT501, IT942, IT942, and IT 941X Returns must be filed electronically on the Ohio Business Gateway at gateway.ohio.gov.

**School District
Withholding Tax Section**

What Is School District Income Tax?

School district income tax is an income tax separate from federal, state and city income taxes and is earmarked specifically to support school districts. Voters in a school district must approve the income tax. The school district tax is levied on:

- a) Any individual residing in the state of Ohio and living during all or part of a tax year in the school district, and
- b) The income earned or received by an estate of a decedent who, at the time of death, was domiciled in the school district. Estates are exempt in school districts that levy the “earned income only” version of the tax.

Employers conducting business in Ohio and whose employees reside in a school district, which has enacted the school district tax, must withhold and remit the tax for their employees.

Who Must Register and Withhold?

All employers maintaining an office or transacting business in Ohio and required to withhold federal and state income tax must register if they employ residents of school districts that have enacted the school district income tax. To register immediately, employers should apply online through Ohio Business Gateway (gateway.ohio.gov). Paper registration is available using Form IT1. Please allow 6-8 weeks to process paper applications. Employers liable for the school district income tax will use the same account number they use for Ohio withholding. All subsequently filed tax returns, forms and correspondence submitted to the Ohio Department of Taxation should reflect this account number.

Withholding is **not** required if the compensation is paid for or to:

1. Agricultural labor (i.e., farmers).
2. Domestic service in a private home, local college club or local chapter of a college fraternity or sorority.
3. An employee earning less than \$300 in a calendar quarter.
4. Services performed for a foreign government or international organization.
5. When the employee is under age 18 and sells and delivers newspapers.
6. Services not in the course of the employer’s trade or business to the extent paid in any medium other than cash (i.e., hiring someone to occasionally clean your office).
7. Employees you hire who live in Michigan, Indiana, Kentucky, Pennsylvania or West Virginia (based on written agreements with the state of Ohio, these employees have to pay income tax to the state in which they live).

How Do I Get Forms and Applications? Where Do I Get Assistance if I Need Help?

You may get applications, forms and help by contacting the Department of Taxation via:

- | | |
|--|--|
| <p>➤ Internet/E-mail
tax.ohio.gov</p> <p>➤ Forms request line 1-800-282-1782
Phone (general business) 1-888-405-4039
Phone (registration) 1-888-405-4089
Fax 1-614-387-1851</p> <p>➤ Self-Service Walk-in Center
Ohio Department of Taxation
Taxpayer Service Center
4485 Northland Ridge Blvd.
Columbus, Ohio 43229-6596</p> | <p>➤ Self-Service Walk-in Center
Ohio Department of Taxation
Taxpayer Service Center
4485 Northland Ridge Blvd.
Columbus, Ohio 43229-6596</p> <p>➤ Written Correspondence
Ohio Department of Taxation
Taxpayer Services Division
P.O. Box 182215
Columbus, Ohio 43218-2215</p> |
|--|--|

After Applying as an Ohio School District Employer Withholding Agent, What Forms Must Be Completed?

A. Ohio Form IT 4, Employee's Withholding Exemption Certificate

Each employee must complete Ohio form IT 4, Withholding Exemption Certificate, or the employer shall withhold tax from the employee's compensation without exemption.

B. Ohio Form SD 101, Ohio Quarterly or Monthly Withholding Tax Payment

Effective Jan. 1, 2015, in accordance with Ohio Administrative Code rule 5703-7-19, employers are required to file state and school district income tax withholding returns and make payment of the withheld taxes through the Ohio Business Gateway. Employers should use the same wage base for withholding school district income tax as they use for withholding Ohio income tax and should use the same number of exemptions.

Quarterly payments are due if the combined Ohio and school district liability was not more than \$2,000 during the 12-month period ending on the 30th day of June of the preceding calendar year.

Monthly payments are due if the combined Ohio and School District liability was more than \$2,000 during the 12-month period ending on the 30th day of June of the preceding calendar year.

Employers discovering a withholding error from a previous period should adjust their next SD 101(s) by showing the net withholding tax due within that same school district only. Employers may not adjust between school districts on the SD 101.

C. Annual Reports

Ohio Form SD 141, School District Employer's Annual Reconciliation of Tax Withheld

All employers required to withhold in the current year must file Ohio form SD 141, Annual Reconciliation, no later than Jan. 31 of the next calendar year. Employers selling or closing their business during the year must file an SD 141 within 15 days after the date of selling or closing the business.

Employers should show all withholding amounts on the back of the SD 141 and bring the net overpayment or underpayment to the front of the return.

How Do I Make Corrections if an Error Is Made?

A. Corrected W-2 or 1099-R

An employer must furnish a corrected W-2 or 1099-R if, after the original form has been given to an employee, an error is discovered. Corrected statements should be clearly marked "CORRECTED BY EMPLOYER" and one copy should be submitted to the Ohio Department of Taxation and two copies to the employee. If the W-2 or 1099-R is lost or destroyed, one must be submitted to the Ohio Department of Taxation marked "REISSUED BY EMPLOYER" and two copies to the employee.

B. Overwithholding or Underwithholding – Quarterly or Monthly

1. If the error is discovered in a subsequent period of the same calendar year, indicate the adjustment on the next SD 101 return.
2. If an error is discovered after the annual reconciliation (SD 141) has been filed, complete an amended reconciliation (SD 141X) for that year.

Are Employers Responsible for Withholding the School District Income Tax from Employees' Compensation?

Yes. Employers liable for Ohio withholding income tax (having an Ohio location or conducting business in Ohio) must withhold the school district income tax from an employee's compensation once the tax becomes effective for that employee. Withholding of the school district income tax is based solely upon the residence of the employee, not the place of employment.

Example #1: Janet Jones resides within the Rochelle School District; the Rochelle School District has a 2% school district tax. Her employer's office (where Ms. Jones works) is located within the Campton School District; the Campton School District does not have a school district tax. Because Ms. Jones resides within a school district with a school district tax, her employer must withhold school district income tax from her compensation (her federal wage base minus her state exemptions times 2%), even though Ms. Jones works within a school district without a school district tax.

Example #2: John Smith resides within the Stoddard School District; the Stoddard School District does not have the school district income tax. His employer's office (where Mr. Smith works) is located within the Browner School District; the Browner School District has a 1% school district income tax. Because Mr. Smith resides in a school district without a school district income tax, his employer should not withhold any school district income tax, even though Mr. Smith works within a school district with a school district income tax.

As an Employer, How Do I Know What District an Employee Lives In?

Each year after the general election you may ask employees to update their Ohio form IT 4, Ohio Employee Withholding Exemption Certificate, which you are required to keep on file. The IT 4 has an area for employees to indicate the name and number of their public school district residence.

