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Do not file draft forms. Although we do not expect this draft to change significantly before we publish the final version, we will not post the final version until after year-end.

2027 FORM 11 INSTRUCTIONS
Employer Municipal Tax Withholding Booklet

Easy Access to Withholding Tax Forms and Help

Internet: Access the RITA website at ritaohio.com to eFile your Form 11 Withholding Statement free of charge, make payments, download paper forms, and research frequently asked questions. We encourage you to file your Form 11 using our convenient and easy eFile system, MyAccount.

Phone: If you need additional assistance with the filing of your Form 11, please feel free to call us at 800.860.7482 or **TDD:** 440.526.5332.

Who is required to file Form 11?

It is the duty of each employer doing business within any RITA municipality who employs one or more persons on a salary, wage, commission, or other such compensation basis subject to a municipality's income tax ordinance to deduct the tax due each time compensation is paid to an employee. If there are no wages to report, you are required to file a zero return.

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What is Taxable?

Earnings subject to municipal income tax include, but are not limited to: Wages, salaries, commissions, and fees (except when paid to independent contractors), bonuses and incentive payments, tips, employer supplemental unemployment pay (sub pay), vacation, holiday, and sick pay. Payments made to an employee by an employer as dismissal or severance pay or under an early retirement incentive plan, or wage continuation plan during periods of disability or sickness are also taxable. These earnings are apportioned in the same ratio as regular wages if the employee works in more than one municipality. Employee contributions to retirement plans, compensation attributable to a nonqualified deferred compensation plan, or any compensation related to the sale, exchange, or other disposition of stock options or stock purchased under a stock option are not excludable. There are municipalities that have exceptions to these rules - go to Stock Options and Non-Qualified Deferred Compensation at ritaohio.com for a list of municipalities that exempt stock option income from withholding and municipalities that exempt nonqualified deferred compensation described in IRC § 3121 (v)(2)(C). Compensation attributable to a Section 125 "Cafeteria" plan is not taxable by any Ohio municipality. **Please note that effective 1/1/2024 individuals under 18 years of age are exempt from paying municipal income tax in all Ohio municipalities. Employers are required to withhold for employees who are 18 years of age or older.** Go to ritaohio.com and select the RITA Municipalities link for specific items that may apply to a Member municipality or JEDD/JEDZ.

Amending Originally Filed make the correction using Form 11A. A separate form 11A must be filed for each period reflecting only the municipalities that are affected. For example: If you file Form 11 on a monthly basis, you will need to submit a Form 11A for each month affected. Likewise for quarterly filers. However, if you file on a semi-monthly basis, your amended Form 11A's must reflect the total for the entire month. **The Reason for Adjusting must be provided in detail on page 2 of the Form 11A.** For example, if you are adjusting the municipality from what was originally reported, you must provide the physical address of the municipality you are reporting in the "Adjusting To" area.

Notes: Overpayments cannot be credited to the next tax year and must be refunded. Amounts under $10.01 will not be refunded.

Annual Reconciliation

An annual Reconciliation of Income Tax Withheld (Form 17) is required to be filed, and is due the last day of February following the calendar year. The reconciliation should reflect amounts indicated on the W-2 and 1099-NEC forms. If amended Form 11(s) are filed, the Form 17 should reflect any information amended throughout the year. Corrected W-2 forms must also be filed, if applicable.

Penalty, Interest, and Late Filing

If a form / payment is not postmarked by the return's due date, the employer will be subject to penalty and interest charges as required by the respective municipal income tax ordinance.

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Other Fees

A fee will be charged to your account for a dishonored check or a check / electronic debit that cannot be processed. RITA may choose to redeposit your returned item electronically. Additionally, you understand and agree that we may collect a returned item processing fee as allowed by state law. Electronic filers assume all responsibility for the accuracy of the information submitted and are, therefore, subject to any fees described above for any errors.

Business Changes and Updates

If your business has closed: If you have closed your business, you must file final Forms 11 and 17 with W-2 and 1099-NEC forms. You must also notify RITA in writing under a separate cover letter including a brief explanation, for example: "Closed business on mm/dd/yy", "Ceased RITA operations on mm/dd/yy", "No employees after mm/dd/yy", or "Merged with another company on mm/dd/yy". Also include the federal identification number(s), a contact name, and phone number. If at a later date you reopen your RITA location or hire employees in a RITA municipality, please call RITA's office and request that your withholding account be re-activated.

