

### **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

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

\*\* Located outside City Hall, beside utility payment box

### **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



### **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.

Please note checks may be converted to ACH transactions.