

Filing Ohio Motor Fuel Tax No Activity Motor Fuel Return Using the Ohio Business Gateway

Beginning November 1, 2015, the Ohio Motor Fuel returns will be filed using the Ohio Business Gateway (OBG). Attached are instructions of how to navigate the OBG.

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If you have any questions in regards to these instructions or filing the Ohio Motor Fuel Tax, please contact the Excise and Energy Division at
(855) 466-3921.

Logging in

Navigate to the OBG Login Page at ohiobusinessgateway.ohio.gov

The screenshot shows the login page for the Ohio Business Gateway. At the top, there is a red banner with the Ohio.gov logo and the text "WELCOME TO THE STATE OF OHIO". Below the banner is a black navigation bar with a "Home" link. The main content area is white and features the title "Ohio Business Gateway" and the subtitle "Electronic Filing Services Login".

The page is divided into two columns:

- Existing Users:** Contains a "Username:" label, a text input field, a "Password:" label, another text input field, and a "Login" button. Below the fields is a link to "terms of service".
- New Users:** Contains a link to "Create an OBG Username". Below this is a paragraph: "If you are starting a new business in Ohio, you may need more than just an OBG Username. [Please click here to learn more.](#)"

At the bottom of the main content area, there are several links: "Forgot your username or password?", "Having trouble logging in?", "Review System Requirements", and "For additional topics, please visit our Help and Support Page." Below these links is the Ohio Business Gateway logo, which includes the text "Ohio Business Gateway Electronic Filing" and a stylized '@' symbol. To the right of the logo is a link: "For more information about the services available through the Ohio Business Gateway, please visit our home page."

The page ends with a dark red footer bar.

Sign in to OBG using your existing Username and Password.

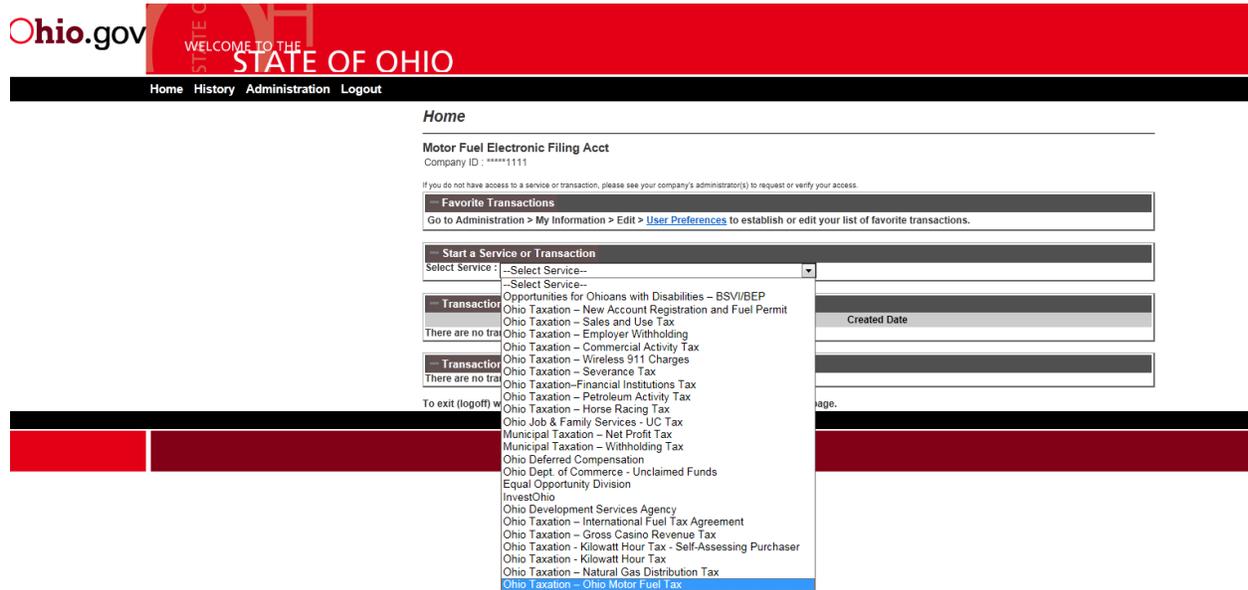
If you are a new user to OBG, but an account for the entity already exists on OBG, you must contact the OBG Administrator within your company to have them add you as a user.

