

**Filing Ohio Motor Fuel Tax**  
**Dealer 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](http://ohiobusinessgateway.ohio.gov)

The screenshot shows the login page for the Ohio Business Gateway. At the top left is the Ohio.gov logo. A red banner across the top contains the text 'OHIO WELCOME TO THE STATE OF OHIO'. Below this is a black navigation bar with a 'Home' link. The main heading is 'Ohio Business Gateway' with the subtitle 'Electronic Filing Services Login'. The page is divided into two columns: 'Existing Users' and 'New Users'. The 'Existing Users' column has input fields for 'Username' and 'Password', and a 'Login' button. Below these is a link to 'terms of service'. The 'New Users' column has a link to 'Create an OBG Username' and a note that new users may need more than just an OBG Username, with a link to 'learn more'. At the bottom of the login area are links for 'Forgot your username or password?', 'Having trouble logging in?', and 'Review System Requirements'. A footer link says 'For additional topics, please visit our Help and Support Page.' At the very bottom is the Ohio Business Gateway logo and a link to 'visit our home page.' for more information.

Ohio.gov

OHIO WELCOME TO THE STATE OF OHIO

Home

### Ohio Business Gateway

Electronic Filing Services Login

**Existing Users**

Username :

Password :

By logging in, I agree to the [terms of service](#)

[Forgot your username or password?](#) [Having trouble logging in?](#) [Review System Requirements](#)

[For additional topics, please visit our Help and Support Page.](#)

**New Users**

[Create an OBG Username](#)

If you are starting a new business in Ohio, you may need more than just an OBG Username. [Please click here to learn more.](#)

[For more information about the services available through the Ohio Business Gateway, please visit our home page.](#)

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.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home

### Ohio Business Gateway

**OBG 3.0 Modernization Project** Stay up-to-date on our efforts to update the Ohio Business Gateway. Last update August 6, 2015.

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**Existing Users**

Username :

Password :

By logging in, I agree to the [terms of service](#)

[Forgot your username or password?](#) [Having trouble logging in?](#) [Review System Requirements](#)

[For additional topics, please visit our Help and Support Page.](#)

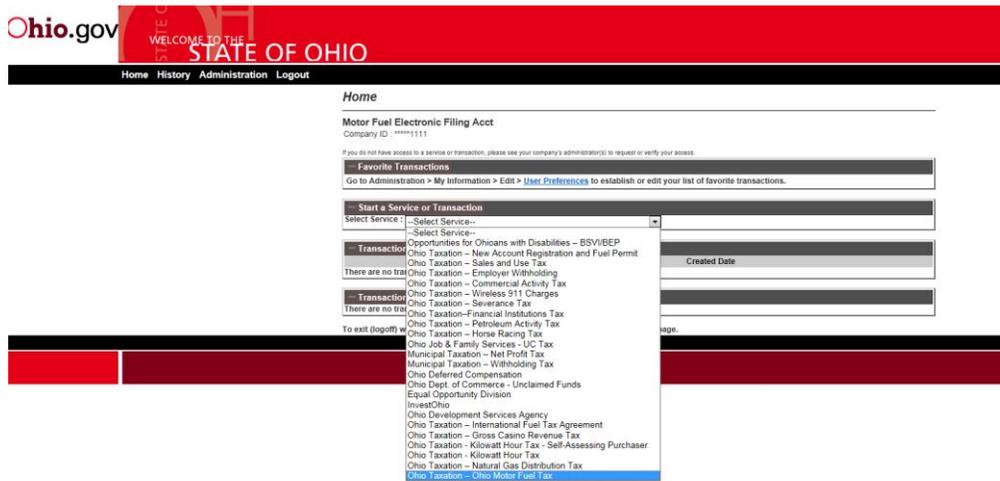
**New Users**

[Create an OBG Username](#)

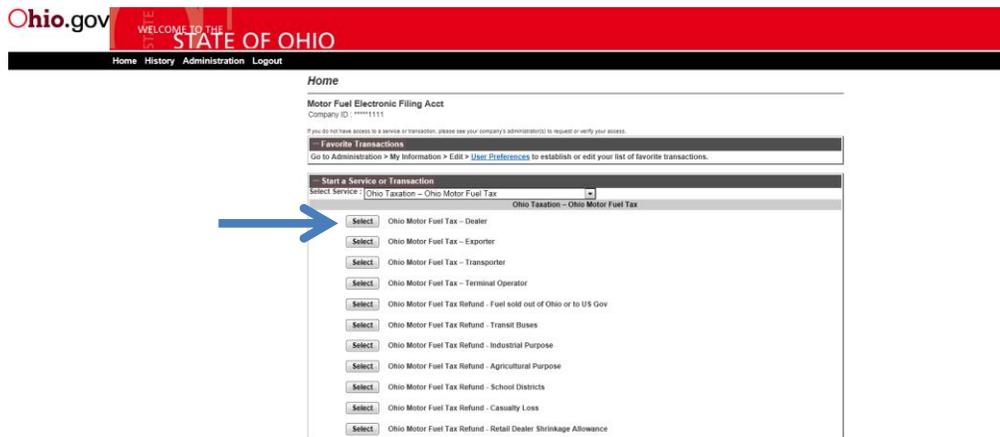
If you are starting a new business in Ohio, you may need more than just an OBG Username. [Please click here to learn more.](#)

[For more information about the services available through the Ohio Business Gateway, please visit our home page.](#)

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”.

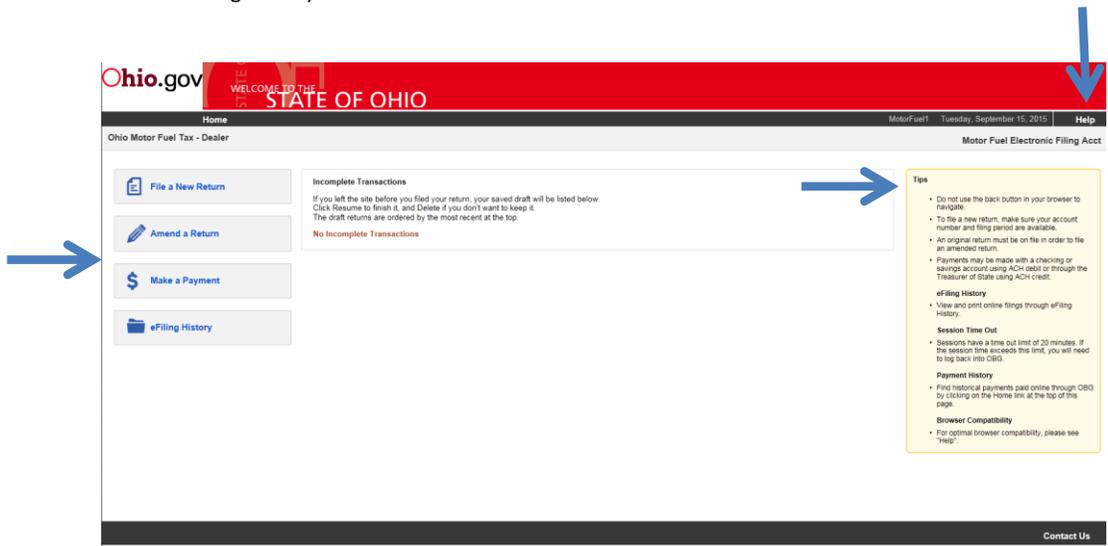


Next, click “Select” by the “Motor Fuel Tax-Dealer” option.



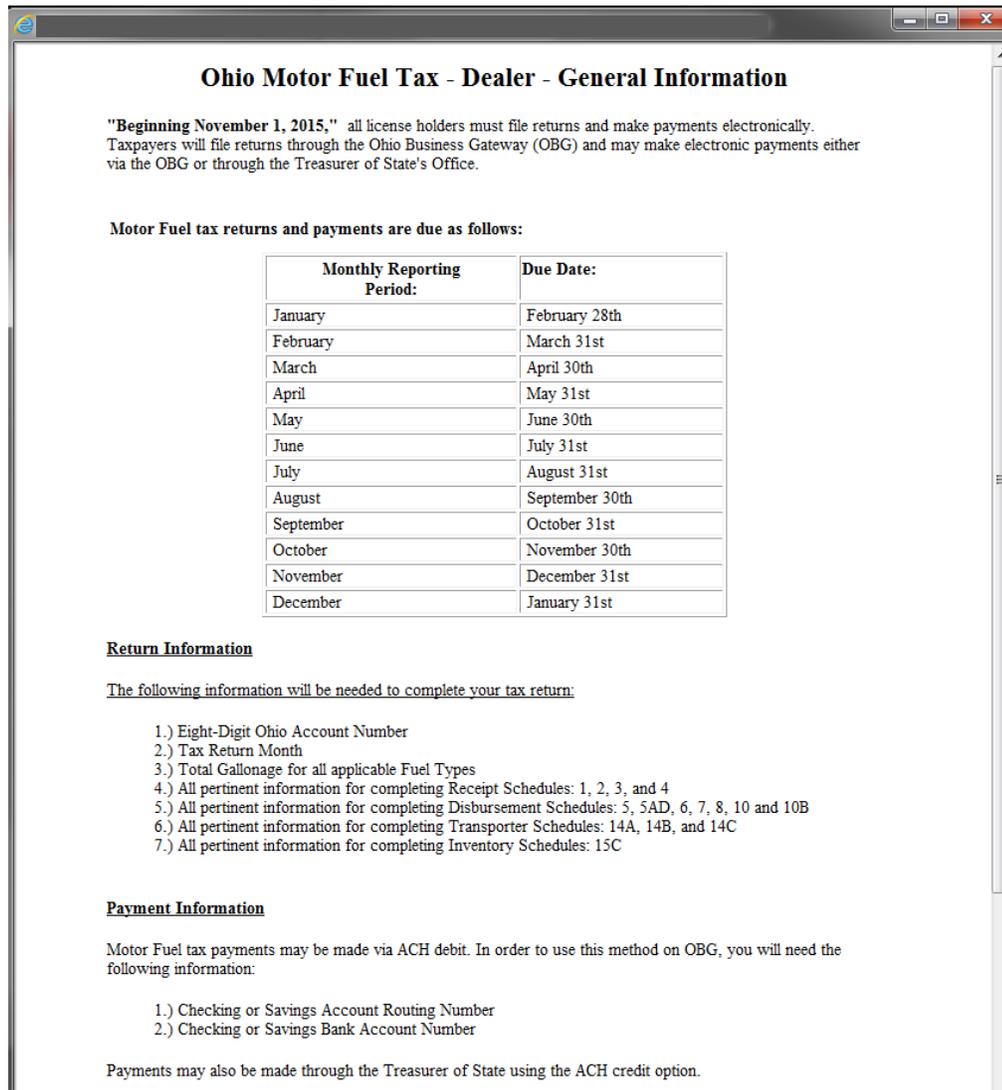
This is the Ohio Motor Fuel Tax page where you will begin all of your filing transactions and be able to view your filing history. On the left hand side, you will see there are several filing options available:

- 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**

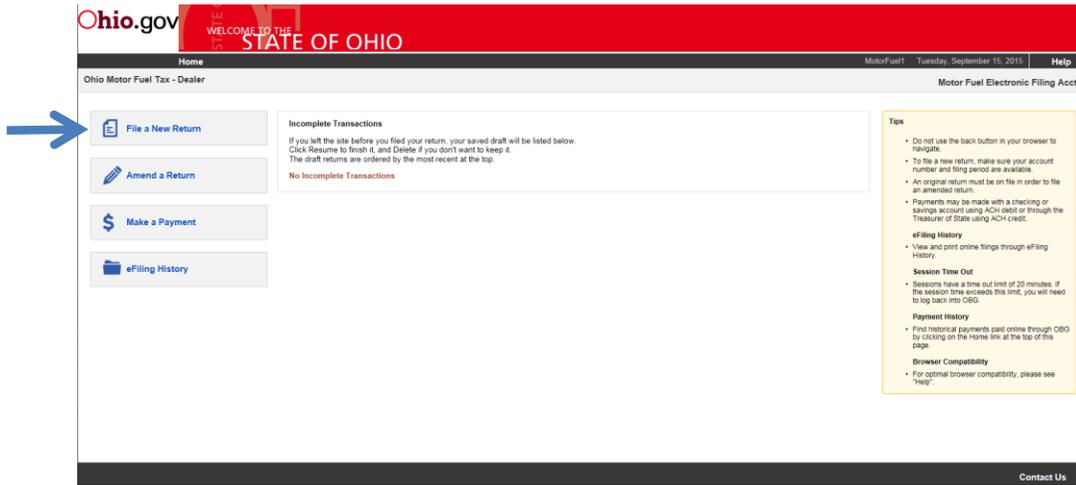
Motor Fuel tax payments may be made via ACH debit. In order to use this method on OBG, you will need the following information:

- 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.

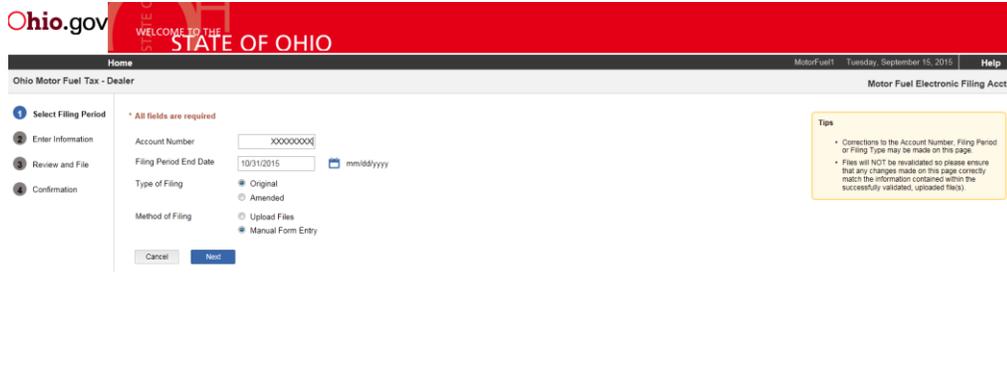
## File a Return

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



The screenshot shows the Ohio Motor Fuel Tax - Dealer portal. The 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 Act". On the left, there are four buttons: "File a New Return" (highlighted with a blue arrow), "Amend a Return", "Make a Payment", and "eFiling History". In the center, there is 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, there is a "Tips" section 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 OBO.", "Payment History: Find historical payments paid online through OBO 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 "Enter Information" step of the Ohio Motor Fuel Tax - Dealer portal. The header and navigation bar are the same as in the previous screenshot. The main content area is titled "Ohio Motor Fuel Tax - Dealer" and "Motor Fuel Electronic Filing Act". On the left, there are four steps: "Select Filing Period", "Enter Information", "Review and File", and "Confirmation". The "Enter Information" step is active. It contains the following fields and options: "Account Number" (text input field with "XXXXXXXX" placeholder), "Filing Period End Date" (text input field with "10/31/2015" and a calendar icon, with "mm/yy/yyyy" format hint), "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, there is a "Tips" section 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 files."

\*\*Note see page 26 for instructions on “[Upload Files](#)”. This example will cover the manual form entry method.

Click the relevant tabs to select which schedules will need to be completed for your return.

- Receipts
- Disbursements
- Inventory
- Transporter

Under each tab, you will select the “Schedule Type” and “Product Type” to be entered.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home MotorFuel1 Tuesday, September 15, 2015 Help

Ohio Motor Fuel Tax - Dealer Motor Fuel Electronic Filing Acct

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

Account Number  
Filing Period Ending 10/31/2015 Original

Receipts Disbursements Inventory Transporter

Select Schedule Type  
 Tax Paid Receipts (1)  
 Receipts from Ohio Dealers (2)  
 Imports into Ohio (3)  
 Production (4)

Select Product Type  
 Gasoline  
 Clear Diesel  
 Low-Sulfur Dyed Diesel  
 High-Sulfur Dyed Diesel  
 Kerosene  
 CNG  
 LNG  
 Propane  
 Other

Create Schedule

Summary of Created Schedules

Schedule Type	Product Type	Gross Gallons
No created schedules		

Back Review Save & Exit

**Tips**

- When entering currency values, do not use decimals. Use whole values only.
- When entering gallon values, do not use decimals. Use only whole numbers.
- Use the Create Schedule button to create the selected Schedule Type.
- Use the Back button to return to the previous page.
- Use the Review button to proceed to the Review page. This button DOES NOT submit the return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- If there is no activity to report, skip to the Review page.

