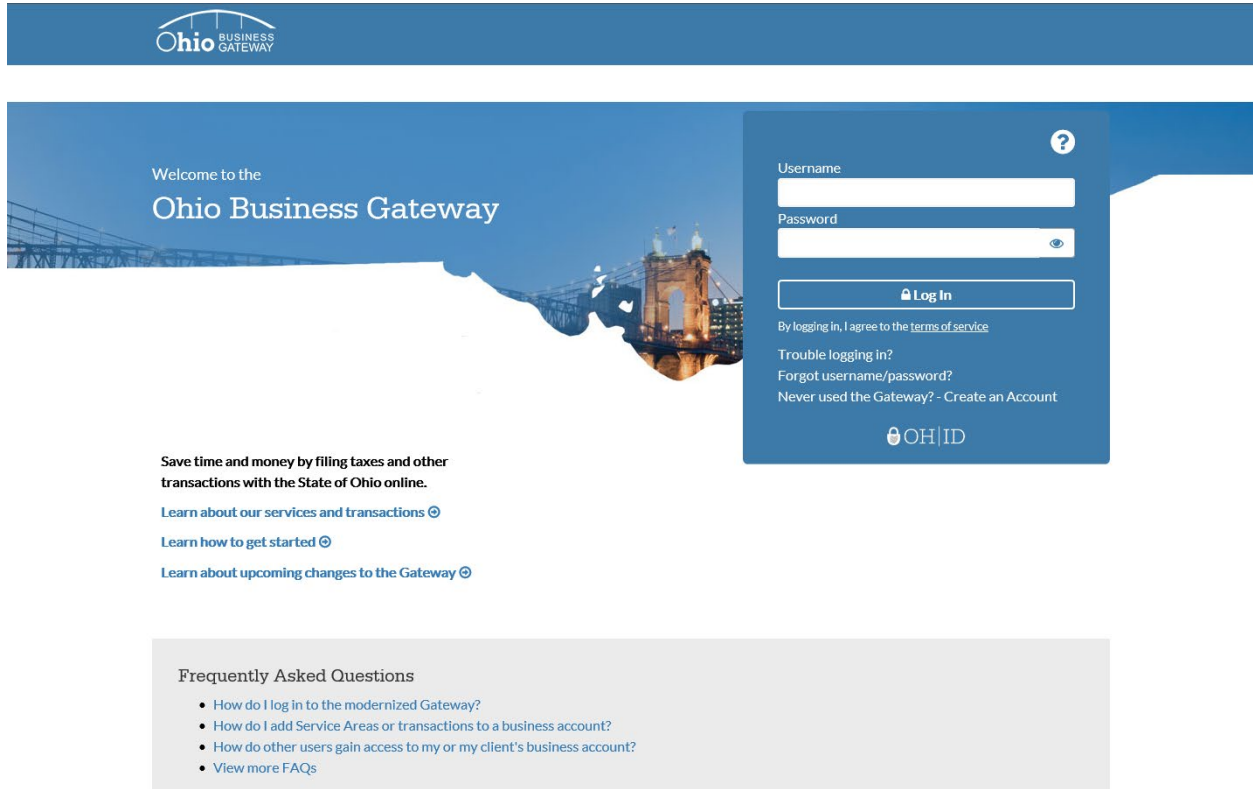
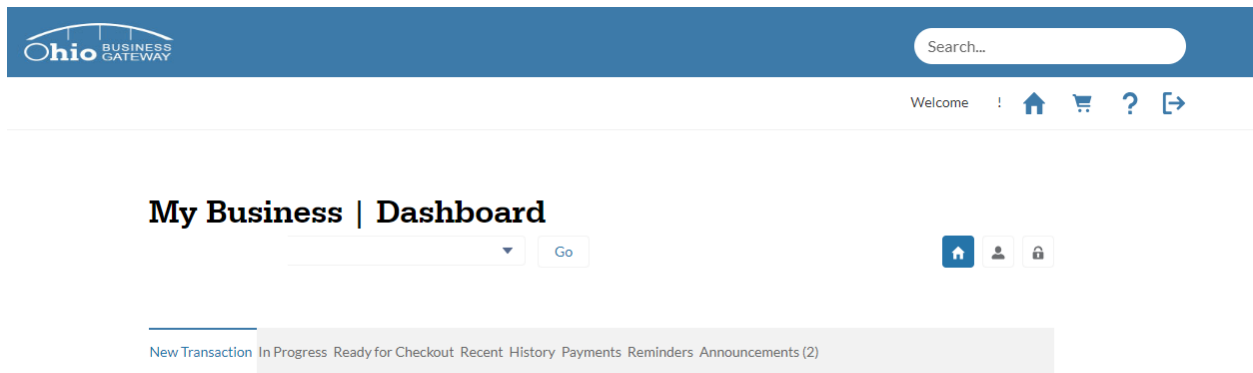


Municipal Net Profit Tax Registration Instructions for the New Modernized Gateway

Step 1: Login to the Modernized Gateway using your OH|ID and password.



