



800.860.7482
TDD 440.526.5332
ritaohio.com

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