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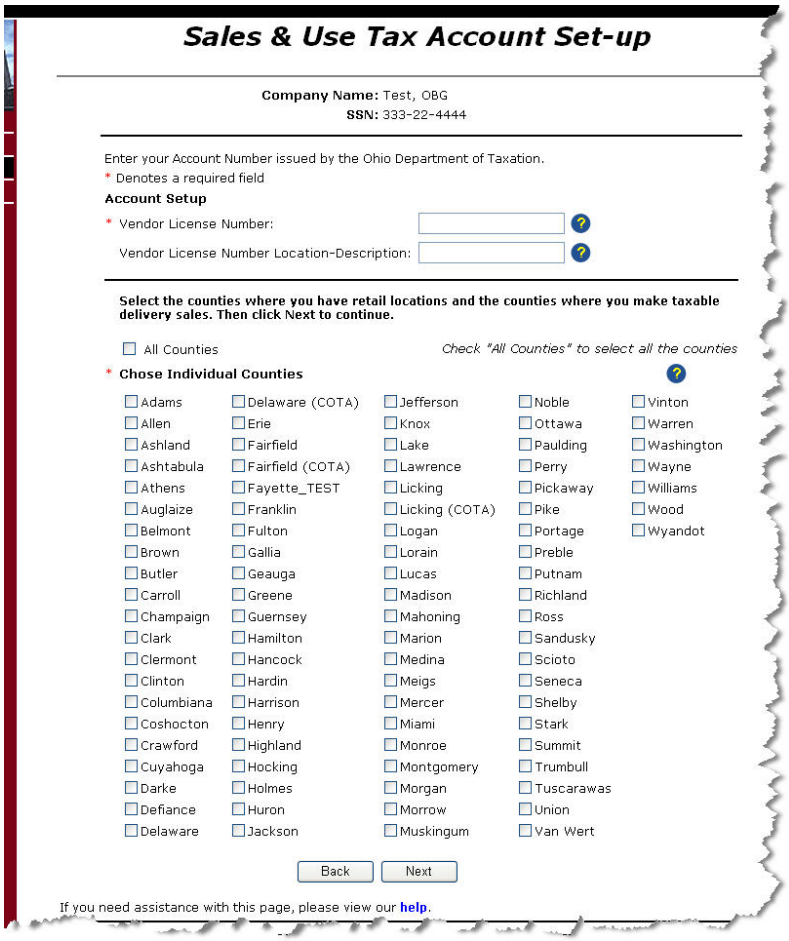
Adding an Account

Use the *Sales & Use Tax Account Set-up* page to create a new account associated with the Company Name/FEIN dipslayed at the top of the web page.

Rules for Adding Accounts

- Vendor License Numbers are validated by OBG. If the OBG is unable to validate the Vendor License Number, the system displays an error message.
- Vendor License Numbers must be associated with only one company profile.
- You must select at least one county.



Sales & Use Tax Account Set-up

Company Name: Test, OBG
SSN: 333-22-4444

Enter your Account Number issued by the Ohio Department of Taxation.
* Denotes a required field

Account Setup

* Vendor License Number:
Vendor License Number Location-Description:

Select the counties where you have retail locations and the counties where you make taxable delivery sales. Then click Next to continue.

All Counties *Check "All Counties" to select all the counties*

* **Chose Individual Counties**

Adams	Delaware (COTA)	Jefferson	Noble	Vinton
Allen	Erie	Knox	Ottawa	Warren
Ashland	Fairfield	Lake	Paulding	Washington
Ashtabula	Fairfield (COTA)	Lawrence	Perry	Wayne
Athens	Fayette_TEST	Licking	Pickaway	Williams
Auglaize	Franklin	Licking (COTA)	Pike	Wood
Belmont	Fulton	Logan	Portage	Wyandot
Brown	Gallia	Lorain	Preble	
Butler	Geauga	Lucas	Putnam	
Carroll	Greene	Madison	Richland	
Champaign	Guernsey	Mahoning	Ross	
Clark	Hamilton	Marion	Sandusky	
Clermont	Hancock	Medina	Scioto	
Clinton	Hardin	Meigs	Seneca	
Columbiana	Harrison	Mercer	Shelby	
Coshocton	Henry	Miami	Stark	
Crawford	Highland	Monroe	Summit	
Cuyahoga	Hocking	Montgomery	Trumbull	
Darke	Holmes	Morgan	Tuscarawas	
Defiance	Huron	Morrow	Union	
Delaware	Jackson	Muskingum	Van Wert	

Back Next

If you need assistance with this page, please view our **help**.

Instructions

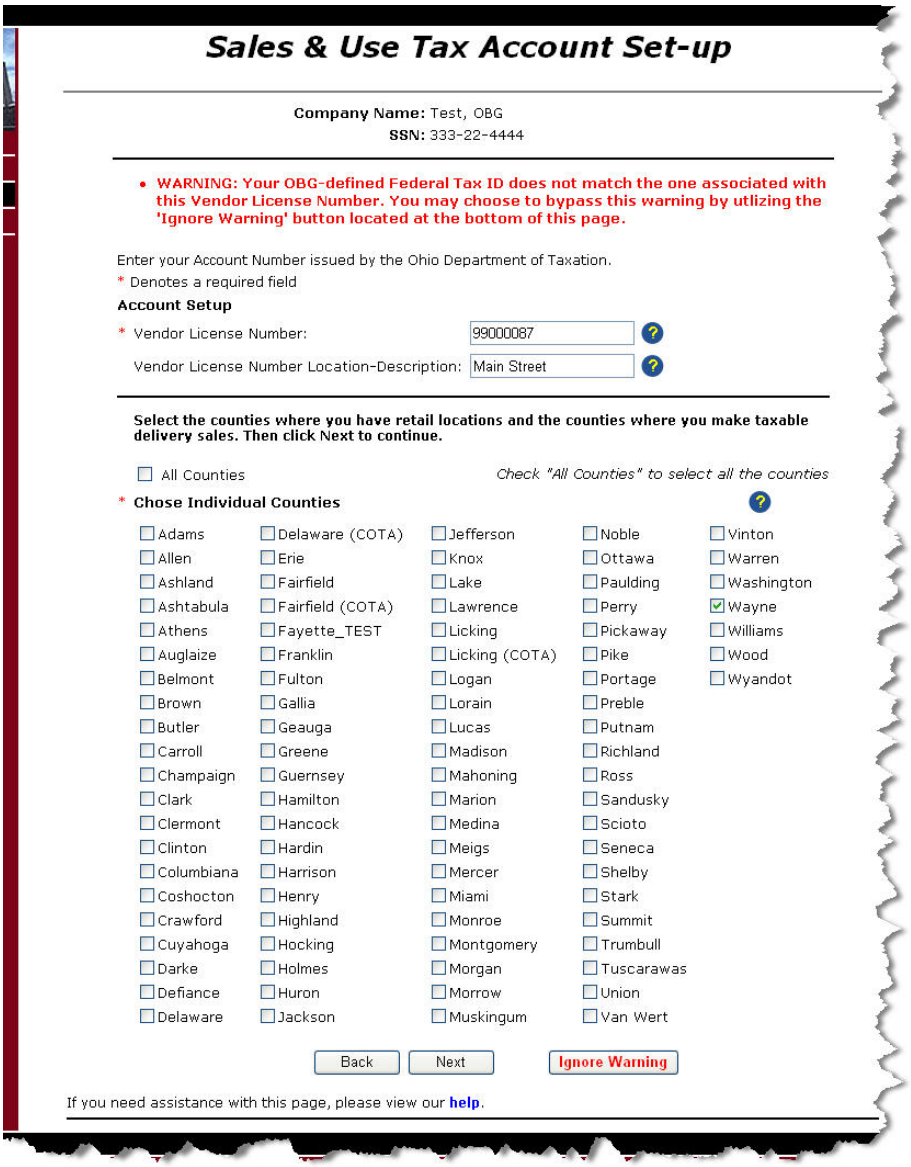
- Enter the Vendor License Number in the field provided.
- Enter the Vendor License Number Location – Description in the field provided.
- Check the box next to each county in which the company has retail locations and/or makes taxable sales deliveries.

  Checking the "All Counties" check box will place a check mark in box for every county listed on the page. You may uncheck those counties that do not apply, or select individual counties.

- When all the information is entered correctly click Next. The system adds the account and displays a *Confirm Add Account* page.

Ignore Warning Button

In the Sales Tax application, when you add an account number to a return that does not match your FEIN/SSN it displays a warning message at the top of the page, along with an "Ignore Warning" button - Ignore Warning - at the bottom of the page. This allows TPA's to file returns for their clients.



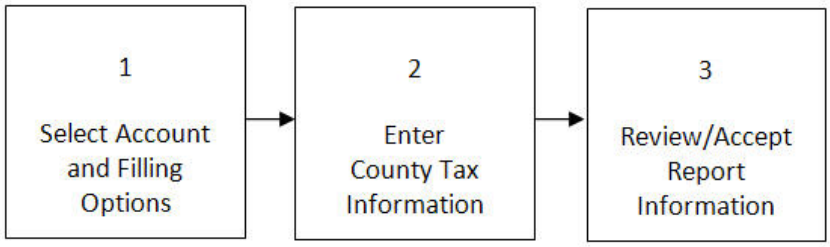
- Enter the Vendor License Number and Location Description.

- Select the County(s) to add.
- Click [Ignore Warning]. The system displays the *Confirm Add Account* page.

- Verify that the information displayed on the Confirm Add Account page is correct. If it is not correct click [Back] to correct the information. If the information is correct click [Confirm]. The system saves the account information and the report page on which they began.