All public school districts are listed in the back of the most current IT 1040 booklet. If your employees are not sure about the school district they live in, they should contact their local board of elections or county auditor. They may also log onto our Web site and use "The Finder" feature to look up their school district of residence.

As an Employer, Am I Automatically a School District Withholding Agent?

When an Ohio Withholding account is created, a School District Withholding account is automatically created as well. Both accounts will use the same number. All affected employers should begin filing SD101 and SD141 returns as soon as the employer determines that it has one or more employees subject to the tax.

How Do Employers Know How Much Tax to Withhold?

Employers should use the same wage base and number of exemptions they use for withholding Ohio income tax and use the school district withholding tables, unless the school district income tax is based on earned income. Several school districts have enacted an alternative, earned income-only, tax base. For those school districts with an income tax based on earned income, the employer should withhold at a flat rate equal to the tax rate for the district with no reduction or adjustment for personal exemptions.

These earned income-only tax base school districts are included in the listings when you [Click Here](#)

How Do Employers Remit Their School District Withholding Tax?

Effective Jan. 1, 2015, in accordance with Ohio Administrative Code rule 5703-7-19, employers are required to file school district income tax withholding returns and make payment of the withheld taxes through the Ohio Business Gateway at gateway.ohio.gov.

School district withholding status is the same as the employer's withholding status and cannot be changed. If Ohio withholding filing status is quarterly, the school district withholding is to be remitted quarterly regardless of the amount.

Do Employers File Separate SD 101s for Each School District for Which School District Income Tax Was Withheld?

No. Employers will file one SD 101 for each remittance period and will show on the return the tax withheld for each affected school district.

Must Employers File an Annual Reconciliation of Withholding?

Yes. Employers must file an annual report, Ohio form SD 141, School District Employers Annual Reconciliation of Tax Withheld. The reconciliation is due by Jan. 31 of the following year or 15 days after selling or closing business. The employer reports and reconciles annual withholding and identifies any out-of-balance school district payments. Employers should not remit W-2s or IT 4s with the annual reconciliation. They should remit W-2s with the IT 3 and keep IT 4s on file.

What Are My Responsibilities as an Ohio School District Employer Withholding Agent?

Each withholding agent is liable for the school district income tax to be withheld. For purposes of assessment and collection, amounts required to be withheld and paid to the Ohio Department of Taxation are considered to be a tax on the employer. The officer or the employee having control or supervision of or charged with the responsibility of filing the report and making payment shall be held personally liable for any failure to file the report or pay the tax as required by law.

What About Penalties for Failure to Comply With School District Income Tax Withholding Responsibilities?

If an employer fails to pay the school district tax deducted and withheld from employees by the due date, interest shall accrue on the unpaid tax at the rate provided for under Ohio Revised Code section 5703.47. Interest (5% for 2020) on the unpaid tax is due in addition to any penalty for late filing or late payment of the tax due. If an employer fails to pay the school district tax deducted and withheld from employees by the due date, the employer may incur a penalty of up to 50% of the tax due, unless failure was for reasonable cause and not willful neglect. If an employer does not file the SD 101 or SD 141 or files after the due date, a late filing penalty may be assessed, which is the greater of \$50 per month or fraction of a month (up to a maximum of \$500) or 5% per month or fraction of a month (up to a maximum of 50% of the tax due).

If an employer requests that each employee date and sign a revised IT 4 or a document indicating the employee's school district, but the employee either fails to provide the information or the employee provides incorrect information, and as a result, the tax is not withheld properly, the employer is not liable for the penalties and interest. However, if the employer knows or should have known that the employee-provided information is incorrect, the employer would be liable for penalties and interest for failure to properly withhold. The employer's failure to withhold does not relieve the employee from liability for the tax.

What Records Must I Keep and How Long Must These Records Be Kept?

Every employer required to withhold school district income tax must maintain a current, accurate record of all persons subject to the tax.

Records must include:

1. Amounts and dates of all compensation paid subject to withholding.
2. Properly completed Ohio form IT 4.
3. Periods of employment, including periods during which compensation is paid while absent due to sickness or injury.
4. Amount of compensation paid by pay period.
5. Copies of annual returns filed with the Ohio Department of Taxation.

You must maintain these records for at least four years.

Which Taxpayers Are Legally Not Obligated to Pay the School District Tax?

Businesses are exempt from the school district income tax. Also, individuals not domiciled or residing in the affected school district are not obligated to pay the tax, even if they work in the district.

Can Voters Repeal The School District Income Tax?

Yes. Voters may repeal a school district income tax enacted for more than a five-year period. The repeal vote may take place no earlier than the year following the initial approval of the tax. At least 75 days before the general election in any year voters may file with their county board of elections a petition asking for a ballot issue to repeal the school district income tax. The petition must be signed by qualified electors residing in the school district levying the school district income tax equal in number to 10% of those voting for governor in the most recent gubernatorial election. If a majority of the voters vote to repeal the school district income tax, the repeal becomes effective on Jan. 1 of the following year. The repeal issue may appear on the ballot only once in any five-year period. If the repealed tax was originally enacted with a concurrent reduction in property tax millage, the property tax millage reverts to the original rate(s) that same Jan. 1.

What Limits Can Voters of a School District Impose on the Income Tax Rate That Can Be Levied?

There is no rate limit. The only stipulation by law is that the rate must be in increments of .25%.

When Will the School District Receive the Revenue from the Income Tax?

The tax becomes effective Jan. 1 of the year designated in the election. School districts will receive the first payment in April of that year (less \$1,000 held back for refunds). Districts will receive the full amount of taxes collected each quarter. They will receive four payments per calendar year: one each at the end of January, April, July and October. Except for an administrative fee of 1.5%, the state collects and returns to the school districts all school district tax revenue collected.

School District Income Tax Employer Withholding Links

School Districts with an Income Tax [Click Here](#)

All forms can be found on the Forms page at tax.ohio.gov or by clicking the links below.

Ohio Form IT 1, Combined Application for Registration as an Ohio Withholding Tax/School District Withholding Tax Agent [Click Here](#)

Ohio Form IT 4, Employee's Withholding Exemption Certificate [Click Here](#)

Ohio Form IT 3, Transmittal of Wage and Tax Statements [Click Here](#)

SD101, SD141, and SD141X returns must be filed electronically on the Ohio Business Gateway Website at gateway.ohio.gov.

Commercial Activity Tax Section

What Is the Commercial Activity Tax (CAT)?

The CAT is a tax on the privilege of doing business in Ohio that is measured by gross receipts. This tax applies to all types of businesses: e.g. retailers, service providers (such as lawyers, accountants and doctors), manufacturers and other types of businesses.

Who Is Subject to the CAT?

