

eForms

tax.ohio.gov

eForm

Choose a form to file your sales/use tax.

- UST-1 Long
- UST-1 Short
- UUT-1 Long
- UUT-1 Short

The UST-1 Universal Sales Tax Return (short form) is used for the purpose of this presentation.



Ohio's newest method of filing a sales or use tax return is eForms.

eForms are Adobe Acrobat PDF versions of some of Ohio's key tax forms that can be completed electronically, much as one would do with pen and paper. (Adobe Reader 7.0.5 or greater is required; download the latest version of Adobe Reader at www.adobe.com.)

When complete, returns can be submitted to the Department of Taxation with the click of a button, or saved to the taxpayer's computer. Payment options are credit card, electronic check, paper check and ACH credit.

Taxpayers and authorized filers/practitioners who have used eForms to file sales tax returns before can go ahead and get started by selecting an eForm below. New users will need to register first. All users may benefit from the other resources available below.

Registration, account and payment information

- [Registration and account services](#) - Taxpayers who want to register for a new eForms account, make changes to their account or recover a lost password should choose this option.
- [Payment options](#) - eForms includes several payment options. Click [here](#) to review the payment options first, before choosing an option within the eForm.

Sales tax eForms available

If you've already registered, go ahead and get started. Choose a form below, download and save it to your computer, and begin filing. If you'd like some additional help, there's an **eForms tutorial** to assist you.

- [UST 1 - Universal Sales Tax Return \(long form\)](#) (11/19/2006)
- [UST 1 - Universal Sales Tax Return \(short form\)](#) (11/19/2008)
- [UUT 1 - Universal Use Tax Return \(long form\)](#) (11/19/2008)
- [UUT 1 - Universal Use Tax Return \(short form\)](#) (11/19/2006)



•Once the *Vendor's license number* is entered, the *TIN, Name, Address, City, State and Zip* fields are populated automatically.

•Choose Monthly or Semi-Annual filing frequency.

•The “*Must be received by date*” field is populated once the “*Reporting period*” field contains a valid entry.

•Lines 3 and 5 are calculated for you.

Note Line 2 will accept a negative number and add it to Line 1 to determine lines 3 and 5.

Vendor's license number 16-015365	TIN 60	Must be received by 12 23 2008
FEIN or Social Security Number XX-XXX6360		To cancel vendor's license enter last day of business. <input type="text"/>
Filing Frequency <input checked="" type="radio"/> Monthly <input type="radio"/> Semi Annually		
Reporting period 11 01 2008 to 11 30 2008		
<input type="checkbox"/> Please mark here if amended return.		
Name EFORMS DEMO		
Address 240 MAIN ST		
City COSHOCKTON	State OH	ZIP 43812
1. Gross sales	1.	\$5,000.00
2. Exempt sales	2.	\$2,000.00
3. Net taxable sales (subtract line 2 from line 1)	3.	\$3,000.00
4. Sales upon which tax was paid to clerks of courts	4.	<input type="text"/>
5. Reportable taxable sales (subtract line 4 from line 3)	5.	\$3,000.00
6. Tax liability on sales reported on line 5	6.	\$0.00
<small>* County details must be filled out in order for line 6 to populate</small>		
7. Minus discount (Line 6 multiplied by 0.0075)	7.	\$0.00
<input type="checkbox"/> Click Checkbox to auto-calculate discount		
8. Plus additional charge (see instructions)	8.	<input type="text"/>
9. Net amount due	9.	\$0.00

•Tax liability is the total amount from the county breakdown portion. An entry here will populate Lines 6 and 9 of the return.

County		County Code	(5) Taxable Sales	(6) Tax Liability
<input type="checkbox"/>	Allen	02	\$3,000.00	\$300.00
Grand Total			\$3,000.00	\$300.00

The form has a checkbox on Line 7 for automatic calculation of discount or Line 8 can be used to add add'l charge. (both will not be permitted)

Note: the form will not calculate the tax liability.

1. Gross sales	1.	<input type="text" value="\$5,000.00"/>
2. Exempt sales	2.	<input type="text" value="\$2,000.00"/>
3. Net taxable sales (subtract line 2 from line 1)	3.	<input type="text" value="\$3,000.00"/>
4. Sales upon which tax was paid to clerks of courts	4.	<input type="text"/>
5. Reportable taxable sales (subtract line 4 from line 3)	5.	<input type="text" value="\$3,000.00"/>
6. Tax liability on sales reported on line 5	6.	<input type="text" value="\$300.00"/>
<i>* County details must be filled out in order for line 6 to populate</i>		
7. Minus discount (Line 6 multiplied by 0.0075)	7.	<input type="text" value="\$2.25"/>
<input checked="" type="checkbox"/> Click Checkbox to auto-calculate discount		
8. Plus additional charge (see instructions)	8.	<input type="text"/>
9. Net amount due	9.	<input type="text" value="\$297.75"/>

- Plus and minus buttons allow you to add and remove counties. Up to 8 counties can be added using the short form. If additional counties are required, you must use the UST-1 long form.
- The form will automatically populate counties used on a previously filed return.
- You must enter taxable sales and tax liability for each county (it is not calculated).
- Grand total tax liability is populated on line 6.

