RITA’s Drop-Off Service **for municipal tax returns**

**Brecksville**  
10107 Brecksville Road  
Brecksville, Ohio 44147

**Worthington**  
760 Lakeview Plaza Blvd, Suite 400  
Worthington, Ohio 43085

**Cleveland Heights***  
40 Severance Circle  
Cleveland Heights, Ohio 44118  
*Located outside of City Hall, next to the utility payment drop box

**Youngstown**  
2761 Salt Springs Road  
Youngstown, Ohio 44509

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**How to Use RITA’s Drop Boxes:**

1. **Drop off your completed return or, if you prefer, we will complete your tax return for you.**
   a. Bundle your tax support documents together.
   b. Fill out the [Municipal Income Tax Drop-Off Sheet](#) to provide general information that will help us to complete your return.

2. Place your tax documents in an envelope and head to one of the RITA locations listed above.

3. You will receive a letter from us, confirming receipt of your documents.