

eForms Registration for
Authorized filers (aka
CPA, accountant)

From this page,
select the type of tax
you would like to
file.

ation Online Services - eForms

Welcome to Ohio eForms



eForms were developed by the Ohio Department of Taxation as a free and convenient way for individual and business taxpayers to file tax returns electronically rather than on paper.

eForms are Adobe Acrobat PDF versions of some of Ohio's key tax forms that allow taxpayers to complete them electronically, much as they would with a pen and paper. Taxpayers can then print, save or submit the return directly to us. A one-time registration is required to use eForms.

eForms now available

- [Commercial activity tax \(CAT\)](#)
- [Individual and school district income tax](#)
- [Sales and use tax](#)

Technical or troubleshooting information

Most current Internet browsers will be able to accommodate eForms without any problem. For additional assistance, we have provided a page that contains the [technical requirements and troubleshooting information](#) taxpayers might need to successfully use eForms.

 [Email this page](#) |  [Printer-friendly](#)

Select Registration and account services to begin the eForms registration process



Welcome to Ohio eForms - Sales and Use Tax



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

eForms are Adobe Acrobat PDF versions of Ohio's key sales and use 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/tax 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, including an explanation of payment options.

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 now 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 need help, there's a [tutorial](#) available to assist you (note: this tutorial contains audio).

- [UST 1 - Universal Sales Tax Return \(long form\)](#) (01/21/2009)
- [UST 1 - Universal Sales Tax Return \(short form\)](#) (01/21/2009)
- [UUT 1 - Universal Use Tax Return \(long form\)](#) (01/12/2009)
- [UUT 1 - Universal Use Tax Return \(short form\)](#) (01/12/2009)

Other filing resources

- [UST 1 - 2009 Universal Sales Tax Return Instructions](#)
- [UUT 1 - 2009 Universal Use Tax Return Instructions](#)
- [The Finder](#) - Find a tax rate for any Ohio address.
- [eForms technical requirements and troubleshooting information](#)

Welcome to Ohio eForms - Registration

A single one-time eForms registration allows a business taxpayer to register and file for either the commercial activity tax annual return and minimum tax payment return or sales and use tax returns. The taxpayer can also designate an authorized person to file returns on their behalf. This person must also register only once before filing. Taxpayers and authorized filers also have the option of updating their information when necessary.



Select the [registration](#) link that applies to you. There are two options: (1) vendors with a business license; and (2) tax practitioners.

Select the [Authorized filer/tax practitioners registration](#) link for this example

Registration and account services

Prior to filing, **all** taxpayers and authorized filers/tax practitioners must register by creating an account. A single registration allows taxpayers and authorized filers/tax practitioners to file either the commercial activity tax (CAT) annual return and minimum tax payment return or sales and use tax returns. Choose from one of the following registration options below. Then after registering, you must go into the account services area and set up the tax accounts you want to file.

Registration: The first step for creating an account

- **Business taxpayers** - If you plan to file returns for a single business, the [registration](#) option is probably for you. (NOTE: Taxpayers who want to have others file on their behalf must authorize an authorized filer/tax practitioner when they register as individual users).
- **Authorized filer/tax practitioners** - If you are an internal employee or a third party tax professional who would like to file returns on behalf of the taxpayer(s), this [registration](#) option may be for you. (NOTE: Taxpayers must add you as an authorized filer ID when they register as individual users. This enables you to file for multiple taxpayers with a single sign-on.)

Account services: After registration, set up your account and perform the following functions

- **Manage your account** - To make any changes to your account after registration, such as adding a CAT or sales tax account to be filed, adding authorized filers, or changing your contact information, click [here](#).
- **Lost ID or password?** If you've forgotten your ID or password, we can [help](#).

Begin filing with eForms

- [Commercial activity tax \(CAT\)](#)
- [Sales and use tax](#)



Welcome to Online Services Registration

For more help, please click on the  icon beside the appropriate field. Please note that all fields are required.

Contact Information

* Company Legal/Business Name	<input type="text"/>
* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Phone Number	<input type="text"/> <input type="text"/> - <input type="text"/>
* E-Mail Address	<input type="text"/> 
* Confirm E-Mail Address	<input type="text"/>

Access Information

* New User ID	<input type="text"/> 
* New Password	<input type="text"/> 
* Confirm Password	<input type="text"/>
* Your Secret Question	<input type="text" value="Name of Favorite Pet"/>
* Answer to Secret Question	<input type="text"/>

Next

Complete the fields with information pertinent to you.