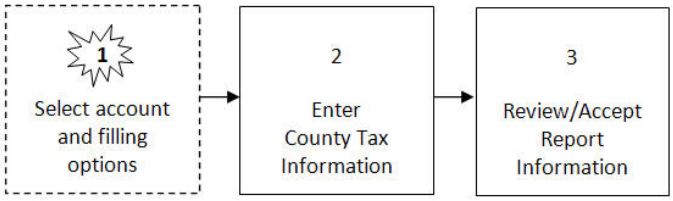
ST-CRDO Wizard

The OBG system uses a "Wizard" proces to make the ST-CRDO form easier to complete. This Wizard steps you through the process of answering a few simple questions and filling in the blanks provided. The Wizard follows the following process:



ST-CRDO

All businesses reporting sales in the State of Ohio using a Master Cumulative Account are required to complete the *Cumulative Report for Destination and Origin Sales* (ST-CRDO) report form. The *ST-CRDO* web page is provided by the OBG to as a "Wizard"—a process designed to help Ohio business taxpayers step through the report online.



Field Descriptions

Field Name	Description
Add Account	Opens the *Sales & Use Tax Account Set Up* page.
Account	Drop down list of accounts associated with the Company displayed at the top of the page.
Reporting Period	A drop down list of available reporting periods for the selected Account.
Return Type	ST-CRDO report type (Original or Amended).

Field Name	Description
ST-CRDO Filing Options	A list of filing options from which you must choose only one.
Back	Returns to the *Ohio Sales Tax* progress page.
Next	Moves to the next page/step in the ST-CRDO filing process.

Instructions

- Select the Account from the drop down list, or Add Account (see Add an Account).
- Select the Reporting Period from the drop down list.
- Choose the Return Type (Original or Amended). You must select only one return type.

  If the system detects an archived filing for this account and filing date, it will change the Type to "Amended."

  If the system detects that this newly-created filing is an amendment to an exisitng filing, the data fields in the new report are pre-populated from the latest related filing on the OBG.
- Select a ST-CRDO Filing Option. You must select only one option.

ST-CRDO Filing Options

Vendors may have voluntarily begun collecting sales tax based on destination on or after Jan. 1, 2005.

Beginning May 1, 2006, vendors with taxable delivery sales in calendar year 2005 of $30 million or more are required to change to destination-based tax collection.

All vendors are required to change to destination-based tax collection on Jan. 1, 2008.

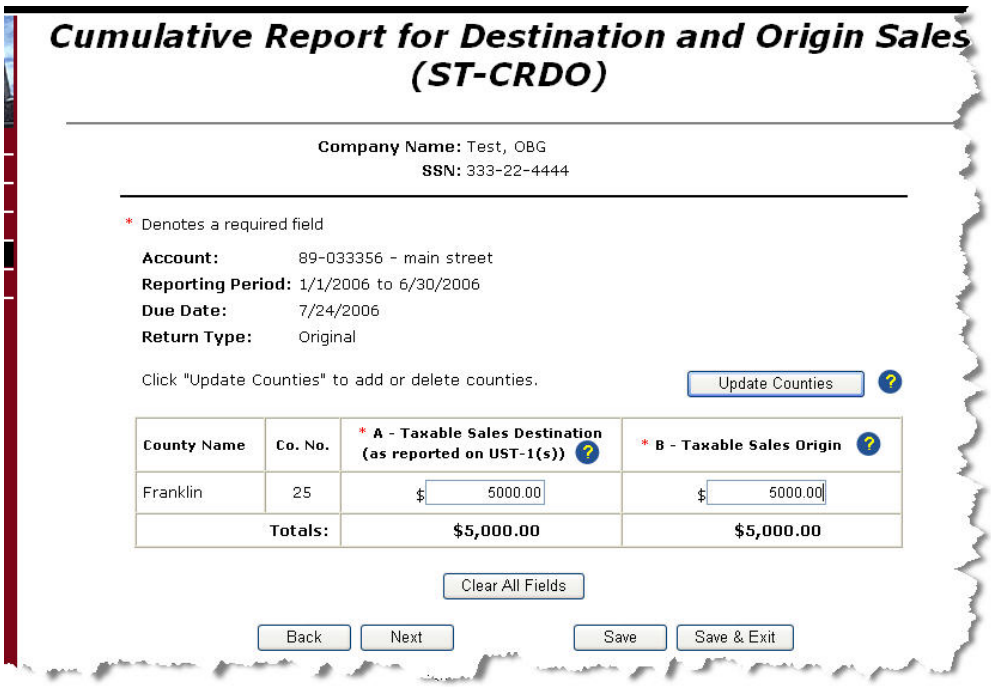
- When all the information is correct click Next. The system moves to the next page in the ST-CRDO Wizard.

ST-CRDO Filing Counties Page

The ST-CRDO Filing Counties page of the Wizard, lists each county associated with your company's profile information. In addition, the page includes two columns:

A. Taxable Sales Destination - The total amount taxable sales (not tax) for the county in which the buyer took possession of the item purchased. Customer took possession of the item in a different county than the one in which the item was sold.

B. Taxable Sales Origin - The total amount of taxable sales (not tax) recorded for items in which the buyer took possession at the retail location. Customer took possession of the item in the same county in which the item was sold.



Cumulative Report for Destination and Origin Sales (ST-CRDO)

Company Name: Test, OBG
SSN: 333-22-4444

* Denotes a required field

Account: 89-033356 - main street
Reporting Period: 1/1/2006 to 6/30/2006
Due Date: 7/24/2006
Return Type: Original

Click "Update Counties" to add or delete counties. Update Counties

County Name	Co. No.	* A - Taxable Sales Destination (as reported on UST-1(s))	* B - Taxable Sales Origin
Franklin	25	$ 5000.00	$ 5000.00
	Totals:	$5,000.00	$5,000.00

Clear All Fields

Back Next Save Save & Exit

Field Descriptions

Field Name	Description
Update Counties	Opens the *Sales & Use Tax Account Set Up* page.
County Name	A list of the counties associated with your company profile.
Co. No.	The number assigned to the county.
A. Taxable Sales Destination (as reported on UST-1(s))	Insert the total amount of taxable SALES—customer took possession of the item sold—for the corresponding county as reported on the UST 1(s).
B. Taxable Sales Origin	Insert the taxable SALES—customer took possession of the item sold—in the same county as the retail location.
Totals	Accumulative total of each column.
Clear All Fields	Sets all the numbers entered in column A and B to zero.
Back	Returns to the first page of the *ST-CRDO* Wizard.
Next	Moves to the next page/step in the *ST-CRDO* filing process.
Save	The system saves the information entered on the page and remains on the page.
Save & Exit	The system saves the information entered on the page and returns to the *Ohio Sales Tax* progress page.

Instructions

- Enter the "Taxable Sales Destination" amount for each county.

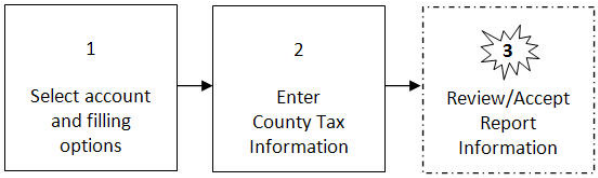
  The Taxable Sales Destination amount is the total sales amount for all products/items sold in one county, but taken possession of in a different county (the destination county). For example if George bought a $400 dollar camera from a retailer in Cleveland Ohio, but took possession of the camera in Dayton Ohio the "Taxable Sales Destination" amount would be $400 for Montgomery county.

- Enter the Taxable Sales Origin for each county.

  The Taxable Sales Origination amount is the total sales amount for all products/items for which the buyer took possession of in item(s) in the same county in which it was sold (the oritination county). For example if George bought a $400 dollar camera from a retailer in Cleveland Ohio, and took possession of the camera in Cleveland Ohio, or any other city in Cuyahoga county (Berea, Euclid, Parma, etc.) the "Taxable Sales Origination" amount would be $400 for Cuyahoga county.

- When the taxable sales amount has been entered in each column for each county, click Next. The system moves to the next step/page in the ST-CRDO Wizard.

ST-CRDO Review Report Page



The Review Report page provides you the opportunity to reivew the information you entered using the Wizard, go back and change it if it is not correct, or accept the inforamation as accurate and submit it to the OBG.

Review Report

Company Name: Test, OBG
SSN: 333-22-4444

Account: 89-033356 - main street
Reporting Period: 1/1/2006 to 6/30/2006
Due Date: 7/24/2006
Type: Original
ST-CRDO Filing Option: I am collecting tax on a destination basis and need to complete and file form ST-CRDO.

Verify the information on this screen before selecting the Accept Data button. If corrections need to be made, select the Back button.

County Name	Co. No.	A - Taxable Sales Destination (as reported on UST-1(s))	B - Taxable Sales Origin
Franklin	25	$5,000.00	$5,000.00
	Totals:	$5,000.00	$5,000.00

Back Accept Data

If you need assistance with this page, please view our help.

Field Descriptions

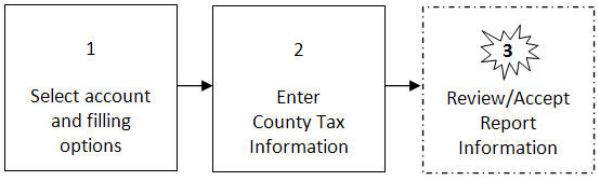
Field Name	Description
Company Name	The name of the company associated with this report.
SSN	The Social Security Number associated with the Company Name.
Account	The account number associated with this report.
Reporting Period	The reporting period associated with this report.
Due Date	The report due date.
Type	The report type (Original or Amended).

