





Available Service Areas

- Cigarette Tax 
- Commercial Activity Tax 
- Department of Public Safety 
- Division of Financial Institutions 

Authorized Service Areas

- Employer Withholding 
- Kilowatt Hour Tax 
- Kilowatt Hour Tax - Self Assessing Purchaser 
- Municipal Taxation Withholding Tax 

Click Lock in top right corner

Select Service Areas

Select Municipal Taxation W/H tax under Available Service Areas

Hit the ⊕ icon - This will move the item to Authorized Service Areas

Available Transaction Types

Sales and Use Tax	
Consumer's Use Tax Registration	+
Out-of-State Sellers Registration	+

Authorized Transaction Types

Employer Withholding	
Maintain Ohio School District List	—
Ohio IT 501 Return for Income Tax Withheld	—
Ohio IT 941 Annual Reconciliation of Income Tax Withheld	—

Municipal Taxation Withholding Tax	
Withholding Returns & Payments	—

- Select Transaction Types
- Municipal Tax W/H Tax will be available under Available Transaction Types
- Hit the (+) icon next to Withhold Returns & Payments
This will move that link under the Authorized Transaction Types

and you do not see it here, press the Refresh button.

Permission Template

Read Edit Create Delete Submit

Copy Permissions

Refresh Save Undo All

Click on User Authorization
Select all 5 toggles and click on Copy Permissions, then Save.

Go back to Home
Select Withholding Payments & Returns
Add the cities you wish to pay.