

# TeleFile Instructions

## TeleFile Requirements

You can file your sales tax return using TeleFile if:

1. You are a registered Ohio vendor.
2. You have a touch-tone telephone.
3. Your vendor's license number begins with 01 through 88.
4. You are reporting sales for only the county of your vendor's license.
5. You did not make accelerated payments for the reporting period.

## Taxpayer Information

The toll-free number to call for TeleFile is **(800) 697-0440**.

When you call to TeleFile, please be prepared to:

1. Enter 8-digit vendor's license number.
2. Enter 2-digit Taxpayer Identification Number (TIN).

## Return Information

When prompted, please enter all of the following. Examples are on the Telefile worksheet.

**Reporting Period** - Enter 8-digit month, day and year of the filing period end date (e.g. January 31, 2014 as **01312014**).

1. **Gross Sales** - From line 1 of the TeleFile worksheet enter gross sales in dollars and cents, followed by the pound (#) sign. If zero, enter zero.
2. **Exempt Sales** - From line 2 of the TeleFile worksheet enter amount of exempt sales in dollars and cents followed by the # sign. If zero, enter zero.
3. **Net Taxable Sales** - This will be automatically calculated.
4. **Motor Vehicles** - From line 4 of the Telefile worksheet enter amount of sales upon which tax is paid to clerk of courts in dollars and cents followed by the # sign. If zero, enter zero.
5. **Reportable Taxable Sales** - This will be automatically calculated
6. **Tax Liability** - From line 6 of the TeleFile worksheet enter amount of tax you owe in dollars and cents followed by # sign.
7. **Discount** - If the return is filed on time, the system will calculate the discount. Enter the discount on line 7 of the TeleFile worksheet.
8. **Additional Charge** - If the return is filed late, the system will calculate the additional charge and interest. Enter the additional charge and interest on lines 8a and 8b of the TeleFile worksheet.
9. **Net Tax Due** - This will be automatically calculated.

## Payment Information

Payment can be made by electronic check or credit card. Please follow the steps below.

### Electronic Check

1. Enter 9-digit bank routing number.
2. Enter bank account number.
3. Enter **8-digit month day and year** for the withdrawal (e.g. January 23, 2014 as **01232014**). You will receive a 15 digit confirmation number when completed. Please write this confirmation number down for your proof of payment on the line that is provided on the Telefile worksheet.

### Credit Card

If you choose to pay by credit card you may do so by calling (800) 272-9829 (or by visiting [www.officialpayments.com](http://www.officialpayments.com) on the web). Enter **Ohio's Business Tax Jurisdiction 6447** when prompted and follow the recorded instructions. You will receive a confirmation number that has a combination of six (6) numbers and/or letters. Please write this confirmation number down for your proof of payment on the line that is provided on the Telefile worksheet. **Note:** If you pay your taxes by credit card, you must still file the tax return by the due date.

### Signature & Confirmation

Please complete the following to be sure your return is accepted:

1. To sign your return, enter 2-digit TIN following the declaration statement.
2. After signing your return the system will assign a 12-digit confirmation number. Please write the confirmation number down on the line that reads Telefile return 12 digit confirmation number on the Telefile worksheet.