If you are experiencing problems, please [E-Mail Us](#) or [contact us by phone](#).



Welcome to Online Services Registration

For more help, please click on the  icon beside the appropriate field. Please note that all fields are required.

Contact Information

- * Company Legal/Business Name
- * First Name
- * Last Name
- * Phone Number -
- * E-Mail Address 
- * Confirm E-Mail Address

Access Information

- * New User ID 
- * New Password 
- * Confirm Password
- * Your Secret Question 
- * Answer to Secret Question

Next

After you have completed the form, click the Next button

If you are experiencing problems, please [E-Mail Us](#) or [contact us by phone](#).



Verify Registration Details

Please confirm your registration information below. Use the "Back" button located at the bottom of this page to make any changes or corrections.

Contact Information

Company Legal/Business Name	eformsfiler
First Name	Joseph
Last Name	Filer
Phone Number	614-555-1212
E-Mail Address	eformsfiler@hotmail.com

Access Information

New User ID	eformsfiler
Your Secret Question	Name of Favorite Pet
Answer to Secret Question	shadow

Confirm the information is correct. If not, use the Back button to make necessary changes. If all information is correct, click the Register button.

If you are experiencing problems, please [E-Mail Us](#) or [contact us by phone](#).

The next screen will tell you that you have successfully registered. Please note the Filer ID generated. This is the number you will give to the people for whom you file returns. They will also need to register and add this Filer ID in the authorized filer portion of their registration. Now click the Go To Login Page button



Registration Complete

Congratulations, you have successfully registered! Please print this page for your records.

Please note your Filer ID below -- you will need to provide this number to taxpayers who wish to authorize you to file on their behalf.

You can now use your newly-created User ID and password to log into the Business eForms Online Services site to manage your registration and view authorizing taxpayers. Press the button at the bottom of this page to go to the Business eForms Online Services login.

Contact Information

Company Legal/Business Name	eformsfiler
First Name	Joseph
Last Name	Filer
Phone Number	614-555-1212
E-Mail Address	eformsfiler@hotmail.com

Access Information

New User ID	eformsfiler
Password (please fill in)	_____
Your Secret Question	Name of Favorite Pet
Answer to Secret Question	shadow

Account Information

Filer ID	100000000806
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[Go To Login Page](#)



Enter the User ID
and password you
provided during
registration and click
the Login button

Welcome to Online Services

Please enter your User ID and Password below. If you have not already registered with us, please visit our [Registration Home Page](#) to get started.

* User ID

* Password

[Forgot User ID or Password](#)

If you are experiencing problems, please [E-Mail Us](#) or [contact us by phone](#).



This is the Home page. The menu buttons along the left side are used to update contact information and view accounts that have authorized you to file on their behalf.

A screenshot of the Business eForms Online Services home page. The page has a dark blue header with 'Main Menu' on the left and 'Home' and 'Logout' buttons on the right. Below the header, there are two menu items: 'Update Contact Info' and 'View Authorizations'. The main content area is white and contains a welcome message, a prompt to select a service option, and a list of user details.

Main Menu Home Logout

Update Contact Info

View Authorizations

Welcome to Business eForms Online Services

Please select a service option from the menu at the left.

Company Name	eformsfiler
First Name	Joseph
Last Name	Filer
Phone Number	614-555-1212
E-Mail Address	eformsfiler@hotmail.com
Filer ID	10000000806

If you are experiencing problems, please [E-Mail Us](#) or [contact us by phone](#).

This slide shows you the taxpayer and tax types for which you are authorized to file.

Please note this may include both CAT and Sales Tax.



Business eForms Registration Services Taxpayer Authorizations

Taxpayer Authorizations Home Logout

The information below shows the taxpayers and tax types for which you are authorized to file. If any of the information is incorrect, you will need to contact the taxpayer(s), as only taxpayer can change authorizations for filers.

Taxpayer Information			Tax Types [?]	
Last Name	First Name	Company Name	SUT	CAT
Tutorial	eForm	eForms Tutorial		✓

If you are experiencing problems, please [E-Mail Us](#) or [contact us by phone](#).

To summarize, here are the steps necessary to follow in order for you to be able to file eForms on behalf of a taxpayer:

- 1) Register
- 2) Provide your Filer ID to taxpayers
- 3) Taxpayers must add your Filer ID to their eForm registration
- 4) Verify from the taxpayer's account number is showing under your View Authorization button
- 5) File using a taxpayers account number and your User ID and password