If your company has never filed using OBG, click the Create an OBG Username. Additional instructions for registering a new account on OBG can be found on our website at tax.ohio.gov.

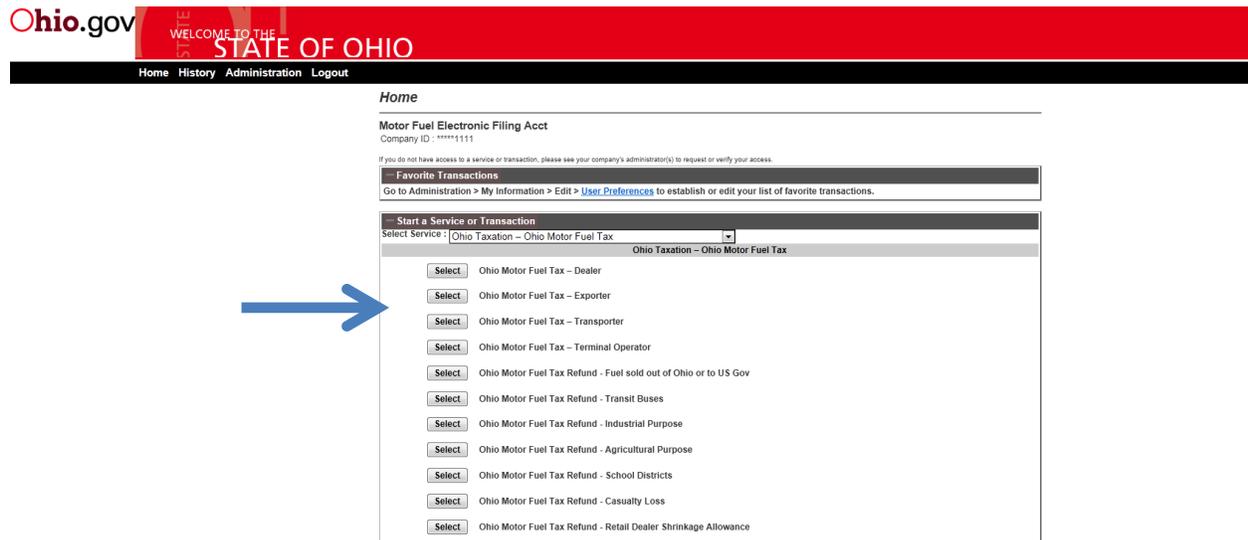
The screenshot shows the Ohio Business Gateway login page. At the top left is the Ohio.gov logo. A red banner across the top contains the text "WELCOME TO THE STATE OF OHIO". Below this is a black navigation bar with the word "Home" on the left and the title "Ohio Business Gateway" in the center. A notification bell icon is followed by the text "OBG 3.0 Modernization Project Stay up-to-date on our efforts to update the Ohio Business Gateway. Last update August 6, 2015." The page is divided into two main sections: "Existing Users" and "New Users". Under "Existing Users", there are input fields for "Username" (containing "MotorFuel1") and "Password" (containing "*****"), with a "Login" button. Below these fields is a link to "terms of service". Under "New Users", there is a link to "Create an OBG Username" and a paragraph of text: "If you are starting a new business in Ohio, you may need more than just an OBG Username. Please click here to learn more." Below the "Existing Users" section are three links: "Forgot your username or password?", "Having trouble logging in?", and "Review System Requirements". Below the "New Users" section is a link: "For additional topics, please visit our Help and Support Page." At the bottom center is the "Ohio Business Gateway Electronic Filing" logo. To the right of the logo is a link: "For more information about the services available through the Ohio Business Gateway, please visit our home page." The page ends with a dark red footer bar.

These instructions cover No Activity reporting on all Motor Fuel filings.

From the Home Page, use the drop down menu found in the “Start a Service or Transaction” zone and select “Ohio Taxation – Ohio Motor Fuel Tax”.

