

Ohio Department of Taxation Lookup

When an employee is hired, the employer is required to verify the taxation subject to that employee. The easiest way to do this is by using ODT's "The Finder". This is an easy-to-use, interactive tool that quickly lets you know what you should be deducting for your employees.

Look up is simple! Visit http://www.tax.ohio.gov/online_services/thefinder.aspx

First, search for municipal taxes by address:



Lookup By Address

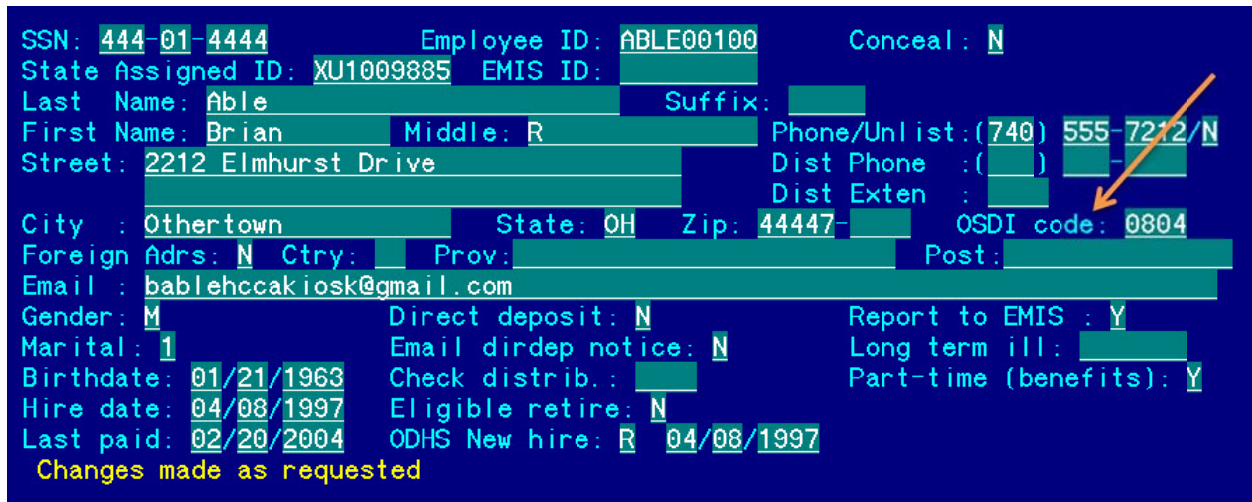
Address: <input type="text"/>	Month/Year May <input type="text"/> 2014 <input type="text"/>
Suite, Apt, Lot: <input type="text"/>	
City: <input type="text"/>	
State: Ohio	
Zip Code: (Note: Zip + 4 is optional) <input type="text"/> - <input type="text"/>	

denotes a required field.

This will tell you what, if any, municipal taxes should be deducted from the employee's pay and at what rate. If your district does not withhold courtesy taxes, you do not need to look up municipal tax.

In the same way, look up Ohio School District Income Tax (OSDI). Remember, it is the responsibility of the employer to properly withhold OSDI. OSDI is not a courtesy tax. Fines can be assessed on employers that do not withhold OSDI. Again, use "The Finder" to quickly locate proper OSDI codes and rates. Even if no OSDI rate exists for an employee, the OSDI 4-digit code will still be displayed. This should be entered on the BIOSCN so that employees can easily be identified if their school district ever levies a tax.

```
SSN: 444-01-4444      Employee ID: ABLE00100      Conceal: N
State Assigned ID: XU1009885  EMIS ID:
Last Name: Able      Suffix:
First Name: Brian    Middle: R      Phone/Unlist: (740) 555-7272/N
Street: 2212 Elmhurst Drive      Dist Phone : ( ) -
City : Othertown      State: OH      Zip: 44447-      OSDI code: 0804
Foreign Adrs: N      Ctry:      Prov:      Post:
Email : bablehccakiosk@gmail.com
Gender: M      Direct deposit: N      Report to EMIS : Y
Marital: 1      Email dirdep notice: N      Long term ill:
Birthdate: 01/21/1963      Check distrib.:      Part-time (benefits): Y
Hire date: 04/08/1997      Eligible retire: N
Last paid: 02/20/2004      ODHS New hire: R 04/08/1997
Changes made as requested
```

An orange arrow points from the top right towards the OSDI code field in the form.

If OSDI rates exist, create an 800 series deduction record, withholding the appropriate rate.