Field Name	Description
ST-CRDO Filing Option	The filing option selected while completing the Wizard.
County Name	Name of each county included in the report.
Co. No.	The number associated with each county listed.
Taxable Sales Destination	The total amount of taxable SALES—customer took possession of the item sold—for the corresponding county as reported on the UST 1(s).
Taxable Sales Origin	The taxable SALES—customer took possession of the item sold—in the same county as the retail location.
Totals	Accumulative total of each column.
Back	Returns to the first page of the *ST-CRDO* Wizard.
Accept Data	The system saves the information entered on the page, changes the report status to "Ready to File," and returns to the *Ohio Sales Tax* progress page.

Instructions

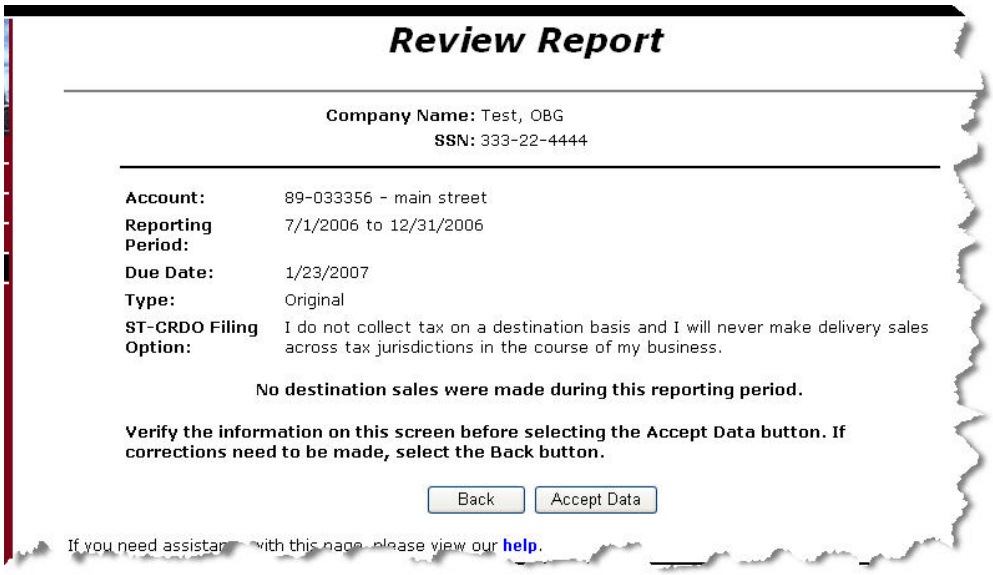
- Review the information displayed on the page for accuracy. To correct mistakes click Back. The system returns to the previous page in the Wizard.
- When all the information is correct, click Accept Data. The system saves the information and returns to the *Ohio Sales Tax* progress page. The CRDO return is listed under "Ready to File."

Zero Filing Verification



The system displays the *Review Report* page shown below when one of the following selections was made during the first step in the Wizard:

- I am not collecting tax on a destination basis at this time, but may do so in the future.
- I do not collect tax on a destination basis and I will never make delivery sales across tax jurisdictions in the course of my business.



Review Report

Company Name: Test, OBG
SSN: 333-22-4444

Account:	89-033356 - main street
Reporting Period:	7/1/2006 to 12/31/2006
Due Date:	1/23/2007
Type:	Original
ST-CRDO Filing Option:	I do not collect tax on a destination basis and I will never make delivery sales across tax jurisdictions in the course of my business.

No destination sales were made during this reporting period.

Verify the information on this screen before selecting the Accept Data button. If corrections need to be made, select the Back button.

Back Accept Data

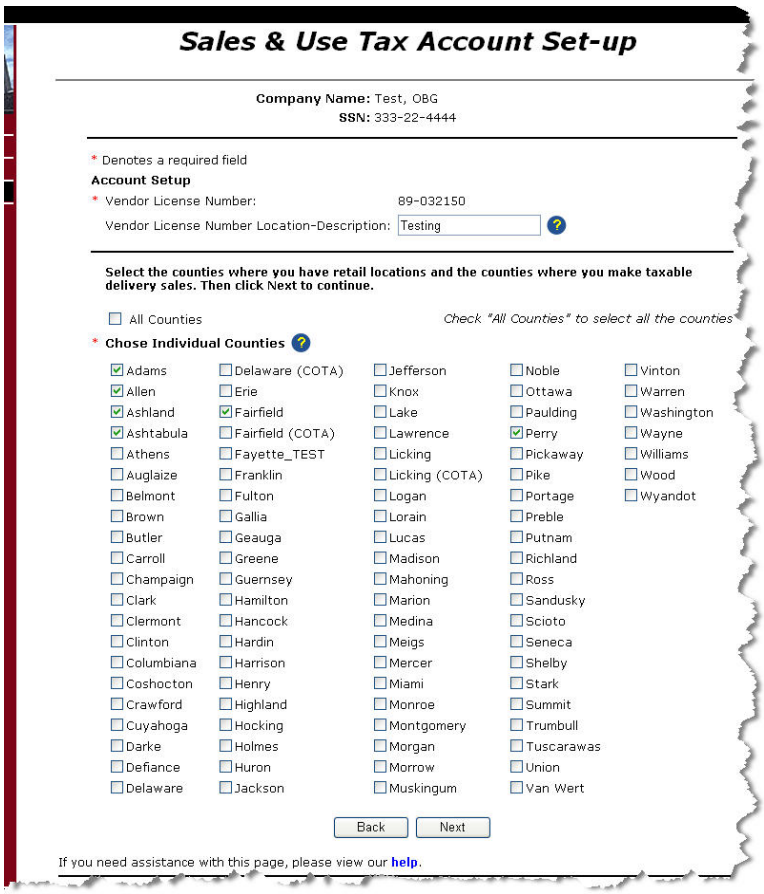
If you need assistance with this page, please view our **help**.

Instructions

- Click Back to return to the ST-CRDO Wizard or ACCEPT DATA to accept the report data and change the status of the filing to "Ready to File."

Adding a County to Your Company Profile

To add a county to your company profile, click [Add Account]. The system displays *Sales & Use Tax Account Set-up* page.



Instructions

- Check the box to the left of the county(s) you want to add.

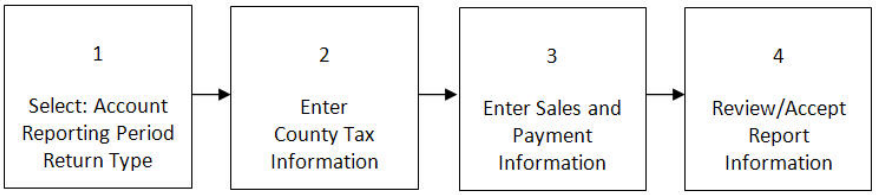
  Checking the "All Counties" check box will place a check mark in box for every county listed on the page. You may uncheck those counties that do not apply, or select individual counties.

- When all the information is entered correctly click [Next]. The system adds the account and displays a *Confirm Add Account* page.

- Verify that the information displayed on the *Confirm Add Account* page is correct. If it is not correct click Back to correct the information. If the information is correct click Confirm. The system saves the account information and the report page on which they began.

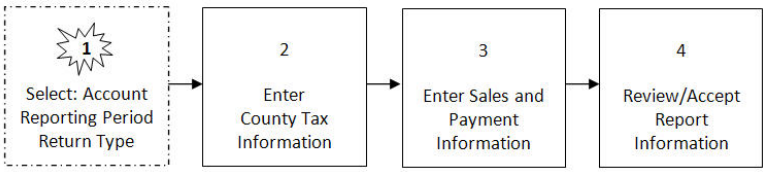
Ohio State, County & Transit Sales Tax Return (UST-1)

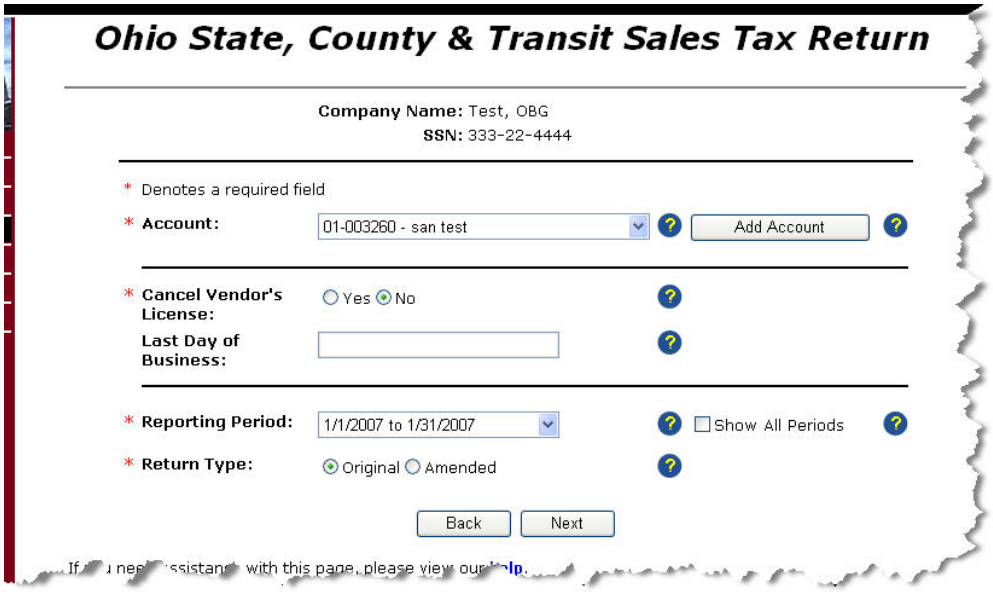
Sales tax is collected at the tax rate in effect for the county in which the consumer takes pssession of the item or service. To help businesses determine their tax obligation, the OBG provides the *Universal Sales Tax Return* (UST-1) Wizard—a process to help Ohio business taxpayers step through the process of completing the UST-1.