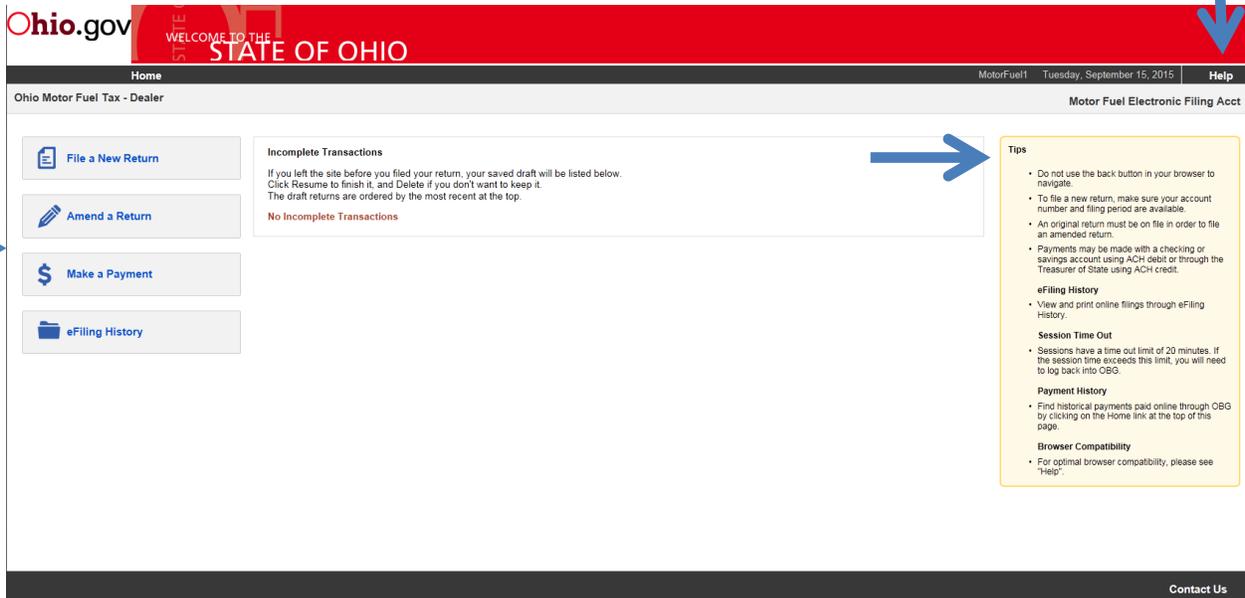


Next, click “Select” by the Motor Fuel option for which you are filing.



