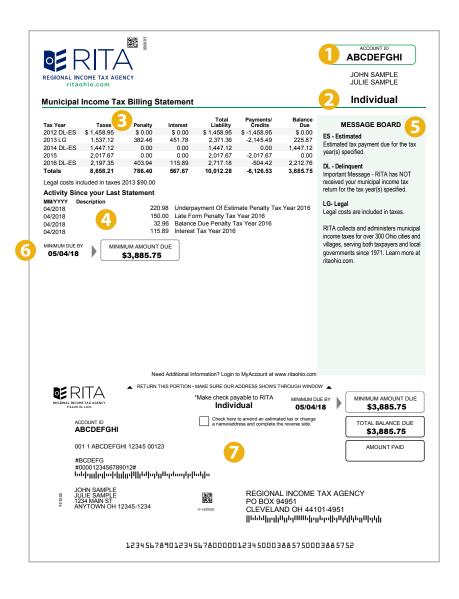# How to read your **new statement**

RITA has enhanced the look and design of your municipal income tax billing statement. The following is a brief description of the layout.
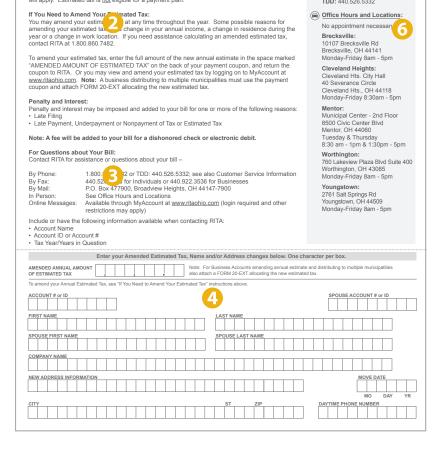
Statement front

(1) Please use this account ID on any payments that you send or when you contact RITA.

(2) Identifies the type of statement - Individual, Net Profit, Employer Withholding or Payment Plan.

(3) This area provides detail by tax year about your tax, penalty and interest charges, payments and credits applied if applicable, and balance due.

(4) Activity Since Your Last Statement includes any transactions since your last bill or in the last 90 days if you have not been billed during that time.

(5) May contain important information about your account, notifications, helpful reminders or news items.

(6) The Minimum Amount Due includes past due balances and any current year quarterly estimates (second, third and fourth estimates, depending on the time of year). Payments received after this date may result in penalty and interest charges.

(7) Return this remittance coupon with your payment by check.

Statement image content

ACCOUNT ID
ABCDEFGHI

JOHN SAMPLE
JULIE SAMPLE

Individual

Municipal Income Tax Billing Statement

Tax Year	Taxes	Penalty	Interest	Total Liability	Payments/ Credits	Balance Due
2012 DL-ES	$ 1,458.95	$ 0.00	$ 0.00	$ 1,458.95	$ -1,458.95	$ 0.00
2013 LG	1,537.12	382.46	451.78	2,371.36	-2,145.49	225.87
2014 DL-ES	1,447.12	0.00	0.00	1,447.12	0.00	1,447.12
2015	2,017.67	0.00	0.00	2,017.67	-2,017.67	0.00
2016 DL-ES	2,197.35	403.94	115.89	2,717.18	-504.42	2,212.76
Totals	**8,658.21**	**786.40**	**567.67**	**10,012.28**	**-6,126.53**	**3,885.75**

Legal costs included in taxes 2013 $90.00

Activity Since your Last Statement

MM/YYYY	Description		
04/2018		220.98	Underpayment Of Estimate Penalty Tax Year 2016
04/2018		150.00	Late Form Penalty Tax Year 2016
04/2018		32.96	Balance Due Penalty Tax Year 2016
04/2018		115.89	Interest Tax Year 2016

MINIMUM DUE BY
05/04/18

MINIMUM AMOUNT DUE
$3,885.75

MESSAGE BOARD

ES - Estimated
Estimated tax payment due for the tax year(s) specified.

DL - Delinquent
Important Message - RITA has NOT received your municipal income tax return for the tax year(s) specified.

LG- Legal
Legal costs are included in taxes.

RITA collects and administers municipal income taxes for over 300 Ohio cities and villages, serving both taxpayers and local governments since 1971. Learn more at ritaohio.com.

Need Additional Information? Login to MyAccount at www.ritaohio.com

RETURN THIS PORTION • MAKE SURE OUR ADDRESS SHOWS THROUGH WINDOW

*Make check payable to RITA
Individual

MINIMUM DUE BY
05/04/18

MINIMUM AMOUNT DUE
$3,885.75

TOTAL BALANCE DUE
$3,885.75

AMOUNT PAID

Check here to amend an estimated tax or change a name/address and complete the reverse side.