In general, the CAT is paid by businesses with taxable gross receipts of more than \$150,000 in a calendar year. The CAT applies to all entity types regardless of form, e.g., sole proprietorships, partnerships, LLCs and all types of corporations.

The tax applies to businesses that meet any of the following criteria at any point throughout the calendar year:

- Have at least \$500,000 in taxable gross receipts in Ohio,
- Have at least \$50,000 in property in Ohio,
- Expend at least \$50,000 in payroll for work in Ohio,
- Have at least 25% of their total property, payroll or gross receipts in Ohio, or
- Are domiciled in Ohio.

Who Is Not Subject to the CAT?

Excluded from the CAT are:

- Nonprofit organizations,
- Some public utilities (telegraph company, natural gas company, pipeline company, water works company, heating company, combined company [excludes electric]) that pay the public utility excise tax,
- Financial institutions that pay the financial institutions tax,
- Insurance companies that pay the Ohio insurance premiums tax,
- Certain affiliates of financial institutions, and
- Businesses with \$150,000 or less of taxable gross receipts (unless they are part of a “consolidated elected taxpayer”).

What Are Taxable Gross Receipts?

Gross receipts are defined as the total amount realized, without deduction for the cost of goods sold or other expenses incurred, from activities that contribute to the production of gross income. Examples of gross receipts include sales, performance of services and rentals or leases. There are some receipts that are not subject to the CAT. The following are some examples: interest (other than from credit sales), dividends, capital gains, wages, amounts in excess of commissions if there is an agency relationship, and gifts. In general, for the sale of tangible personal property such receipt is only considered a taxable gross receipt if the property is delivered to a location in this state. For services, the receipt is situated to Ohio in the proportion that the purchaser's benefit in this state bears to the purchaser's benefit everywhere. The physical location where the purchaser ultimately uses or receives the benefit of what was purchased is paramount in making this determination. In other words, receipts from sales to out-of-state purchasers or the proportion of the services where the benefit is primarily received outside of this state are not subject to the CAT.

Is Registration Required?

Taxpayers having more than \$150,000 in taxable gross receipts (i.e., those gross receipts situated to Ohio) situated to Ohio for the calendar year are required to register, file returns and remit liability for the CAT. In order to file returns, a taxpayer must first register for CAT with the Department of Taxation. Taxpayers are required to register for CAT within 30 days of becoming subject to the tax. Registration is available electronically through the Ohio Business Gateway at gateway.ohio.gov. Alternatively, taxpayers may register by submitting the CAT 1 registration form. The CAT 1 registration form is available through the department's Web site at tax.ohio.gov or may be requested by calling 1-800-282-1782.

What Are Consolidated Elected Taxpayers and Combined Taxpayers?

A consolidated elected taxpayer group is a taxpayer that has elected to file as a group including all entities that have either 50% or more common ownership or 80% or more common ownership. In addition, the group can elect to include or exclude non-U.S. entities with the same common ownership in the group. A major benefit of making this election is that receipts received between members of the group may be excluded from the taxable gross receipts of the group. However, taxpayers making this election must agree that all commonly owned entities are part of the group even if nexus does not exist. This election is binding for eight calendar quarters. If such election is not made, any taxpayers with common ownership of more than 50% must file as a combined taxpayer group. Combined taxpayer groups may not exclude receipts between members of the group; however, such groups need only include in the group those members that have nexus with Ohio.

What Is the Tax Rate?

The CAT was phased in over a five-year period as follows:

Start Date	End Date	Base Rate	Reduction Factor	Tax Rate
07/01/2005	12/31/2005	0.0006	1.000	0.0006000
01/01/2006	03/31/2006	0.0026	0.230	0.0005980
04/01/2006	03/31/2007	0.0026	0.400	0.0010400
04/01/2007	03/31/2008	0.0026	0.600	0.0015600
04/01/2008	03/31/2009	0.0026	0.800	0.0020800
04/01/2009	12/31/9999	0.0026	1.000	0.0026000

How Often Am I Required to File?

Taxpayers with taxable gross receipts between \$150,000 and \$1 million in a calendar year file as annual taxpayers for the CAT. Taxpayers with taxable gross receipts in excess of \$1 million in a calendar year must file quarterly. Beginning Jan. 1, 2014, annual and quarterly taxpayers must file their returns and pay their liability electronically via the Ohio Business Gateway (business.ohio.gov).

How Do I Get Forms? Where May I Get Assistance if I Need Help?

You may get applications, forms and help by contacting the Ohio Department of Taxation via:

- **Internet/E-mail**
tax.ohio.gov
- **By Phone**
1-888-722-8829
- **By Fax**
1-614-644-9641
- **Written Correspondence**
P.O. Box 16158
Columbus, Ohio 43216-6158

When Are the Tax Returns and Minimum Tax Due?

Annual taxpayers: Beginning in 2010, annual returns and the \$150 minimum tax are due on May 10 of each calendar year. For the 2006 calendar year, the minimum tax for that year was due May 10, 2006. For the 2007 and subsequent years, the minimum tax for that year is paid on the prior year's annual return. For 2007-2009, the annual return and annual minimum tax was due on Feb. 9.

Quarterly taxpayers: Returns are due the 10th day of the second month following each tax period (first quarter – May 10; second quarter – Aug. 10; third quarter – Nov. 10; fourth quarter – Feb. 10). Beginning in 2010, the \$150 annual minimum tax is paid with the first-quarter return for the current year. For the 2006 calendar year, the minimum tax was due May 10, 2006. For 2007-2009, the annual minimum tax for those years was due by Feb. 9 of that year as part of the prior year's fourth-quarter return.

For tax periods beginning on Jan. 1, 2014 and thereafter, the AMT will become a tiered structure, and taxpayers will pay an amount that corresponds with their overall commercial activity. The taxpayer will utilize its previous calendar year's taxable gross receipts to determine the current year's AMT. Those taxpayers with \$1 million or less in taxable gross receipts will pay \$150 AMT (no change). The AMT for taxpayers with total taxable gross receipts of more than \$1 million, but less than or equal to \$2 million, will be \$800; AMT for taxpayers with taxable gross receipts more than \$2 million, but less than or equal to \$4 million, \$2,100; and AMT for taxpayers with taxable gross receipts in excess of \$4 million, \$2,600. Please refer to the chart below.

Taxable Gross Receipts	Annual Minimum Tax	CAT
\$1 Million or less	\$150	No Additional Tax
More than \$1 Million but less than or equal to \$2 Million	\$800	0.26% x (Taxable Gross Receipts - \$1 Million)
More than \$2 Million but less than or equal to \$4 Million	\$2,100	0.26% x (Taxable Gross Receipts - \$1 Million)
More than \$4 Million	\$2,600	0.26% x (Taxable Gross Receipts - \$1 Million)

Are There Penalties for Filing or Paying Taxes Late?

