

County Auditor Web Registration Portal for Vendor License

**Brenda McDonald
Randy Dusenberry**



Agenda

- Summary of New Process
- Benefits of Utilizing the Portal
- Go-live Date
- Review ODT's County Auditor Web Registration Portal
- Testing and Training
- What to Expect on Go-live Date
- Contact information
- Q/A

Summary of New Process

- Summary of issuing a vendor license:
 - Taxpayer completes the ST 1
 - County auditor staff enter information into the portal and prints off the license and receipt
 - Send ST-1 to ODT via mail or FTP

Benefits of using Taxation's Web Portal

- Secure
- Real-time
 - Search all active sales tax accounts
 - Update taxpayer data (i.e. transfer VL to new location address within the same county)
 - Reduces processing timeline
- Print license, receipt, & transcript
- Reduces time-line for reports
- Technical support

Go Live Date

Monday
June 23, 2014



Review ODT'S County Auditor Web Registration Portal



Logging Into the Portal



Online Services Login eCommerce - Quality Assurance Region

Username

Password

Passwords are case
sensitive

Login

Issuing a County Vendor's License



County Auditor

Registration

Search

Log Off

Taxpayer - > VL Registration

County	<input type="text" value="Marion"/>
Enter the ID *	<input type="button" value="+"/> <input type="button" value="-"/> ID Type <input type="text" value="Select"/> ID Number <input type="text"/> (Dashes Required)
If you file under a cumulative return authority, what is your master number?	<input type="text"/>
Ownership Type *	<input type="text" value="Select"/>

- Required Fields
- To add additional information +/- signs

Issuing a County Vendor's License

Ownership Type *	<input type="text" value="Select"/>	
Start Date *	<input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY)	
NAICS Code(s)	<input type="button" value="+"/> <input type="button" value="-"/> <input type="text" value="Select"/>	
Legal Name *	<input type="text"/>	Note: If you have included a Social Security Number, this name should be in Last Name, First Name format.
Trade Name or DBA	<input type="text"/>	
Business Phone	<input type="text"/> - <input type="text"/> - <input type="text"/>	
Secondary Phone	<input type="text"/> - <input type="text"/> - <input type="text"/>	
Fax	<input type="text"/> - <input type="text"/> - <input type="text"/>	

- Required Fields
- To add additional information +/- signs

Issuing a County Vendor's License

Primary Address	Country	United States ▼			
	Street 1	<input type="text"/>			
	Street 2	<input type="text"/>			
	Street 3	<input type="text"/>			
	City	<input type="text"/>	State	Select ▼	Zip Code
Mailing Address	<input type="checkbox"/> Same as Primary Address				
	Country	United States ▼			
	Street 1	<input type="text"/>			
	Street 2	<input type="text"/>			
	Street 3	<input type="text"/>			
	City	<input type="text"/>	State	Select ▼	Zip Code
Business Location Address *	Street 1	<input type="text"/>			
	Street 2	<input type="text"/>			
	Street 3	<input type="text"/>			
	City	<input type="text"/>	State	OHIO ▼	Zip Code

- Required Fields

Issuing a County Vendor's License

How much Sales Tax do you expect to collect each month?	Select																				
Previous Owner's Vendor License Number	<input type="text"/>																				
Will you be making liquor sales?	No																				
If you operate as a business which has officers, partners or members, please list the responsible parties below:																					
<input type="button" value="+"/> <input type="button" value="-"/>	<table><thead><tr><th>Person Type</th><th>ID Type</th><th>ID Number</th><th>Title</th><th>Name</th></tr></thead><tbody><tr><td>Select</td><td>Select</td><td><input type="text"/></td><td>Select</td><td><input type="text"/></td></tr><tr><td>Country</td><td>Street</td><td>City</td><td>State</td><td>Zip Code</td></tr><tr><td>United States</td><td><input type="text"/></td><td><input type="text"/></td><td>Select</td><td><input type="text"/></td></tr></tbody></table>	Person Type	ID Type	ID Number	Title	Name	Select	Select	<input type="text"/>	Select	<input type="text"/>	Country	Street	City	State	Zip Code	United States	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>
Person Type	ID Type	ID Number	Title	Name																	
Select	Select	<input type="text"/>	Select	<input type="text"/>																	
Country	Street	City	State	Zip Code																	
United States	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>																	
Account Contact																					
<input type="button" value="-"/>	<table><thead><tr><th>Name (Last, First)</th><th>Phone</th><th>Fax</th><th>E-Mail</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/> - <input type="text"/> - <input type="text"/></td><td><input type="text"/> - <input type="text"/> - <input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	Name (Last, First)	Phone	Fax	E-Mail	<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>												
Name (Last, First)	Phone	Fax	E-Mail																		
<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>																		
Payment Method(s)	<input type="checkbox"/> Cash <input type="checkbox"/> Check # <input type="text"/> <input type="checkbox"/> Credit Card																				

Add Registration

Reset Form

Issuing a County Vendor's License



County Auditor

Registration

Search

Log Off

County Vendor License Registration successfully updated to STARS.



