

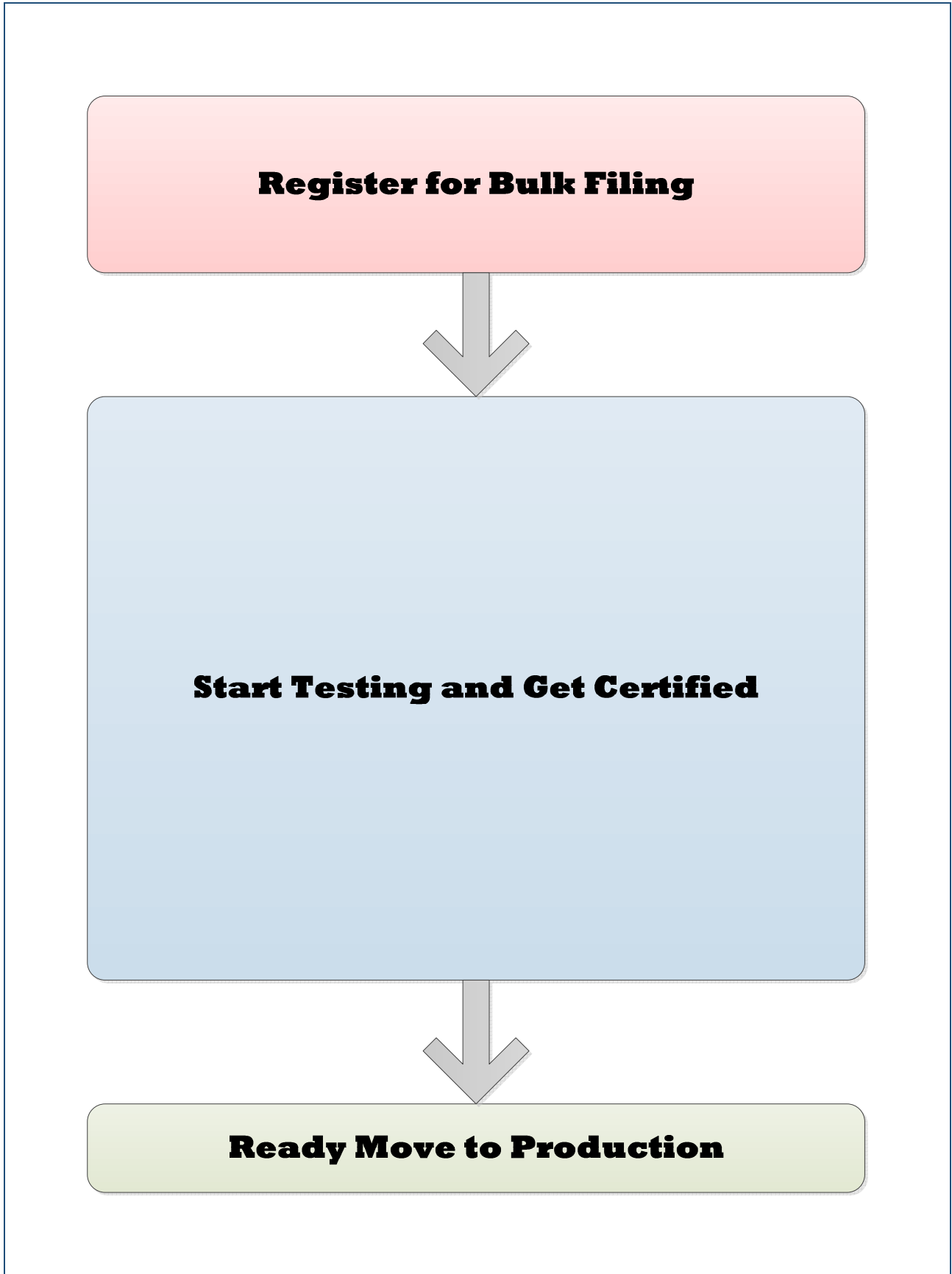


Bulk Filing Walkthrough Process

Ohio Business Gateway

Bulk Filing Walkthrough Process

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Bulk Filing Walkthrough Process

Steps	Description	Results
1	Determine whether to be a Bulk Filer	<input type="checkbox"/>
2	Choose Your Filing Scenario	<input type="checkbox"/>
3	Register with the Ohio Business Gateway	<input type="checkbox"/>
4	Obtain Your ETIN <i>Timeframe: Approximately 1 to 2 days</i>	<input type="checkbox"/>
5	Determine Your Payment Type	<input type="checkbox"/>
6	Submit Your Registration Form <i>Timeframe: Approximately 1 to 2 weeks</i>	<input type="checkbox"/>
7	File Transfer Setup: Test <i>Timeframe: Approximately 1 to 2 weeks</i>	<input type="checkbox"/>
8	Create and Submit Initial Test File <i>Timeframe: Approximately 1 to 2 weeks</i>	<input type="checkbox"/>
9	Submit Your Certification Test Files <i>Timeframe: Approximately 2 to 4 weeks</i>	<input type="checkbox"/>
10	File Transfer Setup: Production <i>Timeframe: Approximately 1 to 2 days</i>	<input type="checkbox"/>



