

General Instructions

Proof of exemption must be submitted when required (see the Specific Instructions below).

Failure to respond may result in a tax liability finding based on information supplied to us by the Internal Revenue Service or may result in a subpoena being issued, requiring you to appear and produce documents for inspection.

Any penalties and interest owed will continue to accrue until returns are filed and any tax due is paid.

Specific Instructions

Checkbox 1: No Taxable Income

You must provide acceptable proof such as a copy of page 1 of your federal Form 1040 for any year you claim you had no taxable income.

Note that you cannot claim an exemption from filing for no taxable income for any year for which you had a rental loss, pass-through partnership loss, or self-employment loss.

Checkbox 2: US Armed Forces

If you would have met the requirements of reason 1 except you received one or more W2 forms, but those W2 forms reported only military pay and allowances for the year, check this reason for your exemption. Civilian employees of the armed forces are not eligible for this exemption.

Checkbox 3: Age Exempt

This exemption is not available in all RITA municipalities. Go to www.ritaohio.com and click on the RITA Municipalities link to look up your municipality to see if this exemption applies to your municipality.

Checkbox 4: Retired

You must provide acceptable proof such as a copy of page 1 of your federal Form 1040 for any year you claim you had retirement income only.

Note that if you are retired from your main place of employment but have picked up a job in retirement, this exemption will not apply to any year in which you receive a W2.

This exemption will also not apply to any year in which you own rental property or report a partnership gain or loss on your federal return.

Checkbox 5: Non-Resident

You must provide a list of all addresses where you lived for the years included in this form. Use the Moves Worksheet in the Instructions and attach to your submission.

Exact move dates are not necessary, but the addresses should be within a week or two of your actual move dates. Provide documentation proving you lived at each address such as copies of utility bills, property tax bills, leases, deeds, or print-outs of property transfer records from the County Auditor's website.

If you lived in another RITA municipality during any of the years covered by this form, you are still required to file an Individual Tax return for the year(s) in question. A current list of RITA municipalities can be found at www.ritaohio.com. Click on the RITA Municipalities link.

If you are (were) not a resident of a RITA municipality for any or all of the year(s) covered by this form, you must still file a return if you earned income in a RITA municipality and did not have tax withheld from those earnings to that municipality and/or if you own rental property or conduct business in a RITA municipality and reported losses for federal tax purposes.

Checkbox 6: Deceased

Enclose a copy of the death certificate.

Checkbox 7: Filing Jointly

Check this reason if you are not exempt and are filing jointly. Complete your spouse's information in the address section of this form.

How to File

Efile Using RITA's FastFile.

FastFile is easy, fast & secure. FastFile does not require a user name or password. You do need to have all your tax documents in front of you for any year you are FastFiling as once you start a return it must be finished in a single session.

FastFile walks you through filing your return and provides you with a confirmation number when you are done.

Efile Using RITA's MyAccount

MyAccount requires you to setup a user name and password. You do not need to complete a return in a single session.

MyAccount walks you through filing your form and provides you with a confirmation number when you are done.

Submit Paper Documents

If submitting a paper tax return with this form, you must submit copies of the documents required for the type of exemption claimed: birth certificate, driver's license, pages 1 & 2 and Schedule 1 of your Federal Form 1040, death certificate, etc. Documents will not be returned. Mail your documents to:

REGIONAL INCOME TAX AGENCY
PO BOX 94801
Cleveland, OH 44101-4801

Contact RITA

Tax forms, instructions, and the answers to many questions can be found at www.ritaohio.com.

Phone: (800) 860-7482

TDD: (440) 526-5332

Moves Worksheet

Use this worksheet to report your move history for the years covered by this form. Attach a separate sheet if more space is needed.

Move In Date	Move Out Date
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Street Address

City, State, ZIP

Move In Date	Move Out Date
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Street Address

City, State, ZIP

Move In Date	Move Out Date
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Street Address

City, State, ZIP

Move In Date	Move Out Date
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Street Address

City, State, ZIP