[Print Vendor License Certificate and Fee Receipt](#)

[Print Completed Registration Form](#)

[Add Another County Vendor License Registration](#)

County Vendor's License



Vendor's License

ST 3
(Rev 9/00)

COUNTY OF MARION

DATE MAY 18, 2014

License Number Issued by
Ohio Dept. of Taxation
No. 51000007

THIS IS TO CERTIFY that the vendor herein named, having complied with the provisions of Section 5739.17 of the Revised Code of Ohio, is hereby authorized to make retail sales, at the location specified below. This license shall terminate and be null and void, if the business is moved to a location outside of the county

other than where it is presently located, if the business is sold, if an individual or partnership incorporates the business, if a partnership is dissolved, or is cancelled, for cause, by the Tax Commissioner.

Ohio Charter Or Foreign License Number	
LILLIAN'S BAKERY	
Name	
DBA or Trade Name (other than above)	
180 CHICAGO AVENUE	740-987-6453
Business Location Address	Telephone Number
MARION, OH 43302	
City, State, Zip Code	
BAKERIES/TORTILLA MFG	311800
Type of Business	NAICS Code

JOAN KASOTIS, County Auditor

By TEST@MARION TEST@ Deputy

The Ohio Sales Tax Law provides that no vendor shall fail to collect the full and exact tax as required by Sections 5739.01 to 5739.31, inclusive, of the Revised Code, or fail to comply with such sections and the rules and regulations of the Tax Commissioner. Whoever violates this provision shall be fined not less than \$25.00 nor more than \$100.00 for a first offense; for each subsequent offense

such person shall, if a corporation, be fined not less than \$100.00 nor more than \$500.00 or if an individual or a member of a partnership, firm or association, be fined not less than \$25.00 nor more than \$100.00, or imprisoned not more than 60 days, or both.

Print Completed Form



County Auditor

Registration

Search

Log Off

County Vendor License Registration successfully updated to STARS.

[Print Vendor License Certificate and Fee Receipt](#)



[Print Completed Registration Form](#)

[Add Another County Vendor License Registration](#)

Print Completed Form



May 21, 2014 3:54:07 PM

County	Marion
FEIN	51-9999996
Ownership Type	Limited Liability Company
Start Date	05/18/2014
NAICS Codes	311800
Legal Name	Lillian's Bakery
Business Phone	740-987-6453
Fax	740-987-8521
Primary Address	180 Chicago Avenue Marion, OH 43302
Mailing Address	180 Chicago Avenue Marion, OH 43302
Business Location Address	180 Chicago Avenue Marion, OH 43302
Monthly Sales Tax Collected	\$200 or Greater

Search



County Auditor

Registration

Search

Log Off



- By Account Number
- By Location Address
- By Legal name

Search - > By Account Number

Search by Account Number

Account Number

Search

Update Location



County Auditor

Registration

Search

Log Off

Search - > Search Results

<u>Acct Nbr</u>	<u>Acct. Type</u>	<u>Acct. Name</u>	<u>Acct. Status</u>	<u>Acct. Start Date</u>	Location Address	<u>Address Effective Date</u>
51000009	County Vendors Sales	McDonald, Bryce	ACTIVE	05/28/2014	4447 Redbud Rd Marion OH 43302-8152	05/28/2014



- Hyper-link to open information to update location address

Update Location



Search - > View / Update VL

Account Details	
<input type="text" value="County Vendors Sales"/>	<input type="text" value="51000009"/>
Account Type	Account Number
<input type="text" value="McDonald, Bryce"/>	<input type="text" value="ACTIVE"/>
Account Name	Account Status
Original Business Location Address	
<input type="text" value="4447 Redbud Rd"/>	
Street Address	
<input type="text"/>	
Address Line 2	
<input type="text" value="Marion"/>	<input type="text" value="OH"/>
City	State / Province / Region
<input type="text" value="43302-8152"/>	<input type="text" value="51"/>
Postal / Zip Code	County
New Business Location Address	
<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> (MM/DD/YYYY)	
Begin Effective Date	
<input type="text"/>	
Street Address	



- Print updated vendor license

Reports

- 3 Reports
 - New, Transferred, & Cancelled Vendor License
- Receive monthly via email
- Format is Microsoft Excel
- Reports will contain:
 - account number, legal name, business address, active status
- On demand ODT – active vendor license by county

Go-Live Date

- Receive an email from ODT with link
- All applications received after go-live date must be entered utilizing the portal

Contact Information

- **County Auditor Hotline: 800-925-0507**
- **Fax: 206-600-7906**
- **Address: Taxpayer Services Division
Central Registration Unit
P.O. Box 182215
Columbus, OH 43218**
- **E-mail: tpscountyauditor@tax.state.oh.us**
- **Website: tax.ohio.gov**

Questions