**What You Will Need**

- Total Gallonage for all Fuel Types being reported.
- All data necessary to complete Receipt Schedules (1, 2, 3, 4) that must be reported.
- All data necessary to complete Disbursement Schedules (5, SAC, 6, 7, 8, 10, 10B) that must be reported.
- All data necessary to complete Inventory Schedules (15C) that must be reported.
- All data necessary to complete Transporter Schedules (14A, 14B, 14C) that must be reported.
- Only report the Schedules that are applicable to your return.

\*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.

Once the Schedule Type and Product Type are selected, click “Create Schedule” to start entering details for your selections.

The screenshot shows the Ohio Motor Fuel Tax - Dealer web application. The header includes the Ohio.gov logo and the text "WELCOME TO THE STATE OF OHIO". The navigation bar shows "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, there is a sidebar with four steps: 1. Select Filing Period, 2. Enter Information, 3. Review and File, and 4. Confirmation. The "Enter Information" step is currently active.

The main form area has a header with "Account Number" and "Filing Period Ending 10/31/2015 Original". Below this are four tabs: "Receipts", "Disbursements", "Inventory", and "Transporter". The "Receipts" tab is selected.

Under the "Receipts" tab, there are two columns of radio button options:

- Select Schedule Type:**
  - Tax Paid Receipts (1)
  - Receipts from Ohio Dealers (2)
  - Imports into Ohio (3)
  - Production (4)
- Select Product Type:**
  - Gasoline
  - Clear Diesel
  - Low-Sulfur Dyed Diesel
  - High-Sulfur Dyed Diesel
  - Kerosene
  - CNG
  - LNG
  - Propane
  - Other

To the right of these options is a "Create Schedule" button, which is highlighted with a blue arrow. Below the options is a "Summary of Created Schedules" table with columns for "Schedule Type", "Product Type", and "Gross Gallons". The table currently shows "No created schedules".

At the bottom of the form are three buttons: "Back", "Review", and "Save & Exit".

On the right side of the form, there is a "Tips" section with a yellow background, containing several bullet points about data entry and reporting requirements. Below the tips is a "What You Will Need" section with more bullet points.

The schedule heading will show what schedule type and product type that was selected and is being entered.

Enter all details in the “Add/View Record” section.

If entering multiple shipments or deliveries with the same seller and destination information, you can check the box at the bottom of the form “On Save, copy highlighted fields to next record”. This will display a new record with the same seller and destination details completed, but the document information and gallons section will be blank for you to complete with the next record.

Once record is completed click “Save” at the bottom of “Add/View Record”.

Ohio Motor Fuel Tax - Dealer

Motor Fuel Electronic Filing Acct

Select Filing Period

Enter Information

Review and File

Confirmation

Account Number

Filing Period Ending 10/31/2015 Original

Receipts Schedule : Tax Paid Receipts (1) - Gasoline

Add/View Record

Seller Name OBG

Seller ID

Carrier Name Electronic

Carrier ID

Origin TCN T-31-OH-3114

Origin City

Origin State

Destination TCN

Destination City Columbus

Destination State OH

Mode J-TRUCK

Document Date 10/01/15

Document Number 123456

Net Gallons 50000

Gross Gallons 50000

Billed Gallons 50000

Save Clear

On Save, copy highlighted fields to next record

If you close the window before clicking "Save & Return to Receipts Summary" or "Save & Exit," the created records will not be saved.

Save & Return to Receipts Summary Save & Exit

Created Records

Seller Name	Document Date	Gross Gallons
No created records		

Tip

- When entering gallon values, do not use decimals. Use only whole numbers.
- Use the Save button to add the record for the selected Schedule.
- Use the Clear button to remove the data from all fields on the Schedule.
- By placing a check in the box labeled "On Save, copy highlighted fields to the next record" you can retain numerous data elements on the Schedule to assist in creating new records.
- Use the Save & Return to Receipts Summary button to review all the Receipt Schedules that have been created for the current return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.

What You Will Need

- Total Gallonage for Fuel Types being reported.
- All data necessary to complete Receipt Schedules (1, 2, 3, 4) that must be reported.
- Mode type of Book Adjustment is only applicable for Schedule 2 and should only be selected if reporting the shipping of fuel.
- If reporting Book Adjustments, only positive values may be used.

<http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Terminal-Control-Number-TCN-Terminal-Locations-Directory>

After clicking “Save”, if any errors are found or information is missing, there will be a red message that appears and the record will not move to “Created Records”

When a record is saved successfully, the record will be displayed under the “Created Records” column.

A saved record can be edited or deleted by selecting the option to the right of the record.

Once all information is entered and saved under “Created Records” select “Save & Return to Receipts Summary” to continue to a different schedule and product type or to complete the return filing.

Ohio Motor Fuel Tax - Dealer Motor Fuel Electronic Filing Acct

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

Account Number  
Filing Period Ending 10/31/2015 Original

**Receipts Schedule : Tax Paid Receipts (1) - Clear Diesel**

**Add/View Record**

Seller Name OBG  
Seller ID  
Carrier Name Electronic  
Carrier ID  
Origin TCN  
Origin City Columbus  
Origin State OH  
Destination TCN  
Destination City Columbus  
Destination State OH  
Mode J-TRUCK  
Document Date mm/dd/yyyy  
Document Number  
Net Gallons  
Gross Gallons  
Billed Gallons

Save Clear  
 On Save, copy highlighted fields to next record

**Created Records**

Seller Name	Document Date	Gross Gallons		
OBG	10/11/2015	50,000	Edit	Delete

**Tips**

- When entering gallon values, do not use decimals. Use only whole numbers.
- Use the Save button to add the record for the selected Schedule.
- Use the Clear button to remove the data from all fields on the Schedule.
- By placing a check in the box labeled "On Save, copy highlighted field to the next record" you can retain numerous data elements on the Schedule to assist in creating new records.
- Use the Save & Return to Receipts Summary button to review all the Receipt Schedules that have been created for the current return.
- Use the Save and Edit button if you want to save the data entered, but are not ready to submit your return.

**What You Will Need**

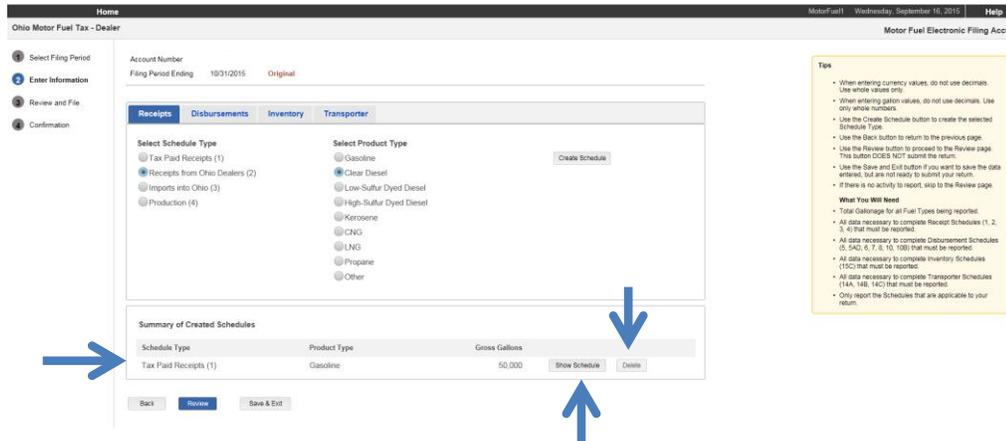
- Total Gallonage for Fuel Types being reported.
- All data necessary to complete Receipt Schedules (1, 2, 3, 4) that must be reported.
- Mode type of BI-Book Adjustment is only applicable for Schedule 2 and should only be selected if reporting the blending of fuel.
- If reporting Book Adjustments, only positive values may be used.

If you close the window before clicking "Save & Return to Receipts Summary" or "Save & Exit," the created records will not be saved.

Save & Return to Receipts Summary Save & Exit

Each schedule that has been completed per tab will show in the Summary of Created Schedules at the bottom of each tab.

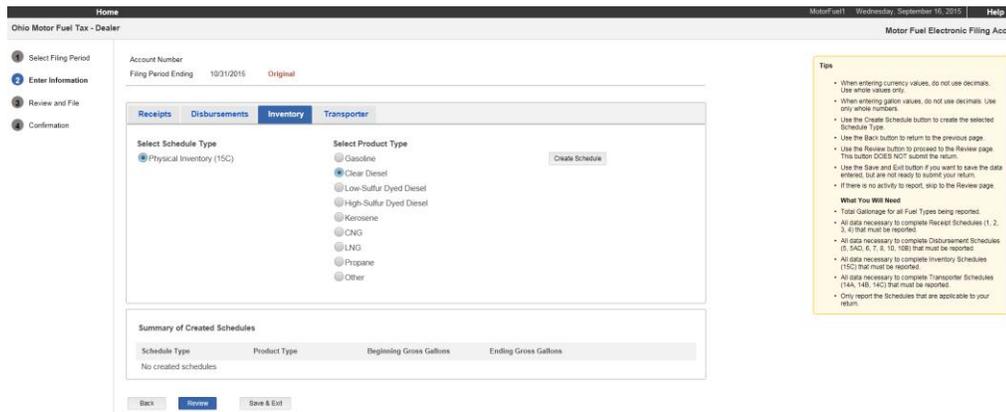
Selecting the “Show Schedule” button will allow the schedule to be edited or you can add additional records. Selecting “Delete” will remove the entire schedule.



### Special Instructions for the Inventory Tab

The Inventory tab should only be used if there is a beginning and/or ending inventory per product type that needs to be reported.

\*\*Beginning inventory should match the ending inventory from the previous month’s return.



Home Ohio Motor Fuel Tax - Dealer Motor Fuel Wednesday, September 16, 2015 Help Motor Fuel Electronic Filing Acct

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

Account Number  
Filing Period Ending 10/31/2015 Original

### Inventory Schedule : Physical Inventory (15C) - Clear Diesel

Add/View Record	Created Records				
Bulk Plant Name: <input type="text"/> Bulk Plant City: <input type="text"/> Bulk Plant State: <input type="text"/> Beginning Net Gallons: <input type="text"/> Beginning Gross Gallons: <input type="text"/> Ending Net Gallons: <input type="text"/> Ending Gross Gallons: <input type="text"/> <input type="button" value="Save"/> <input type="button" value="Clear"/>	<table border="1"> <thead> <tr> <th>Bulk Plant Name</th> <th>Ending Gross Gallons</th> </tr> </thead> <tbody> <tr> <td colspan="2">No created records</td> </tr> </tbody> </table>	Bulk Plant Name	Ending Gross Gallons	No created records	
Bulk Plant Name	Ending Gross Gallons				
No created records					

If you close the window before clicking "Save & Return to Inventory Summary" or "Save & Exit," the created records will not be saved.

**Tip**

- When entering gallon values, do not use decimals. Use only whole numbers.
- Use the Save button to add the record for the selected Schedule.
- Use the Clear button to remove the data from all fields on the Schedule.
- Use the Save & Return to Inventory Summary button to remove all the Inventory Schedules that have been created for the current return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.

**What You Will Need**

- Total Gallonage for Fuel Types being reported.
- All data necessary to complete Inventory Schedules (15C) that must be reported.

## Special Instructions for Sales to Retail Stations

Sales to Retail Stations are now to be reported on the 5AD schedule.

Home Ohio Motor Fuel Tax - Dealer Motor Fuel Wednesday, September 16, 2015 Help Motor Fuel Electronic Filing Acct

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

Account Number  
Filing Period Ending 10/31/2015 Original

**Receipts** | Disbursements | Inventory | Transporter

Select Schedule Type

<input checked="" type="radio"/> Sales to Retail Stations in Ohio (5AD)	<input checked="" type="radio"/> Gasoline	<input type="button" value="Create Schedule"/>
<input type="radio"/> Distributed for Taxable Use (5)	<input type="radio"/> Clear Diesel	
<input type="radio"/> Sold Tax-free to Other Dealers (6)	<input type="radio"/> Low-Sulfur Dyed Diesel	
<input type="radio"/> Exported out of Ohio (7)	<input type="radio"/> High-Sulfur Dyed Diesel	
<input type="radio"/> Sold to U.S. Government (8)	<input type="radio"/> Kerosene	
<input type="radio"/> Sold or Used for Non-Taxable Purpose (10)	<input type="radio"/> CNG	
<input type="radio"/> Sold to Propel Aircraft (10B)	<input type="radio"/> LNG	
	<input type="radio"/> Propane	
	<input type="radio"/> Other	

Summary of Created Schedules

Schedule Type	Product Type	Gross Gallons
No created schedules		

**Tip**

- When entering currency values, do not use decimals. Use whole values only.
- When entering gallon values, do not use decimals. Use only whole numbers.
- Use the Create Schedule button to create the selected Schedule Type.
- Use the Back button to return to the previous page.
- Use the Review button to proceed to the Review page. This button DOES NOT submit the return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- If there is no activity to report, skip to the Review page.

**What You Will Need**

- Total Gallonage for all Fuel Types being reported.
- All data necessary to complete Receipt Schedules (1, 2, 3, 4) that must be reported.
- All data necessary to complete Disbursement Schedules (5, 5AD, 6, 7, 8, 10, 10B) that must be reported.
- All data necessary to complete Inventory Schedules (15C) that must be reported.
- All data necessary to complete Transporter Schedules (14A, 14C) that must be reported.
- Only report the Schedules that are applicable to your return.

In order for retail stations to receive shrinkage refunds, the Ohio Tax account number (Retail license number) must be entered as the Buyer ODT Acct. No. If this number is not entered correctly, the retailer will not receive credit for the delivery.

**\*\*Please contact the retail stations for their (8 Digit) Ohio Tax account number. This is mandatory to complete the schedule.**

The screenshot shows the 'Disbursements Schedule : Sales to Retail Stations in Ohio (SAD) - Gasoline' form. The 'Add/View Record' section contains the following fields:

- Buyer Name
- Buyer ID
- Buyer ODT Acct. No. (highlighted with a blue arrow)
- Carrier Name
- Carrier ID
- Origin TCN
- Origin City
- Origin State
- Destination TCN
- Destination City
- Destination State
- Mode: --Select Mode--
- Date Shipped: mm/dd/yyyy
- Document Number
- Net Gallons
- Gross Gallons
- Billed Gallons

Buttons: Save, Clear, On Save, copy highlighted fields to next record.

**Tips:**

- When entering gallon values, do not use decimals. Use only whole numbers.
- Use the Save button to add the record for the selected Schedule.
- Use the Clear button to remove the data from all fields on the Schedule.
- By placing a check in the box labeled "On Save, copy highlighted fields to the next record" you can enter numerous data elements on the Schedule to assist in creating new records.
- Use the Save & Return to Disbursement Summary button to review all the Disbursement Schedules that have been created for the current return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.

**What You Will Need:**

- Total Gallonage for Fuel Types being reported.
- All data necessary to complete Disbursement Schedules (S, SAD, K, T, B, 10, 10B) that must be reported.
- Mode type of IIA-Book Adjustment is only applicable for Schedule K and should only be selected if reporting the selling of fuel.
- If reporting Book Adjustments, only positive values may be used.

Once all applicable schedules are created and saved, click "Review" to check the return for accuracy.

The screenshot shows the 'Receipts' tab in the 'Motor Fuel Electronic Filing Acct' interface. The 'Select Schedule Type' section includes:

- Sales to Retail Stations in Ohio (SAD)
- Distributed for Taxable Use (5)
- Sold Tax-free to Other Dealers (6)
- Exported out of Ohio (7)
- Sold to U.S. Government (8)
- Sold or Used for Non-Taxable Purpose (10)
- Sold to Propel Aircraft (10B)

The 'Select Product Type' section includes:

- Gasoline
- Clear Diesel
- Low-Sulfur Dyed Diesel
- High-Sulfur Dyed Diesel
- Kerosene
- CNG
- Propane
- Other

Buttons: Create Schedule, Back, Review (highlighted with a blue arrow), Save & Exit.

**Summary of Created Schedules:**

Schedule Type	Product Type	Gross Gallons	Show Schedule	Delete
Sales to Retail Stations in Ohio (SAD)	Gasoline	150,000	Show Schedule	Delete
Sales to Retail Stations in Ohio (SAD)	Clear Diesel	350,000	Show Schedule	Delete

**Tips:**

- When entering currency values, do not use decimals. Use whole values only.
- When entering gallon values, do not use decimals. Use only whole numbers.
- Use the Create Schedule button to create the selected Schedule Type.
- Use the Back button to return to the previous page.
- Use the Review button to proceed to the Review page. This button DOES NOT submit the return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- If there is no activity to report, skip to the Review page.