ACCOUNT ID
ABCDEFGHI

001 1 ABCDEFGHI 12345 00123

#BCDEFG
#0000123456789012#

JOHN SAMPLE
JULIE SAMPLE
1234 MAIN ST
ANYTOWN OH 12345-1234

REGIONAL INCOME TAX AGENCY
PO BOX 94951
CLEVELAND OH 44101-4951

1234567890123456780000012345000038857500038857 52

RITA
REGIONAL INCOME TAX AGENCY
ritaohio.com

How to Pay Your Bill:
You may pay your bill using ① the following payment options:
• Online at www.ritaohio.com (some restrictions or fees may apply)
• By phone through our Automated Phone Service at 1.800.860.7482 (some restrictions or fees may apply)
• By mail – checks or money orders made payable to RITA

If you are unable to pay the amount due, you may be eligible to set-up or amend a payment plan. Call RITA at 1.800.860.7482 to discuss payment plan options and eligibility. Penalty and interest will apply. Estimated tax is not eligible for a payment plan.

If You Need to Amend Your Estimated Tax:
You may amend your estimate ② at any time throughout the year. Some possible reasons for amending your estimated tax: a change in your annual income, a change in residence during the year or a change in work location. If you need assistance calculating an amended estimated tax, contact RITA at 1.800.860.7482.

To amend your estimated tax, enter the full amount of the new annual estimate in the space marked "AMENDED AMOUNT OF ESTIMATED TAX" on the back of your payment coupon, and return the coupon to RITA. Or you may view and amend your estimated tax by logging on to MyAccount at www.ritaohio.com. **Note:** A business distributing to multiple municipalities must use the payment coupon and attach FORM 20-EXT allocating the new estimated tax.

Penalty and Interest:
Penalty and interest may be imposed and added to your bill for one or more of the following reasons:
• Late Filing
• Late Payment, Underpayment or Nonpayment of Tax or Estimated Tax

Note: A fee will be added to your bill for a dishonored check or electronic debit.

For Questions about Your Bill:
Contact RITA for assistance or questions about your bill –

By Phone:	1.800.860.7482 or TDD: 440.526.5332; see also Customer Service Information
By Fax:	440.526.0462 for Individuals or 440.922.3536 for Businesses
By Mail:	P.O. Box 477900, Broadview Heights, OH 44147-7900
In Person:	See Office Hours and Locations
Online Messages:	Available through MyAccount at www.ritaohio.com (login required and other restrictions may apply)

③

Include or have the following information available when contacting RITA:
• Account Name
• Account ID or Account #
• Tax Year/Years in Question

☎ Customer Service Information: ⑤
Monday-Friday 8am - 5pm
Individuals:
1.800.860.7482, ext. 5002
For individual payment arrangements: Ext. 5004
Businesses:
1.800.860.7482, ext. 5003
TDD: 440.526.5332

☺ Office Hours and Locations: ⑥
No appointment necessary
Brecksville:
10107 Brecksville Rd
Brecksville, OH 44141
Monday-Friday 8am - 5pm
Cleveland Heights:
Cleveland Hts. City Hall
40 Severance Circle
Cleveland Hts., OH 44118
Monday-Friday 8:30am - 5pm
Mentor:
Municipal Center - 2nd Floor
8500 Civic Center Blvd
Mentor, OH 44060
Tuesday & Thursday
8:30 am - 1pm & 1:30pm - 5pm
Worthington:
760 Lakeview Plaza Blvd Suite 400
Worthington, OH 43085
Monday-Friday 8am - 5pm
Youngstown:
2761 Salt Springs Rd
Youngstown, OH 44509
Monday-Friday 8am - 5pm

Enter your Amended Estimated Tax, Name and/or Address changes below. One character per box.

AMENDED ANNUAL AMOUNT OF ESTIMATED TAX [ ][ ][ ][ ][ ][ ][ ]   Note: For Business Accounts amending annual estimate and distributing to multiple municipalities also attach a FORM 20-EXT allocating the new estimated tax.

To amend your Annual Estimated Tax, see "If You Need to Amend Your Estimated Tax" instructions above.

ACCOUNT # or ID   ④   **SPOUSE ACCOUNT # or ID**

FIRST NAME   **LAST NAME**

SPOUSE FIRST NAME   **SPOUSE LAST NAME**

COMPANY NAME

NEW ADDRESS INFORMATION   **MOVE DATE**
                                    MO   DAY   YR

CITY   **ST** **ZIP**   **DAYTIME PHONE NUMBER**

Statement back

① Payment Options available to make a payment on your account.

② Information on how to change your tax estimate.

③ Contact information. How to reach RITA.

④ Please complete and return this section to provide changes to your estimate and/or mailing address.

⑤ Customer Service toll-free numbers and support hours.

⑥ Office Hours and address information.