

# eForms Registration for SUT and CAT

---

To begin filing your sales tax return, click the Sales and use tax link.

## 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](http://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 Business taxpayer [registration](#) link.

### 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 filers/tax practitioners** - If you are an internal employee or 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](#)

Complete the fields  
with information  
pertinent to your  
business

### 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

#### Account Information

- \*  Federal Employer ID Number (FEIN)
- \*  Social Security Number (SSN)  No blank spaces or dashes. E. g. :123456789

Next

### 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

#### Account Information

- \*  Federal Employer ID Number (FEIN)
- \*  Social Security Number (SSN)



Next

After you have  
completed the form,  
click the Next button



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

#### 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

<b>Company Legal/Business Name</b>	eForms Registration Tutorial
<b>First Name</b>	John
<b>Last Name</b>	Smith
<b>Phone Number</b>	614-555-1212
<b>E-Mail Address</b>	eformsregistration@hotmail.com

#### Access Information

<b>New User ID</b>	eforms12909
<b>Your Secret Question</b>	Name of Favorite Pet
<b>Answer to Secret Question</b>	shadow

#### Account Information

<b>Social Security Number (SSN)</b>	XXXX89570
-------------------------------------	-----------

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 your FEIN or SSN to use eForms.

Before you can file, you have to log into your registration to add your business' account numbers. To do this, please click the Go To Login Page button.

**Registration Complete**

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

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

**Contact Information**

<b>Company Legal/Business Name</b>	eForms Registration Tutorial
<b>First Name</b>	John
<b>Last Name</b>	Smith
<b>Phone Number</b>	614-555-1212
<b>E-Mail Address</b>	eformsregistration@hotmail.com

**Access Information**

<b>New User ID</b>	eforms12909
<b>Password (please fill in)</b>	_____
<b>Your Secret Question</b>	Name of Favorite Pet
<b>Answer to Secret Question</b>	shadow

**Account Information**

<b>Social Security Number (SSN)</b>	XXXX9570
-------------------------------------	----------

You now have to add your Sales and Use Tax and/or CAT accounts. You must log back into your registration and click "Manage SUT Accounts" and/or "Manage CAT Accounts" to add Sales and Use and/or CAT account numbers. These account numbers must be added to be able to file a return.



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, add or remove authorized filers, add or remove sales and use tax accounts, and add or remove commercial activity tax accounts.

The screenshot shows a web interface with a dark blue header. On the left is a 'Main Menu' with four buttons: 'Update Contact Info', 'Manage Authorized Filers', 'Manage SUT Accounts', and 'Manage CAT Accounts'. On the right, there are 'Home' and 'Logout' buttons. Below the header, a white box contains a welcome message and a list of user details.

<b>Main Menu</b>		<a href="#">Home</a>	<a href="#">Logout</a>
Update Contact Info			
Manage Authorized Filers			
Manage SUT Accounts			
Manage CAT Accounts			
<b>Welcome to Business eForms Online Services</b>			
Please select a service option from the menu at the left.			
<b>Company Name</b>	eForms Registration Tutorial		
<b>First Name</b>	John		
<b>Last Name</b>	Smith		
<b>Phone Number</b>	614-555-1212		
<b>E-Mail Address</b>	eformsregistration@hotmail.com		
<b>SSN</b>	XXX-XX-9570		

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

In this example, there are no accounts associated with this eForms registration.

Select the Add Account Numbers button.



The screenshot shows the Ohio Department of Taxation Online Services interface. At the top left is the logo for the Ohio Department of Taxation Online Services. At the top right, it says "Business eForms Registration Services Sales/Use Tax Accounts". Below this is a dark blue header bar with "SUT Accounts" on the left and "Home" and "Logout" buttons on the right. Under "SUT Accounts", there are two buttons: "Add Account Numbers" and "Remove Account Numbers". To the right of these buttons is a white box with the heading "Current Sales/Use Tax Accounts" and the text "You currently have no accounts associated with this tax type." A green arrow points from the text on the left to the "Add Account Numbers" button.

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



Add Sales/Use Tax Account

Cancel

Home

Logout

Enter your account numbers in the fields provided then click the Next button.