**What You Will Need:**

- Total Gallonage for all Fuel Types being reported.
- All data necessary to complete Receipt Schedules (1, 2, 3, 6) that must be reported.
- All data necessary to complete Disbursement Schedules (S, SAD, K, T, B, 10, 10B) that must be reported.
- All data necessary to complete Inventory Schedules (15C) that must be reported.
- All data necessary to complete Transporter Schedules (14A, 14B, 14C) that must be reported.
- Only report the Schedules that are applicable to your return.

The system populates the return details by compiling the entered schedules. It will then return the calculated totals for each product type, and if applicable, the "Total Tax Due".

Click the product type link (in blue) to extend or collapse the details of that product type.

If you disagree with the summarized values, review and/or edit the schedule details by clicking the "Back" button and making the appropriate corrections.

**\*\*Please Note** - the Total Tax Due shown on the review page does not reflect the shrinkage deduction for timely filed returns and payments.

When you are satisfied that the summarized values are correct, select "File" to complete and submit the return.

The screenshot shows the 'Ohio Motor Fuel Tax - Dealer' software interface. At the top, there is a navigation bar with 'Home', 'Motor Fuel', 'Wednesday, September 16, 2015', and 'Help'. Below this, the user's account information is displayed: 'Ohio Motor Fuel Tax - Dealer', 'Account Number', 'Filing Period Ending 10/31/2015', and 'Original'. A 'Schedule Summary' section is active, showing a table for 'Gasoline'. The table has columns for 'Line', 'Schedule Name', 'Schedule', 'Gallons', and 'Amount'. The table lists various items from line 1 to 16, including 'Physical Beginning Inventory', 'Tax Paid Receipts', 'Receipts From OH Dealers', 'Imports Into OH', 'Production', 'Total Available', 'Sales to OH Retail Stations', 'Fuel Distributed/Used in a Taxable Manner', 'Sold Without Tax to Other OH Dealers', 'Exported Out of OH', 'Sold to U.S. Government', 'Nontaxable Sales/Used', 'Sold to Propyl Aircraft', 'Total Disbursements', 'Book Inventory', and 'Physical Ending Inventory'. Below this, there is a section for 'Motor Fuel Transported for Other Dealers' with lines 26, 27, and 28. At the bottom of the table, there is a 'Clear Diesel' button with a blue arrow pointing to it.

Line	Schedule Name	Schedule	Gallons	Amount
1.	Physical Beginning Inventory	15C	0	
2.	Tax Paid Receipts	1	50,000	
3.	Receipts From OH Dealers	2	0	
4.	Imports Into OH	3	0	
5.	Production	4	0	
6.	Total Available		50,000	
7.	Sales to OH Retail Stations	5AD	150,000	
8.	Fuel Distributed/Used in a Taxable Manner	5	0	
9.	Sold Without Tax to Other OH Dealers	6	0	
10.	Exported Out of OH	7	0	
11.	Sold to U.S. Government	8	0	
12.	Nontaxable Sales/Used	10	0	
13.	Sold to Propyl Aircraft	10B	0	
14.	Total Disbursements		150,000	
15.	Book Inventory		0	
16.	Physical Ending Inventory	15C	15,000	
17.	Gain or (Loss)		(15,000)	
18.	Taxable Gallons		0	
19.	Shrinkage Allowance Rate			0.0100
20.	Shrinkage Allowance Gallons		0	
21.	Retail Shrinkage Rate			0.005
22.	Retail Shrinkage Gallons		750	
23.	Taxable Gals plus Retail Shrinkage Gals		750	
24.	Tax Rate			0.28
25.	Tax Due			\$210.00
<b>Motor Fuel Transported for Other Dealers</b>				
26.	Total Gals Loaded in OH / Delivered Out-of-State	14A	0	
27.	Total Gals Loaded Out-of-State / Delivered to OH	14B	0	
28.	Total Gals Loaded / Delivered in OH	14C	0	

Clear Diesel

Clear Diesel

Line	Schedule Name	Schedule	Gallons	Amount
1.	Physical Beginning Inventory	15C	0	
2.	Tax Paid Receipts	1	0	
3.	Receipts From OH Dealers	2	96,200	
4.	Imports Into OH	3	45,000	
5.	Production	4	0	
6.	Total Available		141,200	
7.	Sales to OH Retail Stations	5AD	350,000	
8.	Fuel Distributed/Used in a Taxable Manner	5	0	
9.	Sold Without Tax to Other OH Dealers	6	0	
10.	Exported Out of OH	7	0	
11.	Sold to U.S. Government	8	0	
12.	Nontaxable Sales/Used	10	0	
13.	Sold to Proprietary Aircraft	10B	0	
14.	Total Disbursements		350,000	
15.	Book Inventory		0	
16.	Physical Ending Inventory	15C	25,000	
17.	Gain or (Loss)		(25,000)	
18.	Taxable Gallons		398,600	
19.	Shrinkage Allowance Rate			0.0100
20.	Shrinkage Allowance Gallons		3,500	
21.	Retail Shrinkage Rate			0.005
22.	Retail Shrinkage Gallons		1,750	
23.	Taxable Gals plus Retail Shrinkage Gals		351,750	
24.	Tax Rate			0.28
25.	Tax Due			\$98,490.00
<b>Motor Fuel Transported for Other Dealers</b>				
26.	Total Gals Loaded in OH / Delivered Out-of-State	14A	0	
27.	Total Gals Loaded Out-of-State / Delivered to OH	14B	0	
28.	Total Gals Loaded / Delivered in OH	14C	0	

**Total Tax Due** \$98,700.00  
Total Tax Due may be less. Any applicable shrinkage allowances will be deducted on the next page.

Back File Save & Exit

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

If you will be making your payment via ACH Credit, 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 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.

Ohio Motor Fuel Tax - Dealer

MotorFuel1 Thursday, September 17, 2015 Help

Motor Fuel Electronic Filing 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: 09/17/2015 08:49 AM

This confirmation acknowledges that your Ohio Motor Fuel Dealer tax return for the period stated below has been filed with the Ohio Department of Taxation.

Please refer to the Filing Confirmation Number when contacting the Excise and Energy Tax Division.

Filing Confirmation	721346534482
Account Number	
Filing Period	10/01/2015 - 10/31/2015 Original
Total Tax Due	\$98,700.00
Shrinkage Allowance Deduction	\$900.00
Less Payment / Credits	\$0.00
Interest	\$0.00
Penalty	\$0.00
<b>Total Balance Due as of 09/17/2015 *</b>	<b>\$97,720.00</b>

Payment Amount \$ 97,720.00

\* 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 the 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.
- The figure displayed for Shrinkage Allowance Deduction will only be granted if both the return and payment for the filing period are made in a timely manner.

If you selected "Send to Checkout", you will be prompted for your payment selections.

In "Step 1: How would you like to pay?" select the first radio button to "Make a payment online via the Ohio Business Gateway"

\*Please note, this is the only option you will be allowed to select.

Ohio.gov WELCOME TO THE STATE OF OHIO

PHH-612N Home History Administration Logout

### Specify Payment Selections for Checkout

#### Ohio Motor Fuel Tax – Dealer Payment Only , 10/31/2015

Company Name **Motor Fuel Electronic Filing Acct**  
Company ID **\*\*\*\*\*1111**

<b>Total Due</b>	<b>\$97,720.00</b>
------------------	--------------------

If your transaction includes an amount due, please specify how you intend to make payment to the agency. The payment selections will be used during the checkout process. Please note that the agency being paid determines the payment options available.

**Payment Notes**

- The agency does not accept offline ACH Credits for this report.
- The agency does not accept Credit Card payments for this report.
- The agency does not accept split payments for this report.
- The agency does not accept deferred payments for this report.
- A payment is required for this report.

**Step 1: How would you like to pay?** Checkout. Make a payment online, via the Ohio Business Gateway, as part of the checkout process.

For the amount due, I will:

- Make a payment online, via the Ohio Business Gateway, as part of the checkout process. (RECOMMENDED)**
- Make a payment, but NOT online via OBG.** After I complete the checkout process on OBG, I will pay the amount due directly to the agency via an alternative payment method accepted by the agency, e.g. ACH credit or paper check. (Before choosing this option, please check with the agency being paid to ensure the method is accepted.)
- I do not intend to make any payment for this transaction at this time.** When I complete the checkout process, I want the transaction to be sent to the agency without payment. Failure to make timely payment may be subject to penalties and/or interest as per the agency's rules.

**Step 2: When would you like your payment to be processed?**

The transaction will not be submitted to the agency until you have completed the checkout process. Once payment selections have been provided and accepted, the transaction will be in the "Ready for Checkout" area on the home page.

[Decide My Payment Selections Later](#) [Accept My Payment Selections](#)

If you need assistance with this page, please view our [help](#).

In "Step 2: When would you like your payment to be processed?" select the first radio button for "Immediately"

\*Please note, this is the only option you will be allowed to select.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home History Administration Logout

**Specify Payment Selections for Checkout**  
**Ohio Motor Fuel Tax – Dealer Payment Only**, 10/31/2015

Company Name: Motor Fuel Electronic Filing Acct  
Company ID: \*\*\*\*\*1111

**Total Due** \$97,720.00

If your transaction includes an amount due, please specify how you intend to make payment to the agency. The payment selections will be used during the checkout process. Please note that the agency being paid determines the payment options available.

**Payment Notes**

- The agency does not accept offline ACH Credits for this report.
- The agency does not accept Credit Card payments for this report.
- The agency does not accept split payments for this report.
- The agency does not accept deferred payments for this report.
- A payment is required for this report.

**Step 2: When would you like your payment to be processed?**

I would like the payment to be processed:

Immediately, as soon as I have confirmed the transaction during checkout.

At a future date, after I have confirmed the transaction during checkout. Future dating only applies to ACH Debit payments (not available for credit card payments). The ACH Debit payment will not be processed until the date I specify. In order to avoid penalties and/or interest, I understand that I must select a date on or before the payment due date as per the agency's rules for timely payment.

The transaction will not be submitted to the agency until you have completed the checkout process. Once payment selections have been provided and accepted, the transaction will be in the "Ready for Checkout" area on the home page.

[Decide My Payment Selections Later](#) [Accept My Payment Selections](#)

If you need assistance with this page, please view our [help](#).

In "Step 3: What method will you use to pay?" select the first radio button for "ACH Debit"

\*Please note, this is the only option you will be allowed to select.

Ohio.gov WELCOME TO THE STATE OF OHIO

PMF-SLN Home History Administration Logout

**Specify Payment Selections for Checkout**  
**Ohio Motor Fuel Tax – Dealer Payment Only**, 10/31/2015

Company Name: Motor Fuel Electronic Filing Acct  
Company ID: \*\*\*\*\*1111

Total Due: \$97,720.00

If your transaction includes an amount due, please specify how you intend to make payment to the agency. The payment selections will be used during the checkout process. Please note that the agency being paid determines the payment options available.

**Payment Notes**

- The agency does not accept offline ACH Credits for this report.
- The agency does not accept Credit Card payments for this report.
- The agency does not accept split payments for this report.
- The agency does not accept deferred payments for this report.
- A payment is required for this report.

Step 1: How would you like to pay?  
Step 2: Where would you like your payment to be processed?  
**Step 3: What method will you use to pay?**

I would like to pay using:

- ACH Debit from a checking or savings account
- Credit Card
- Both ACH Debit and Credit Card (split payment)

Bank account number will be collected during the checkout process.

The transaction will not be submitted to the agency until you have completed the checkout process. Once payment selections have been provided and accepted, the transaction will be in the "Ready for Checkout" area on the home page.

[Decide My Payment Selections Later](#) [Accept My Payment Selections](#)

If you need assistance with this page, please view our [help](#).

In "Step 4: How much would you like to pay?" you are given an option to alter the amount of the ACH Debit transaction that was pre-populated from your original filing transaction. After you have verified the amount of the payment, select the "Accept My Payment Selections" button.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home History Administration Logout

### Specify Payment Selections for Checkout Ohio Motor Fuel Tax – Dealer Payment Only , 10/31/2015

Company Name **Motor Fuel Electronic Filing Acct**  
Company ID \*\*\*\*\*1111

<b>Total Due</b>	<b>\$97,720.00</b>
------------------	--------------------

If your transaction includes an amount due, please specify how you intend to make payment to the agency. The payment selections will be used during the checkout process. Please note that the agency being paid determines the payment options available.

**Payment Notes**

- The agency does not accept offline ACH Credits for this report.
- The agency does not accept Credit Card payments for this report.
- The agency does not accept split payments for this report.
- The agency does not accept deferred payments for this report.
- A payment is required for this report.

Step 1: How would you like to pay? Select when a payment option, via the Ohio Business Gateway, is part of the checkout process.

Step 2: When would you like your payment to be processed? Select, if available, as soon as you confirmed the transaction during checkout.

Step 3: What method will you use to pay? Select. ACH debit from a checking or savings account.

Step 4: How much would you like to pay?

I will pay the following amount. I understand that failure to make timely payment for the full amount due may be subject to penalties and/or interest as per the agency's rules.

ACH Amount: \$	97720.00
Total to pay:	\$97,720.00

The transaction will not be submitted to the agency until you have completed the checkout process. Once payment selections have been provided and accepted, the transaction will be in the "Ready for Checkout" area on the home page.

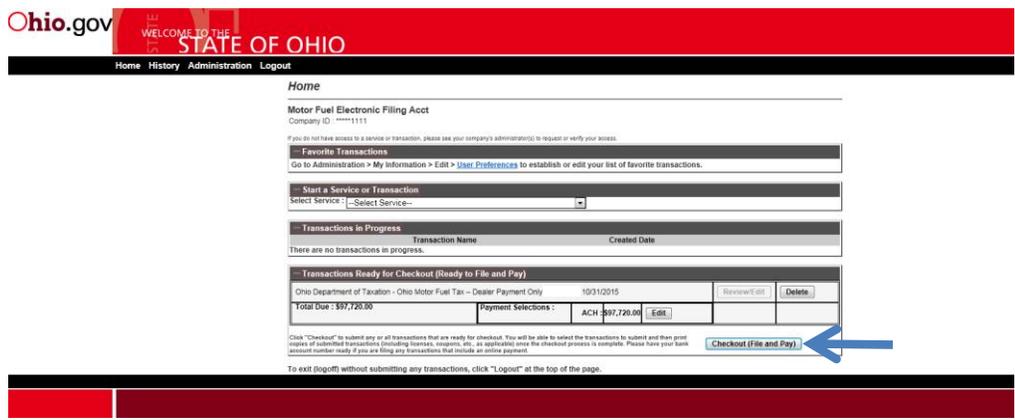
If you need assistance with this page, please view our [help](#).

You will be returned to the Home Page, where the payment is now in the “Transactions Ready for Checkout (Ready to File and Pay)” zone. You must complete checkout in order for the payment to be submitted.

You have the ability to “Delete” the payment from the “Transactions Ready for Checkout (Ready to File and Pay)” zone. Note that the return has already been filed at this point and payment will either need to be made using the “Payment Only” option through OBG or will need to be made via ACH Credit through the Ohio Treasurer of State’s office.

You also have the ability to “Edit” the Payment amount. This function will take you back through the payment selection screens. Please note that this option will not allow you to increase a payment amount - only reduce the payment amount.

To complete the transaction, click the “Checkout (File and Pay)” button”.



Select the radio button by “Yes” to select the transactions for which you would like to make a payment. You must select either “Yes” or “No” for each transaction listed on this screen to proceed. Once all of the selections are made, click “Continue”.

**Specify Transactions for Checkout**

To include a transaction as part of this checkout:

- Select "Yes" by the transaction.
- If the transaction includes an online payment, you will be asked for bank and/or credit card account information on the following screen.
- You will be able to view/print a copy of the transaction(s) after you have provided final confirmation of the transaction(s) and any payment(s).

If you do not want to include a transaction/report as part of this checkout:

- Select "No" by the transaction.
- Transaction will be kept saved in the "Ready for Checkout" area for future checkout or editing.

Checkout?	Transaction	Defr Date	ACSI	CC Amount	Total Paying
<input checked="" type="radio"/> Yes <input type="radio"/> No	Ohio Motor Fuel Tax - Dealer Payment Only	10/21/2015		\$97,720.00	\$97,720.00

Next, please complete the Payment Account Information by entering the Company Name, Routing Number, Account Number and Account Number twice. When completed, click “Continue”.

**Payment Account Information**

Company Name: Motor Fuel Electronic Filing Acct  
Company ID: \*\*\*\*\*1111

Please complete the account details based on your selections.

For transactions with a payment, you may enter information for only **ONE** checking account and/or **ONE** credit card account per checkout. If you want to make payments for certain transactions from different checking or credit card accounts, you must submit those transactions on separate checkouts.