UST-1 – Filing Selection

The *Ohio State, County & Trasit Sales Tax Return* filing selection page is the first step in the UST-1 Wizard. On this page you will select the account to which thi report applies, the reporting period, and the return type. In addition, you may also cencel a vendor's License and enter the last business day for the canceled license.





Field Descriptions

Field Name	Description
Add Account	Opens the *Sales & Use Tax Account Set Up* page.
Account	Drop down list of accounts associated with the Company Name and SSN displayed at the top of the page.
Cancel Vendor's License	This field defaults to "No," however; you may cancel the Vendor License for this account by selecting the "Yes" radio button.

Field Name	Description
Last Day of Business	If the "Yes" radio button was selected to cancel the vendor's license, enter the date (mm/dd/yyyy) of the last day of business for this vendor account.
Reporting Period	A drop down list of available reporting periods for the selected Account.
Show all Periods	When checked, this box instructs the system to display all available reporting periods, and is filing frequency neutral.
Return Type	UST-1 return type (Original or Amended). Select the appropriate radio button.
Back	Returns to the *Ohio Sales Tax* progress page.
Next	Moves to the next page/step in the UST-1 filing process.

Instructions

Note: Taxpayers cannot file more than one UST-1 report for the same account, within the same period, during the same filing session.

- Select the Account from the drop down list, or Add Account (see Add an Account).
- The "Cancel Vendor's License" field defaults to "No," however, if you want to cancel the vendor license for this account, select the "Yes" radio button, and enter the date of the last business day (format mm/dd/yyyy) for this vendor.
- Select the Reporting Period from the drop down list.

  The reporting periods displayed in the drop down list are determined by the filing frequency associated with the account.

  Checking the "Show All Periods" check box instructs the system to include all active monthly and semi-annual reorting periods in the list.

  If the "Yes" radio button is selected for "Cancel Vendor's License" and a "Last Day of Business" date entered, the system does not display periods that start after the "Last Day of Business" date in the drop down list.
- Select the Return Type (Original, Amended).

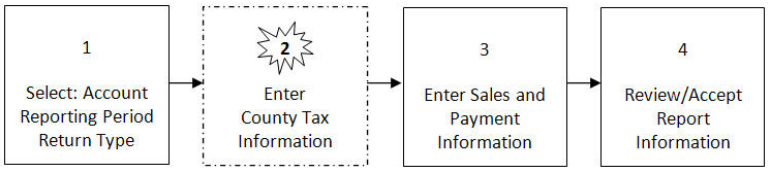
  If you select "Original" but the system detects an archived/exiting filing for the selected account and reporting period, the system changes the return type to "Amended," and pre-populates the fields with the latest related filing on the OBG.
- When all the information has been entered and is correct, click Next to move to the next step in the UST-1 Wizard.

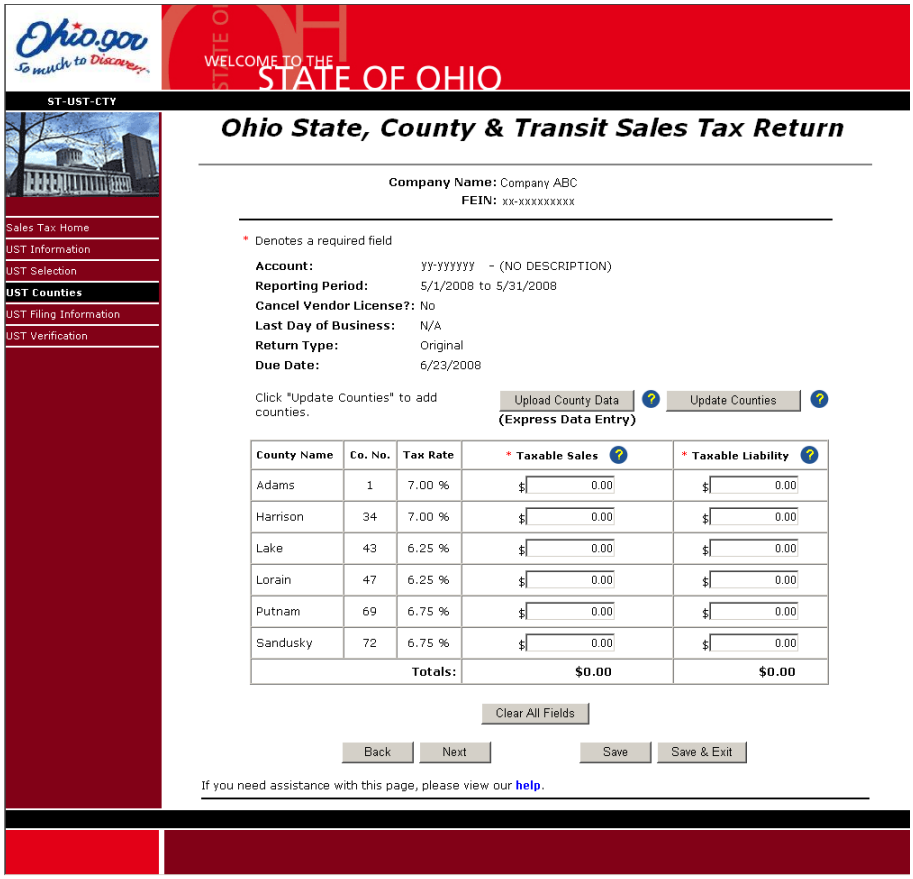
UST-1 – Filing Counties

The Filing Counties page of the UST-1 Wizard, lists each county associated with your company's profile information. In addition, the page includes two columns:

A. Taxable Sales - The total amount of reportable taxable sales for each county in which you have locations, or where reportable taxable sales were made.
Special Note: do not include sales of motor vehicles, titled watercraft, and/or title outboard motors that were reported to Ohio Clerk of Courts or the Department of Taxation on the Nonresident Watercraft Return.

B. Taxable Liability - The total (combined state and local tax) tax due for those reportable taxable sales indicated.
Special Note: Do not include taxes on sales of motor vehicles, titled watercraft, and/or titled outboard motors which have been paid to Ohio Clerk of Courts.





Field Descriptions

Field Name	Description
Account	The account to which this information applies
Reporting Period	The reporting period to which this information applies.
Cancel Vendor License	Displays the selection choice made regarding canceling the vendor license on the previous page of the UST-1 Wizard.
Last Day of Business	Displays the last day of business for the canceled vendor license entered on the previous page of the UST-1 Wizard.
Return Type	The report type (Original or Amended).
Due Date	The due date for this return.
Upload County Data	Opens the *File Upload* page and clears any data not previously saved in the Taxable Sales and Taxable Liability columns.

Field Name	Description
Update Counties	Opens the *Sales & Use Tax Account Set Up* page.
County Name	A list of the counties associated with your company profile.
Co. No.	The number assigned to the county.
Tax Rate	The tax rate associated with the county. The necessary number of lines are displayed to reflect any rate changes for the counties in the profile and filing period.
Taxable Sales	Insert the total amount of reportable taxable sales for each county in which you have locations, or where reportable taxable sales were made. **Special Note: do not include sales of motor vehicles, titled watercraft, and/or title outboard motors that were reported to Ohio Clerk of Courts or the Department of Taxation on the Nonresident Watercraft Return**.
Taxable Liability	Insert the total (combined state and local tax) tax due for those reportable taxable sales indicated. **Special Note: Do not include taxes on sales of motor vehicles, titled watercraft, and/or titled outboard motors which have been paid to Ohio Clerk of Courts.**
Totals	Accumulative total of each column.
Clear All Fields	Sets all the numbers entered in the Taxable Sales and Tax Liability columns to zero.
Back	Returns to the first page of the *UST-1* Wizard.
Next	Moves to the next page/step in the *UST-1* filing process.
Save	The system saves the information entered on the page and remains on the page.
Save & Exit	The system saves the information entered on the page and returns to the *Ohio Sales Tax* progress page.

Instructions

Note: If you are a semi-annual filer, and are filing before the semi-annual period end date, you must file a "zero" return—a return in which the "Taxable Sales" and Tax Liability" columns are "0.00" or the system will display an error message. This allows seasonal businesses to file zero returns early.

- Enter the "Taxable Sales" amount for each county (format xxxx.xx) in which you have locations, or where reportable taxable sales were made.

You must enter Taxable Sales for each county, even if the amount is "0.00".

This field defaults to "0.00" for original filings or amended filings that have no corresponding original filed through the OBG.

If the system detects that this is an amendment to a previous filing, it pre-popluates this field with the existing amount.

Special Note: do not include sales of motor vehicles, titled watercraft, and/or title outboard motors that were reported to Ohio Clerk of Courts or the Department of Taxation on the Nonresident Watercraft Return.

- Enter the "Tax Liability" (combined state and local tax) amount for each county (format xxxx.xx).

  You must enter Tax Liability for each county, even if the amount is "0.00".

  This field defaults to "0.00" for original filings or amended filings that have no corresponding original filed through the OBG.

  If the system detects that this is an amendment to a previous filing, it pre-populates this field with the existing amount.

  If the system calculates that the Tax Liability amount for a county is greater than the amount entered by the tax payer (by $2.00 or more), an error message is displayed.

  If the system calculates that the "Total Liability" amount is greater than the amount entered by the tax payer (by $1.00 or more), an error message is displayed.