Please enter the sales/use tax account number(s) you wish to add and press "Next".  
If you are filing under a master account, you need only specify that number.

Current Sales or Use Tax Account Number(s) (None)

Enter Sales or Use Tax Account Number(s) To Add

99053404	

Next

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

Verify that our system indicates that the account number matches the FEIN or SSN then click the Add button.



**Add Sales/Use Tax Account** Cancel Home Logout

Please review the list of account numbers to be added. If you wish to make changes, press the "Back" button, otherwise press the "Add" button.

Acct. Number	Status
99053404	OK - Account number matches FEIN/SSN and will be added.

Back Add 

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



eForms will show you that the account is now registered.

You can click the Home button to return to the other options such as add an authorized practitioner or add a commercial activity account.

Click the Home button to continue adding account numbers.

A screenshot of the Business eForms Registration Services interface. The page has a dark blue header with the text "SUT Accounts" on the left and "Home" and "Logout" buttons on the right. Below the header, there are two buttons: "Add Account Numbers" and "Remove Account Numbers". The main content area is white and contains the heading "Current Sales/Use Tax Accounts" and the text "The following accounts are currently associated with your registration:" followed by the account number "99053404". A light blue arrow points to the "Home" button in the header.

SUT Accounts Home Logout

Add Account Numbers

Remove Account Numbers

Current Sales/Use Tax Accounts

The following accounts are currently associated with your registration:

99053404

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

Click the Manage CAT  
Accounts button to add a  
CAT account



Business eForms Registration Services  
Business eForms Home

The screenshot shows a user interface for 'Business eForms Online Services'. At the top right, there are 'Home' and 'Logout' buttons. On the left, a 'Main Menu' contains four buttons: 'Update Contact Info', 'Manage Authorized Filers', 'Manage SUT Accounts', and 'Manage CAT Accounts'. A light blue arrow points to the 'Manage CAT Accounts' button. The main content area displays a 'Welcome to Business eForms Online Services' message and a list of user details.

<b>Company Name</b>	eForms Registration Tutorial
<b>First Name</b>	John
<b>Last Name</b>	Smith
<b>Phone Number</b>	614-555-1212
<b>E-Mail Address</b>	eformsregistration@hotmail.com
<b>FEIN</b>	XX-XXX4078

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



Business eForms Registration Services  
CAT Accounts

Click the Add  
Account Numbers  
button



**Commercial Activity Tax Accounts** Home Logout

**Current CAT Accounts**

You currently have no accounts associated with this tax type.

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



**Business eForms Registration Services**  
**Commerical Activity Tax Accounts**

Add your CAT account number in the field provided, then click the Next button.

**Commerical Activity Tax Account Number** Cancel Home Logout

Please enter the CAT account number you wish to add and press "Next".

**Current CAT Account Numbers** (None)

**\*Enter Account Number To Add**

Next

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

eForms will show you that the account is now registered.

You can click the Home button to return to the other options such as add an authorized practitioner or add additional accounts.



Business eForms Registration Services  
CAT Accounts

Commercial Activity Tax Accounts Home Logout

Add Account Numbers

Remove Account Numbers

**Current CAT Accounts**

The following accounts are currently associated with your registration:

93000227

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

Click on the Manage Authorized Filers button



Business eForms Registration Services  
Business eForms Home

The screenshot shows a web application interface. At the top right, there are 'Home' and 'Logout' buttons. Below them is a 'Main Menu' section with four buttons: 'Update Contact Info', 'Manage Authorized Filers', 'Manage SUT Accounts', and 'Manage CAT Accounts'. A green arrow points to the 'Manage Authorized Filers' button. To the right of the menu is a main content area with the heading 'Welcome to Business eForms Online Services' and the instruction 'Please select a service option from the menu at the left.' Below this is a list of user information: Company Name (eForms Registration Tutorial), First Name (John), Last Name (Smith), Phone Number (614-555-1212), E-Mail Address (eformsregistration@hotmail.com), and FEIN (XX-XXX4078).