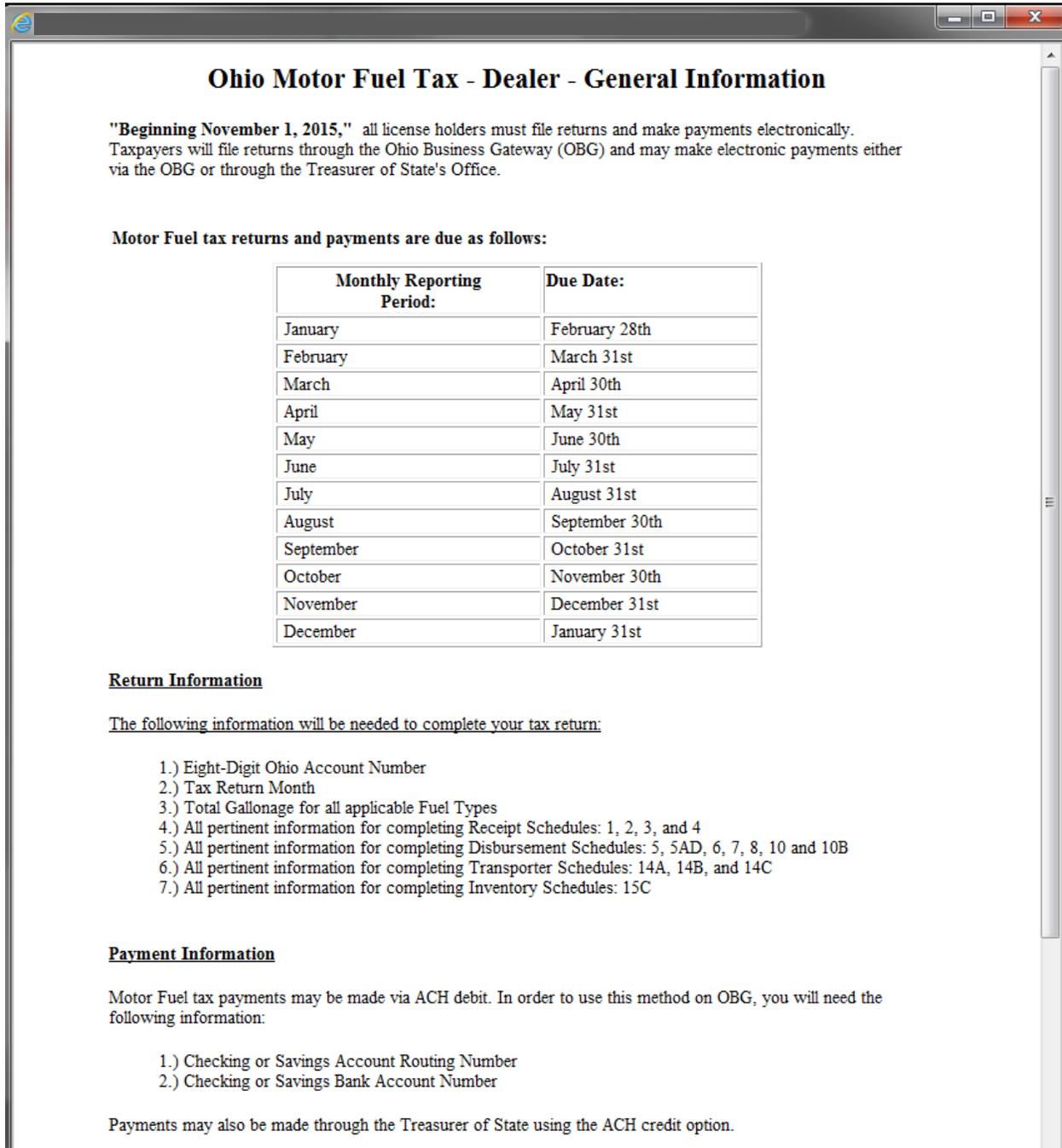
This is the Ohio Motor Fuel Tax page where you will begin all of your filing transactions and be able to view your filing history. On the left hand side, you will see there are several filing options available:

- File a New Return
- Amend a Return
- Make a Payment
- eFiling History



As well as these options, please note the “Tips” box to the right, and the “Help” link in the upper-right corner. The “Tips” box will be updated for each page that you navigate to while processing your transaction and will provide useful information that may assist your filing.

The "Help" link will take you to more specific information in regard to the tax and the filing of your transactions as seen below.



Ohio Motor Fuel Tax - Dealer - General Information

"Beginning November 1, 2015," all license holders must file returns and make payments electronically. Taxpayers will file returns through the Ohio Business Gateway (OBG) and may make electronic payments either via the OBG or through the Treasurer of State's Office.

Motor Fuel tax returns and payments are due as follows:

Monthly Reporting Period:	Due Date:
January	February 28th
February	March 31st
March	April 30th
April	May 31st
May	June 30th
June	July 31st
July	August 31st
August	September 30th
September	October 31st
October	November 30th
November	December 31st
December	January 31st

Return Information

The following information will be needed to complete your tax return:

- 1.) Eight-Digit Ohio Account Number
- 2.) Tax Return Month
- 3.) Total Gallonage for all applicable Fuel Types
- 4.) All pertinent information for completing Receipt Schedules: 1, 2, 3, and 4
- 5.) All pertinent information for completing Disbursement Schedules: 5, 5AD, 6, 7, 8, 10 and 10B
- 6.) All pertinent information for completing Transporter Schedules: 14A, 14B, and 14C
- 7.) All pertinent information for completing Inventory Schedules: 15C

Payment Information

Motor Fuel tax payments may be made via ACH debit. In order to use this method on OBG, you will need the following information:

- 1.) Checking or Savings Account Routing Number
- 2.) Checking or Savings Bank Account Number

Payments may also be made through the Treasurer of State using the ACH credit option.

File a Return

To file a new return, click the “File a New Return” button.