**ACH Account Information**

Account Type: Business Checking

Company Name: Motor Fuel Electronic Filing

Routing Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Confirm Account Number: \_\_\_\_\_

Please review the information on this page. After you have confirmed that all items are correct, click the checkbox and then click "Confirm Transactions".

**Final Confirmation of Transactions**

Company Name: Motor Fuel Electronic Filing Acct  
Company ID: \*\*\*\*\*1111

Report	Defer Date	ACH	CC	CC Fee	Total
Ohio Motor Fuel Tax - Dealer Payment Only	10/31/2015	N/A		N/A	\$97,720.00

**ACH Account Information**

Account Type: Business Checking  
Company Name: Motor Fuel Electronic Filing Acct  
Routing Number: \*  
Account Number: \*

To make any changes to transactions or payment instructions, select "CANCEL" to return to the home page.

If multiple agencies are being paid, payment instructions will be processed separately so you will see multiple entries on your account statements. Please insure you have sufficient funds in your account(s).

By confirming the transaction(s), you are authorizing the agency (or agencies) being paid to initiate debit entries or charges to your account(s) as per your instructions above. Once confirmed, OBG can not alter, delete, or stop a payment instruction. Additionally, you are indicating that you are authorized to submit the transaction(s) and that you acknowledge OBG and agency-specific terms of service, including penalties of perjury as applicable. [Click here to view acknowledgements.](#)

If you need assistance with this page, please view our [help](#).

Your payment is now complete.

**Transaction Confirmation and Receipt**

Company Name: Motor Fuel Electronic Filing Acct  
Company ID: \*\*\*\*\*1111

The following transactions will be sent to the respective agency that administers the service. Please note the session confirmation number when calling the OBG Help Desk (866-644-6468).

If your transaction(s) includes payment, please note that this confirmation acknowledges that payment instructions have been received, but it does not acknowledge that funds have been transferred from your account. Payment instructions may not be processed for reasons that include insufficient funds and prohibited or blocked payments. You should review your account statement to insure that funds have been transferred (settled). For ACH debit payments, settlement is projected to be two business days after the date of this confirmation (or the selected deferred payment date, if applicable). If the date falls on a weekend or holiday, settlement is projected to be two business days after the next business day. The actual settlement date is dependent upon the processing timelines of the agency and their bank.

If multiple agencies are being paid, payment instructions will be processed separately so you will see multiple entries on your account statements.

Date/Time	9/17/2015 9:15 AM
Confirmation #	52644861
Receipt #	19305061
ACH Routing	
ACH Account #	*****6789

Transaction	Defer Date	Payment Type	Amount	Fee
Ohio Motor Fuel Tax - Dealer Payment Only	10/31/2015	N/A	\$97,720.00	N/A

If you need assistance with this page, please view our [help](#).

## Instructions for File Upload

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.

\*\* File validation occurs nightly. The file(s) will be ready for the next step within 24 hours.

**Ohio.gov** WELCOME TO THE STATE OF OHIO

Home Motor Fuel Tax - Dealer Motor Fuel Electronic Filing Acct

Motor Fuel Electronic Filing Acct

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

\* All fields are required

Account Number: XXXXXXXX

Filing Period End Date: 10/31/15

Type of Filing:  Original,  Amended

Method of Filing:  Upload Files,  Manual Form Entry

Cancel Next

**Tips**

- Corrections to the account number and filing period ending can be made here prior to filing the return.
- The Cancel button will return you to the previous page and no data entered will be saved.
- Use the Next button to proceed to the next page.
- Only select 'Upload Files' method of Filing if a file has been generated per spaces provided by the Department of Taxation.

**What You Will Need**

- 8 digit account number. (New account number provided by Department of Taxation)
- End Date of the Filing Month.
- Total Gallonage for all Fuel Types being Reported.
- All data necessary to complete Receipt Schedules (1, 2, 3, 4) that must be reported.
- All data necessary to complete Disbursement Schedules (5, 5AD, 6, 7, 8, 10, 10B) that must be reported.
- All data necessary to complete Inventory Schedules (10C) that must be reported.
- All data necessary to complete Transporter Schedules (14A, 14B, 14C) that must be reported.
- Only report the Schedules that are applicable to this return.

Contact Us

Enter your e-mail address, then click “Browse” to locate and select the file you want to upload for validation

Ohio Motor Fuel Tax - Dealer Motor Fuel Electronic Filing Acct

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

Account Number: XXXXXXXX  
Filing Period Ending: 10/31/2015 Original

Upload files for validation

An email is sent when the validation process is complete

Go to Motor Fuel Incomplete Transactions to link to the next step

Check files for errors

Review the Summary

Click File to complete the process

Email Address (required)  
An email will be sent to this address when the file(s) have been processed for errors.  
Example@westohio.com

Click Browse to search for the file(s). Maximum upload is 4 files with a maximum of 5,120 KB (5 MB) each.

Browse

OHFD-0715.bt

File Name	Size	Action
No files uploaded		

Cancel Send for Processing

If you click "Cancel" or close the window before clicking "Send for Processing," the uploaded files will not be saved.

**Tips**

- If you have more than one file, the files must be uploaded all at the same time in the same transaction. Additional files cannot be added at a later time or date.
- File validation occurs nightly. The file(s) will be ready for the next step within 24 hours.
- Acceptable electronic filing methods are text (ASCII) and XML.
- Only text (ASCII) files (.txt) or compressed files (.zip) format will be accepted for upload.
- Each file uploaded cannot exceed 5,120 KB or 5 MB in size. Files larger than this must be split into two, or compressed to reduce file size.
- Compressed files (.zip) may only contain a single file type of either ".txt" or ".xml". Compressing more than one file in the same archive will cause the validation to fail.
- Use the Cancel button to cancel the upload transaction and return to the Main Menu.
- Use the Send for Processing button to submit the uploaded file(s) for validation.

Once the file has been selected, click "Send for Processing" this will start the process of validation.

The screenshot shows the 'Motor Fuel Electronic Filing Acct' interface. On the left, a navigation menu lists: 1. Select Filing Period, 2. Enter Information, 3. Review and File, 4. Confirmation. The main content area shows 'Account Number' and 'Filing Period Ending 09/30/2015 Original'. Below this is a row of six icons: 'Upload files for validation', 'An email is sent when the validation process is complete', 'Go to Motor Fuel Incomplete Transactions to link to the next step', 'Check files for errors', 'Review the Summary', and 'Click File to complete the process'. The 'An email is sent...' icon is highlighted in blue. Below the icons is an 'Email Address (required)' field with the value 'example@taxohio.com'. A 'Browse' button is present. A table lists one file: 'OHFD-0715.txt' with a size of '627 KB' and an 'Action' of 'Delete'. Below the table are 'Cancel' and 'Send for Processing' buttons. A blue arrow points to the 'Send for Processing' button. A note below the buttons states: 'If you click "Cancel" or close the window before clicking "Send for Processing," the uploaded files will not be saved.'

After sending the file for processing, a message confirming the file upload will be displayed. Next, select "Return to Main Menu". You will receive an e-mail the following day indicating the upload has been processed. Once you have received the email confirmation, you can log back into OBG and resume the transaction.

The screenshot shows the 'Motor Fuel Electronic Filing Acct' interface after successful upload. The navigation menu is the same. The main content area shows 'Account Number' and 'Filing Period Ending 09/30/2015 Original'. Below the icons, the 'An email is sent when the validation process is complete' icon is highlighted in blue. A green checkmark icon is followed by the text: 'File(s) successfully uploaded for validation. The file(s) below were uploaded for validation on Friday, September 18, 2015 at 10:37 AM'. A table lists one file: 'OHFD-0715.txt' with a status of 'Waiting for Processing'. Below the table is an 'Email Address (required)' field with the value 'example@taxohio.com'. A note below the field states: 'If the email address is incorrect, the Status column on Incomplete Transactions will update once the files have been processed. Please check back the day after uploading to see whether the status has been updated to reflect processing.' Below the note is a 'Return to Main Menu' button. A blue arrow points to the 'Return to Main Menu' button.

After the file has been uploaded, but prior to receiving the email confirmation of completion, the transaction will show as “Processing” on the Incomplete Transactions page.

The screenshot shows the 'Motor Fuel Electronic Filing Acct' page. On the left, there are buttons for 'File a New Return', 'Amend a Return', 'Make a Payment', and 'eFiling History'. The main content area is titled 'Incomplete Transactions' and contains a table with the following data:

Account	Type	Period Ending	Created By	Created Time	Status
	Original	09/30/15	MotoFuel1	09/18/15 10:34 AM	Processing

Below the table, it says 'Showing 1 to 1 of 1 entries'. A blue arrow points to the 'Processing' status. On the right, there is a 'Tips' section with various instructions and a 'Help' link.

After the validations have been completed and you receive the email advising you that you may continue the filing, you will login back into OBG and go back into “Ohio Taxation – Ohio Motor Fuel Tax”. Now under the Incomplete Transactions, you will see the status of the uploaded file(s).

For errors and error correction on uploaded files, see page 34 for instructions.

For files with no errors, select the “Ready” status link.

The screenshot shows the 'Motor Fuel Electronic Filing Acct' page. On the left, there are buttons for 'File a New Return', 'Amend a Return', 'Make a Payment', and 'eFiling History'. The main content area is titled 'Incomplete Transactions' and contains a table with the following data:

Account	Type	Period Ending	Created By	Created Time	Status	Actions
	Original	09/31/15	MotoFuel1	09/18/15 10:51 AM	Ready	Delete
	Original	09/30/15	MotoFuel1	09/18/15 10:34 AM	Show Errors	Delete

Below the table, it says 'Showing 1 to 2 of 2 entries'. A blue arrow points to the 'Ready' status. On the right, there is a 'Tips' section with various instructions and a 'Help' link.

Click the "Next" button to continue.

Home MotorFuel Tuesday, September 22, 2015 Help

Ohio Motor Fuel Tax - Dealer Motor Fuel Electronic Filing Acct

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

\* All fields are required

Account Number

Filing Period End Date 08/31/2015 mm/dd/yyyy

Type of Filing  
 Original  
 Amended

Method of Filing  
 Upload Files  
 Manual Form Entry

Cancel Next

Tips

- Corrections to the Account Number, Filing Period or Filing Type may be made on this page.
- 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).

Click "Review" to check the return for accuracy.

Home MotorFuel Tuesday, September 22, 2015 Help

Ohio Motor Fuel Tax - Dealer Motor Fuel Electronic Filing Acct

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

Account Number

Filing Period Ending 08/31/2015 Original

Upload files for validation  
An email is sent when the validation process is complete  
Go to Motor Fuel Incomplete Transactions to link to the next step  
Check files for errors  
Review the Summary  
Click File to complete the process

Tips

- The return is not yet complete. The submit time is recorded on the filing date not the date the files were uploaded for validation.
- If there is a mistake on the Account Number, Filing Period or Filing Type, changes can be made without having to upload new files. Click Back, make the changes and then Review and File.
- Use the Back button to return to the previous page.
- Use the Review button to proceed to the Schedule Summary review page.

✓ The uploaded file(s) have no errors

The file(s) below were uploaded for validation on Friday, September 18, 2015 at 10:51 AM

File Name	Status
OHFD-0715 (3).txt	No Errors Found

An email was sent to this address for notification:  
example@taxohio.com

Next Steps:  
1) Click the Review button to calculate the return  
2) Click the File button to submit the return before the deadline to avoid any applicable penalty

Back Review Return to Main Menu

The system populates the return details by compiling the entered schedules. It will then return the calculated totals for each product type, and if applicable, the "Total Tax Due".

Click the product type link (in blue) to extend or collapse the details of that product type.

If you disagree with the summarized values you will need to delete the uploaded return by first selecting "Home" at the top left of page. 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". You will want to delete the incomplete transaction. Then upload a new corrected file using "File a New Return".

**\*\*Please Note - the Total Tax Due shown on the review page does not reflect the shrinkage deduction for timely filed returns and payments.**

When you are satisfied that the summarized values are correct, select "File" to complete and submit the return.

The screenshot shows the "Ohio Motor Fuel Tax - Dealer" interface. At the top, there is a navigation bar with "Home", "MotorFuel", "Tuesday, September 22, 2015", and "Help". Below this, the page title is "Ohio Motor Fuel Tax - Dealer" and "Motor Fuel Electronic Filing Acct".

On the left, there is a navigation menu with four steps: 1. Select Filing Period, 2. Enter Information, 3. Review and File, and 4. Confirmation. Step 3 is currently selected.

The main content area shows "Account Number" and "Filing Period Ending 08/31/2015 Original". Below this is the "Schedule Summary" section, which is expanded to show "Gasoline".

Line	Schedule Name	Schedule	Gallons	Amount
1.	Physical Beginning Inventory	15C	0	
2.	Tax Paid Receipts	1	0	
3.	Receipts From OH Dealers	2	3,285,100	
4.	Imports Into OH	3	127,642	
5.	Production	4	0	
6.	Total Available		3,412,742	
7.	Sales to OH Retail Stations	5A0	0	
8.	Fuel Distributed/Used in a Taxable Manner	5	0	
9.	Sold Without Tax to Other OH Dealers	6	0	
10.	Exported Out of OH	7	0	
11.	Sold to U.S. Government	8	0	
12.	Nontaxable Sales/Used	10	0	
13.	Sold to Propel Aircraft	10B	0	

On the right side of the interface, there is a "Tips" box with the following content:

- Please review "Total Tax Due" to ensure all schedule details are accurate.
- Use the Back button to return to the previous page to make any needed corrections.
- Use the File button to submit your completed return.
- Use the Save and Exit button to save your return without filing and return to OSO.

13.	Sold to Propel Aircraft	10B	0	
14.	Total Disbursements		0	
15.	Book Inventory		3,412,742	
16.	Physical Ending Inventory	15C	0	
17.	Gain or (Loss)		3,412,742	
18.	Taxable Gallons		3,412,742	
19.	Shrinkage Allowance Rate			0.0100
20.	Shrinkage Allowance Gallons		34,127	
21.	Retail Shrinkage Rate			0.005
22.	Retail Shrinkage Gallons		0	
23.	Taxable Gals plus Retail Shrinkage Gals		3,412,742	
24.	Tax Rate			0.28
25.	Tax Due			\$955,567.76
<b>Motor Fuel Transported for Other Dealers</b>				
26.	Total Gals Loaded in OH / Delivered Out-of-State	14A	0	
27.	Total Gals Loaded Out-of-State / Delivered to OH	14B	0	
28.	Total Gals Loaded / Delivered in OH	14C	0	



- Clear Diesel
- Kerosene

• Clear Diesel

Line	Schedule Name	Schedule	Gallons	Amount
1.	Physical Beginning Inventory	15C	0	
2.	Tax Paid Receipts	1	0	
3.	Receipts From OH Dealers	2	257,589	
4.	Imports Into OH	3	4,104	
5.	Production	4	0	
6.	Total Available		261,693	
7.	Sales to OH Retail Stations	5AD	0	
8.	Fuel Distributed/Used in a Taxable Manner	5	219,972	
9.	Sold Without Tax to Other OH Dealers	6	0	
10.	Exported Out of OH	7	41,721	
11.	Sold to U.S. Government	8	0	
12.	Nontaxable Sales/Used	10	0	
13.	Sold to Propel Aircraft	10B	0	
14.	Total Disbursements		261,693	
15.	Book Inventory		0	
16.	Physical Ending Inventory	15C	0	
17.	Gain or (Loss)		0	
18.	Taxable Gallons		219,972	
19.	Shrinkage Allowance Rate			0.0100
20.	Shrinkage Allowance Gallons		2,200	

21.	Retail Shrinkage Rate		0.005
22.	Retail Shrinkage Gallons	0	
23.	Taxable Gals plus Retail Shrinkage Gals	219.972	
24.	Tax Rate		0.28
25.	Tax Due		\$61,692.16
<b>Motor Fuel Transported for Other Dealers</b>			
26.	Total Gals Loaded in OH / Delivered Out-of-State	14A	0
27.	Total Gals Loaded Out-of-State / Delivered to OH	14B	0
28.	Total Gals Loaded / Delivered in OH	14C	0

**Kerosene**

Line	Schedule Name	Schedule	Gallons	Amount
1.	Physical Beginning Inventory	15C	0	
2.	Tax Paid Receipts	1	0	
3.	Receipts From OH Dealers	2	0	
4.	Imports Into OH	3	0	
5.	Production	4	0	
6.	Total Available		0	
7.	Sales to OH Retail Stations	5AD	0	
7.	Sales to OH Retail Stations	5AD	0	
8.	Fuel Distributed/Used in a Taxable Manner	5	0	
9.	Sold Without Tax to Other OH Dealers	6	0	
10.	Exported Out of OH	7	0	
11.	Sold to U.S. Government	8	0	
12.	Nontaxable Sales/Used	10	128	
13.	Sold to Propel Aircraft	10B	0	
14.	Total Disbursements		128	
15.	Book Inventory		0	
16.	Physical Ending Inventory	15C	0	
17.	Gain or (Loss)		0	
18.	Taxable Gallons		0	
19.	Shrinkage Allowance Rate			0.0100
20.	Shrinkage Allowance Gallons		0	
21.	Retail Shrinkage Rate			0.005
22.	Retail Shrinkage Gallons		0	
23.	Taxable Gals plus Retail Shrinkage Gals		0	
24.	Tax Rate			0.28
25.	Tax Due			\$0.00
<b>Motor Fuel Transported for Other Dealers</b>				
26.	Total Gals Loaded in OH / Delivered Out-of-State	14A	0	
27.	Total Gals Loaded Out-of-State / Delivered to OH	14B	0	
28.	Total Gals Loaded / Delivered in OH	14C	0	

**Total Tax Due** \$1,017,169.92  
 Total Tax Due may be less. Any applicable shrinkage allowances will be deducted on the next page.