The tax commissioner may impose penalties for failure to timely file and pay the tax, including the ability to conduct proceedings to revoke a person's privilege or franchise to conduct business in this state.

Can Returns Be Amended?

Yes, returns can be amended. Beginning on Jan. 1, 2014, both annual and quarterly taxpayers are required to file amended returns electronically via the Ohio Business Gateway (gateway.ohio.gov).

Commercial Activity Tax Links

All forms can be found on the Forms page at tax.ohio.gov or by clicking the links below

Ohio Form CAT 1, Commercial Activity Tax Registration – [Click Here](#)

Ohio Form CAT REF, Application for Commercial Activity Tax Refund – [Click Here](#)

Ohio Form CAT ES, Request to Change Election Status – [Click Here](#)

Ohio Form CAT AR, Add/Remove Members to/from a Group – [Click Here](#)

Ohio Form BAUF, Account's Change in Mailing or Location Address Form – [Click Here](#)

Ohio Form CAT FF, Request to Change Filing Frequency – [Click Here](#)

Commercial Activity Tax Information Releases can be found at tax.ohio.gov.

How Do You Make Corrections if an Error Is Made?

A. W-2 or 1099R

An employer must furnish a corrected W-2 or 1099R if, after the original form has been given to an employee, an error is discovered. Corrected statements should be clearly marked "CORRECTED BY EMPLOYER" and one copy should be submitted to the Department of Taxation and two copies to the employee. If the W-2 or 1099R is lost or destroyed, one must be submitted to the Ohio Department of Taxation marked "REISSUED BY EMPLOYER" and two copies to the employee.

B. Overwithholding or Underwithholding – Quarterly, Monthly or Partial Weekly Payments (Ohio form IT 501) and EFT Payments (Ohio form IT 942)

1. If the error is discovered in a subsequent period of the same calendar year, make the adjustment by reducing or increasing the tax due on your next Ohio IT 501 or EFT payment.
2. If an error is discovered after the annual reconciliation Ohio IT 941 has been filed, complete an amended reconciliation, Ohio IT 941X for that year. For EFT filers, file an amended Ohio IT 942, Ohio Employer's EFT 4th Quarter/Annual Reconciliation of Income Tax Withheld, through Ohio Business Gateway.

How Do I Know How Much Ohio Income Tax To Withhold from Wages?

Withholding tables that show the amount of tax to be withheld based on the employee's salary, number of exemptions and how often you pay are available on pages 40-51 (refer to our Web site at tax.ohio.gov for the most current tables).

What Are My Responsibilities as an Ohio Employer Withholding Agent?

Each withholding agent is liable for the tax required to be withheld. For purposes of assessment and collection, amounts required to be withheld and paid to the Ohio Department of Taxation are considered to be a tax on the employer. The officer or the employee having control or supervision of or charged with the responsibility of filing the report and making payment shall be held personally liable for any failure to file the report and/or pay the tax as required by law.

What About Penalties for Failure To Comply with Employer Withholding Responsibilities?

If an employer fails to pay the tax deducted and withheld from employees by the due date, interest shall accrue on the unpaid tax at the rate provided for under Ohio Revised Code section 5703.47. Interest on the tax due is charged in addition to any penalty that may be incurred for late filing and/or late payment of a tax due.

If an employer fails to pay the tax deducted and withheld from employees' compensation by the due date, a penalty of 50% may be assessed on the tax due, unless it is shown the failure was for reasonable cause and not willful neglect.

If a return, or the Ohio IT 501, IT 941, IT 942 or IT 3 is not filed, or is filed after the due date, the penalty is the greater of: \$50 per month up to a maximum of \$500 or 5% per month up to a maximum of 50% of the tax due.

Municipal Net Profit Tax (MNP) Section

Ohio Municipal Net Profit Tax (MNP) General Instructions and Information for Taxpayers

The enactment of Amended Substitute House Bill 49 (132nd General Assembly) provides business taxpayers the option, beginning with the 2018 tax year, to file one municipal net profit tax return through the Ohio Business Gateway for processing by the Ohio Department of Taxation (the Department). The Department will handle all administrative functions for those centrally-filed returns and will distribute payments to the appropriate municipal corporations. The Department will also handle audits, and appeals.

Currently, businesses are required to file separate returns with each municipal corporation in which they conduct business.

Registration (Opt-in) for Taxpayers

Taxpayers can register to file with the Department through the Ohio Business Gateway at gateway.ohio.gov.

Taxpayers that choose to file with the Department must make an election on or before the first day of the third month of their taxable year. For example, taxpayers that operate on a calendar year basis are required to opt-in to file with the commissioner on or before March 1st of the taxable year they intend to file with the Department. In making the election, the taxpayer must register with the Department and notify all municipal corporations that the taxpayer conducted business in during the previous year. New businesses need only register with the Department. The election will remain in effect until terminated by the taxpayer.

Upon registering with the Department for the municipal net profit tax, the registration applies to all municipal corporations in which you are subject to the municipal net profit tax. Only one return will be filed, with the Department, for all municipal corporations and all payments will be made to the Department.

The administration of the tax for periods prior to taxable year 2018 and for periods which the taxpayer has not opted-in with the Department will be handled by the applicable municipal corporations or third-party administrators.

Ineligible Elections

Sole proprietors and disregarded entities are not eligible to opt-in with the Department and should continue to file with the appropriate municipal corporations. A disregarded entity is a single-member limited liability company, a qualifying subchapter S subsidiary, or another entity if the company, subsidiary, or entity is a disregarded entity for federal income tax purposes.

Methods of Notification to Municipalities

Form MNP-MN, Municipal Net Profit Tax – Municipality Notification, is available for taxpayers to complete and submit to the municipalities. Submission of this form would fulfill the taxpayer's obligation to notify the municipalities of their election to opt-in with the Department. The Department has also developed Form MNP-MNTP, Municipal Net Profit

Tax – Municipality Notification for Tax Preparers. This form would be used in the instance when the tax preparer has multiple taxpayers, in any given municipality, that have all elected to opt-in with the Department. Both forms are included in this booklet and are available on the Department's website at tax.ohio.gov. Lastly, taxpayers may provide either copies of the registration filed with the Department or the registration confirmation letter the taxpayer received from the Department. Any of these notification methodologies satisfies the statutory requirements to notify a municipality of a taxpayer's intention to file with the Department.

In addition, upon registration, the taxpayer is asked whether they grant the Department permission to list their company's information (name, address, FEIN) on the Department's website. This will allow municipal corporations to self-serve to see who has opted-in. Only those taxpayers that agree to this limited waiver of confidentiality will be listed. Additionally, authorizing the Department to include a company's information on the website does not relieve the taxpayer of their responsibility to notify the municipalities.