The screenshot shows the Ohio Motor Fuel Tax Dealer portal. At the top, there is a red banner with the Ohio state logo and the text "WELCOME TO THE STATE OF OHIO". Below the banner, the page title is "Ohio Motor Fuel Tax - Dealer" and "Motor Fuel Electronic Filing Acct". The main content area features a sidebar on the left with four buttons: "File a New Return" (highlighted with a blue arrow), "Amend a Return", "Make a Payment", and "eFiling History". The main content area has a section for "Incomplete Transactions" with a message: "If you left the site before you filed your return, your saved draft will be listed below. Click Resume to finish it, and Delete if you don't want to keep it. The draft returns are ordered by the most recent at the top." Below this message, it says "No Incomplete Transactions". On the right side, there is a "Tips" box with several bullet points: "Do not use the back button in your browser to navigate.", "To file a new return, make sure your account number and filing period are available.", "An original return must be on file in order to file an amended return.", "Payments may be made with a checking or savings account using ACH debit or through the Treasurer of State using ACH credit.", "eFiling History: View and print online filings through eFiling History.", "Session Time Out: Sessions have a time out limit of 20 minutes. If the session time exceeds this limit, you will need to log back into OBG.", "Payment History: Find historical payments paid online through OBG by clicking on the Home link at the top of this page.", "Browser Compatibility: For optimal browser compatibility, please see 'Help'.

Enter your Account Number (8 digit Motor Fuel Tax Account Number) and Filing Period End Date. Next, select the Type of Filing and the Method of Filing. Click “Next” to continue.

The screenshot shows the "Select Filing Period" form in the Ohio Motor Fuel Tax Dealer portal. The page title is "Ohio Motor Fuel Tax - Dealer" and "Motor Fuel Electronic Filing Acct". The form has a sidebar on the left with four steps: "1 Select Filing Period" (highlighted), "2 Enter Information", "3 Review and File", and "4 Confirmation". The main content area has a heading "* All fields are required". The form fields are: "Account Number" (text input with "XXXXXXXX" placeholder), "Filing Period End Date" (calendar icon and "10/31/2015" text), "Type of Filing" (radio buttons for "Original" (selected), "Amended"), and "Method of Filing" (radio buttons for "Upload Files", "Manual Form Entry" (selected)). At the bottom of the form are "Cancel" and "Next" buttons. On the right side, there is a "Tips" box with two bullet points: "Corrections to the Account Number, Filing Period or Filing Type may be made on this page." and "Files will NOT be revalidated so please ensure that any changes made on this page correctly match the information contained within the successfully validated, uploaded file(s)."

When filing a no activity return click “Review” without entering any details.

The screenshot shows the 'Ohio Motor Fuel Tax - Dealer' application. On the left, a navigation menu has four steps: 1. Select Filing Period, 2. Enter Information, 3. Review and File, and 4. Confirmation. The 'Review and File' step is currently active. The main area displays account information (Account Number, Filing Period Ending 09/30/2015, Original) and tabs for Receipts, Disbursements, Inventory, and Transporter. Below these are sections for 'Select Schedule Type' and 'Select Product Type', each with radio button options. A 'Create Schedule' button is present. A 'Summary of Created Schedules' table shows 'No created schedules'. At the bottom, there are 'Back', 'Review', and 'Save & Exit' buttons. A blue arrow points to the 'Review' button. A 'Tips' box on the right contains instructions on data entry and reporting requirements.

*At any point of the filing session, you can use the “Save & Exit” button to save your work and resume it at a later time. Clicking the “Save & Exit” button does not file the return.

The system will then populate a no activity Report for the schedule summary.

Select “File” to complete and submit the return.

This screenshot shows the same application after the 'Review' step. The 'Review and File' step is now selected in the navigation menu. The 'Schedule Summary' section displays 'No Activity Reported'. The 'Back', 'File', and 'Save & Exit' buttons are visible at the bottom. A blue arrow points to the 'File' button. The 'Tips' box on the right provides additional guidance on reviewing the total tax due and submitting the return.

Once the screen below is displayed, your return has been filed. If you have any questions regarding your return, please refer to the “Filing Confirmation” number when contacting the Department.

If your return is filed timely there will be no balance due, you can click the “Exit” button. You will be returned to the Home Page and your filing is complete through the OBG. Please submit your payment through the Ohio Treasurer of State’s Office.