Back **File** Save & Exit

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

If you will be making your payment via ACH Credit, 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 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.

Home Ohio Motor Fuel Tax - Dealer MotorFuel! Tuesday, September 22, 2015 Help

Motor Fuel Electronic Filing 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: 09/22/2015 08:03 AM

This confirmation acknowledges that your Ohio Motor Fuel Dealer tax return for the period stated below has been filed with the Ohio Department of Taxation.

Please refer to the Filing Confirmation Number when contacting the Excise and Energy Tax Division.

Filing Confirmation		721345533891
Account Number		
Filing Period	08/01/2015 - 08/31/2015	Original
Total Tax Due	\$1,017,159.92	
Shrinkage Allowance Deduction	\$10,171.60	
Less Payment / Credits	\$0.00	
Interest	\$0.00	
Penalty	\$0.00	
<b>Total Balance Due as of 09/22/2015 *</b>	<b>\$1,006,988.32</b>	
Payment Amount	\$ 1,006,988.32	

Send to Checkout Print View Exit

\* 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 the 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.
- The figure displayed for Shrinkage Allowance Deduction will only be granted if both the return and payment for the filing period are made in a timely manner.

## Errors on Upload Instructions

Click on the “Show Errors” link.

The screenshot shows the 'Ohio Motor Fuel Tax - Dealer' interface. On the left, there are buttons for 'File a New Return', 'Amend a Return', 'Make a Payment', and 'eFiling History'. The main area is titled 'Incomplete Transactions' and contains a table with one entry. A blue arrow points to the 'Show Errors' link in the table's action column.

Account	Type	Period Ending	Created By	Created Time	
	Original	09/30/15	MotorFuel1	09/15/15 10:34 AM	<a href="#">Show Errors</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries

**Tips**

- 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 that 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 the page.

**Browser Compatibility**

- For optimal browser compatibility, please see "Help".

[Contact Us](#)

Click the “Download Error File” button.

Review the error file and use the information to make corrections on your main upload file.

The screenshot shows the 'Ohio Motor Fuel Tax - Dealer' interface with a validation error. A red box highlights the 'Download any error files listed below' button in the navigation bar. Below, a message states 'Some errors were found' and lists the error details for file 'OHFD-0715.txt'. A blue arrow points to the 'Download Error File' button in the action column.

**Some errors were found.**

The file(s) below were uploaded for validation on Friday, September 18, 2015 at 10:37 AM

File Name	Status	Action
OHFD-0715.txt	Error	<a href="#">Download Error File</a>

An email was sent to this address for notification: [example@taxohio.com](mailto:example@taxohio.com)

**Next Steps:**

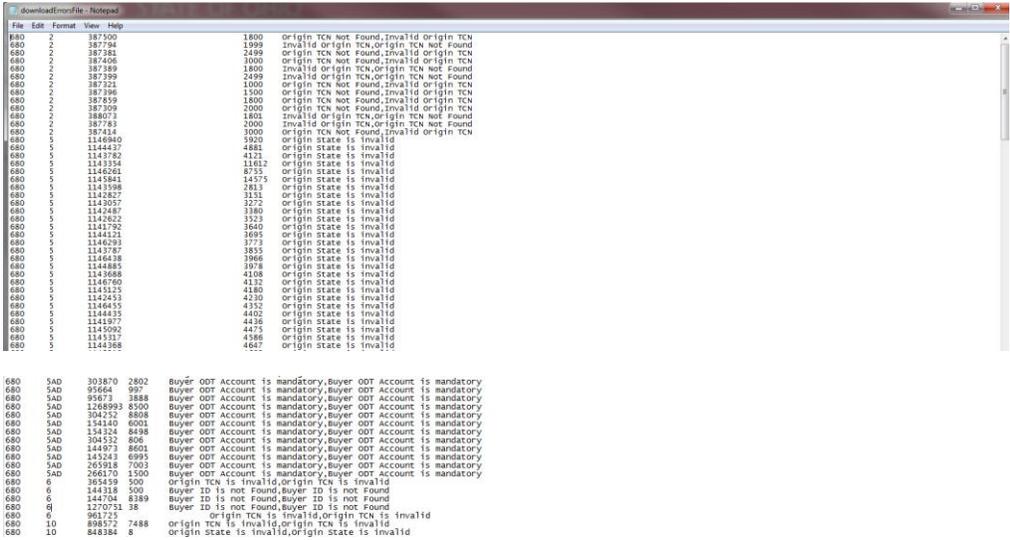
- 1) Download any error files
- 2) Correct the errors
- 3) Start a new transaction using File a New Return to upload corrected files. If there were more than one files, files with no errors can be reused but must be uploaded again.

As this transaction cannot be completed, please delete it from Incomplete Transactions when it is no longer needed

[Return to Main Menu](#)

**Tips**

- Status column will reflect the following status:
  - Errors - No errors found and/or that file. Errors indicates information is either required and missing, formatted incorrectly, or is not properly substantiated by the appropriate schedule.
  - No Errors found - The file was successfully validated and is ready to be to be filed.
  - Bad file - This file contains are either corrupt or cannot be read (may be a formatting related).
- If the Download Error File button is present under the Action column for a specific file, click the button to access and download the error file.
- Error files will only report a maximum of 250 errors. If your error report contains the amount, or a number close to this amount, please contact us before uploading the corrected file so that we may assist you with a successful file validation.

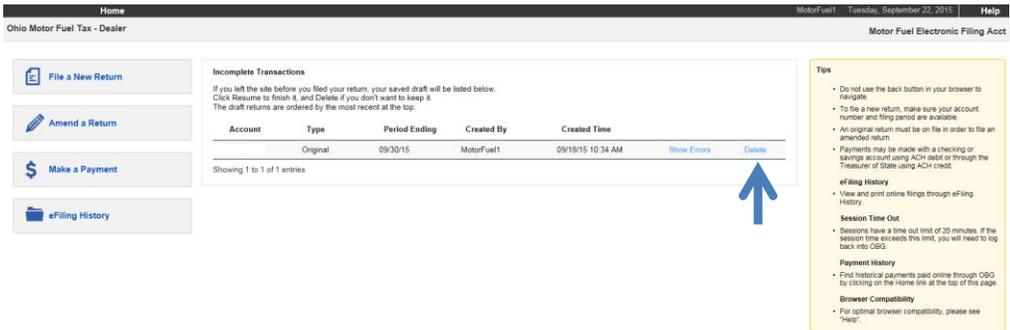


Click "Return to Main Menu" to delete file and start a new upload process.



Click "Delete" to clear the uploaded file with errors.

Once the file is deleted, start a new return by uploading the corrected file and follow the process from the beginning.



## Amend a Return

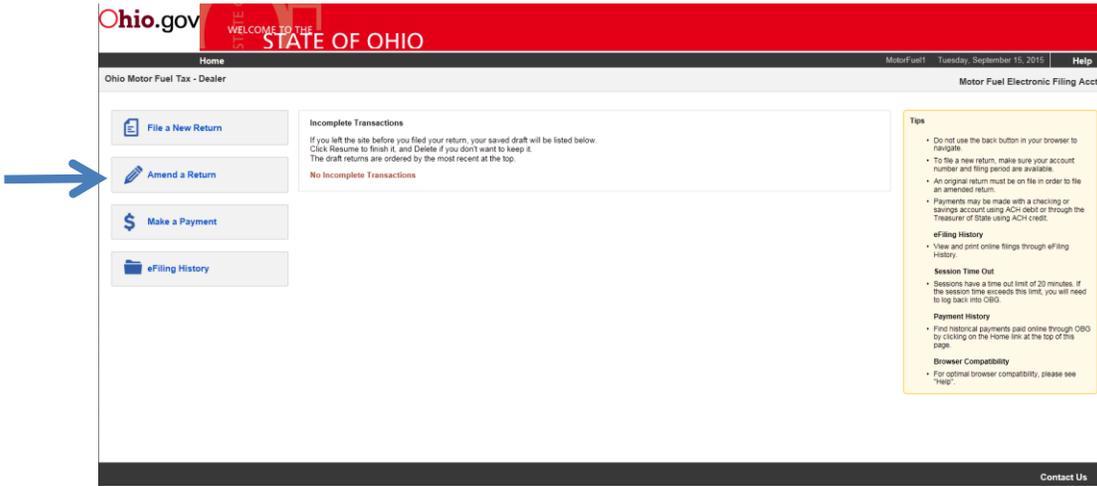
From the Home Page, use the drop down menu found in the “Start a Service or Transaction” zone and select “Ohio Taxation – Ohio Motor Fuel Tax”.

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 Act". It displays a "Favorite Transactions" section with a link to "User Preferences". Below this is the "Start a Service or Transaction" section, which features a dropdown menu. The dropdown menu is open, showing a list of services including "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.

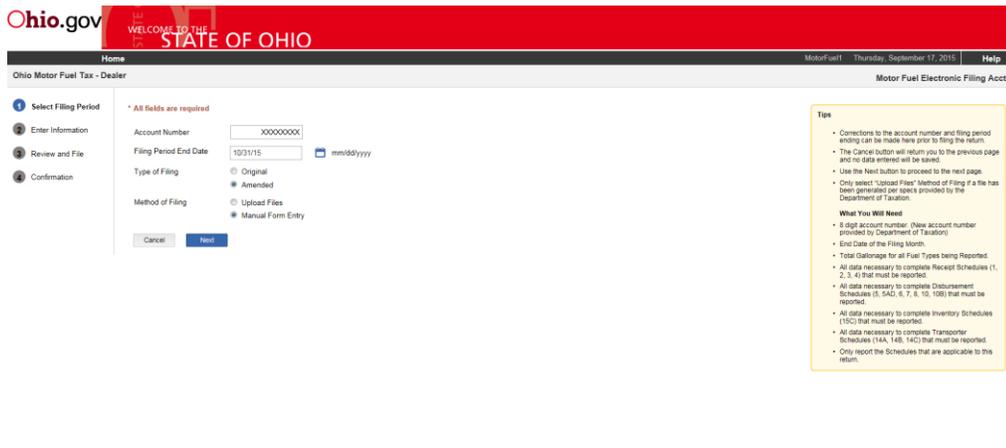
Next, click “Select” by the “Motor Fuel Tax-Dealer” option.

The screenshot shows the Ohio.gov website interface, similar to the previous one. The "Start a Service or Transaction" dropdown menu is open, and the "Ohio Taxation – Ohio Motor Fuel Tax" option is selected. A blue arrow points to the "Select" button next to the "Ohio Motor Fuel Tax – Dealer" option. The list of options includes "Ohio Motor Fuel Tax – Dealer", "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 "Amend a Return" on the left side of the page.



Enter your Motor Fuel Tax Account Number (8 Digit number), Filing Period End Date; Select Type of Filing. The Type of Filing will default to Amended. Then select the Method of Filing. Once the fields are completed, click "Next".

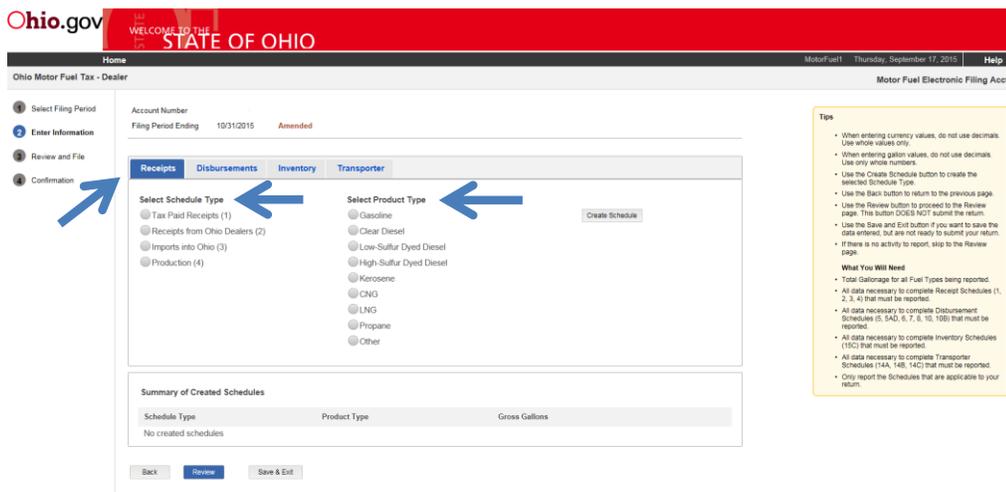


Click the relevant tabs to select which schedules will need to be completed for your return.

- Receipts
- Disbursements
- Inventory
- Transporter

Under each tab, you will select the “Schedule Type” and “Product Type” to be entered.

\*\* Amended returns will not have any original return details. The return must be full completed from start to finish. Even if only amending a single schedule or inventory.



\*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. However, please be advised that clicking this button does not file the return.

Once the Schedule Type and Product Type are selected, click on “Create Schedule” to start entering details for your selections.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home MotorFuel Thursday, September 17, 2015 Help

Ohio Motor Fuel Tax - Dealer Motor Fuel Electronic Filing Acct

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

Account Number  
Filing Period Ending 10/31/2015 Amended

Receipts Disbursements Inventory Transporter

Select Schedule Type

- Tax Paid Receipts (1)
- Receipts from Ohio Dealers (2)
- Imports into Ohio (3)
- Production (4)

Select Product Type

- Gasoline
- Clear Diesel
- Low-Sulfur Dyed Diesel
- High-Sulfur Dyed Diesel
- Kerosene
- CNG
- LNG
- Propane
- Other

Create Schedule

Summary of Created Schedules

Schedule Type	Product Type	Gross Gallons
No created schedules		

Back Review Save & Exit

**Tips**

- When entering currency values, do not use decimals. Use whole values only.
- When entering gallon values, do not use decimals. Use only whole numbers.
- Use the Create Schedule button to create the selected Schedule Type.
- Use the Back button to return to the previous page.
- Use the Review button to proceed to the Review page. This button DOES NOT submit the return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- If there is no activity to report, skip to the Review page.

**What You Will Need**

- Total Gallonage for all Fuel Types being reported.
- All data necessary to complete Receipt Schedules (1, 2, 3, 4) that must be reported.
- All data necessary to complete Disbursement Schedules (5, 6A, 6, 7, 8, 10, 10B) that must be reported.
- All data necessary to complete Inventory Schedules (15C) that must be reported.
- All data necessary to complete Transporter Schedules (14A, 14B, 14C) that must be reported.
- Only report the Schedules that are applicable to your return.

The schedule heading will show what schedule type and product type that was selected and is being entered.

Enter all details in the “Add/View Record” section.

If entering multiple shipments or deliveries with the same seller and destination information, you can check the box at the bottom of the form “On Save, copy highlighted fields to next record”. This will display a new record with the same seller and destination details completed, but the document information and gallons section will be blank for you to complete with the next record.

Once record is completed click “Save” at the bottom of “Add/View Record”.