Changes to Address and/or FEIN: If your mailing address and/or federal identification number have changed, please submit the Business Change of Address Form at ritaohio.com.

Specific Instructions for Completing Form 11

Complete all information requested on Form 11. If the information is preprinted, be sure to check for accuracy and make any necessary corrections.

Estimating monthly / quarterly taxes due is not acceptable and may result in penalty and interest.

Section A: Enter the total wages subject to workplace tax, the total amount of workplace tax withheld, the total amount of residence tax withheld, and the total amount due and paid. **Note:** Do **not** report wages for any residence tax withheld.

Section B: List each municipality, the workplace wages, the workplace tax rate, the workplace tax withheld and / or any residence tax withheld in the boxes provided. ***You must indicate a municipal distribution with each Form 11 filed.*** For the current list of RITA municipalities and their tax rates, visit ritaohio.com.

Note: To avoid delinquencies on your account, Form 11 should be filed even if no wages were paid for the period.

If you file your Form 11 electronically, you do not need to file a paper Form 11.

Working from Home: If an employee works from home or lives and works in the same municipality, the tax should be reported to RITA as workplace and the wages should be included in the workplace wage amounts listed on the form.

Joint Economic Development Districts (JEDDs) or Joint Economic Development Zones (JEDZs)

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Some RITA municipalities have Joint Economic Development Districts (JEDDs) or Joint Economic Development Zones (JEDZs). Please use caution when indicating withholding for the JEDDs and JEDZs. These are separate taxing entities that must have their withholding reported separately.

Please go to ritaohio.com/Municipalities and use the RITA JEDD, JEDZ and ENTPZ Member List for the most up to date list of RITA JEDD and JEDZ

Make check or money order payable to RITA.

Responsible Party: The Form 11 must include the signature and title of the responsible party completing the return as well as the date, a phone number, and check number.

REQUIREMENTS FOR ALL MUNICIPALITIES

Withholding Due Dates and Thresholds

Monthly filing and payment is required if an employer has withheld with respect to a municipality more than $2,399 in the immediately preceding calendar year, or more than $200 in any one month in the immediately preceding calendar quarter. The due date for Monthly filers is the 15th day of the month following the month withheld.

Quarterly filing and payment is required if an employer has withheld with respect to a municipality $2,399 or less in the immediately preceding calendar year, or $200 or less for each month in the immediately preceding calendar quarter. All employers not required to file monthly or semi-monthly, file quarterly – the due date is the last day of the month following the end of the quarter.

Semi-monthly filing and payment MAY BE REQUIRED by a municipality if an employer has withheld $12,000 or more in the immediately preceding calendar year with respect to a municipality, or more than $1,000 in any month of the immediately preceding quarter with respect to that same municipality. The due date for Semi-monthly filers is 3 banking days after the 15th of the month, and 3 banking days after the end of each month. Please go to: ritaohio.com/Businesses/Home/SemiMonthlyFilers for a list of municipalities with semi-monthly filing requirements.

Occasional Entrant Provisions

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Tax must be withheld for the employee's "principal place of work" as defined in Ohio Revised Code section 718 ("ORC 718") for the first 20 days an employee works in another Ohio municipality ("non-principal place of work municipality"). Withholding is required for the "non-principal place of work municipality" beginning on the 21st day. Exceptions to the 20-day rule exist for certain construction and other long-term worksite locations.

Small employers (those with less than $500,000 in annual gross receipts as defined in ORC 718) are only required to withhold for the municipality in which the employer is physically located. The $500,000 gross receipts threshold is determined annually based on gross receipts reported on the immediately preceding year's federal tax return. The "small employer withholding rule" does not apply to any government entity or agency.

Qualifying Wages "Third-party sick pay" as defined in ORC 718 is exempt from withholding and from taxation. "Clergy Wages" that are exempt from federal FICA/Medicare withholding are required to be included in Qualifying Wages and are subject to tax.

SPECIAL NOTES

These notes are subject to change and reflect information available at the time of print. Please see our website ritaohio.com for the most up to date information, including, new RITA municipalities, tax rate changes and complete table of tax rates which are available to print or export. **If you are interested in receiving email notification of this information, go to ritaohio.com/TaxProfessionals to "Register to Receive Email Notifications from RITA".**

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