

Ohio Department of Taxation

Training For The County Auditor Registration Web Portal for Vendor License

Agenda

- Introductions
- Navigating the webinar
- Review high-level process for county vendor license
- Provide training on the new County Auditor Registration Web Portal:
 - Issuing a new county vendor license, searching ODT's system, and updating a vendor's location
- Questions / Answers
- Contact Information

Introduction / Navigating the Webinar

- Matt Long – Supervisor – Portal Trainer



- Navigating the webinar

Review High-Level Process

- Taxpayer completes ST 1 application and submits to county auditor
- County Auditor Staff:
 - Sign into the portal
 - Enters application information on-line
 - Prints off the license and receipt
 - By request can print the taxpayer a transcript
- County Auditor Office send ODT the ST 1 application via mail or through the FTP

County Auditor Registration Web Portal - Demo



QUESTIONS / ANSWERS



Contact Information

Any Additional Questions:

- E-mail: tpscountyauditor@tax.state.oh.us
- Contact:
 - Taxpayer Services Division Registration Supervisor Mark Zamary at 614-387-1810
 - TPS Assist Administrator Randy Dusenberry at 614-466-4069
 - TPS Administrator Brenda McDonald at 614-466-8145