Ohio Motor Fuel Tax - Dealer

Motor Fuel Electronic Filing Act

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

Account Number  
Filing Period Ending 10/31/2015 Amended

**Receipts Schedule : Receipts from Ohio Dealers (2) - Clear Diesel**

**Add/View Record**

Seller Name: OEG  
Seller ID: [blank]  
Carrier Name: Electronic  
Carrier ID: [blank]  
Origin TCN: [blank]  
Origin City: Columbus  
Origin State: OH  
Destination TCN: [blank]  
Destination City: Columbus  
Destination State: OH  
Mode: J-TRUCK [X]  
Document Date: 10/01/15 [calendar icon] mm/dd/yyyy  
Document Number: 1234  
Net Gallons: 30000  
Gross Gallons: 30000  
Billed Gallons: 30000

On Save, copy highlighted fields to next record

Save Clear

Save & Return to Receipts Summary Save & Exit

**Created Records**

Seller Name	Document Date	Gross Gallons
No created records		

**TCN format must be entered as T-31-OH-3114. To view a complete list of valid TCN codes, visit the IRS website using the link below.**

**Tips**

- When entering gallon values, do not use decimals. Use only whole numbers.
- Use the Save button to add the record for the selected schedule.
- Use the Clear button to remove the data from all fields on the schedule.
- By placing a check in the box labeled "On Save, copy highlighted field to the next record" you can retain numerous data elements on the Schedule to assist in creating new records.
- Use the Save & Return to Receipts Summary button to review all the Receipt Schedules that have been created for the current return.
- Use the Save and Exit button if you wish to save the data entered, but are not ready to submit your return.

**What You Will Need**

- Total Gallonage for Fuel Types being reported.
- All data necessary to complete Receipt Schedules (1, 2, 3, 4) that must be reported.
- Multiple type of Book-Block Adjustment is only applicable for Schedule 2 and should only be selected if reporting the blending of fuel.
- If reporting Book Adjustments, only positive values may be used.

<http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Terminal-Control-Number-TCN-Terminal-Locations-Directory>

After clicking "Save", if any errors are found or information is missing, there will be a red message that appears and the record will not move to "Created Records".

When a record is saved successfully, the record will be displayed under the "Created Record" column.

A saved record can be edited or deleted by selecting the option to the right of the record.

Once all information is entered and saved under "Created Records" select "Save & Return to Receipts Summary" to continue to a different schedule and product type or to file the return.

Ohio Motor Fuel Tax - Dealer Motor Fuel Electronic Filing Acct

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

Account Number  
Filing Period Ending 10/31/2015 Amended

**Receipts Schedule : Receipts from Ohio Dealers (2) - Clear Diesel**

**Add View Record**

Seller Name  OBG  
Seller ID   
Carrier Name  Electronic  
Carrier ID   
Origin TCN   
Origin City  Columbus  
Origin State  OH  
Destination TCN   
Destination City  Columbus  
Destination State  OH  
Mode  J.TRUCK  
Document Date  mm/dd/yyyy  
Document Number   
Net Gallons   
Gross Gallons   
Billed Gallons   
   
 On Save, copy highlighted fields to next record

**Created Records**

Seller Name	Document Date	Gross Gallons	Edit	Delete
OBG	10/01/2015	32,000	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

**Save & Return to Receipts Summary**

If you close the window before clicking "Save & Return to Receipts Summary" or "Save & Exit," the created records will not be saved.

**Tips**

- When entering gallon values, do not use decimals. Use only whole numbers.
- Use the Save button to add the record for the selected Schedule.
- Use the Clear button to remove the data from all fields on the Schedule.
- By placing a check in the box labeled "On Save, copy highlighted text to the next record" you can retain numerous data elements on the Schedule to assist in creating new records.
- Use the Save & Return to Receipts Summary button to review all the Receipt Schedules that have been created for the current return.

**What You Will Need**

- Total Gallonage for Fuel Types being reported.
- All data necessary to complete Receipt Schedules (1, 2, 3, 4) that must be reported.
- Mode type of BA-Book Adjustment is only applicable for Schedule 2 and should only be selected if reporting the blending of fuel.
- If reporting Book Adjustments, only positive values may be used.

Any schedule that has been completed per tab will show in the Summary of Created Schedules at the bottom of each tab.

Selecting the “Show Schedule” button will allow the schedule to be edited or add additional records. Selecting “Delete” will remove the entire schedule.

Ohio Motor Fuel Tax - Dealer

Motor Fuel Electronic Filing Acct

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

Account Number  
Filing Period Ending 10/31/2015 Amended

Receipts Disbursements Inventory Transporter

Select Schedule Type  
 Tax Paid Receipts (1)  
 Receipts from Ohio Dealers (2)  
 Imports into Ohio (3)  
 Production (4)

Select Product Type  
 Gasoline  
 Clear Diesel  
 Low-Sulfur Dyed Diesel  
 High-Sulfur Dyed Diesel  
 Kerosene  
 CNG  
 LNG  
 Propane  
 Other

Create Schedule

Summary of Created Schedules

Schedule Type	Product Type	Gross Gallons	Show Schedule	Delete
Receipts from Ohio Dealers (2)	Clear Diesel	32,000	Show Schedule	Delete

Back Review Save & Exit

Tip

- When entering currency values, do not use decimals. Use whole values only.
- When entering gallon values, do not use decimals. Use only whole numbers.
- Use the Create Schedule button to create the selected Schedule Type.
- Use the Back button to return to the previous page.
- Use the Review button to proceed to the Review page. This button DOES NOT submit the return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- If there is no activity to report, skip to the Review page.

What You Will Need

- Total Gallonage for all Fuel Types being reported.
- All data necessary to complete Receipt Schedules (1, 2, 3, 4) that must be reported.
- All data necessary to complete Disbursement Schedules (5, 6, 7, 8, 9, 10) that must be reported.
- All data necessary to complete Inventory Schedules (11C) that must be reported.
- All data necessary to complete Transporter Schedules (14A, 14B, 14C) that must be reported.
- Only report the Schedules that are applicable to your return.

### Special Instructions for the Inventory Tab

Comment [KA1]: Does this need repeated for amended?

The Inventory tab should only be used if there is a beginning and/or ending inventory per product type that needs to be reported.

\*\*Beginning inventory should match the ending inventory from the previous month’s return.

Ohio Motor Fuel Tax - Dealer

Motor Fuel Electronic Filing Acct

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

Account Number  
Filing Period Ending 10/31/2015 Amended

Receipts Disbursements Inventory Transporter

Select Schedule Type  
 Physical Inventory (15C)

Select Product Type  
 Gasoline  
 Clear Diesel  
 Low-Sulfur Dyed Diesel  
 High-Sulfur Dyed Diesel  
 Kerosene  
 CNG  
 LNG  
 Propane  
 Other

Create Schedule

Summary of Created Schedules

Schedule Type	Product Type	Beginning Gross Gallons	Ending Gross Gallons
No created schedules			

Back Review Save & Exit

Tip

- When entering currency values, do not use decimals. Use whole values only.
- When entering gallon values, do not use decimals. Use only whole numbers.
- Use the Create Schedule button to create the selected Schedule Type.
- Use the Back button to return to the previous page.
- Use the Review button to proceed to the Review page. This button DOES NOT submit the return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- If there is no activity to report, skip to the Review page.

What You Will Need

- Total Gallonage for all Fuel Types being reported.
- All data necessary to complete Receipt Schedules (1, 2, 3, 4) that must be reported.
- All data necessary to complete Disbursement Schedules (5, 6, 7, 8, 9, 10) that must be reported.
- All data necessary to complete Inventory Schedules (11C) that must be reported.
- All data necessary to complete Transporter Schedules (14A, 14B, 14C) that must be reported.
- Only report the Schedules that are applicable to your return.

Ohio Motor Fuel Tax - Dealer Motor Fuel Electronic Filing Acct

Select Filing Period  
 Enter Information  
 Review and File  
 Confirmation

Account Number  
 Filing Period Ending 10/31/2015 Amended

**Inventory Schedule : Physical Inventory (15C) - Clear Diesel**

Add/View Record		Created Records	
Bulk Plant Name	<input type="text"/>	Bulk Plant Name	Ending Gross Gallons
Bulk Plant City	<input type="text"/>	No created records	
Bulk Plant State	<input type="text"/>		
Beginning Net Gallons	<input type="text"/>		
Beginning Gross Gallons	<input type="text"/>		
Ending Net Gallons	<input type="text"/>		
Ending Gross Gallons	<input type="text"/>		

Save Clear

If you close the window before clicking "Save & Return to Inventory Summary" or "Save & Exit," the created records will not be saved.

[Save & Return to Inventory Summary](#)
[Save & Exit](#)

**Tips**

- When entering gallon values, do not use decimals. Use only whole numbers.
- Use the Save button to add the record for the selected Schedule.
- Use the Clear button to remove the data from all fields on the Schedule.
- Use the Save & Return to Inventory Summary button to review all the Inventory Schedules that have been created for the current return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.

**What You Will Need**

- Total Gallonage for Fuel Types being reported.
- All data necessary to complete Inventory Schedules (15C) that must be reported.

## Special Instructions for Sales to Retail Stations

Sales to Retail Stations are now to be reported on the 5AD schedule.

Ohio Motor Fuel Tax - Dealer Motor Fuel Electronic Filing Acct

Select Filing Period  
 Enter Information  
 Review and File  
 Confirmation

Account Number  
 Filing Period Ending 10/31/2015 Amended

[Receipts](#)
[Disbursements](#)
[Inventory](#)
[Transporter](#)

Select Schedule Type	Select Product Type
<input checked="" type="radio"/> Sales to Retail Stations in Ohio (5AD) <span style="float: right;">Create Schedule</span> <input type="radio"/> Distributed for Taxable Use (5) <input type="radio"/> Sold Tax-Free to Other Dealers (6) <input type="radio"/> Exported out of Ohio (7) <input type="radio"/> Sold to U.S. Government (8) <input type="radio"/> Sold or Used for Non-Taxable Purpose (10) <input type="radio"/> Sold to Propel Aircraft (10B)	<input type="radio"/> Gasoline <input checked="" type="radio"/> Clear Diesel <input type="radio"/> Low-Sulfur Dyed Diesel <input type="radio"/> High-Sulfur Dyed Diesel <input type="radio"/> Kerosene <input type="radio"/> CNG <input type="radio"/> LNG <input type="radio"/> Propane <input type="radio"/> Other

**Summary of Created Schedules**

Schedule Type	Product Type	Gross Gallons
No created schedules		

Back [Review](#) Save & Exit

**Tips**

- When entering currency values, do not use decimals. Use whole values only.
- When entering gallon values, do not use decimals. Use only whole numbers.
- Use the Create Schedule button to create the selected Schedule Type.
- Use the Back button to return to the previous page.
- Use the Review button to proceed to the Review page. This button DOES NOT submit the return.
- Use the Save and Exit button if you want to save the data entered, but are not ready to submit your return.
- If there is an action to report, skip to the Review page.

**What You Will Need**

- Total Gallonage for all Fuel Types being reported.
- All data necessary to complete Receipt Schedules (1, 2, 3, 4) that must be reported.
- All data necessary to complete Disbursement Schedules (5, 6AD, 6, 7, 8, 10, 10B) that must be reported.
- All data necessary to complete Inventory Schedules (15C) that must be reported.
- All data necessary to complete Transporter Schedules (14A, 14B, 14C) that must be reported.
- Only report the Schedules that are applicable to your return.

In order for retail stations to receive shrinkage refunds, the Ohio Tax account number (Retail license number) must be entered as the Buyer ODT Acct. No. If this number is not entered correctly, the retailer will not receive credit for the delivery.

**\*\*Please contact the retail stations for their (8 Digit) Ohio Tax account number. This is mandatory to complete the schedule.**

The screenshot shows the 'Disbursements Schedule : Sales to Retail Stations in Ohio (5AD) - Clear Diesel' form. The 'Buyer ODT Acct. No.' field is highlighted with a blue arrow. The form includes fields for Buyer Name, Buyer ID, Carrier Name, Carrier ID, Origin TCN, Origin City, Origin State, Destination TCN, Destination City, Destination State, Mode, Date Shipped, Document Number, Net Gallons, Gross Gallons, and Billed Gallons. A 'Created Records' table is empty. A 'Tips' box on the right provides instructions on data entry and saving records.

Once all applicable schedules are created and saved, click "Review" to check the return for accuracy.

The screenshot shows the 'Review' step of the process. The 'Receipts' tab is selected, and the 'Summary of Created Schedules' table shows one entry: 'Sales to Retail Stations in Ohio (5AD)' with 'Clear Diesel' product type and '250,000' Gross Gallons. A blue arrow points to the 'Review' button at the bottom of the form. The 'Tips' box on the right provides instructions on reviewing and saving the return.

The system populates the return details by compiling the entered schedules. It will then return the calculated totals for each product type, and if applicable, the "Total Tax Due".

Click the product type link (in blue) to extend or collapse the details of that product type.

If you disagree with the summarized values, review and/or edit the schedule details by clicking the "Back" button and making the appropriate corrections.

**\*\*Please Note - the Total Tax Due shown on the review page does not reflect the shrinkage deduction for timely filed returns and payments.**

When you are satisfied that the summarized values are correct, select "File" to complete and submit the return.

Ohio Motor Fuel Tax - Dealer Motor Fuel Electronic Filing Acct

Account Number: Amended

Filing Period Ending: 10/31/2015

**Schedule Summary**

[Clear Diesel](#)

Line	Schedule Name	Schedule	Gallons	Amount
1.	Physical Beginning Inventory	15C	350,000	
2.	Tax Paid Receipts	1	0	
3.	Receipts From OH Dealers	2	32,000	
4.	Imports Into OH	3	0	
5.	Production	4	0	
6.	Total Available		382,000	
7.	Sales to OH Retail Stations	5AD	250,000	
8.	Fuel Distributed/Used in a Taxable Manner	5	0	
9.	Sold Without Tax to Other OH Dealers	6	0	
10.	Exported Out of OH	7	0	
11.	Sold to U.S. Government	8	0	
12.	Non-taxable Sales/Used	10	0	
13.	Sold to Propel Aircraft	10B	0	
14.	Total Disbursements		250,000	
15.	Book Inventory		132,000	
16.	Physical Ending Inventory	15C	2,500	
17.	Gain or (Loss)		129,500	
18.	Taxable Gallons		250,000	
19.	Shrinkage Allowance Rate			0.0100
20.	Shrinkage Allowance Gallons		2,500	
21.	Retail Shrinkage Rate			0.005
22.	Retail Shrinkage Gallons		1,250	
23.	Taxable Gals plus Retail Shrinkage Gals		251,250	
24.	Tax Rate			0.28
25.	Tax Due			\$70,350.00
<b>Motor Fuel Transported for Other Dealers</b>				
26.	Total Gals Loaded in OH / Delivered Out-of-State	14A	0	
27.	Total Gals Loaded Out-of-State / Delivered to OH	14B	0	
28.	Total Gals Loaded / Delivered in OH	14C	0	

**Total Tax Due** \$70,350.00

Total Tax Due may be less. Any applicable shrinkage allowances will be deducted on the next page.

Buttons: [Back](#) [File](#) [Save & Exit](#)

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

If you will be making your payment via ACH Credit, 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 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.

Ohio Motor Fuel Tax - Dealer Motor Fuel Electronic Filing Acct

**✔ Your return has been successfully filed.** Date and Time of Filing: 09/17/2015 11:50 AM  
This confirmation acknowledges that your Ohio Motor Fuel Dealer tax return for the period stated below has been filed with the Ohio Department of Taxation.  
Please refer to the Filing Confirmation Number when contacting the Excise and Energy Tax Division.

**Filing Confirmation** 721346531207

Account Number	
Filing Period	10/01/2015 - 10/31/2015 Amended
Total Tax Due	\$70,350.00
Shrinkage Allowance Deduction	\$700.00
Less Payment / Credits	\$0.00
Interest	\$0.00
Penalty	\$0.00
<b>Total Balance Due as of 09/17/2015 *</b>	<b>\$69,650.00</b>

Payment Amount \$ 69,650.00

\* 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 the checkout in OBG. You will be redirected to the OBG homepage 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 Efilng History.
- The figure displayed for Shrinkage Allowance Deduction will only be granted if both the return and payment for the filing period are made in a timely manner.

If you selected "Send to Checkout", you will be prompted for your payment selections.

In "Step 1: How would you like to pay?" select the first radio button to "Make a payment online via the Ohio Business Gateway"

\*Please note, this is the only option you will be allowed to select.

Ohio.gov WELCOME TO THE STATE OF OHIO

Payment Selection

Specify Payment Selections for Checkout  
Ohio Motor Fuel Tax - Dealer Payment Only 10/31/2015

Company Name: Motor Fuel Electronic Filing Acct  
Company ID: \*\*\*\*\*1111

Total Due: \$69,650.00

If your transaction includes an amount due, please specify how you intend to make payment to the agency. The payment selections will be used during the checkout process. Please note that the agency being paid determines the payment options available.