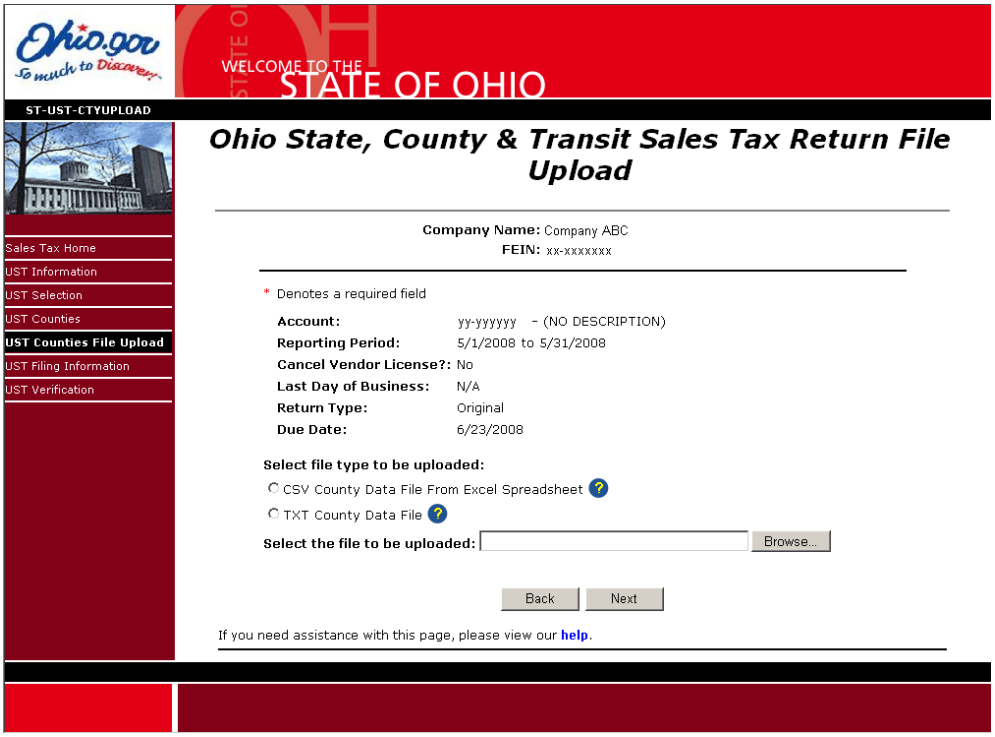
  Special Note: Do not include taxes on sales of motor vehicles, titled watercraft, and/or titled outboard motors which have been paid to Ohio Clerk of Courts.

- As an alternative to manually entering the "Taxable Sales" and "Tax Liability" data on this page, you may select "Upload County Data (Express Data Entry)" to populate this data from a file you specify. See the section "UST-1 – Filing Counties (File Upload)" in this user guide.

- When all the information is entered and is correct, click [Next]. The system moves to the next step in the UST-1 Wizard.

UST-1 – Filing Counties (File Upload)

The Filing Counties page of the UST-1 Wizard includes an option to enter the county tax data automatically from a file you provide.



Field Descriptions

Field Name	Description
Account	The account to which this information applies
Reporting Period	The reporting period to which this information applies.
Cancel Vendor License	If applicable, displays the selection choice made regarding canceling the vendor license.
Last Day of Business	If applicable, displays the last day of business for the canceled vendor license.
Return Type	The report type (Original or Amended).
Due Date	The due date for this return.

Field Name	Description
Select the file type to be uploaded	The file type that specifies if the data is in .CSV format (using the MS Excel template provided by Ohio Department of Taxation) or .TXT format.
Select the file to be uploaded	The fully specified path of the file that contains your county tax data.
Browse	Lets you browse to automatically select the file you wish to upload.
Back	Returns to the Filing Counties page of the UST-1 Wizard without uploading a file.
Next	Uploads the specified file and returns to the Filing Counties page of the UST-1 Wizard, populating county data from the file onto the form.

Instructions

- Select the type of file you wish to upload.

  The file may be a .CSV file using the MS Excel template provided by Ohio Department of Taxation. Or the file may be a .TXT file.

- Enter the fully specified path of file you wish to upload.

  You may manually type the file path or you may select Browse to browse for the file.

- Click Next. The system uploads the file and returns to the Filing Counties page of the UST-1 Wizard, populating county data from the file onto the form.
- The system will display any error and/or success messages resluting from the file upload process on the top of the Filing Counties page of the UST-1 page.

UST-1 – County Upload File Format

Submitted files must be in comma delimited text format (.CSV or .TXT) and adhere to the File Format guidelines below.

.CSV File Format

Please use the following guidelines if you use the .CSV (Microsoft Excel) file format:

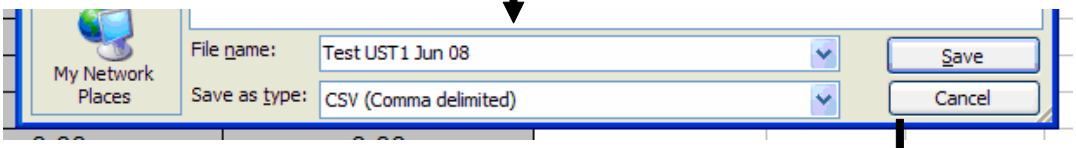
- Download the MS Excel Template provided by the Department of Taxation (http://tax.ohio.gov/online_services/documents/File_Upload_CSV_Template_08122008.xls). Please follow these guidelines if you use this template:
- DO NOT change the format of the Excel file or the data will not upload successfully.
- DO NOT use commas, dollar signs or any special characters within the fields. Decimals are required.
- Zeros (0.00) are the default for all fields that do not apply.
- Negative numbers may be used, as long as the total sales and liability lines are positive.
- Enter all County data in the Excel spreadsheet that is provided by the prescribed Excel Template.
- Save the file to be uploaded as "CSV (Comma delimitated)" format, as shown below.
- Semi-annual returns that include 2 different rates for the same county can be accommodated within the data file by adding the applicable County Code, Taxable Sales, and Tax Liability at the bottom of the spreadsheet. The period (quarter) with the original rate will have a "2" in front of the county number. For example:

Hancock County: July 1 – Sep 30, 2008 Tax Rate: 6.0% County Code = **232**
Hancock County: Oct 1 – Dec 31, 2008 Tax Rate: 6.75% County Code = **32**

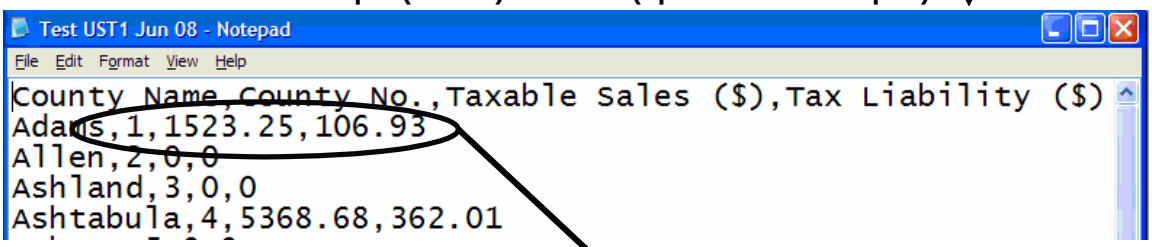
Comment [M1]: Add link here. I'll provide it as soon as I get it.

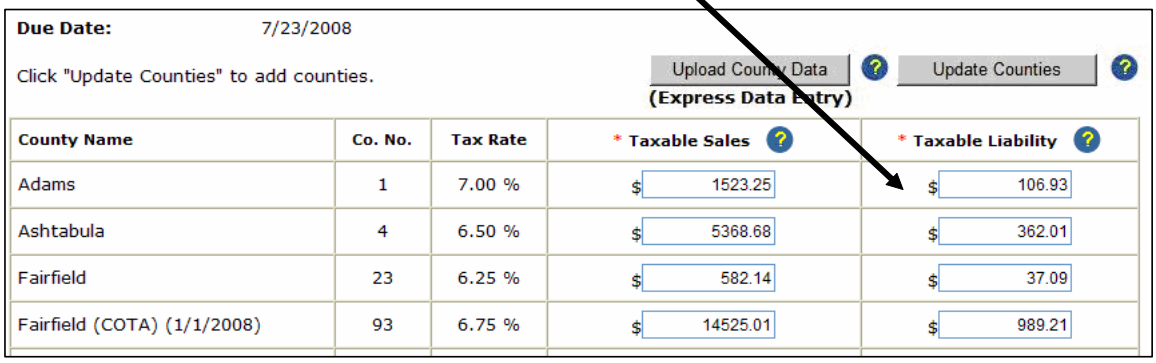
Sample (Partial) Excel File

	A	B	C	D
1	**County Name**	**County No.**	**Taxable Sales ($)**	**Tax Liability ($)**
2	**Adams**	**01**	1523.25	106.93
3	**Allen**	**02**	0.00	0.00
4	**Ashland**	**03**	0.00	0.00
5	**Ashtabula**	**04**	5368.68	362.01



Sample (Partial) CSV File (opened with Notepad)





.TXT File Format

Please follow these guidelines if you use the .TXT file format:

- Use a carriage return (enter key) at the end of each county data set.
- DO NOT dollar signs or any special characters within the file.
- Decimals are required to separate the whole dollars from the cents. (100 = 100.00)
- Data for only one report can be contained in each file.
- Negative numbers may be used, as long as the total sales and liability lines are positive.
- File extensions must be TXT.
- County sets do not need to be listed in numerical order by county.
- Only data for counties that have taxable sales need to be included in this file.
- Multiple data sets for the same county are accepted. The application will total the sets up and combine them into one single count data set within the application.
- Semi-annual returns that include 2 different rates for the same county can be accommodated within the data file. The period (quarter) with the original rate will have a "2" in front of the county number. For example:

Henry County: Jan 1 – Mar 31, 2007 Tax Rate: 6.5% County Code = 235

Henry County: Apr 1 – Jun 30, 2007 Tax Rate: 7.00% County Code = 35

county number, taxable sales, taxable liability
county number, taxable sales, taxable liability
county number, taxable sales, taxable liability

04, 1438.61, 97.50
23, 582.14, 37.09
93, 14525.01, 989.21
25, 253.01, 17.79
275, 101.50, 7.01
04, 3930.07, 264.51
75, 205.56, 15.69
88, 0.00, 0.00
01, 1253.25, 106.93

04, 1438.61, 97.50
23, 582.14, 37.09
93, 14525.01, 989.21
25, 253.01, 17.79
275, 101.50, 7.01
04, 3930.07, 264.51
75, 205.56, 15.69
88, 0.00, 0.00
01, 1523.25, 106.93

ignore

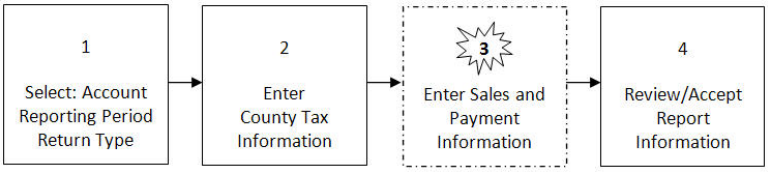
Click "Update Counties" to add counties.

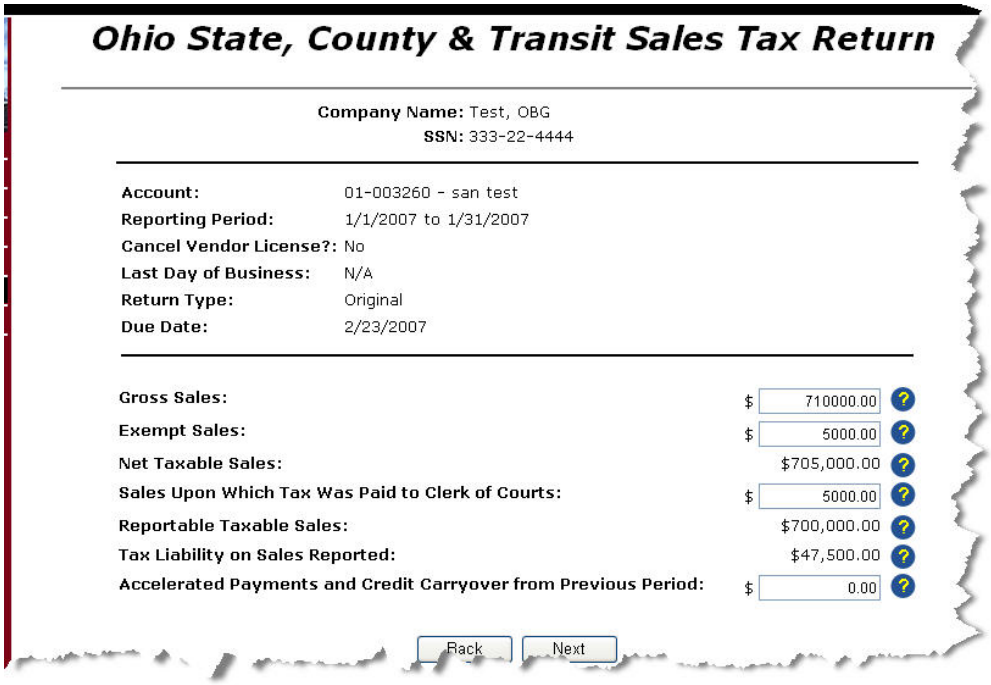
Upload County Data (Express Data Entry) | Update Counties

County Name	Co. No.	Tax Rate	* Taxable Sales	* Taxable Liability
Adams	1	7.00 %	$ 1523.25	$ 106.93
Ashtabula	4	6.50 %	$ 5368.68	$ 362.01
Fairfield	23	6.25 %	$ 582.14	$ 37.09
Fairfield (COTA) (1/1/2008)	93	6.75 %	$ 14525.01	$ 989.21
Franklin	25	6.75 %	$ 253.01	$ 17.79
Shelby (1/1/2008)	75	6.50 %	$ 101.5	$ 7.01
Shelby (4/1/2008)	75	7.00 %	$ 205.56	$ 15.69
		Totals:	$22,559.15	$1,535.73

UST-1 – Filing Information

The Filing Information page of the UST-1 Wizard, guides you through the process of entering additional sales information needed to complete the return.





Field Descriptions

Field Name	Description
Account	The account to which this information applies
Reporting Period	The reporting period to which this information applies.
Return Type	The report type (Original or Amended).
Due Date	The due date for this return.

Field Name	Description
Gross Sales	The total sales of tangible personal property and s elected services. This amount must be greater than zero.
Exempt Sales	The total amount of sales excluded from taxation–including but not limited to-sales to holders of direct payment permits and sales covered by valid exemption certificates. This amount must be greater than zero, and less than gross sales.
Net Taxable Sales	This amount is calculated by the system (Gross Sales – Except Sales).
Sales Upon Which Tax Was Paid to Clerk of Courts	Total sales amount for purchases of motor vehicles, watercraft, and outboard motors for which you have receipts from the Clerk or Courts for tax paid.
Reportable Taxable Sales	This amount is calculated by the system and inserted from the values entered on the previous page of the UST-1 Wizard.
Tax Liability on Sales Reported	This amount is carried forward by the system from the previous page of the UST-1 Wizard.
Prior Payments for Return Period	This field only displays on amended returns. Enter the total of payments made prior to this return.
Original Discount Amount	This field is only displayed for an amended return where the filing due date is past.
Accelerated Payments and Credit Carryover from Previous Period	Accumulative total of each column.
Back	Returns to the first page of the *UST-1* Wizard.
Next	Moves to the next page/step in the *UST-1* filing process.

Instructions

Note: The Prior Payments for Return Period" field is disabled unless the current UST-1 report type is "amended" whether it is filed on time or not.

- Enter the Gross Sales amount (format xxxx.xx). This is the total sales dollars of tangible personal property and selected services.

  This field defaults to 0.00.

  This amount must be greater than zero.

- Enter the Exempt Sales amount. This is the total amount of sales excluded from taxation–including but not limited to-sales to holders of direct payment permits and sales covered by valid exemption certificates.

This field defaults to 0.00.

Exempt Sales must be greater than zero and less than the Gross Sales amount.

- The system calculates the Net Taxable Sales amount (Gross Sales – Exempt Sales).
- Enter the "Sales Upon which Tax Was Paid to the Clerk of Courts" amount.

  Motor Vehicle Dealers – enter the total sales (purchase price or tax base) of motor vehicles for the reporting period for which you have receipts from the Clerk of Courts showing tax paid. This includes automobiles, trucks, trailers, and other motor vehicles that are required to be titled. **Do not** enter the tax paid to the Clerk of Courts in this field.

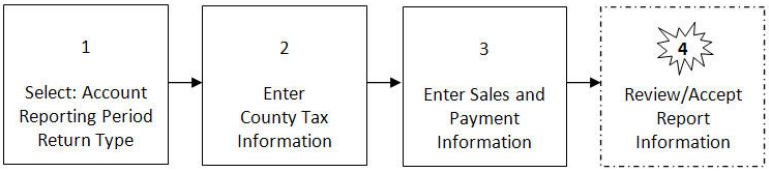
  Watercraft/Outboard Motor Dealers/Sellers – Enter the total sales (purchase price or tax base) of watercraft and outboard motors for which you have receipts from the Clerk of Courts showing tax paid. This includes watercraft and outboard motors which require Ohio title, but does not include documented watercraft, watercraft under 14 feet, outboard motors under 10 horsepower and nontitled trailers. **Do not** enter the tax paid to the Clerk of Courts in this field.
- The Reportable taxable Sales field is calculated by the system (Net Taxable Sales – Sales Upon which Tax Was Paid to the Clerk of Courts).
- The Tax Liability on Sales Reported field is carried forward from the previous page of the UST-1 Wizard (sum of the "Tax Liability" field)
- Enter "Prior Payments for the Return Period" in the field provided.
- .The Original Discount Amount