Electronic Filing / Payment

1. Electronic Filing – Municipal net profit taxpayers are required to file each annual tax return and declaration of estimated taxes electronically through the Gateway at gateway.ohio.gov.
2. Electronic Payment – Municipal net profit taxpayers are required to remit each tax payment electronically either by ACH debit through the Gateway or by electronic funds transfer (EFT) through the Ohio Treasurer of State at tos.ohio.gov.

Declaration of Estimated Taxes (MNP ES)

Each quarter, taxpayers must submit a declaration of estimated taxes for the current taxable year, unless the estimated annual tax liability is less than two hundred dollars (\$200), in which case no estimated payments are required for that year.

Payments of estimated taxes (the amount a taxpayer reasonably estimates to be the total amount of its tax liabilities to all municipal corporations for the taxable year) for the current taxable year are due as follows:

1. 22.5% must be paid by the fifteenth day of the fourth month of their taxable year.
2. 45% must be paid by the fifteenth day of the sixth month of their taxable year.
3. 67.5% percent must be paid by the fifteenth day of the ninth month of their taxable year.
4. 90% must be paid by the fifteenth day of the twelfth month of their taxable year.

Taxpayers with a short table year must pay 90% of their combined tax liability by the fifteenth day of the twelfth month of their taxable year.

Please see Table 1 (pg. 45) to find the applicable due dates based on your fiscal year-end.

If the due date falls on a weekend or holiday, the report or payment is due the next business day.

Any underpayment of estimated taxes can result in interest penalty being added to the tax due. See R.C. 718.88. Any remaining tax due must be remitted on or before the return due date, without extension. The underpayment or late payment of taxes due may result in interest and penalties.

Tax Return (MNP 10)

A taxpayer must file an annual return for each taxable year it has elected to file with the commissioner. Annual tax returns are due on the fifteenth day of the fourth month following the end of the taxpayer's taxable year. See Table 2 (pg. 45) for annual return due dates, which are based on your fiscal year-end. A taxpayer may request a 6-month extension of time to file. The extension request will be granted if it is received by the commissioner on or before the due date of the annual return or if the taxpayer has requested an extension for filing the federal income tax return. Please note, this is an extension of time to file not an extension of time to pay.

A taxpayer that is a member of an affiliated group of corporations may elect to file a consolidated tax return for a taxable year if at least one member of the affiliated group filed a consolidated federal income tax return for that taxable year. An election to file a consolidated tax return is binding for a period of five years unless a change in reporting is required under federal law. The election is binding for each subsequent five-year period unless the taxpayer elects to discontinue filing a consolidated tax return on or before the 15th day of the 4th month of the year following the last year of a five-year consolidated tax return election period. The binding five-year period created by an election to file a consolidated return or an election to discontinue filing a consolidated tax return is binding on the Department whether the election was made with the municipal corporation or with the Department. Any elections made with a municipal corporation carry over to the administration of the tax by the Department. The tax return filed with the Department will allow a taxpayer to file a consolidated return in one municipal corporation and on a separate basis in another municipal corporation. If you wish to pursue this method of filing, please contact the Department prior to registering.

If the three-factor apportionment formula does not fairly represent the extent of your business activity in a municipal corporation, you may request, or the tax commissioner may require, that you use an alternative apportionment method involving separate accounting, the exclusion or inclusion of one or more factors, or a modification of one or more factors. You must request alternative apportionment in writing along with a tax return, timely-filed appeal of an assessment, or timely-filed amended tax return. In the event the Ohio Business Gateway is unable to accommodate your requested alternative apportionment formula, you must file a paper return along with a request detailing your chosen apportionment method and an explanation as to why your method more fairly represents the extent of your business activity in a municipal corporation. If you have a formal or informal agreement regarding alternative apportionment with a municipal corporation, it is not binding on the tax

commissioner. You must request alternative apportionment with the filing of your tax return. The tax commissioner will consider each request on a case-by-case basis. If a municipal corporation has agreed to allow the alternative apportionment, that will be a significant factor considered in evaluating the request and documentation of such prior agreements should be provided with the request.

Currently taxpayers are not required to make a payment if the amount of tax due is less than \$10.01 to an individual municipal corporation. The state administered return will look at the total tax liability in all municipal corporations. For example, if \$5.00 is owed to three separate municipal corporations, a \$15.00 payment is required on the annual tax return.

The annual tax return will include a box that the taxpayer may check to authorize another person to communicate with the Department about matters pertaining the tax return. To authorize a representative to communicate with the Department for other matters, the taxpayer may fill out a form TBOR 1, Declaration of Tax Representative, available at tax.ohio.gov.

Refunds (MNP REF)

Taxpayers can request refunds either on the tax return or by using the refund claim form (MNP REF). The form MNP REF can be found on our website at tax.ohio.gov.

Refund applications must be filed within three years of the erroneous payment date and do not accrue interest if they are processed within ninety days of the request date.

Assessments

If a taxpayer fails to file a return or pay any tax due in full, the commissioner will send out a delinquency notice and/or bill to cure any deficiency. If a taxpayer fails to resolve the matter at the delinquency or billing stage, the commissioner will issue a notice of assessment to the taxpayer for any deficiency for the period the tax return or payment is due.

If an assessment is not paid in full within sixty days of the day the assessment was issued, it may be certified to the Ohio Attorney General's Office for collection.

Appeals

A taxpayer that disagrees with any portion of a notice of assessment may appeal the assessment by filing a petition for reassessment with the commissioner within sixty days of the date the taxpayer receives the assessment. If the petition has been properly filed, the taxpayer may raise additional objections in writing prior to the final determination date. One of the Department's hearing officers will schedule an informal hearing with the taxpayer and/or the taxpayer's representative, which provides the taxpayer an opportunity to present its arguments against the assessment notice. Hearings may be held in person or via phone. A taxpayer may waive its right to a hearing and may instead provide documentation for consideration.

After the hearing, the commissioner will review all documentation provided and will issue a final determination deciding the matter.

Taxpayers who disagree with a final determination can appeal to the board of tax appeals. To do so, the taxpayer should file a notice of appeal with both the board and the commissioner within sixty days of the date of service of the final determination.

Audit

Any municipal corporation may refer a taxpayer for audit if the municipal corporation has additional information that could result in a change of tax liability. The commissioner will review the referral and may conduct an audit based on that information. Please note, audits are not restricted to referrals from municipal corporations and can be conducted at the discretion of the commissioner.

The commissioner or any authorized agent may examine the books, papers, records, and federal and state income tax returns of any taxpayer filing the municipal net profit tax with the Department by sending a written request to the taxpayer. Taxpayers are required to preserve any records or documents for six years following the end of a taxable year.

