



800.860.7482  
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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. To avoid delays in processing your return, we encourage you to use our online resources, MyAccount or FastFile.

## 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 of the applicable Tax Year:

Previous Street Address or P.O. Box Number: \_\_\_\_\_

City, State, and ZIP Code: \_\_\_\_\_

Move date out 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