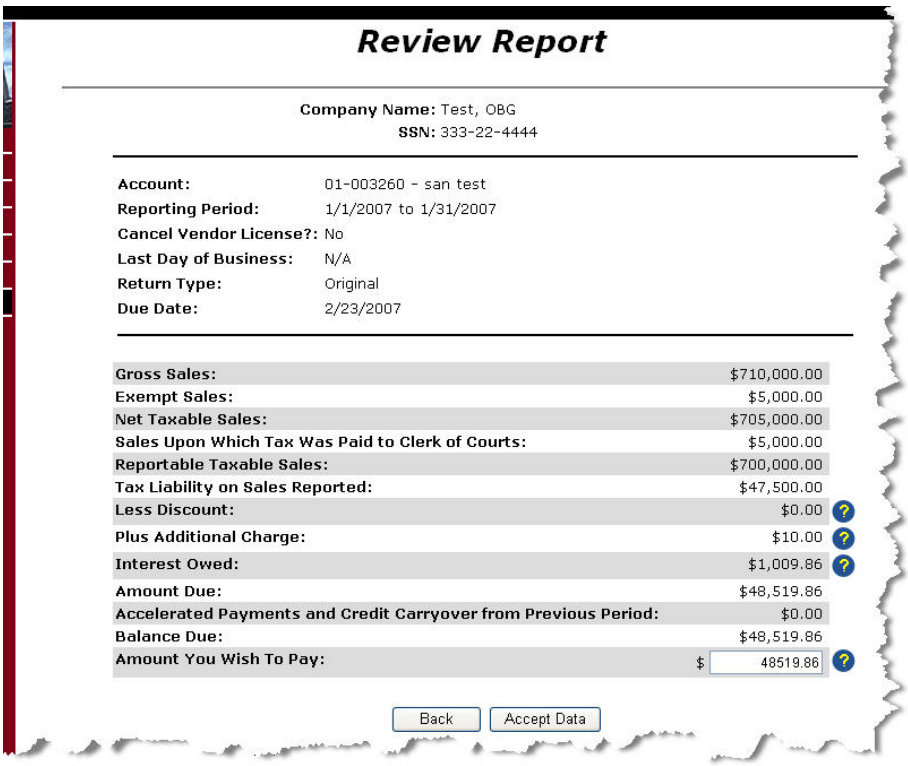
Rules for Amended UST-1 Filings

1. Interest is charged on amended UST-1 returns.
2. To create a discount, taxpayers should enter a payment made in the "Prior Payments for Return Period" field.
    a. Taxpayers need an empty field (default zero) to enter their "Prior Payments for Return Period."
    b. If the amendment is after the due date, the taxpayer needs an empty field (default zero) to enter the "Original Discount" amount.
    c. A discount taken (entered by the taxpayer) cannot exceed the amount entered in the "Prior Payments for Return Period" field.
    d. Appropriate taxpayer error messages are displayed to the taxpayer, based on the 2 possible errors above.
    e. If the taxpayer is filing an amended return and has overpaid, OBG will
        i. Present them an error message indicating that they have overpaid and will need to file an ST-AR form available from the Ohio department of Taxation.
        ii. Block the taxpayer from filing. If the taxpayer changes the "Prior Payments for Return Period" and is no longer in an overpaid situation, the return can be filed ad the error message will not need to be re-presented.

UST-1 – Review Report

The *Review Report* page of the UST-1 Wizard provides the opportunity to verify the informaton on the return and enter an amount to pay.





Review Report

Company Name: Test, OBG
SSN: 333-22-4444

Account:	01-003260 - san test
Reporting Period:	1/1/2007 to 1/31/2007
Cancel Vendor License?:	No
Last Day of Business:	N/A
Return Type:	Original
Due Date:	2/23/2007

Gross Sales:	$710,000.00
Exempt Sales:	$5,000.00
Net Taxable Sales:	$705,000.00
Sales Upon Which Tax Was Paid to Clerk of Courts:	$5,000.00
Reportable Taxable Sales:	$700,000.00
Tax Liability on Sales Reported:	$47,500.00
Less Discount:	$0.00
Plus Additional Charge:	$10.00
Interest Owed:	$1,009.86
Amount Due:	$48,519.86
Accelerated Payments and Credit Carryover from Previous Period:	$0.00
Balance Due:	$48,519.86
Amount You Wish To Pay:	$ 48519.86

Back Accept Data

Field Descriptions

Field Name	Description
Account	The account to which this information applies
Reporting Period	The reporting period to which this information applies.
Return Type	The report type (Original or Amended).

Field Name	Description
Due Date	The due date for this return.
Gross Sales	The total sales of tangible personal property and selected services. This amount was entered on the previous page of the UST-1 Wizard.
Exempt Sales	The total amount of sales excluded from taxation. This amount was entered on the previous page of the UST-1 Wizard.
Net Taxable Sales	This amount was calculated by the system on the previous page of the UST-1 Wizard.
Sales Upon Which Tax Was Paid to Clerk of Courts	Total sales amount for purchases of motor vehicles, watercraft, and outboard motors for which you have receipts from the Clerk or Courts for tax paid. This amount was entered on the previous page of the UST-1 Wizard.
Reportable Taxable Sales	This amount is calculated by the system based on information entered on a previous page of the UST-1 Wizard
Tax Liability on Sales Reported	This amount is carried forward by the system from a previous page of the UST-1 Wizard.
Less Discount	This amount is calculated by the system and represents the discount amount the business earns by filing taxes in a timely manner.
Plus Additional Charge	This amount is calculated by the system and represents the additional charge levied when the return is not filed by specified due dates.
Interest Owed	This amount is calculated by the system and represents interest owed as a result of filing the return after the due date.
Amount Due	The amount is calculated by the system, based on the information entered by the business on previous pages of the UST- Wizard.
Prior Payments for Return Period	This amount is calculated by the system based on information entered by the business on previous pages of the UST- Wizard.
Accelerated Payments and Credit Carryover from Previous Period	This amount is calculated by the system based on payments and credit carryover from previous filing periods.
Balance Due	This amount is calculated by the system based on information entered by the business.
Amount you wish to pay	This amount represents the amount you wish to pay toward the balance due when filing this return.
Back	Returns to the previous page of the *UST-1* Wizard.

Field Name	Description
Accept Data	The system saves the information entered on the page, returns to the *Ohio Sales Tax* progress page, with the status of the report now listed in the "Ready to File" section.

Instructions

- Review the information displayed on the page to verify its accuracy. Click Back to return to previous pages of the UST-1 Wizard to change incorrect information.
- Enter the "Amount you wish to pay" in the provided field (use format: xxxx.xx. Do not enter a comma or dollar sign).

  This field is initially blank, however if the balance due is less than or equal to $0.00 the system inserts "0.00" and the system renders the field uneditable by the taxpayer.
- When all the information is correct, click Accept Data. The system saves the information and returns to the *Ohio Sales Tax* progress page, placing this return in the "Ready to File" section of the page.

Making Sales Tax Payments

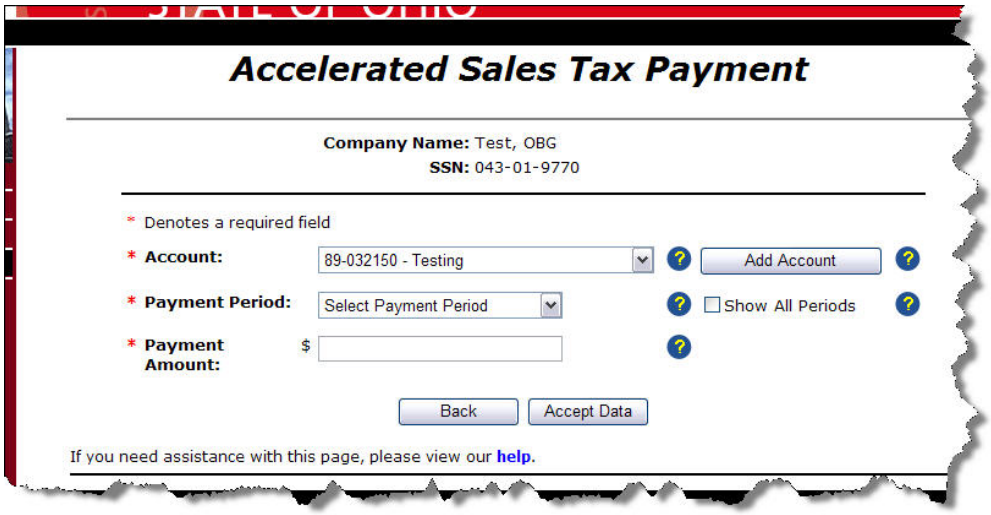
Several payment options are available through the OBG - Sales Tax application:

- Accelerated Sales Tax Payment
- Billing Notice Payment
- Payment Only
- Assessment Payment

Each of these payment types is covered in this section.

Accelerated Sales Tax Payment

Use the *Accelerated Sales Tax Payment* page to make a payment for a specific account and payment period.



Field Descriptions

Field Name	Description
Add Account	Opens the *Sales & Use Tax Account Set Up* page.
Account	Drop down list of accounts associated with the Company displayed at the top of the page.
Payment Period	A drop down list of available reporting periods for the selected Account.
Payment Amount	The amount of money you wish to pay for this Account and Payment Period (do not enter a dollar sign or comma).
Back	Cancels the filing and returns to the *Ohio Sales Tax* progress page.
Accept Data	The system saves the information and displays the *Ohio Sales Tax* progress page with the report listed in the "Ready to File" section.

Instructions

- Select the Account for which you want to make an Accelerated Sales Tax Payment from the drop down list, or Add an Account.

  Add Account

  The system displays all account numbers on file associated with the company name and FEIN displayed at the top of the page.

- Select the Payment Period for this payment from the drop down list.

  The Payment Period drop down list displays monthly , quarterly, or semi-annual periods based on the filing frequency of the selected account.

  If you check the "Show All Periods" check box, the dropdown list displays all active monthly, quarterly, and semi-annual periods.