County		County Code	TX Taxable Sales	TX Tax Liability
+ -	Allen	02	\$3,000.00	\$300.00
+ -				
+ -				
+ -				
+ -				
+ -				
+ -				
+ -				
-				
Grand Total			\$3,000.00	\$300.00

•Taxpayer will choose “*electronic payment*” (electronic check or credit card) or “*pay by check*”

•Enter User ID and password

•Links are provided on the eForm if taxpayer has not registered or has forgotten the user ID and/or password

•Click “*Checkbox*” to declare return is true and complete and click *eFile*

Payment	
Your Balance Due is: \$297.75	Please select a payment option from the choices below: <input checked="" type="checkbox"/> Electronic Payment <input type="checkbox"/> Pay By Check <small>Payment Voucher Print option will display after eFiling your return.</small>
Electronic Payment Type: <input checked="" type="checkbox"/> Electronic Check <input type="checkbox"/> Credit Card	
Pay by Electronic Check Direct Withdraw	
Account Information	
Account Type	<input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings
Enter Routing Number	777777777
Enter Account Number	1234567
Re-enter Account Number	1234567
Total Amount Due	\$297.75
Amount to Withdraw	\$297.75
Date to Withdraw	11 21 2008
eFile	
CAUTION: It is recommended that this form be closed when you are done with all your filings. Leaving the form open with your credentials could lead to filings by unauthorized users.	User Id <input type="text" value="gauser2"/> Register Password <input type="text" value="*****"/> Forgot User ID/Password
<input checked="" type="checkbox"/> I declare under penalties of perjury that this return, including any accompanying schedules and statements, has been examined by me and, to the best of my knowledge and belief, is a true, correct and complete return and report.	
<input type="button" value="eFile"/>	
<input type="button" value="Save Return & Exit"/> <input type="button" value="Save A Copy"/>	

eForm Pay by Credit Card view

- Credit card companies collect a 2.5% convenience fee
- The following credit cards can be used:

American Express
Visa
MasterCard
Discover

Electronic Payment Type: Electronic Check Credit Card

Pay by Credit Card

Billing Information

First Name
Middle Initial
Last Name
Street Address
City
State OH
Zip Code
Daytime Phone Number
E-mail Address

Credit Card Information

Credit Card Type Credit Card Number Expiration Date (mm/yyyy) -- / ----

Payment Information

Tax Amount Due \$297.75
Amount to be paid \$297.75
Convenience Fee \$7.44
Total Payment \$305.19

Important Note: In order to process a credit card payment, Official Payments Corporation, the credit card service provider, charges a convenience fee of 2.5% (or \$1.00, whichever is greater) on the amount of the transaction. This fee is paid directly to Official Payments Corporation.

eFile

CAUTION: It is recommended that this form be closed when you are done with all your filings. Leaving the form open with your credentials could lead to filings by unauthorized users.

User Id gcauser2

[Register](#)

Password *****

[Forgot User ID/Password](#)

I declare under penalties of perjury that this return, including any accompanying schedules and statements, has been examined by me and, to the best of my knowledge and belief, is a true, correct and complete return and report.

eFile

eForm Pay by Check view.

•After the form has been eFiled, a confirmation page will be created that will include a payment voucher ST40P

•**Note:** A confirmation number will be issued for all three filing and payment methods

Payment	
Your Balance Due is: \$297.75	Please select a payment option from the choices below: <input type="checkbox"/> Electronic Payment <input checked="" type="checkbox"/> Pay By Check <small>Payment Voucher Print option will display after eFiling your return.</small>
eFile	
CAUTION: It is recommended that this form be closed when you are done with all your filings. Leaving the form open with your credentials could lead to filings by unauthorized users.	User Id <input type="text" value="gauser2"/> Register Password <input type="password" value="*****"/> Forgot User ID/Password
<input checked="" type="checkbox"/> I declare under penalties of perjury that this return, including any accompanying schedules and statements, has been examined by me and, to the best of my knowledge and belief, is a true, correct and complete return and report.	
<input type="button" value="eFile"/>	
<input type="button" value="Save Return & Exit"/> <input type="button" value="Save A Copy"/>	