Payment Notes

- The agency does not accept offline ACH Credits for this report.
- The agency does not accept Credit Card payments for this report.
- The agency does not accept split payments for this report.
- The agency does not accept deferred payments for this report.
- A payment is required for this report.

Step 1: How would you like to pay?

For the amount due, I will:

- Make a payment online, via the Ohio Business Gateway, as part of the checkout process. (RECOMMENDED)
- Make a payment, but NOT online via OBG. After I complete the checkout process on OBG, I will pay the amount due directly to the agency via an alternative payment method accepted by the agency, e.g. ACH credit or paper check. (Before choosing this option, please check with the agency being paid to insure the method is accepted.)
- I do not intend to make any payment for this transaction at this time. When I complete the checkout process, I want the transaction to be sent to the agency without payment. Failure to make timely payment may be subject to penalties and/or interest as per the agency's rules.

The transaction will not be submitted to the agency until you have completed the checkout process. Once payment selections have been provided and accepted, the transaction will be in the "Ready for Checkout" area on the home page.

Decide My Payment Selections Later Accept My Payment Selections

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

In "Step 2: When would you like your payment to be processed?" select the first radio button for "Immediately"

\*Please note, this is the only option you will be allowed to select.

Ohio.gov WELCOME TO THE STATE OF OHIO

Payment Selection

Specify Payment Selections for Checkout  
Ohio Motor Fuel Tax - Dealer Payment Only 10/31/2015

Company Name: Motor Fuel Electronic Filing Acct  
Company ID: \*\*\*\*\*1111

Total Due: \$69,650.00

If your transaction includes an amount due, please specify how you intend to make payment to the agency. The payment selections will be used during the checkout process. Please note that the agency being paid determines the payment options available.

Payment Notes

- The agency does not accept offline ACH Credits for this report.
- The agency does not accept Credit Card payments for this report.
- The agency does not accept split payments for this report.
- The agency does not accept deferred payments for this report.
- A payment is required for this report.

Step 1: How would you like to pay? Selected: Make a payment online, via the Ohio Business Gateway, as part of the checkout process.

Step 2: When would you like your payment to be processed?

I would like the payment to be processed:

- Immediately, as soon as I have confirmed the transaction during checkout.
- At a future date, after I have confirmed the transaction during checkout. Future dating only applies to ACH Debit payments (not available for credit card payments). The ACH Debit payment will not be processed until the date I specify. In order to avoid penalties and/or interest, I understand that I must select a date on or before the payment due date as per the agency's rules for timely payment.

The transaction will not be submitted to the agency until you have completed the checkout process. Once payment selections have been provided and accepted, the transaction will be in the "Ready for Checkout" area on the home page.

Decide My Payment Selections Later Accept My Payment Selections

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

In "Step 3: What method will you use to pay?" select the first radio button for "ACH Debit"

\*Please note, this is the only option you will be allowed to select.

Ohio.gov WELCOME TO THE STATE OF OHIO

PH1-5L3N Home History Administration Logout

### Specify Payment Selections for Checkout

#### Ohio Motor Fuel Tax - Dealer Payment Only 10/31/2015

Company Name: Motor Fuel Electronic Filing Acct  
Company ID: \*\*\*\*\*1111

Total Due	\$69,650.00
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If your transaction includes an amount due, please specify how you intend to make payment to the agency. The payment selections will be used during the checkout process. Please note that the agency being paid determines the payment options available.

**Payment Notes**

- The agency does not accept offline ACH Credits for this report.
- The agency does not accept Credit Card payments for this report.
- The agency does not accept bill payments for this report.
- The agency does not accept deferred payments for this report.
- A payment is required for this report.

1 Step 1: How would you like to pay? ... (select this payment option on the first screen of this report)

2 Step 2: Where would you like your payment to be processed? ... (select this option on the second screen of this report)

**3 Step 3: What method will you use to pay?**

I would like to pay using:

- ACH Debit from a checking or savings account
- Credit Card
- Both ACH Debit and Credit Card (split payment)

Bank account number will be collected during the checkout process.

The transaction will not be submitted to the agency until you have completed the checkout process. Once payment selections have been provided and accepted, the transaction will be in the "Ready for Checkout" area on the Home page.

[Decide My Payment Selections Later](#) [Accept My Payment Selections](#)

If you need assistance with this page, please view our [help](#).

In "Step 4: How much would you like to pay?" you are given an option to alter the amount of the ACH Debit transaction that was pre-populated from your original filing transaction. After you have verified the amount of the payment, select the "Accept My Payment Selections" button.

Ohio.gov WELCOME TO THE STATE OF OHIO

PHI 01/11 Home History Administration Logout

### Specify Payment Selections for Checkout

#### Ohio Motor Fuel Tax - Dealer Payment Only 10/31/2015

Company Name: Motor Fuel Electronic Filing Acct  
Company ID: \*\*\*\*\*1111

Total Due	\$69,650.00
-----------	-------------

If your transaction includes an amount due, please specify how you intend to make payment to the agency. The payment selections will be used during the checkout process. Please note that the agency being paid determines the payment options available.

**Payment Notes**

- The agency does not accept offline ACH Credits for this report.
- The agency does not accept Credit Card payments for this report.
- The agency does not accept split payments for this report.
- The agency does not accept deferred payments for this report.
- A payment is required for this report.

Step 1: How would you like to pay? ...  
Step 2: When would you like your payment to be processed? ...  
Step 3: What method will you use for pay? ...

**Step 4: How much would you like to pay?**

I will pay the following amount. I understand that failure to make timely payment for the full amount due may be subject to penalties and/or interest as per the agency's rules.

ACH Amount:	\$ 69650.00
Total to pay:	\$69,650.00

The transaction will not be submitted to the agency until you have completed the checkout process. Once payment selections have been provided and accepted, the transaction will be in the "Ready for Checkout" area on the home page.

[Decide My Payment Selections Later](#) [Accept My Payment Selections](#)

If you need assistance with this page, please view our [help](#).

You will be returned to the Home Page, where the payment is now in the “Transactions Ready for Checkout (Ready to File and Pay)” zone. You must complete checkout in order for the payment to be submitted.

You have the ability to “Delete” the payment from the “Transactions Ready for Checkout (Ready to File and Pay)” zone. Note that the return has already been filed at this point and payment will either need to be made using the “Payment Only” option through OBG or will need to be made via ACH Credit through the Ohio Treasurer of State’s office.

You also have the ability to “Edit” the Payment amount. This function will take you back through the payment selection screens. Please note that this option will not allow you to increase a payment amount - only reduce the payment amount.

To complete the transaction, click the “Checkout (File and Pay)” button”.

The screenshot shows the Ohio.gov website header with the text "WELCOME TO THE STATE OF OHIO" and navigation links for Home, History, Administration, and Logout. The main content area is titled "Home" and "Motor Fuel Electronic Filing Asst" with a company ID of \*\*\*\*\*1111. It includes sections for "Favorite Transactions", "Start & Service on Transaction", and "Transactions In Progress". The "Transactions Ready for Checkout (Ready to File and Pay)" section displays a table with one transaction: "Ohio Department of Treasurer - Ohio Motor Fuel Tax - Dealer Payment Only" with a date of 03/12/15 and a "Delete" button. Below this, a "Payment Selections" table shows "ACH \$98,890.00" with an "Edit" button. A "Checkout (File and Pay)" button is located at the bottom right of the transaction table, with a blue arrow pointing to it. A footer note states: "To exit (logout) without submitting any transactions, click 'Logout' at the top of the page."

Select the radio button by “Yes” to select the transactions for which you would like to make a payment. You must select either “Yes” or “No” for each transaction listed on this screen to proceed. Once all of the selections are made, click “Continue”.

Next, please complete the Payment Account Information by entering the Company Name, Routing Number, Account Number and Account Number twice. When completed, click “Continue”.

Please review the information on this page. After you have confirmed that all items are correct, click the checkbox and then click "Confirm Transactions".

**Final Confirmation of Transactions**

Company Name: Motor Fuel Electronic Filing Acct  
Company ID: \*\*\*\*\*1111

Report	Defer Date	ACH	CC	CC Fee	Total
<b>Ohio Department of Taxation</b>					
Ohio Motor Fuel Tax - Dealer Payment Only	10/31/2015	N/A		\$69,650.00	\$69,650.00

**ACH Account Information**

Account Type: Business Checking  
Company Name: Motor Fuel Electronic Filing Acct  
Routing Number: \*\*\*\*\*6789  
Account Number: \*\*\*\*\*6789

To make any changes to transactions or payment instructions, select "CANCEL" to return to the home page.

By confirming the transaction(s), you are authorizing the agency (or agencies) being paid to initiate debit entries or charges to your account(s) as per your instructions above. Once confirmed, OBG can not alter, delete, or stop a payment instruction. Additionally, you are in: [to view acknowledgements.](#) authorized to submit the transaction(s) and that you acknowledge OBG and agency-specific terms of service, including penalties of perjury as applicable. [Click here](#)

[Back](#) [Cancel](#) [Confirm Transactions](#)

If you need assistance with this page, please view our [help](#).

Your payment is now complete.

**Transaction Confirmation and Receipt**

Company Name: Motor Fuel Electronic Filing Acct  
Company ID: \*\*\*\*\*1111

The following transactions will be sent to the respective agency that administers the service. Please note the session confirmation number when calling the OBG Help Desk (866-644-6468).

If your transaction(s) includes payment, please note that this confirmation acknowledges that payment instructions have been received, but it does not acknowledge that funds have been transferred from your account. Payment instructions may not be processed for reasons that include insufficient funds and prohibited or blocked payments. You should review your account statement to insure that funds have been transferred (settled). For ACH debit payments, settlement is projected to be two business days after the date of this confirmation (or the selected deferred payment date, if applicable). If the date falls on a weekend or holiday, settlement is projected to be two business days after the next business day. The actual settlement date is dependent upon the processing timelines of the agency and their bank.

If multiple agencies are being paid, payment instructions will be processed separately so you will see multiple entries on your account statements.

Date/Time	9/17/2015 12:06 PM
Confirmation #	52644196
Receipt #	19305062
ACH Routing	*****6789
ACH Account #	*****6789

Transaction	Defer Date	Payment Type	Amount	Fee
Ohio Motor Fuel Tax - Dealer Payment Only	10/31/2015	N/A	ACHDebit	\$69,650.00
				N/A

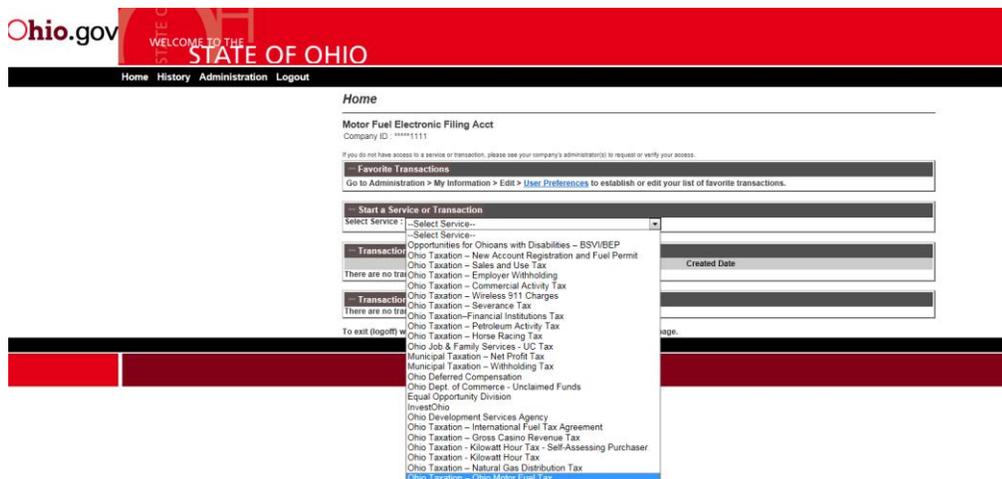
[Home](#) [Print This Page](#)

If you need assistance with this page, please view our [help](#).

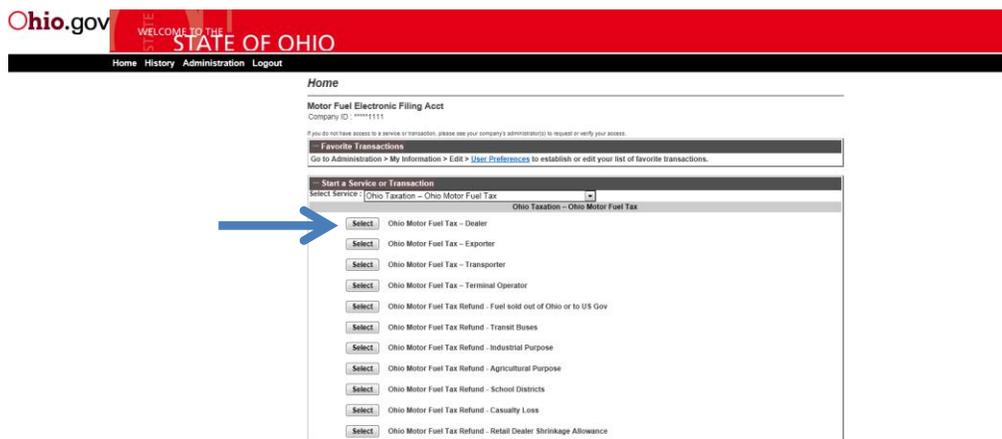
## Make a Payment Only

This option should only be used if you are making payments ACH Debit through the OBG, the return has already been filed, and the correct payment amount is not in the “Transactions Ready for Checkout (Ready to File and Pay)” zone on the Home page.

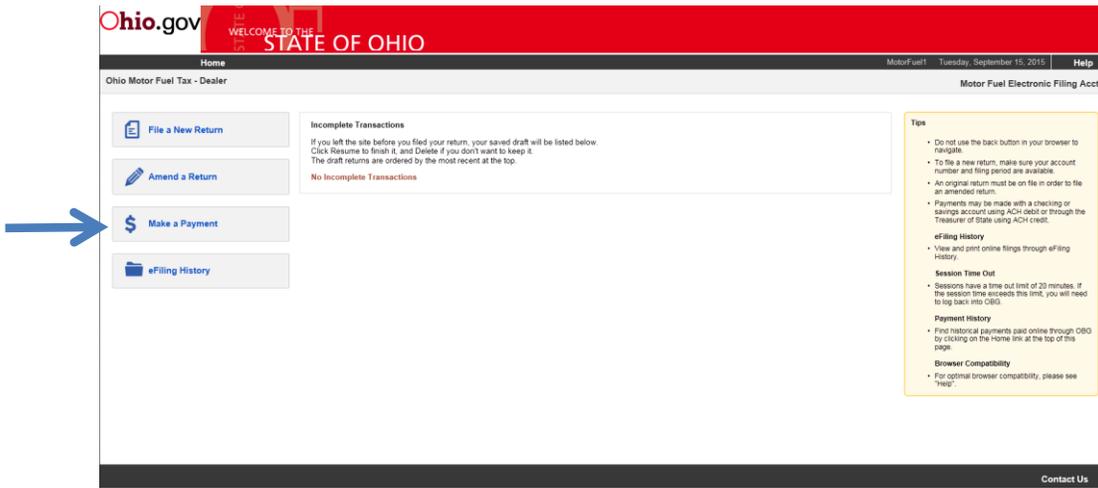
Select “Ohio Taxation – Ohio Motor Fuel Tax” from the “Start a Service or Transaction” zone.



Next, click “Select” by the “Motor Fuel Tax-Dealer” option.



Click on "Make a Payment" on the left side of the page.



Enter your Motor Fuel Tax Account Number (8 Digit number), Filing Period End Date; Payment Amount. Once the fields are completed, click "Send to Checkout".

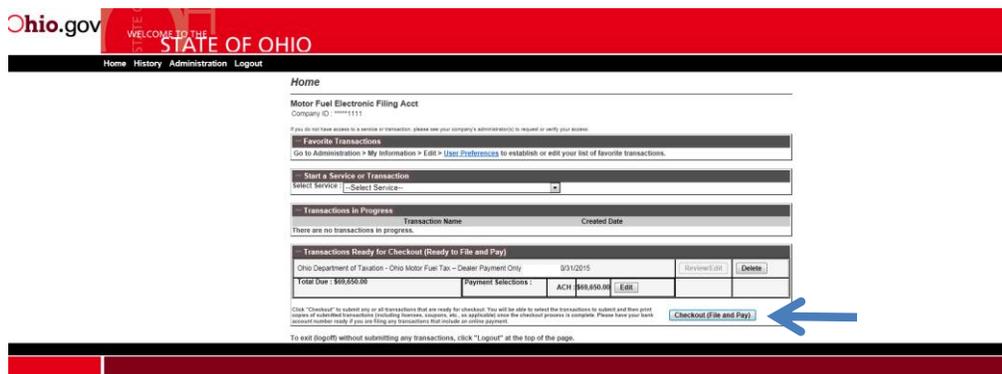


You will be returned to the Home Page, where the payment is now in the “Transactions Ready for Checkout (Ready to File and Pay)” zone. You must complete checkout in order for the payment to be submitted.