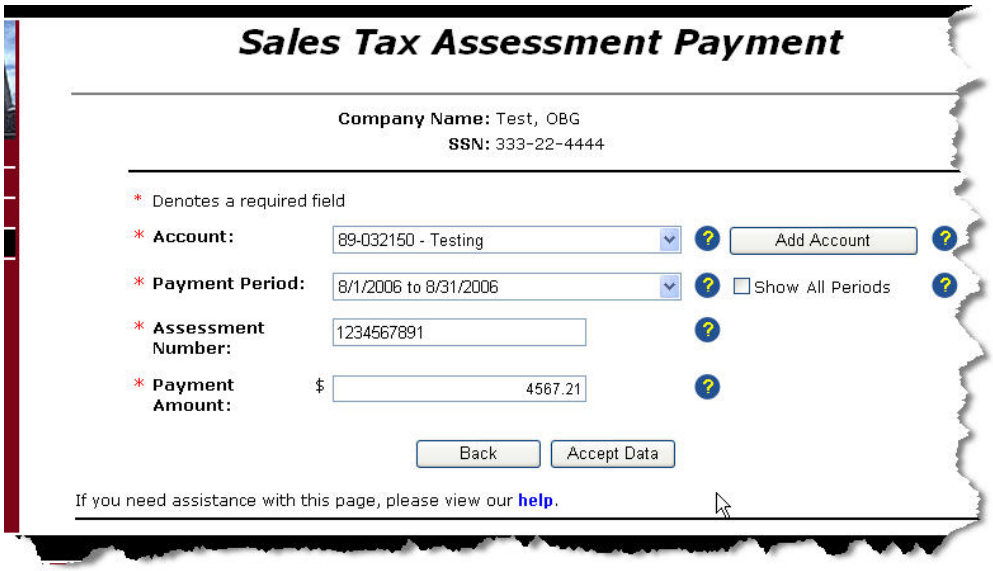
- Enter the Payment Amount.

  Enter the amount in the format "xxxx.xx" – do not enter a dollar sign or comma.

- When all the information has been entered and is correct click Accept Data. The system saves the information and displays the *Ohio Sales Tax* progress page with the payment listed in the "Ready to File" section.

Assessment Payment

Use the *Sales Tax Assessment Payment* page to make a payment for an account as a result of an assessment notice received from the Ohio Department of Taxation.



Field Descriptions

Field Name	Description
Add Account	Opens the *Sales & Use Tax Account Set Up* page.
Account	A drop down list of accounts associated with the Company displayed at the top of the page.
Payment Period	A drop down list of available reporting periods for the selected Account.
Assessment Number	Entry field for the number of the assessment notice received from the Ohio Department of Taxation.
Payment Amount	The amount of money you wish to pay for this Account and Payment Period (do not enter a dollar sign or comma).
Back	Cancels the payment and returns to the *Ohio Sales Tax* progress page.
Accept Data	The system saves the information and displays the *Ohio Sales Tax* progress page with the assessment payment listed in the "Ready to File" section.

Instructions

- Select the Account for which you want to make an Assessment Payment from the drop down list, or [Add Account] (see Add an Account).

  The system displays all account numbers on file associated with the company name and FEIN displayed at the top of the page.

- Select the Payment Period for this payment from the drop down list.

  The Payment Period drop down list displays monthly , quarterly, or semi-annual periods based on the filing frequency of the selected account.

  If you check the "Show All Periods" check box, the dropdown list displays all active monthly, quarterly, and semi-annual periods.

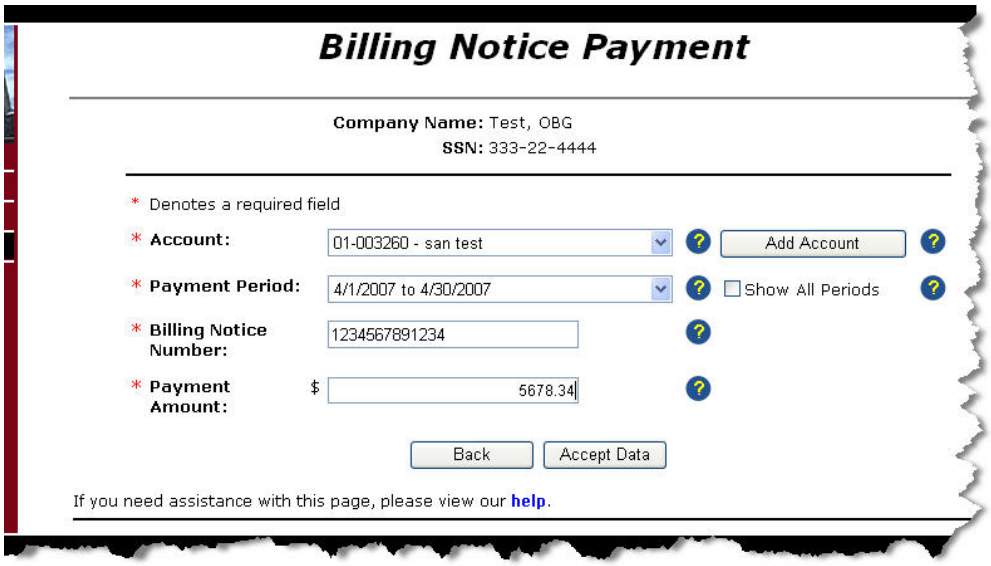
- Enter the Assessment Number (the assessment number must be 10-14 digits long).
- Enter the Payment Amount.

  Enter the amount in the format "xxxx.xx" – do not enter a dollar sign or comma.

- When all the information has been entered and is correct click [Accept Data]. The system saves the information and displays the *Ohio Sales Tax* progress page with the payment listed in the "Ready to File" section.

Billing Notice Payment

Use the *Billing Notice Payment* page to make a payment for an account as a result of a billing notice received from the Ohio Department of Taxation.



Field Descriptions

Field Name	Description
Add Account	Opens the *Sales & Use Tax Account Set Up* page.
Account	A drop down list of accounts associated with the Company displayed at the top of the page.
Payment Period	A drop down list of available reporting periods for the selected Account.
Billing Notice Number	Entry field for the number of the billing notice received from the Ohio Department of Taxation.
Payment Amount	The amount of money you wish to pay for this Account and Payment Period (do not enter a dollar sign or comma).
Back	Cancels the payment and returns to the *Ohio Sales Tax* progress page.
Accept Data	The system saves the information and displays the *Ohio Sales Tax* progress page with the payment listed in the "Ready to File" section.

Instructions

- Select the Account for which you want to make a Billing Notice Payment from the drop down list, or Add Account (see Add an Account).

  The system displays all account numbers on file associated with the company name and FEIN displayed at the top of the page.

- Select the Payment Period for this payment from the drop down list.

  The Payment Period drop down list displays monthly , quarterly, or semi-annual periods based on the filing frequency of the selected account.

  If you check the "Show All Periods" check box, the dropdown list displays all active monthly, quarterly, and semi-annual periods.

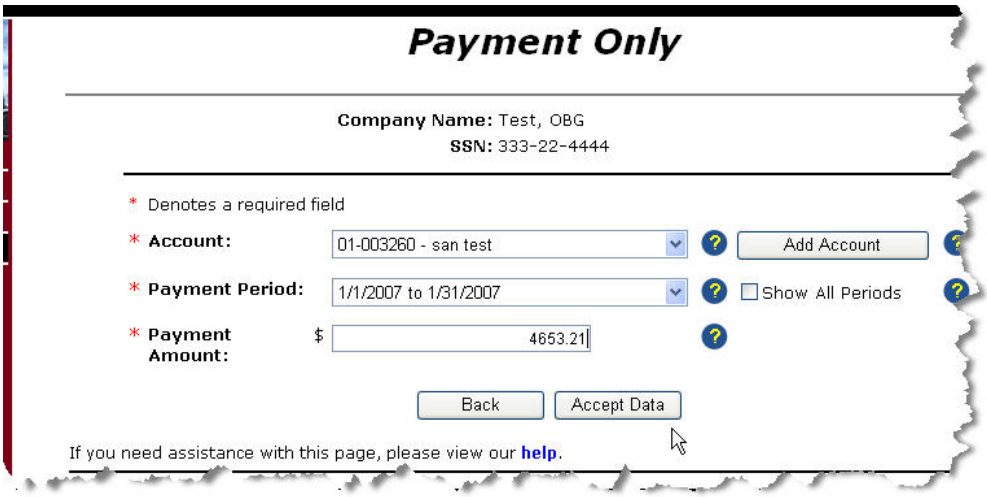
- Enter the Billing Notice Number (the billing notice number must be thirteen digits long).
- Enter the Payment Amount.

  Enter the amount in the format "xxxx.xx" – do not enter a dollar sign or comma.

- When all the information has been entered and is correct click Accept Data. The system saves the information and displays the *Ohio Sales Tax* progress page with the payment listed in the "Ready to File" section.

Payment Only

Use the *Payment Only* page to make a payment for a specific account and payment period.



Field Descriptions

Field Name	Description
Add Account	Opens the *Sales & Use Tax Account Set Up* page.
Account	A drop down list of accounts associated with the Company displayed at the top of the page.
Payment Period	A drop down list of available reporting periods for the selected Account.
Payment Amount	The amount of money you wish to pay for this Account and Payment Period (do not enter a dollar sign or comma).
Back	Cancels the payment and returns to the *Ohio Sales Tax* progress page.
Accept Data	The system saves the information and displays the *Ohio Sales Tax* progress page with the payment listed in the "Ready to File" section.

Instructions

- Select the Account for which you want to make Payment from the drop down list, or Add an Account. Add Account

  The system displays all account numbers on file associated with the company name and FEIN displayed at the top of the page.

- Select the Payment Period for this payment from the drop down list.

  The Payment Period drop down list displays monthly , quarterly, or semi-annual periods based on the filing frequency of the selected account.

  If you check the "Show All Periods" check box, the dropdown list displays all active monthly, quarterly, and semi-annual periods.

- Enter the Payment Amount.

  Enter the amount in the format "xxxx.xx" – do not enter a dollar sign or comma.

- When all the information has been entered and is correct click Accept Data. The system saves the information and displays the *Ohio Sales Tax* progress page with the payment listed in the "Ready to File" section.