

RITA's Drop-Off Service for municipal tax returns

Brecksville

10107 Brecksville Road
Brecksville, OH 44141

Worthington

760 Lakeview Plaza Blvd #400
Worthington, OH 43085

Cleveland Heights

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

Xenia

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

Mentor

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

Youngstown

2761 Salt Springs Road
Youngstown, OH 44509

* Located inside – 1st Floor Lobby (Available 8:00 am – 5:00 pm, Monday-Friday)

** Located outside City Hall, beside utility payment box



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.
4. Checks may be converted to ACH transactions.