Step 2: Under the *New Transaction Tab* on the **My Business | Dashboard** select *ODT Centralized Filing – Municipal Net Profit Tax – Registration*. Click the play button.





ODT Centralized Filing – Municipal Net Profit Tax

Annual Tax Filing



Declaration of Estimated Payments



Payment Only



Cancel Account



Account Maintenance



Annual Tax Filing - Due Date Extension




Registration



Refund Request



Step 3: Select *New Account Registration*



Home

Ohio Municipal Net Profit Tax Registration

[New Account Registration](#)

[eFiling History](#)


Incomplete Registrations

If you left the site before you completed or submitted your registration, your saved draft will be listed below. Click on Resume to review, update, or finish an existing registration or Delete to remove a registration. The most recent registration will be listed at the top.

No Incomplete Registrations

[Start Cobrowse](#)

Step 4: Enter all *Taxpayer Identification* information and click *Continue*.



Home

Ohio Municipal Net Profit Tax Registration

- 1 Enter Information
- 2 Review and Register
- 3 Confirmation

Taxpayer Identification

* Indicates required field(s)

* Federal Employer Identification Number

* Legal Name of Entity

Trade Name or DBA

Address

Business Structure

Company Contact

Step 5: Enter the *Primary Address* – check the box by *Add a separate mailing address* if your entity’s mailing address differs from the primary address.

Ohio BUSINESS GATEWAY
Home

Ohio Municipal Net Profit Tax Registration

- 1 Enter Information
- 2 Review and Register
- 3 Confirmation

▶ Taxpayer Identification ✓

▼ Address

* Indicates required field(s)

Primary Address

* Primary Address Type Domestic (United States) Foreign

* Primary Address Line 1 Po Box 1198

Primary Address Line 2

* City Medina

* State OH

* Zip Code 44258 1198

If your entity's mailing address differs from the primary address entered above, please check the box below.

Add a separate mailing address

Continue

▶ Business Structure

▶ Company Contact

Cancel Next Save & Exit

Step 6: Complete the *Business Structure* section and click *Continue*.

Ohio BUSINESS GATEWAY
Home

Ohio Municipal Net Profit Tax Registration

- 1 Enter Information
- 2 Review and Register
- 3 Confirmation

▶ Taxpayer Identification ✓

▶ Address ✓

▼ Business Structure

* All fields are required

1. Are you a new business or subject to this tax for the first time? Yes No

2. Please select the type of organization

3. Please select your industrial classification (NAICS) Code

4. Please designate the first day of the fiscal year for which you are electing to file with the Department of Taxation mm/dd/yyyy

5. Are you an affiliated group of corporations filing a consolidated return? Yes No

Continue

▶ Company Contact

Cancel Next Save & Exit

** Additional questions may appear depending on how you answer the initial 5 questions. Below is an example of some of the additional questions that may appear. **

The screenshot shows the 'Ohio BUSINESS GATEWAY' header and 'Home' link. The page title is 'Ohio Municipal Net Profit Tax Registration'. On the left, a progress indicator shows three steps: 1. Enter Information (active), 2. Review and Register, and 3. Confirmation. The main content area has a sidebar with 'Taxpayer Identification', 'Address', 'Business Structure', and 'Company Contact'. 'Taxpayer Identification' and 'Address' are expanded and marked with green checkmarks. 'Business Structure' is collapsed. The form contains the following questions and options:

- 1. Are you a new business or subject to this tax for the first time? Yes No
- 1a. Please enter the first day your business began operations or became subject to this tax. mm/dd/yyyy
- 2. Please select the type of organization.
- 3. Please select your industrial classification (NAICS) Code.
- 4. Please designate the first day of the fiscal year for which you are electing to file with the Department of Taxation. mm/dd/yyyy
- 5. Are you an affiliated group of corporations filing a consolidated return? Yes No

A note states: '* Consolidated member detail information will be gathered at a later point within this registration process.*'

6. Would you like to file on a consolidated basis for all municipalities? Please answer "No" if you plan to file separately in at least one municipality. Yes No

Buttons: Continue, Cancel, Next, Save & Exit

Step 7: Enter the *Company Contact* information and click *Continue*.