** If the return is filed late, the system will calculate penalty. The amounts will be displayed and included in the “Balance (Refund) Due”.

If you will be making your payment via ACH Debit using the OBG, you can enter the “Payment Amount” (which is defaulted to the Balance Due) and click “Send to Checkout”.

The return can be printed by selecting “Print View”. The return will also be stored in the eFiling History and can be reviewed/printed at a later time.

**Instructions for making payments can be found in the Self Help eLibrary. The link below will lead you to a list of videos for Ohio Motor Fuel taxes.

http://www.tax.ohio.gov/self_help/excise.aspx

Ohio.gov WELCOME TO THE STATE OF OHIO

Home obgtest22 Monday, September 28, 2015 Help

Ohio Motor Fuel Tax - Exporter MF OBG Test Acct

1 Select Filing Period
2 Enter Information
3 Review and File
4 Confirmation

✔ Your return has been successfully filed. Date and Time of Filing: 09/28/2015 02:30 PM
This confirmation acknowledges that your Ohio Motor Fuel Exporter tax return for the period stated below has been filed with the Ohio Department of Taxation.
Please refer to the Filing Confirmation Number listed below when contacting the Excise and Energy Tax Division.

Filing Confirmation	833111896588	
Account Number		
Filing Period	09/01/2015 - 09/30/2015	Original
Penalty	\$0.00	
Less Payment / Credits	\$0.00	
Total Balance Due as of 09/28/2015 *	\$0.00	

Payment Amount \$

* If you pay later than today, the balance may change to include any applicable interest and penalties.

Tip

- Record your filing confirmation number for your records.
- Use the Send to Checkout button to add your payment to this checkout in OBG. You will be redirected to the OBG home page to complete your payment.
- Use the Exit button to pay later. You will be redirected to the OBG home page.
- You can print electronically filed returns by selecting the Print View button or from eFiling History.

Contact Us

Electronic Filing History

Your return filing history is retained on the OBG. From the Home page, Select “Ohio Taxation – Ohio Motor Fuel Tax” from the “Start a Service or Transaction” zone.

The screenshot shows the Ohio.gov website interface. At the top, there is a red banner with the Ohio state logo and the text "WELCOME TO THE STATE OF OHIO". Below the banner is a navigation bar with links for "Home", "History", "Administration", and "Logout". The main content area is titled "Home" and "Motor Fuel Electronic Filing Acct". It displays the user's "Company ID" as "*****1111". A message states: "If you do not have access to a service or transaction, please see your company's administrator(s) to request or verify your access." Below this is a section for "Favorite Transactions" with a link to "User Preferences". The "Start a Service or Transaction" section features a dropdown menu with the following options: "Opportunities for Ohioans with Disabilities – BSV/BEP", "Ohio Taxation – New Account Registration and Fuel Permit", "Ohio Taxation – Sales and Use Tax", "Ohio Taxation – Employer Withholding", "Ohio Taxation – Commercial Activity Tax", "Ohio Taxation – Wireless 911 Charges", "Ohio Taxation – Severance Tax", "Ohio Taxation – Financial Institutions Tax", "Ohio Taxation – Petroleum Activity Tax", "Ohio Taxation – Horse Racing Tax", "Ohio Job & Family Services - UC Tax", "Municipal Taxation – Net Profit Tax", "Municipal Taxation – Withholding Tax", "Ohio Deferred Compensation", "Ohio Dept. of Commerce - Unclaimed Funds", "Equal Opportunity Division", "InvestOhio", "Ohio Development Services Agency", "Ohio Taxation – International Fuel Tax Agreement", "Ohio Taxation – Gross Casino Revenue Tax", "Ohio Taxation - Kilowatt Hour Tax - Self-Assessing Purchaser", "Ohio Taxation - Kilowatt Hour Tax", and "Ohio Taxation – Natural Gas Distribution Tax". The "Ohio Taxation – Ohio Motor Fuel Tax" option is highlighted in blue.

Next, click “Select” by the Motor Fuel option for which you are filing.

