

# Alternate Methods for Filing Ohio Unemployment Taxes

## Overview

Traditionally, unemployment taxes have been filed and paid by mailing in typed or handwritten forms. Now, there are a variety of methods for filing your unemployment taxes in the State of Ohio. These methods include:

- Magnetic Media Filing
- Ohio Business Gateway
- Interactive Voice Response

Each of the alternate filing methods is described in this document together with information regarding the benefits of each filing option. We have included contact information so that we may assist you.

We encourage you to select the method that best suits your needs.

## Magnetic Media Filing

Employers are encouraged to report employees wage information by magnetic media. It is especially recommended for employers with more than 200 employees.

### **Advantages**

- Eliminates the requirement for typed or printed wage detail;
- Eliminates printer to paper alignment problems;
- Magnetic media files are processed in a fraction of the time required for paper reports; and
- The wage detail information is immediately available for benefit claim processing and fraud prevention.

### **Types of Media Available**

- Diskette Entry Program – A free data entry program for users of Windows® 95/98/NT;
- Diskette – Data records written using the ICESA format for wage reporting; and
- 3480, 3490, 3490E Cartridge and 9-Track Tape – Data records written using the ICESA format for wage reporting.

### **Important Information**

- Files only Wage Detail Report; Contribution Report must be filed separately;
- Recommended for employers with more than 200 workers;
- ICESA format specifications can be viewed at [www.jfs.ohio.gov/ouc/uctax/magmedia.stm](http://www.jfs.ohio.gov/ouc/uctax/magmedia.stm);
- If you have questions about magnetic media or need assistance, please phone (614) 752-9661; or
- Email us at [WageOhio@odjfs.state.oh.us](mailto:WageOhio@odjfs.state.oh.us)

## The Ohio Business Gateway (OBG)

The Ohio Business Gateway website is available for employers to file quarterly ODJFS unemployment taxes, as well as Workers' Compensation Premiums, sales tax and payroll withholding taxes.

### **Advantages**

- Eliminates requirements for typed or printed wage detail;
- Eliminates printer to paper alignment problems;
- The wage detail information is immediately available for benefit claim processing and fraud prevention;
- OBG Report files are processed the next business day;
- Register once for BWC, Ohio withholding, sales tax, and unemployment tax reporting;
- Employees are pre-loaded from the JFS database;
- Taxable wages and tax due are automatically calculated;

- File early then designate a later payment date; and
- Pay from your checking account or by credit card.

### **Important Information**

- Files both Wage Detail and Contribution Reports;
- Recommended for employers with less than 200 workers;
- Reimbursing employers can use the Gateway;
- Completely secure, uses single socket layer protocol (SSL);
- Register at [www.ohiobusinessgateway.ohio.gov](http://www.ohiobusinessgateway.ohio.gov) ;
- If you have questions about the Gateway or need assistance, please phone (614) 466-2319; or
- Email us at [WageOhio@odjfs.state.oh.us](mailto:WageOhio@odjfs.state.oh.us) .

### **Interactive Voice Response (IVR)**

If you had no employees and paid no wages this quarter, you may file your quarterly Contribution and Wage Reports by telephone. Phone toll-free 1-866-44 UCTAX (448-2829). To file by telephone you will need your ODJFS employer number and your federal employer identification number (both appear on your Quarterly Report form). If you file by phone, please do not file the paper form.

### **Advantages**

- Report up to 16 quarters;
- Free phone call;
- No report preparation time;
- JFS systems updated the next business day; and
- For employers with no workers and no wages.

### **Important Information**

- Files both Wage Detail and Contribution Reports; and
- Phone 1-866-448-2929 and follow the instructions.

If you have questions about the IVR or need assistance, please phone (614) 466-2319.

[Click Here for Information Regarding Traditional Filing Methods](#)