The screenshot shows the same header and progress indicator as the previous image. The sidebar now shows 'Company Contact' expanded and marked with a green checkmark. The form contains the following fields:

- Company Contact Name:
- Company Contact Phone:
- Company Contact Email Address:

Buttons: Continue, Cancel, Next, Save & Exit

Step 8: A green checkmark must be present to the right of each category to proceed. If this is true, click *Next*.

Ohio BUSINESS GATEWAY
Home

Ohio Municipal Net Profit Tax Registration

1 Enter Information
2 Review and Register
3 Confirmation

› Taxpayer Identification ✓
› Address ✓
› Business Structure ✓
› Company Contact ✓

Cancel Next Save & Exit

Step 9: Select the municipalities in which you were required to file a municipal net profit tax return in the year preceding your start date with the Ohio Department of Taxation from the *Available* section on the left. Use the single arrow (top) to move the selected municipalities to the *Selected* section. To move **ALL** municipalities to the *Selected* section, click the double arrow (second choice). To remove one or multiple municipalities from the *Selected* section, highlight the necessary selections and click the arrow pointing left (third choice). **Note:** the removed municipalities will be placed at the bottom of the *Available* section. To remove **ALL** selected municipalities, click the double arrow pointing to the left (bottom choice). Click *Continue* when all applicable municipalities are in the *Selected* section.

Additional Notes:

1. You can search for municipalities in the box directly above the *Available* section.
2. You must click the box by the name of the municipality if you want to select multiple municipalities to move over at one time.

- 1 Enter Information
- 2 Review and Register
- 3 Confirmation

Schedule of Municipalities

*** Required selection**
* Please select the municipalities in which you were required to file a municipal net profit tax return in the year preceding your start date with the Ohio Department of Taxation.

Available		Selected
<input type="checkbox"/> WOODSTOCK	→	<input type="checkbox"/> ADELPHI
<input type="checkbox"/> WOOSTER	←	<input type="checkbox"/> DAYTON
<input type="checkbox"/> WORTHINGTON	→	<input type="checkbox"/> DAYTON MALL JEDD
<input type="checkbox"/> WYOMING	←	<input type="checkbox"/> LOVELAND
<input type="checkbox"/> XENIA	→	<input type="checkbox"/> LOWELLVILLE
<input type="checkbox"/> XENIA TOWNSHIP-CITY OF XENIA JEDD 1	←	<input type="checkbox"/> SARDINIA
<input type="checkbox"/> ZANESVILLE	→	<input type="checkbox"/> VERSAILLES
		<input type="checkbox"/> YELLOW SPRINGS

Continue

Back Next Save & Exit

Step 10: Click Next.

- 1 Enter Information
- 2 Review and Register
- 3 Confirmation

Schedule of Municipalities



Back Next Save & Exit

Step 11: If registering a consolidated group, complete the *Consolidated Member(s)* section. Click *Update Member* (for each member) when you are finished. The member will appear under the *Member Summary* section and blank fields will reappear for the next member. Click *Continue* when all members are entered.

- 1 Enter Information
- 2 Review and Register
- 3 Confirmation

Consolidated Member(s)

Add Member(s)

* Indicates required field(s)

* Federal Employer Identification Number 12-3454678

* Member's Name Test Account

Trade Name or DBA Muni Account Test

Member's Address is same as the Filing Entity

* Address Type Domestic (United States) Foreign

* Address Line 1 123 Main St

Address Line 2

* City Columbus

* State OH

* Zip Code 43229 1234

Update Member Cancel

Member Summary

Member's Name Test Account Edit Delete

Continue

Step 12: Click Next.

- 1 Enter Information
- 2 Review and Register
- 3 Confirmation

Consolidated Member(s) ✓

Back Next Save & Exit

Step 13: The review page will appear. Confirm all data is correct and click the box by the perjury statement. Then click *Submit Registration*.



Home

Ohio Municipal Net Profit Tax Registration

- 1 Enter Information
- 2 Review and Register
- 3 Confirmation

Taxpayer Identification

Federal Employer Identification Number
 Legal Name of Entity
 Trade Name or DBA

Address

Primary Address

Address Type Domestic
 Address Line 1 Po Box 1198
 Address Line 2
 City Medina
 State OH
 Zip Code 44258-1198
 Country United States

Mailing Address

Address Type Domestic
 Address Line 1 Po Box 1198
 Address Line 2
 City Medina
 State OH
 Zip Code 44258-1198
 Country United States

Company Contact

Name Joe Taxpayer
 Phone 614-555-9988
 Email Address joe.taxpayer@myemail.com

Business Structure

Are you a new business or subject to this tax for the first time? No
 Type of Organization C Corporation
 NAICS Code 111150 - Corn Farming
 First day of the fiscal year for which you elect to file with the Department of Taxation 01-01-2019
 Are you an affiliated group of corporations filing a consolidated return? Yes
 Would you like to file on a consolidated basis for all municipalities? Yes
 Date of your last election to file a consolidated return in any municipality 2012
 Have you discontinued an election to file a consolidated return in any municipality in the last five years? No

