



800.860.7482
TDD 440.526.5332
ritaohio.com

Our physical doors are staying closed to the public for now, however, we are providing drop-off service as a contact-free option to traditional in-person assistance. **If you would like RITA to prepare your return for you, fill out this sheet, attach your tax documents and drop it off at select RITA locations.**

Individual Municipal Income Tax Drop-Off Sheet

Step 1: General Information

Name: _____

Current Street Address or P.O. Box Number: _____

City, State and ZIP Code: _____

Social Security Number (Last 4 digits only): XXX-XX-_____ Tax Year: _____

Filing status:

- Single or married filing separately
- Joint Spouse Name: _____ Spouse SSN: XXX-XX-_____

Complete if you have moved since January 1, 2020:

Previous Street Address or P.O. Box Number: _____
City, State, and ZIP Code: _____
Move out date of previous address: _____

Check any of the boxes if the situation applies to you:

- You are under 18. Provide Date of Birth: _____ (include copy of your driver's license or birth certificate)
- You are retired. Provide retirement date: _____
- Your spouse is retired. Provide Spouse retirement date: _____
- You have No Municipal Taxable Income to report for the entire year *

Step 2: Documentation (Documents will NOT be returned)

Include copies of the following documents, **in an envelope**, if applicable to your situation:

- W-2s (include the copies to be filed with Employee's City or Local Tax Return)
- W-2Gs Gambling Winnings (include the copies to be filed with Employee's City or Local Tax Return)
- Schedule C – Profit or Loss from Business *
- Schedule E – Supplemental Income and Loss (includes Rental Income) *
- Other Income (1099-NEC/MISC, Schedule F-Profit or Loss from Farming, 4797 – Sales of Business Property Income)*

* Include first two pages of your Federal Form 1040 and Schedule 1.

Signature _____ Date: _____

May RITA call you if there are questions? Yes No Contact Phone Number: _____

Put this sheet with your tax documents in an envelope and drop-off at:

Brecksville
10107 Brecksville Road
Brecksville, OH 44141

Cleveland Heights
Cleveland Heights City Hall **
40 Severance Circle
Cleveland Heights, OH 44118

Mentor
Mentor Municipal Center *
8500 Civic Center Boulevard
Mentor, OH 44060

Worthington
760 Lakeview Plaza Blvd #400
Worthington, OH 43085

Xenia
Xenia Administration Building **
107 E. Main Street
Xenia, OH 45385

Youngstown
2761 Salt Springs Road
Youngstown, OH 44509

Save a trip? Mail this sheet and your tax documents to the following address:
RITA
PO Box 477900
Broadview Heights, OH
44147-7900

* Located inside - 1st Floor Lobby (Available 8:00 am - 5:00 pm, Monday-Friday)
** Located outside City Hall, beside utility payment box