Contact Us

More information, including FAQs, can be found on the Department's website at tax.ohio.gov.

If you are interested in receiving Tax Alerts regarding the municipal net profit tax, please subscribe at tax.ohio.gov.

For questions regarding the municipal net profit tax, please contact the Department at 1-844-238-0403 or via email at MNPTax@tax.state.oh.us.

Table 1

Month of FY End	First Quarter / Annual Return	Second Quarter	Third Quarter	Fourth Quarter
December	April 15	June 15	September 15	December 15
January	May 15	July 15	October 15	January 15
February	June 15	August 15	November 15	February 15
March	July 15	September 15	December 15	March 15
April	August 15	October 15	January 15	April 15
May	September 15	November 15	February 15	May 15
June	October 15	December 15	March 15	June 15
July	November 15	January 15	April 15	July 15
August	December 15	February 15	May 15	August 15
September	January 15	March 15	June 15	September 15
October	February 15	April 15	July 15	October 15
November	March 15	May 15	August 15	November 15

Table 2

Month of FY End	Annual Return
December	April 15
January	May 15
February	June 15
March	July 15
April	August 15
May	September 15
June	October 15
July	November 15
August	December 15
September	January 15
October	February 15
November	March 15



Municipal Net Profit Tax Municipality Notification

Legal name of member: _____ FEIN: _____

Trade name or DBA: _____

Primary address: _____

Company contact: _____

Name	Title	Phone No.	E-Mail Address
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- Check the box next to the municipalities included on your registration filed with the Ohio Department of Taxation. If you file a consolidated return, please write a "C" instead of checking the box next to each municipality.
- Mail a copy of the completed form to all the applicable municipalities.
- Consolidated filers: Please complete page 5 of this form.

Municipality Name	Municipality Name	Municipality Name	Municipality Name
ABERDEEN	BELLVILLE	CANAL FULTON	COVINGTON
ADA	BELPRE	CANAL WINCHESTER	CRESTLINE
ADDYSTON	BENTLEYVILLE	CANFIELD	CRESTON
ADELPHI	BEREA	CANTON	CRIDERSVILLE
AKRON	BERKSHIRE TOWNSHIP JEDD	CARDINGTON	CROOKSVILLE
ALGER	BETHEL	CAREY	CUYAHOGA FALLS
ALLIANCE	BETTSVILLE	CARLISLE	CUYAHOGA FALLS BOSTON TWP
AMANDA	BEVERLY	CARROLL	JEDD
AMBERLEY	BEXLEY	CARROLLTON	CUYAHOGA HEIGHTS
AMELIA	BLENDON TOWNSHIP JEDZ	CATAWBA	CYGNET
AMHERST	BLOOMDALE	CECIL	DALTON
AMSTERDAM	BLOOMINGDALE	CEDARVILLE	DANVILLE
ANDOVER	BLOOMVILLE	CELINA	DARBYVILLE
ANNA	BLUE ASH	CENTERBURG	DAYTON
ANSONIA	BLUFFTON	CENTERVILLE - MONTGOMERY	DAYTON MALL JEDD
ANTWERP	BOLIVAR	CHAGRIN FALLS	DAYTON BUTLER TWP JEDD
APPLE CREEK	BOSTON HEIGHTS	CHARDON	DAYTON MIAMI TWP JEDD
ARCANUM	BOSTON TWP / PENINSULA JEDD	CHESTERVILLE	DEER PARK
ARCHBOLD	BOTKINS	CHEVIOT	DEFIANCE
ARLINGTON	BOWERSTON	CHILLICOTHE	DEGRAFF
ARLINGTON HEIGHTS	BOWLING GREEN	CINCINNATI	DELAWARE
ASHLAND	BRADFORD	CIRCLEVILLE	DELPHOS
ASHLEY	BRADNER	CIRCLEVILLE PICKAWAY TWP JEDD	DELTA
ASHTABULA	BRADY LAKE	CLARKSVILLE	DENNISON
ASHTABULA TOWNSHIP JEDD	BRATENAHL	CLAY CENTER	DESLER
ASHVILLE	BRECKSVILLE	CLAYTON	DOVER
ATHENS	BREMEN	CLAYTON TOWNSHIP JEDD	DOYLESTOWN
AURORA	BREWSTER	CLEVELAND	DRESDEN
AUSTIN CENTER JEDD	BRICE	CLEVELAND HEIGHTS	DUBLIN
AVON	BRIMFIELD-KENT JEDD	CLINTON	DUNKIRK
AVON LAKE	BRIMFIELD-TALLMADGE JEDD	CLINTON GRANDVIEW HEIGHTS	EAST CANTON
BAINBRIDGE-SOLON JEDD	BROADVIEW HEIGHTS	JEDZ	EAST CLEVELAND
BALTIC	BROOK PARK	CLYDE	EAST LIVERPOOL
BALTIMORE	BROOKLYN	COAL GROVE	EAST PALESTINE
BARBERTON	BROOKLYN HEIGHTS	COLDWATER	EASTLAKE
BARNESVILLE	BROOKVILLE	COLERAIN TWP LIBERTY NURSING	EATON
BARNESVILLE JEDD 1	BRUNSWICK	HC JEDD	EATON JEDD
BARNESVILLE JEDD 2	BRYAN	COLUMBIA TOWNSHIP JEDZ	EDGERTON
BATAVIA	BUCKLAND	COLUMBIANA	EDISON
BATH-AKRON-FAIRLAWN JEDD	BUCYRUS	COLUMBUS	EDON
BAY VILLAGE	BURTON	COLUMBUS GROVE	ELIDA
BEACH CITY	BUTLER	COMMERCIAL POINT	ELMORE
BEACHWOOD	BUTLER COUNTY ANNEX	CONESVILLE	ELMWOOD PLACE
BEACHWOOD EAST JEDD	BUTLER TWP - VANDALIA JEDD	CONNEAUT	ELYRIA
BEACHWOOD WEST JEDD	BUTLER TOWNSHIP JEDZ	CONTINENTAL	ELYRIA JEDD
BEAVERDAM	BYESVILLE	CONVOY	EMERALD PARK
BEDFORD	CADIZ	COPLEY-AKRON JEDD	EMPIRE
BEDFORD HEIGHTS	CAIRO	CORWIN	ENGLEWOOD
BELLAIRE	CALDWELL	COSHOCTON	ETNA JEDZ1 - NORTH
BELLE CENTER	CAMBRIDGE	COSHOCTON FRANKLIN JEDD	ETNA JEDZ2 - SOUTH
BELLEFONTAINE	CAMDEN	COSHOCTON TUSCARARWAS JEDD	EUCLID
BELLEVUE	CAMPBELL	COVENTRY-AKRON JEDD	EVENDALE