Schedule of Municipalities	
Municipality Name	Election Type
DAYTON	Consolidated
DAYTON MALL JEDD	Consolidated
LOVELAND	Consolidated
LOWELLVILLE	Consolidated
SARDINIA	Consolidated
VERSAILLES	Consolidated
YELLOW SPRINGS	Consolidated

Consolidated Members		
Member's Name	City	State/Province
Test Account	Columbus	OH

* Would you like for the Department to publish the name, address, and federal identification number of your company and/or any group members to the Department's website to allow municipal corporations and others to see that you have opted to file with the Ohio Department of Taxation? Yes No

* Please note that this does not relieve you of your legal obligation to notify the municipal corporations of your intention to file with the Department.

* Check to confirm the statement below before submitting the registration

I hereby declare the above to be true and correct to the best of my knowledge and belief.


Step 14: Success! Here is the confirmation page for your registration. Click the *Print View* button to print out the receipt page and details.



Home

Ohio Municipal Net Profit Tax Registration

- 1 Enter Information
- 2 Review and Register
- 3 Confirmation

 **Success!**

This confirmation acknowledges that your Municipal Net Profit Tax Registration has been successfully filed with the Ohio Department of Taxation. Confirmation summary details are provided below. Please note that a registration confirmation letter will be mailed to the mailing address on file with additional information.

Please refer to the Confirmation Number when contacting the Business Tax Division.

Registration Confirmation Details

Confirmation Number	461884133740
Account Number	<input type="text"/>
Date and Time of Registration	12/18/2018 03:00 PM

[Print View](#)

[Exit](#)

Step 15: The receipt page and details regarding the registration will appear. This will also contain the municipal net profit tax account number. Click the *Printer Icon* in the upper right corner to print the



document.



State of Ohio Municipal Net Profit Tax Registration

Company Name:

Please print this page for your records.

Account Number:	<input type="text"/>
Date Filed:	12/18/2018
Filed By:	<input type="text"/>
Confirmation Number:	461884133740
First day of the fiscal year for which you elect to file with the Department of Taxation:	01/01/2019

Below are the details provided at registration

Federal Employer Identification Number:	<input type="text"/>
Legal Name of Entity:	<input type="text"/>
Trade Name or DBA:	
Primary Address Type :	Domestic
Primary Address Line 1:	Po Box 1198
Primary Address Line 2:	
City:	Medina
State:	OH
Zip Code:	44258 - 1198
Country:	United States
Mailing Address Type :	Domestic
Mailing Address Line 1:	Po Box 1198
Mailing Address Line 2:	
City:	Medina
State:	OH
Zip Code:	44258 - 1198
Country:	United States
Company Contact Name :	Joe Taxpayer
Company Contact Phone:	614-555-9988
Company Contact Email Address:	joe.taxpayer@myemail.com
Are you a new business or subject to this tax for the first time?:	No
Type of organization:	C Corporation
Industrial classification (NAICS) code:	111150 - Corn Farming



Municipalities

Municipality Name	Election Type
ADELPHI	Consolidated
DAYTON	Consolidated
DAYTON MALL JEDD	Consolidated
LOVELAND	Consolidated
LOWELLVILLE	Consolidated
SARDINIA	Consolidated
VERSAILLES	Consolidated
YELLOW SPRINGS	Consolidated

Are you an affiliated group of corporations filing a consolidated return?: Yes
 Would you like to file on a consolidated basis for all municipalities?: Yes
 Have you discontinued an election to file a consolidated return in any municipality in the last five years?: No

Consolidated Members

Member's Name	Trade Name or DBA	City	State/Province
Test Account	Muni Account Test	Columbus	OH

Step 16: To view the details of the transaction or to print the registration confirmation later, go to the *eFiling History* tab and click *View* to pull up the registration confirmation page.

The screenshot shows the 'Ohio BUSINESS GATEWAY' header with a 'Home' link. Below it is the page title 'Ohio Municipal Net Profit Tax Registration'. The main content area is titled 'eFiling History' and contains a table with the following columns: 'Date/Time Filed', 'Account', 'Type', and 'Filing Conf #'. A single entry is shown with the date '12/18/2018 03:00 PM', an account number (partially obscured by a red box), the type 'Registration', and the filing confirmation number '461884133740'. A 'View' link is present at the end of the row. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom left is a 'Back' button, and at the bottom right are 'Previous' and 'Next' navigation buttons, with '1' indicating the current page.