



800.860.7482  
TDD 440.526.5332  
ritaohio.com

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