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FAIRBORN	HARPERSFIELD-GENEVA JEDD I	LIMA	MIFFLIN
FAIRFAX	HARPERSFIELD-GENEVA JEDD II	LINCOLN HEIGHTS	MILAN
FAIRFIELD	HARPERSFIELD-GENEVA JEDD III	LINNDALE	MILFORD
FAIRLAWN	HARRISBURG	LISBON	MILFORD CENTER
FAIRPORT HARBOR	HARRISON	LITHOPOLIS	MILFORD CITY JEDD
FAIRVIEW PARK	HARRISON TOWNSHIP JEDD	LOCKBOURNE	MILFORD CITY JEDD II
FARMERSVILLE	HARROD	LOCKLAND	MILFORD CITY JEDD III
FAYETTE	HARTVILLE	LODI	MILFORD CITY JEDD IV
FELICITY	HASKINS	LOGAN	MILLBURY
FINDLAY	HEATH	LONDON	MILLER CITY
FOREST	HEBRON	LORAIN	MILLERSBURG
FOREST PARK	HICKSVILLE	LORDSTOWN	MILLERSPORT
FORT JENNINGS	HIGHLAND HEIGHTS	LOUDONVILLE	MINERAL CITY
FORT LORAMIE	HIGHLAND HILLS	LOUISVILLE	MINERVA
FORT RECOVERY	HIGHLAND HILLS JEDZ	LOVELAND	MINERVA PARK
FOSTORIA	HILLIARD	LOWELLVILLE	MINGO JUNCTION
FRANKLIN	HILLSBORO	LUCKEY	MINSTER
FRAZEYSBURG	HIRAM	LYNDHURST	MOGADORE
FREDERICKSBURG	HOLLAND	LYONS	MONCLOVA-MAUMEE-TOLEDO
FREDERICKTOWN	HOLLAND SPRINGFIELD TWP. JEDZ	LYTLE FIVE POINTS JEDD	JEDZ
FREMONT	HOPEDALE	MACEDONIA	MONCLOVA-SWANTON-TOLEDO
GAHANNA	HUBBARD	MACEDONIA NORTHFIELD CENTER	AIRPORT JEDD
GALENA	HUBER HEIGHTS	TWP JEDD	MONCLOVA-WHITEHOUSE JEDD
GALION	HUDSON	MADEIRA	MONROE
GALLIPOLIS	HUNTING VALLEY	MADISON TWP JEDD	MONROEVILLE
GAMBIER	HUNTSVILLE	MADISON VILLAGE	MONTGOMERY
GARFIELD HEIGHTS	HURON	MAINEVILLE	MONTPELIER
GARRETTSVILLE	INDEPENDENCE	MALINTA	MORAINA
GATES MILLS	INDIAN HILL	MALTA	MORELAND HILLS
GENEVA	IRONTON	MALVERN	MORRAL
GENEVA-ON-LAKE	IX CENTER	MANCHESTER	MORROW
GENOA	JACKSON	MANSFIELD	MOUNT CORY
GEORGETOWN	JACKSON CENTER	MANTUA	MOUNT EATON
GERMANTOWN	JAMESTOWN	MAPLE HEIGHTS	MOUNT GILEAD
GETTYSBURG	JEFFERSON	MARBLE CLIFF	MOUNT HEALTHY
GIBSONBURG	JEFFERSONVILLE	MARENGO	MOUNT ORAB
GIRARD	JERRY CITY	MARIEMONT	MOUNT STERLING
GLANDORF	JEWETT	MARIETTA	MOUNT VERNON
GLENWILLOW	JOHNSTOWN	MARION	MOUNT VICTORY
GNADENHUTTEN	KALI DA	MARSHALLVILLE	MUNROE FALLS
GOLF MANOR	KENT	MARTINS FERRY	NAPOLEON
GRAFTON	KENT FRANKLIN JEDD	MARYSVILLE	NAVARRE
GRAND RAPIDS	KENTON	MASON	NELSONVILLE
GRAND RIVER	KETTERING	MASSILLON	NEW ALBANY
GRANDVIEW HEIGHTS	KETTLERSVILLE	MAUMEE	NEW BAVARIA
GRANVILLE	KILLBUCK	MAYFIELD	NEW BLOOMINGTON
GRATIS	KIRBY	MAYFIELD HEIGHTS	NEW BOSTON
GREEN	KIRKERSVILLE	MCCLURE	NEW BREMEN
GREEN SPRINGS	KIRTLAND	MCCOMB	NEW CARLISLE
GREEN TWP- CHEVIOT JEDD 2	LAGRANGE	MCCONNELSVILLE	NEW CONCORD
GREEN TWP- CHEVIOT JEDD 3	LAKE TOWNSHIP-TOLEDO JEDD	MCDONALD	NEW FRANKLIN
GREEN TWP- CHEVIOT JEDD 4	LAKELINE	MCGUFFEY	NEW KNOXVILLE
GREEN TWP- CHEVIOT JEDD 5	LAKEMORE	MECHANICSBURG	NEW LEBANON
GREEN TWP - WESTERN RIDGE JEDD	LAKEVIEW	MEDINA	NEW LEXINGTON
GREENFIELD	LAKEWOOD	MEDINA MONTVILLE JEDD	NEW LONDON
GREENHILLS	LANCASTER	MELROSE	NEW MADISON
GREENVILLE	LEBANON	MENTOR	NEW MIAMI
GREENVILLE	LEBANON-TURTLECREEK JEDD	MENTOR-ON-LAKE	NEW PARIS
GREENWICH	LEESBURG	METAMORA	NEW PHILADELPHIA
GROVE CITY	LEETONIA	MIAMI TWP. DAYTON MALL JEDD	NEW RICHMOND
GROVEPORT	LEIPSIC	MIAMISBURG	NEW RIEGEL
HAMILTON	LEWISBURG	MIDDLE POINT	NEW WASHINGTON
HAMILTON FAIRFIELD TWP. JEDD I	LEXINGTON	MIDDLEBURG HEIGHTS	NEW WATERFORD
HAMILTON FAIRFIELD TWP. JEDD II	LIBERTY CENTER	MIDDLEFIELD	NEWARK
HAMILTON INDIAN SPRINGS JEDD I	LIBERTY TOWNSHIP JEDD I	MIDDLEPORT	NEWBURGH HEIGHTS
HAMLER	LIBERTY TWP-LIBERTY CENTER	MIDDLETOWN	NEWCOMERSTOWN
HANOVER	JEDD	MIDVALE	NEWTON FALLS