Step 1: Determine whether to be a Bulk Filer

Choose your electronic filing method

Ohio Business Gateway: The Ohio Business Gateway is a one-stop approach where you can access multiple state agencies and file various reports and payment all from one website. Ohio Business Gateway Electronic Filing services offer Ohio's businesses a time- and money-saving online filing and payment system that helps simplify business' relationship with government agencies. Ohio businesses can use the Gateway to access various services and electronically submit transactions and payments with many state agencies. The Ohio Business Gateway Electronic Filing also partners with local governments to enable businesses to file and pay selected Ohio municipal income taxes.

Bulk Filing: Bulk Filing is used primarily by payroll companies to submit employer withholding taxes to the Ohio Department of Taxation. Bulk Filing enables companies to submit large numbers of filings in a single file. Bulk files will be transmitted to the Gateway via secure FTP using SSH. A single account will be used both to drop off bulk files and to pick up acknowledgements as they are generated by the system.

If you have a small number clients and do not require an automated solution, then the Ohio Business Gateway website may be more suitable than Bulk Filing. If you have a large number of clients and are using a software product or developing your own software solution, Bulk Filing could be the appropriate solution.

For more information about electronic filing: <http://business.ohio.gov/efiling/help/>

Choose the filing types which you would like to submit

Currently Ohio's employer withholding Bulk Filing services accepts filing and payment of the following employer withholding forms:

- ✓ Ohio IT-501 Employer's Payment of Income Tax Withheld
- ✓ Ohio IT-941 Employer's Annual Reconciliation Income Tax Withheld
- ✓ Ohio IT-942 Quarterly Reconciliation of Income Tax Withheld
- ✓ Ohio IT-942 4th Quarter/Annual Reconciliation of Tax Withheld
- ✓ Ohio SD-101 Employer's Payment of School District Tax Withheld
- ✓ Ohio SD-141 School District Employer's Annual Reconciliation



You're ready to move on when

- You have decided on electronic filing method you will be using.
- You have decided on filing type you will be submitting.

Note: Your selection will affect what Test Scenarios you will be testing.

Relevant References: <http://business.ohio.gov/efiling/help/>



Step 2: Choose Your Filing Scenario

The following are the four scenarios that the Ohio Business Gateway supports.

Standard:

In this scenario, the BULK FILER collects information from companies, assembles the file and transmits the file to the Gateway. All of these actions are done by a single entity.

Full Service (Software):

In this scenario, the BULK FILER collects information from companies and sends it to another entity that assembles the file and transmits it to the Gateway for them using the Bulk Filer's credentials.

Channel (Software):

In this scenario, the BULK FILER collects information from companies and sends it through another entity that assembles the file and transmits it to the Gateway for them using the Bulk Filer's credentials. FTP setup is not required in this scenario.

Self-Hosted:

In this scenario, the BULK FILER collects information from companies and hires another entity/software vendor to assemble the file. The Bulk Filer transmits this assembled file to the Gateway using the Bulk Filer's credentials.



You're ready to move on when

- You have decided on Filing Scenario you will be using

Relevant References:

[The Gateway Bulk Filing Implementation Guide – Part A](#)

Note: Bulk Filer will notify the Gateway Help Desk once they finalize the Filing Scenario.



Step 3: Register with the Ohio Business Gateway

Group: The Gateway Help Desk

Registration for the BULK FILER: The registration process for Bulk Filing with the State of Ohio requires enrollment with two distinct entities: The Gateway which processes the bulk files submitted to the state and The Treasurer of State who manages issues related to Electronic Funds Transfer.

When all registration procedures have been successfully completed, Bulk Filers will be assigned the login IDs and passwords necessary to access the Bulk Filing system.

All Bulk Filers will be required to register with the Gateway before bulk files can be submitted. The registration is accomplished by navigating to <https://ohiobusinessgateway.ohio.gov/>, and then selecting Create the Gateway Username.

For more information refer [The Gateway Bulk Filing Implementation Guide – Part A](#)

Registration for the Client Company: Client companies on whose behalf bulk files are submitted must be registered with the Ohio Department of Taxation and have an active Ohio Employer Withholding account in order for a bulk filer to successfully submit a return and/or payment on their behalf.

Client companies may also be registered with the Gateway if they access other the Ohio Business Gateway services, but client companies are not required to register with the Gateway directly.