The screenshot shows the Ohio.gov website interface, similar to the previous one. The "Start a Service or Transaction" dropdown menu is now expanded to show a list of options under "Ohio Taxation – Ohio Motor Fuel Tax". A blue arrow points to the "Select" button next to the first option, "Ohio Motor Fuel Tax – Dealer". The other options in the list are: "Ohio Motor Fuel Tax – Exporter", "Ohio Motor Fuel Tax – Transporter", "Ohio Motor Fuel Tax – Terminal Operator", "Ohio Motor Fuel Tax Refund - Fuel sold out of Ohio or to US Gov", "Ohio Motor Fuel Tax Refund - Transit Buses", "Ohio Motor Fuel Tax Refund - Industrial Purpose", "Ohio Motor Fuel Tax Refund - Agricultural Purpose", "Ohio Motor Fuel Tax Refund - School Districts", "Ohio Motor Fuel Tax Refund - Casualty Loss", and "Ohio Motor Fuel Tax Refund - Retail Dealer Shrinkage Allowance".

Click on “eFiling History” on the left side of the page.

The screenshot shows the Ohio Motor Fuel Tax Dealer eFiling History page. The page header includes the Ohio.gov logo and the text "WELCOME TO THE STATE OF OHIO". The navigation bar contains "Home", "MotorFuel1", "Tuesday, September 15, 2015", and "Help". The main content area is titled "Ohio Motor Fuel Tax - Dealer" and "Motor Fuel Electronic Filing Acct". On the left sidebar, there are four buttons: "File a New Return", "Amend a Return", "Make a Payment", and "eFiling History". A blue arrow points to the "eFiling History" button. The main content area has a section for "Incomplete Transactions" which states "No Incomplete Transactions". On the right, there is a "Tips" section with several bullet points and sub-sections for "eFiling History", "Session Time Out", "Payment History", and "Browser Compatibility".

A list of the most recent 200 transactions will be available for review. Click on the “View” link to the right to view more detail.

The screenshot shows the Ohio Motor Fuel Tax Dealer eFiling History page with a table of transactions. The table has the following columns: "Date Time Filed", "Account", "Type", "Filing Period Start", "Filing Period End", and "Filing Conf #". The first row contains the following data: "09/17/2015 09:48 AM", "Account", "Original", "10/01/2015", "10/31/2015", and "721345534482". To the right of the "Filing Conf #" column, there is a "View" link. A blue arrow points to the "View" link. Below the table, there is a "Showing 1 to 1 of 1 entries" message and a "Previous 1 Next" navigation bar. A "Back" button is located at the bottom left of the table area.

A new window will pop up with the return summary.

** Click the printer icon to print copy of return.

**State of Ohio
Ohio Motor Fuel Tax - Dealer
Tax Return**

Company Name: Refund Dave

Please print this page for your records.

Account Number:
 Date Filed: 10/30/2015
 Filed By: RefundDave
 Filing Confirmation: 588791639683
 Filing Period: 10/01/2015 to 10/31/2015
 Filing Type: Original
 Total Tax Due: \$0.00
 Shrinkage Allowance Deduction: \$0.00
 Less Payment/Credits: \$0.00
 Interest: \$0.00
 Penalty: \$0.00
 Balance Due: \$0.00

Gross Gallons										
Reconciliation by Product Group	Sch	Gasoline (A)	Clear Diesel (B)	Low-Sulfur Dyed Diesel (C)	High-Sulfur Dyed Diesel (D)	Kerosene (E)	CNG (F)	LNG (G)	Propane (H)	Other (I)
1) Physical beginning inventory	15C	0	0	0	0	0	0	0	0	0
2) Tax paid receipts	1	0	0	0	0	0	0	0	0	0
3) Receipts from Ohio dealers	2	0	0	0	0	0	0	0	0	0
4) Imports into Ohio	3	0	0	0	0	0	0	0	0	0
5) Production	4	0	0	0	0	0	0	0	0	0
6) Total available (add lines 1 - 5)		0	0	0	0	0	0	0	0	0
7) Sales to retail stations in Ohio	5AD	0	0	0	0	0	0	0	0	0
8) Distributed/used in a taxable manner not included in line 7	5	0	0	0	0	0	0	0	0	0
9) Sold without tax to other Ohio dealers	6	0	0	0	0	0	0	0	0	0
10) Exported out of Ohio	7	0	0	0	0	0	0	0	0	0

Please contact the Excise and Energy Tax Division at (855) 466-3921 with any additional questions or concerns.