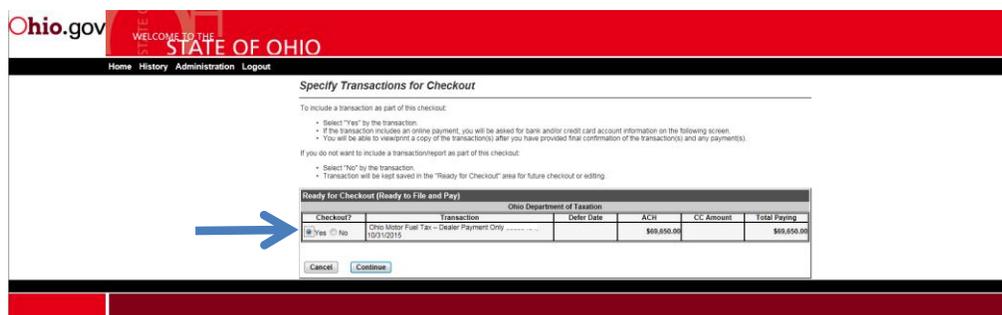
You have the ability to “Delete” the payment from the “Transactions Ready for Checkout (Ready to File and Pay)” zone. Note that the return has already been filed at this point and payment will either need to be made using the “Payment Only” option through OBG or will need to be made via ACH Credit through the Ohio Treasurer of State’s office.

You also have the ability to “Edit” the Payment amount. This function will take you back through the payment selection screens. Please note that this option will not allow you to increase a payment amount - only reduce the payment amount.

To complete the transaction, click the “Checkout (File and Pay) button”.



Select the radio button by “Yes” to select the transactions for which you would like to make a payment. You must select either “Yes” or “No” for each transaction listed on this screen to proceed. Once all of the selections are made, click “Continue”.



Next, please complete the Payment Account Information by entering the Company Name, Routing Number, Account Number and Account Number twice. When completed, click "Continue".

**Payment Account Information**

Company Name: Motor Fuel Electronic Filing Acct  
Company ID: \*\*\*\*\*1111

Please complete the account details based on your selections.

For transactions with a payment, you may enter information for only **ONE** checking account and/or **ONE** credit card account per checkout. If you want to make payments for certain transactions from different checking or credit card accounts, you must submit those transactions on separate checkouts.

**ACH Account Information**

Account Type: Business Checking

Company Name: Motor Fuel Electronic Filing Acct  
(omit special characters)

Routing Number:

Bank Name:

Account Number:

Confirm Account Number:

If you need assistance with this page, please view our [help](#).

Please review the information on this page. After you have confirmed that all items are correct, click the checkbox and then click "Confirm Transactions".

**Final Confirmation of Transactions**

Company Name: Motor Fuel Electronic Filing Acct  
Company ID: \*\*\*\*\*1111

Report	Defer Date	ACH	CC	CC Fee	Total
<b>Ohio Department of Taxation</b>					
Ohio Motor Fuel Tax - Dealer Payment Only	10/31/2015	N/A	\$69,650.00	N/A	\$69,650.00

**ACH Account Information**

Account Type: Business Checking  
Company Name: Motor Fuel Electronic Filing Acct  
Routing Number:   
Account Number: \*\*\*\*\*6789

To make any changes to transactions or payment instructions, select "CANCEL" to return to the home page.

If multiple agencies are being paid, payment instructions will be processed separately so you will see multiple entries on your account statements. Please insure you have sufficient funds in your account(s).

By confirming the transaction(s), you are authorizing the agency (or agencies) being paid to initiate debit entries or charges to your account(s) as per your instructions above. Once confirmed, OBG can not alter, delete, or stop a payment instruction. Additionally, you are authorized to submit the transaction(s) and that you acknowledge OBG and agency-specific terms of service, including penalties of perjury as applicable. [Click here to view acknowledgements.](#)

If you need assistance with this page, please view our [help](#).

Your payment is now complete.

**Ohio.gov** WELCOME TO THE STATE OF OHIO

PHF-BCT Home History Administration Logout

### Transaction Confirmation and Receipt

Company Name: Motor Fuel Electronic Filing Acct  
Company ID: \*\*\*\*\*1111

The following transactions will be sent to the respective agency that administers the service. Please note the session confirmation number when calling the OBG Help Desk (866-644-6468).

If your transaction(s) includes payment, please note that this confirmation acknowledges that payment instructions have been received, but it does not acknowledge that funds have been transferred from your account. Payment instructions may not be processed for reasons that include insufficient funds and prohibited or blocked payments. You should review your account statement to insure that funds have been transferred (settled). For ACH debit payments, settlement is projected to be two business days after the date of this confirmation (or the selected deferred payment date, if applicable). If the date falls on a weekend or holiday, settlement is projected to be two business days after the next business day. The actual settlement date is dependent upon the processing timelines of the agency and their bank.

If multiple agencies are being paid, payment instructions will be processed separately so you will see multiple entries on your account statements.

Date/Time	9/17/2015 12:06 PM
Confirmation #	52644196
Receipt #	19305062
ACH Routing	*****
ACH Account #	*****6280

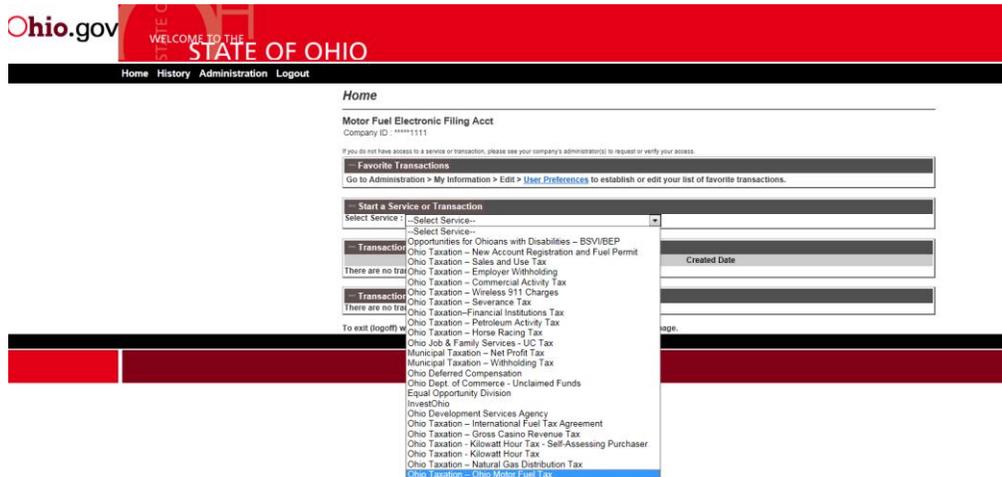
Transaction	Defer Date	Payment Type	Amount	Fee	
Ohio Motor Fuel Tax - Dealer Payment Only	10/31/2015	N/A	ACHDebit	899,650.00	N/A <a href="#">View</a>

[Home](#) [Print This Page](#)

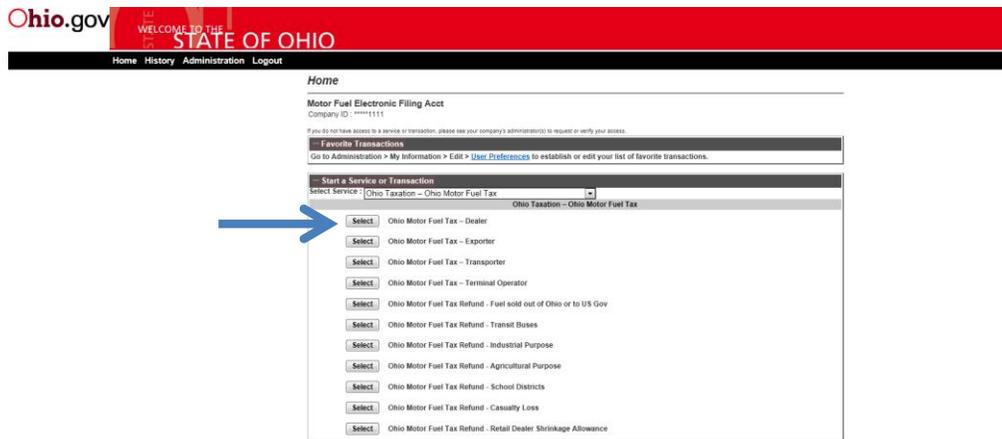
If you need assistance with this page, please view our [help](#).

## 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.



Next, click “Select” by the “Motor Fuel Tax-Dealer” option.



Click on "eFiling History" on the left side of the page.

Ohio.gov WELCOME TO THE STATE OF OHIO

Home MotorFuel1 Tuesday, September 15, 2015 Help

Ohio Motor Fuel Tax - Dealer Motor Fuel Electronic Filing Acct

File a New Return

Amend a Return

Make a Payment

eFiling History

Incomplete Transactions

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.

No Incomplete Transactions

Tips

- 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 OBO.

Payment History

- Find historical payments paid online through OBO by clicking on the home link at the top of this page.

Browser Compatibility

- For optimal browser compatibility, please see "Help".

Contact Us

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.

Ohio.gov WELCOME TO THE STATE OF OHIO

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Ohio Motor Fuel Tax - Dealer Motor Fuel Electronic Filing Acct

eFiling History

Date Time Filed	Account	Type	Filing Period Start	Filing Period End	Filing Conf #
09/17/2015 08:48 AM		Original	10/01/2015	10/31/2015	721345534402

Showing 1 to 1 of 1 entries

Previous 1 Next

Contact Us

A new window will pop up with the return summary.

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

Ohio Motor Fuel Tax Dealer - Windows Internet Explorer

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

**Company Name:** Motor Fuel Electronic Filing Acct

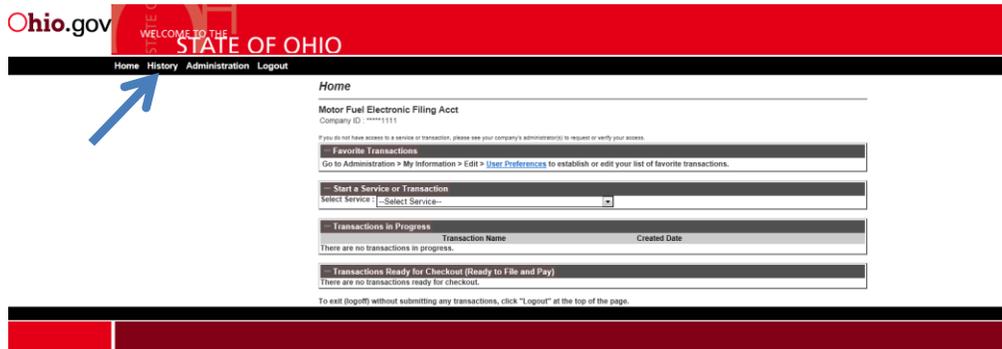
*Please print this page for your records.*

Account Number:  
 Date Filed: 09/17/2015  
 Filed By: MotorFuel1  
 Filing Confirmation: 721345534482  
 Filing Period: 10/01/2015 to 10/31/2015  
 Filing Type: Original  
 Total Tax Due: \$98,700.00  
 Shrinkage Allowance Deduction: \$980.00  
 Less Payment/Credits: \$0.00  
 Interest: \$0.00  
 Penalty: \$0.00  
 Balance Due: \$97,720.00

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	50,000	0	0	0	0	0	0	0	0
3) Receipts from Ohio dealers	2	0	96,200	0	0	0	0	0	0	0
4) Imports into Ohio	3	0	45,000	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)		50,000	141,200	0	0	0	0	0	0	0
7) Sales to retail stations in Ohio	5AD	150,000	350,000	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) Fuel sold out of Ohio	7	0	0	0	0	0	0	0	0	0

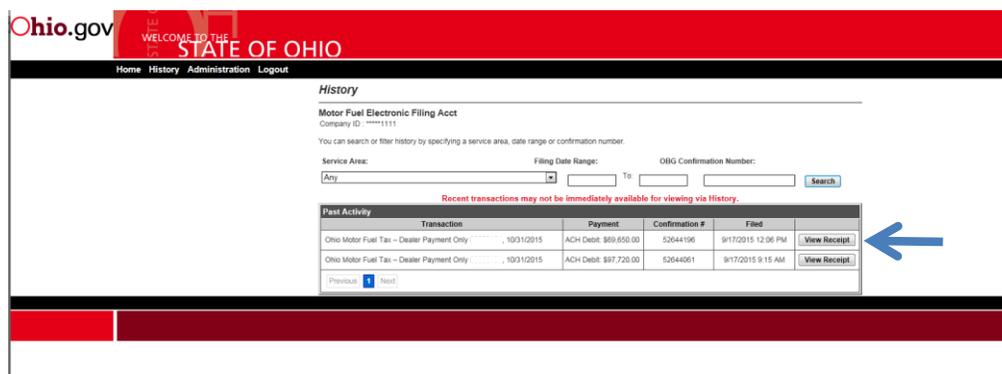
## Electronic Payment History

To view the history of payments that have been submitted through the OBG, click the “History” link at the top of the Home page.



The screenshot shows the Ohio.gov OBG Home page. 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". A blue arrow points to the "History" link. The main content area is titled "Home" and includes sections for "Motor Fuel Electronic Filing Acct", "Favorite Transactions", "Start a Service or Transaction", "Transactions in Progress", and "Transactions Ready for Checkbook (Ready to File and Pay)".

This will display the payments made through the OBG. Click on “View Receipt” to see the confirmation and receipt.



The screenshot shows the Ohio.gov OBG History page. 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 "History" and includes a search section for "Service Area", "Filing Date Range", and "OBG Confirmation Number". Below the search section is a table of "Past Activity" with columns for "Transaction", "Payment", "Confirmation #", "Filed", and "View Receipt". A blue arrow points to the "View Receipt" button in the first row of the table.

Transaction	Payment	Confirmation #	Filed	View Receipt
Ohio Motor Fuel Tax -- Dealer Payment Only , 10/31/2015	ACH Debit: \$69,650.00	52644196	9/17/2015 12:06 PM	<a href="#">View Receipt</a>
Ohio Motor Fuel Tax -- Dealer Payment Only , 10/31/2015	ACH Debit: \$97,720.00	52644061	9/17/2015 9:15 AM	<a href="#">View Receipt</a>

You can obtain further details of the confirmation, by clicking "View."

**Transaction Confirmation and Receipt**

Company Name: Motor Fuel Electronic Filing Acct  
Company ID: \*\*\*\*\*1111

The following transactions will be sent to the respective agency that administers the service. Please note the session confirmation number when calling the OBG Help Desk (866-644-6468).

If your transaction(s) includes payment, please note that this confirmation acknowledges that payment instructions have been received, but it does not acknowledge that funds have been transferred from your account. Payment instructions may not be processed for reasons that include insufficient funds and prohibited or blocked payments. You should review your account statement to ensure that funds have been transferred (settled). For ACH debit payments, settlement is projected to be two business days after the date of this confirmation (or the selected deferred payment date, if applicable). If the date falls on a weekend or holiday, settlement is projected to be two business days after the next business day. The actual settlement date is dependent upon the processing timelines of the agency and their bank.

If multiple agencies are being paid, payment instructions will be processed separately so you will see multiple entries on your account statements.

Date/Time	9/17/2015 12:04 PM
Confirmation #	52644196
Receipt #	19309062
ACH Routing	
ACH Account #	*****6789

Transaction	Defer Date	Payment Type	Amount	Fee	View
Ohio Motor Fuel Tax - Dealer Payment Only	10/31/2015	N/A	\$65,650.00	N/A	<a href="#">View</a>

Home Print This Page

The below screen is displayed.

**Transaction Confirmation and Receipt**

Company Name: Motor Fuel Electronic Filing Acct  
Company ID: \*\*\*\*\*1111

**Motor Fuel Dealer Tax Summary**

Account Number :  
Session Confirmation ID : 52644196  
Date Report Filed : 09/17/2015  
Report Filed By : OBG Manual  
Filing Period : 10/31/2015  
Account Type : Ohio Motor Fuel Tax - Dealer  
Total Amount Due : \$65,650.00

Print Close Save as PDF

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