Note: If you have already registered with the Gateway, it is not necessary to do so again. The only additional preparatory step for you is to identify a user whose Gateway username will be included in all bulk file submissions and confirm that this user has system privileges which permit the filing of any of the forms identified.



You're ready to move on when

- You have registered with the Ohio Business Gateway and have a Gateway username.

Relevant References:

[The Gateway Bulk Filing Implementation Guide – Part A](#)

<https://ohiobusinessgateway.ohio.gov/>

Step 4: Obtain Your ETIN

Group(s): The Gateway Help Desk, Internal Revenue Service (IRS)

Timeframe: Approximately 1 to 2 days (Approximately 4 to 6 weeks for IRS process)

An ETIN is an Electronic Transmitter Identification Number which is an identification number assigned by the IRS to a participant in IRS e-file that performs activity of transmission and/or software development. If you do not have this number currently please let the Gateway Help Desk know. If you have not begun the process of registering with the IRS then please do so by going to the following link and complete the registration process: <https://www.irs.gov/Tax-Professionals/e-File-Providers-&Partners/Become-an-Authorized-e-file-Provider>

ETIN is a unique identifier for the transmission and is also validated.

Note: At the time of Bulk Filing registration, if an entity is yet to receive an ETIN from IRS, the Gateway can provide a temporary ETIN for testing purposes.



You're ready to move on when

- Actual ETIN has been provided to the Gateway Help Desk or proof has been sent to the Gateway Help Desk that an ETIN application has been sent to the IRS.

Relevant References:

<https://www.irs.gov/Tax-Professionals/e-File-Providers-&Partners/Become-an-Authorized-e-file-Provider>



Step 5: Determine Your Payment Type

Group(s): The Gateway Help Desk, Treasurer of State of Ohio (ToS)

Payment information must be included with each Transmission. Any records submitted without payment information will be rejected except when there is no balance due. Payment types cannot be mixed within the same bulk file—i.e., all payment types within a given bulk file must be ACH Credit or ACH Debit, not a combination of the two. A return filed with no tax due and omitted payment information or a payment amount of \$0.00 is acceptable if the return is to be filed without payment.

ACH Debit

For ACH Debit transactions: Payment instructions for each successfully-processed submission will be individually submitted to the ACH network and processed in accordance with established banking procedures.

ACH Credit

For ACH Credit transactions: An aggregate payment amount for all successfully-processed submissions will be communicated to the Bulk Filer, who is subsequently responsible for initiating a timely and accurate ACH Credit transaction with the bank.

Note: Before submitting a bulk file with a payment type of ACH Credit, the Treasurer of State, ACH Credit Authorization Agreement form must also be submitted to the Gateway Help Desk. Only applies to those entities who intend to submit bulk files with a payment type of ACH Credit. An ACH Credit can only be for a single transmission.



You're ready to move on when

- You have decided on the Payment Type you will be using
- ACH Credit payment type,
 - ACH Debit payment type, or
 - Both ACH Credit and ACH Debit.

Relevant References:

[The Gateway Bulk Filing Implementation Guide – Part A](#)



Step 6: Submit Your Registration Form

Group: The Gateway Help Desk

Timeframe: Approximately 1 to 2 weeks

You will find the Bulk Filing Registration Form in the Appendix C section of [The Gateway Bulk Filing Implementation Guide – Part A](#). You will fill out the Bulk Filing Registration Form and submit it to the Gateway Help Desk by sending an email to oit.obg.help@das.ohio.gov. You can also fax the Bulk Filing Registration Form. The fax number is available on the Bulk Filing Registration Form.

Once the Gateway Help Desk receives the Bulk Filing Registration Form from you. The Gateway Help Desk will validate completeness and accuracy of form.

- Bulk Filing Registration Form
 - ✓ All data fields on the form have been provided responses except SSH key.
 - ✓ Form has been signed and dated.
- ACH Credit Authorization Agreement (Required ONLY if Payment Type indicated is ACH Credit).
 - ✓ All data fields on the form have been provided responses.
 - ✓ Form has been signed and dated.



You're ready to move on when

- You have submitted the Bulk Filing Registration Form to the Gateway Help Desk.

Relevant References:

[The Gateway Bulk Filing Implementation Guide – Part A](#)



Step 7: File Transfer Setup: Test

Group(s): The Gateway Help Desk, Electronic Commerce Center (ECC)

Timeframe: Approximately 1 to 2 weeks

The Gateway Help Desk will engage Electronic Commerce Center (ECC). The Gateway Help Desk prepares your profile in Test environment. Submission of the Registration Form in Step 6 initiates this process. You will be contacted by ECC to complete the FTP setup.

The Gateway Help Desk will advise you that set-up has been completed. The Gateway Help Desk will provide you with FTP destination information, file delivery schedule, other testing related information and assistance as needed.

Note: This step is not required for Bulk Filers using a Channel Provider Scenario.