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NEWTONSVILLE	PIQUA	SIDNEY	UNION CITY
NEWTOWN	PLAIN CITY	SILVER LAKE	UNION TWP - MILFORD JEDD 1
NEY	PLEASANT HILL	SILVERTON	UNION TWP - MILFORD JEDD 2
NILES	PLEASANTVILLE	SMITHFIELD	UNION TWP - MILFORD JEDD 3
NORTH BALTIMORE	PLYMOUTH	SMITHVILLE	UNION TWP - MILFORD JEDD 4
NORTH CANTON	POMEROY	SOLOM	UNION TWP - MILFORD JEDD 5
NORTH COLLEGE HILL	PORT CLINTON	SOUTH AMHERST	UNIVERSITY HEIGHTS
NORTH KINGSVILLE	PORT WASHINGTON	SOUTH BLOOMFIELD	UPPER ARLINGTON
NORTH LEWISBURG	PORTAGE	SOUTH CHARLESTON	UPPER SANDUSKY
NORTH OLMSTED	PORTSMOUTH	SOUTH EUCLID	URBANA
NORTH PERRY	POWELL	SOUTH LEBANON	URBANCREST
NORTH PICKAWAY COUNTY JEDD	POWHATAN POINT	SOUTH RUSSELL	UTICA
NORTH RANDALL	PRAIRIE OBETZ JEDZ	SOUTH SOLOM	VALLEY HI
NORTH RIDGEVILLE	PRAIRIE TOWNSHIP JEDD	SOUTH VIENNA	VALLEY VIEW - CUYAHOGA
NORTH ROBINSON	QUINCY	SOUTH ZANESVILLE	VAN WERT
NORTH ROYALTON	RAVENNA	SPENCERVILLE	VANDALIA
NORTH STAR	READING	SPENCER-WHITEHOUSE JEDZ	VANLUE
NORTHFIELD	REMINDERVILLE	SPRINGBORO	VERMILION
NORTHWOOD	REMINDERVILLE-TWINSBURG TWP	SPRINGDALE	VILLAGE OF HIGHLAND HILLS MUNI
NORTON	JEDD	SPRINGFIELD	UTILITY DISTRICT
NORWALK	REYNOLDSBURG	SPRINGFIELD BECKLEY MUNI	VERSAILLES
NORWOOD	RICHFIELD	AIRPARK JEDD	WADSWORTH
OAK HARBOR	RICHFIELD JEDD	SPRINGFIELD TOWNSHIP JEDD 1	WAKEMAN
OAK HILL	RICHMOND HEIGHTS	SPRINGFIELD TOWNSHIP JEDZ	WALBRIDGE
OAKWOOD - CUYAHOGA	RICHWOOD	SPRINGFIELD-AKRON JEDD	WALTON HILLS
OAKWOOD - MONTGOMERY	RIDGEWAY	STEBENVILLE	WALTON HILLS-SAGAMORE HILLS
OAKWOOD - PAULDING	RIO GRANDE	STONE CREEK	TWP JEDD
OBERLIN	RIPLEY	STOUTSVILLE	WAPAKONETA
OBETZ	RITTMAN	STOW	WARREN
OCTA	RIVERSIDE	STRASBURG	WARRENSVILLE HEIGHTS
OHIO CITY	ROCK CREEK	STRATTON	WARRENSVILLE HEIGHTS JEDZ
OLMSTED FALLS	ROCKFORD	STREETSBORO	WASHINGTON C. H.
ONTARIO	ROCKY RIVER	STRONGSVILLE	WATERVILLE
ORANGE	ROSEVILLE	STRUTHERS	WAUSEON
ORANGE CHAGRIN HIGHLANDS	ROSSFORD	STRYKER	WAVERLY
JEDD	ROSSFORD-TOLEDO JEDZ	SUGAR GROVE	WAYNE
OREGON	ROSWELL	SUGARCREEK	WAYNE LAKES
ORRVILLE	RUSH TWP. UHRICHSVILLE JEDD	SUNBURY	WAYNESFIELD
ORWELL	RUSHSYLVANIA	SWANTON	WAYNESVILLE
OSGOOD	RUSSELLS POINT	SYCAMORE	WELLINGTON
OSTRANDER	RUSSIA	SYCAMORE TWP CENTRAL JEDZ	WELLSTON
OTTAWA	SABINA	SYCAMORE TWP EAST JEDZ	WELLSVILLE
OTTAWA HILLS	SAINT BERNARD	SYCAMORE TWP NW JEDZ	WEST ALEXANDRIA
OTTOVILLE	SAINT CLAIRSVILLE	SYCAMORE TWP SW JEDZ	WEST CARROLLTON
OWENSVILLE	SAINT HENRY	SYLVANIA	WEST CHESTER JEDD 1
OXFORD	SAINT LOUISVILLE	SYLVANIA-TOLEDO JEDZ	WEST ELKTON
PAINESVILLE	SAINT MARYS	TALLMADGE	WEST JEFFERSON
PANDORA	SAINT PARIS	THURSTON	WEST LAFAYETTE
PARMA	SALEM	SYCAMORE TOWNSHIP KEN	WEST LIBERTY
PARMA HEIGHTS	SALINEVILLE	WOOD-SOUTHWEST JEDZ	WEST MANSFIELD
PATASKALA	SANDUSKY	TIPP CITY	WEST MILTON
PATASKALA JEDD	SARDINIA	TIRO	WEST SALEM
PATTERSON	SAYBROOK TOWNSHIP JEDD	TOLEDO	WEST UNION
PAULDING	SCIO	TONTOGANY	WEST UNIITY
PAYNE	SCIO TOWNSHIP JEDD	TORONTO	WESTERVILLE
PEMBERVILLE	SEBRING	TREMONT CITY	WESTFIELD CENTER
PENINSULA	SEVEN HILLS	TRENTON	WESTLAKE
PEPPER PIKE	SEVILLE	TRIMBLE	WESTON
PERRY	SHAKER HEIGHTS	TROTWOOD	WHITEHALL
PERRY JEDD	SHARONVILLE	TROY	WHITEHOUSE
PERRYSBURG	SHAWNEE HILLS	TROY TOWNSHIP-TOLEDO JEDD	WICKLIFFE
PERRYSBURG TWP.-TOLEDO JEDZ	SHEFFIELD	TURTLECREEK-MONROE RACE-	WILLARD
PERRYSVILLE	SHEFFIELD LAKE	WAY JEDD	WILLIAMSBURG
PHILLIPSBURG	SHELBY	TUSCARAWAS	WILLAMSPORT
PICKERINGTON	SHERRODSVILLE	TWINSBURG	WILLOUGHBY
PIKETON	SHERWOOD	UHRICHSVILLE	WILLOUGHBY HILLS
PIONEER	SHREVE	UNION	WILLOWICK