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



Click on the  
Add Authorized Filers  
button

**Authorized Filers** Home Logout

[Add Authorized Filers](#)

[Remove Authorized Filers](#)

[Set Filer Access](#)

**Current Authorized Filers**

You currently have no authorized filers associated with your registration. An authorized filer can be a internal employee or third-party tax practitioner whom you allow to file returns on your behalf. If you would like to add an authorized filer to your registration, please click the "Add Authorized Filers" button.

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

Enter the authorized filer's Filer ID in the space provided. This number is assigned to the authorized filer during his/her registration.

Click the Next button.



**Business eForms Registration Services**  
**Manage Authorized Filers**

**Add Authorized Filers** Cancel Home Logout

Please enter the authorized filer ID numbers of filers you wish to add and press "Next". Each Authorized filer needs to register with Ohio Department of Taxation in order to receive a filer ID.

**Current Filers**  
(None)

**Enter Filer ID Numbers to Add**

10000000806	

Next

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

Verify this is your intended authorized filer and click the Accept button.



Business eForms Registration Services  
Manage Authorized Filers

**Add Authorized Filers**

Please review the list of filers to be added. If you wish to make changes, press the "Back" button, otherwise press the "Accept" button.

Filer ID	Last Name	First Name	Company Name
100000000806	Filer	Joseph	eformsfiler

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

Check the appropriate box(es), for tax types that you wish to allow this authorized filer to file on your behalf.

Click the Accept button.



Business eForms Registration Services  
Manage Authorized Filers

**Set Filer Access** Cancel Home Logout

Please use the form below to select the tax types for each authorized filer. A single filer may be authorized to file multiple tax types. When you are finished, press the "Accept" button.

Filer Information			Tax Types <a href="#">?</a>	
Last Name	First Name	Company Name	SUT	CAT
Filer	Joseph	eformsfiler	<input type="checkbox"/>	<input type="checkbox"/>

Back Accept

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

Verify that the information provided is correct. To continue to file for any of your accounts, click the Logout button



**Business eForms Registration Services**  
**Manage Authorized Filers**

Authorized Filers Home Logout

[Add Authorized Filers](#)

[Remove Authorized Filers](#)

[Set Filer Access](#)

**Current Authorized Filers**

The filers listed below are currently associated with your registration. You may add filers, remove filers, and modify tax type access using the controls at the left of this page.

Filer Information			Tax Types <sup>?</sup>	
Last Name	First Name	Company Name	SUT	CAT
Filer	Joseph	eformsfiler	✓	✓

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



This screen will show you how to reset your password

You will need to enter your user i.d. as shown and then answer your secret security question provided during your initial registration

**Forgot User ID or Password**

**Forgot Password**

If you have forgotten your password, you are required to enter your User ID. You will then need to answer the secret security question provided during your initial registration.

\* User ID

---

**Forgot User ID**

If you have forgotten your User ID, you are required to enter your E-Mail address provided during your initial registration. Your User ID will be sent to you in an E-Mail. If you cannot remember this information, please contact us using the information below.

\* E-Mail Address

---

Insert your answer and select  
forgot password



Business eForms Registration Services  
Forgot Password

**Answer Security Question**

To reset your password, you will need to answer your secret security question.

**Your Secret Question:** Favorite Sports Team

**Answer to Your Secret Question:**

If you are experiencing problems, please [E-Mail Us](#) or call us at 1-888-405-4089.



Next you will be prompted to create and confirm a new password

You will now be able to log back in after this step is completed

Reset Password

Please enter your new password below. Please note that both fields are required.

\* New Password  ?

\* Confirm New Password

Reset

If you are experiencing problems, please [E-Mail Us](#) or call us at 1-888-405-4089.



This screen will show you how to reset your username

You will need to enter your e-mail address as provided during your initial registration and select forgot user i.d.

Your user i.d. will then be e-mailed to you

**Forgot User ID or Password**

**Forgot Password**

If you have forgotten your password, you are required to enter your User ID. You will then need to answer the secret security question provided during your initial registration.

\* User ID

---

**Forgot User ID**

If you have forgotten your User ID, you are required to enter your E-Mail address provided during your initial registration. Your User ID will be sent to you in an E-Mail. If you cannot remember this information, please contact us using the information below.

\* E-Mail Address

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