You're ready to move on when

- You have received the FTP credentials.
- Verified FTP connectivity with the Gateway.



Step 8: Create and Submit Initial Test File

Group: The Gateway Help Desk

Timeframe: Approximately 1 to 2 weeks

- **Create the XML File:** Transform client's information into an XML format confirming to FSET Standards (version 4.4) which will be transmitted to Ohio Business Gateway.
- **Validate against the FSET schema:** Your Test file can be validated against the FSET schema using the online FSET Validator which can be found at the following link: <http://labs.obg.ohio.gov/BulkFilingFSETValidator/>
- **Send test files**
 - ✓ Once the files are ready, you can upload the file in the designated area to be processed by the Ohio Business Gateway. You will receive ACK1 and ACK2 notifications and files. They must be reviewed to verify successful processing.
 - ✓ When a file is processed, an ACK1 email will be sent to the Gateway user email whose account is provided in the bulk file. When the processing of a transmitted bulk file has completed, an ACK 2 email will be sent to the email address of the Bulk Filer associated with the account provided in the bulk file.
 - ✓ The results of the bulk file validation and processing can be found in the ACK1 and ACK2 files which are placed into the Bulk Filer's secure FTP location after processing.

For more information refer [The Gateway Bulk Filing Implementation Guide – Part B](#)



You're ready to move on when

- You have created an XML file and validated against the FSET schema.
- You have successfully submitted a test file with a form type selected in Step 1 in the test environment.
- You have received the ACK1 File and email with success.
- You have received the ACK2 File and email with success.

Relevant References:

[The Gateway Bulk Filing Implementation Guide – Part B](#)

[Bulk Filing Certification Testing document](#)

[Bulk Filing Quick Reference](#)

<http://labs.obg.ohio.gov/BulkFilingFSETValidator/>



Step 9: Submit Your Certification Test Files

Group(s): The Gateway Help Desk

Timeframe: Approximately 2 to 4 weeks

You can access the required test scenarios in the [Bulk Filing Certification Testing document](#). You must test all of the remaining scenarios for each form types you selected in Step1 after submitting your initial test file.

This series of test scenarios will verify the communication, functionality, and compatibility of your files and software with the Gateway's Bulk Filing System. After completing the remaining scenarios, submit your completed Certification Testing Document to the Gateway Help Desk. A representative will notify you when you've been certified for Bulk Filing with the Gateway.

For more information regarding File Types and Formats refer: [The Gateway Bulk Filing Implementation Guide – Part B](#)



You're ready to move on when

- You have completed testing all the remaining Test Scenarios which you were required to submit.
- You have submitted the completed Test Certification Document to the Gateway Help Desk.

Relevant References:

[The Gateway Bulk Filing Implementation Guide – Part B](#)

[Bulk Filing Certification Testing document](#)

[Bulk Filing Troubleshooting Reference](#)



Step 10: File Transfer Set-up: Production

Group(s): The Gateway Help Desk, ECC

Timeframe: Approximately 1 to 2 days

Send an email request to the Gateway Help Desk that testing is complete and that you would like to proceed to Production; also include all the form types which you will be sending in Production. After the Gateway Help Desk and development support personnel validate your certification, your Production Bulk Filing configuration can be set up. The Help Desk will notify you when you are able to submit bulk files into the production drop-off location.



You're ready to move on when

- Actual ETIN has to be provided.
- Receive confirmation email that you are ready for production from the Gateway Help Desk.
- You have successfully submitted your first file in production.

References

Bulk Filing Implementation Guide – Part A

This Implementation Guide includes requirements governing registration and the submission & transmission of files.

<http://business.ohio.gov/efiling/help/bulkfiling/OBGBulkFilingImplementationGuideA.pdf>

Bulk Filing Implementation Guide – Part B

This Implementation Guide includes information related to file formats, acknowledgements and error handling for the particular file types currently in scope.

<http://business.ohio.gov/efiling/help/bulkfiling/OBGBulkFilingImplementationGuideB.pdf>

Bulk Filing Quick Reference

The Quick Reference document includes steps a Bulk Filer should complete before dropping bulk files in production.

<http://business.ohio.gov/efiling/help/bulkfiling/OBGBulkFilingProcessingQuickReference.pdf>

Bulk Filing Certification Testing

The Certification Testing document includes all the different Test Scenarios for different Form Types that needs to be tested and submitted during the Testing phase.

<http://business.ohio.gov/efiling/help/bulkfiling/>

Bulk Filing Troubleshooting Reference

The Troubleshooting Reference document lists all the common error encountered while testing. This document will help the Bulk Filers who are already into the testing phase and are getting errors while testing.

<http://business.ohio.gov/efiling/help/bulkfiling/OBGBulkFilingTroubleshootingReference.pdf>