



And



**(800) 860-7482**

## **Municipal Income Tax Information**

The Village of Shawnee Hills, like many Ohio communities, has a municipal income tax. In 1994, the Village contracted with the Regional Income Tax Agency (R.I.T.A.) through a Regional Council of Governments, to administer the collection of the income tax. R.I.T.A. is a public organization established in 1971 under section 167 of the Ohio Revised Code that currently serves 139 municipalities throughout Ohio.

As a member of the Regional Council of Governments, the Village receives cost effective tax collection services through the sharing of resources. The mission of the Regional Income Tax Agency is to provide member communities with high quality, cost effective municipal services. R.I.T.A. strives to service member municipalities with integrity and their taxpayers in a professional, courteous, and responsive manner.

R.I.T.A. offers a variety of services to residents and businesses in the Village. Whether it is online, in person, or over the phone, **all services are free**. The following are the online services available at [www.ritaohio.com](http://www.ritaohio.com).



**R.I.T.A. E-Registration** is a fast and simple electronic method to establish your municipal tax account.



**R.I.T.A. E-File** is a quick, easy and secure way to file individual and employer withholding returns



**R.I.T.A. E-Payments** is a convenient and safe method to pay taxes online. Data is encrypted to ensure safe transmission

**Individual**

**Business**

**R.I.T.A. Auto-Calculation Individual & Business Net Profit Returns** are Excel worksheets that simplify the tax calculations. Click on the Individual or Business links to access.

Telephone support is offered two ways:

1. Interactive Voice Self-service is available around-the-clock, toll free at **800.860.7482**. Simply follow the automated prompts to access important information.
2. Agent assisted customer service can be accessed weekdays, 8:00am-5:00pm via the toll free number or **614.538.0512**.



Walk-assistance is available weekdays,  
8:00am-5:00pm at

3366 Riverside Drive, Suite 100  
Upper Arlington, Ohio 43221  
No appointment is necessary

General correspondence may be sent to the R.I.T.A.  
offices listed below.

R.I.T.A. Central Ohio Office  
3366 Riverside Drive, Suite 100  
Upper Arlington, Ohio 43221

R.I.T.A. Main Office  
10107 Brecksville Road  
Brecksville, Ohio 44141



For payments, please remit to R.I.T.A.'s secured lockbox at:

R.I.T.A.  
P.O. Box 477900  
Broadview Heights, Ohio 44147-7900



The following page contains Frequently Asked Questions

## FREQUENTLY ASKED QUESTIONS

*Q: Is there a mandatory filing requirement as a resident of Shawnee Hills?*

A: Yes. RITA member city residents have a universal filing requirement (UFR). In the event you qualify for exempt status, you should complete an Individual Declaration of Exemption form. This form is available by calling RITA at 800.860.7482 or 614.538.0512 and at [www.ritaohio.com](http://www.ritaohio.com).

*Q: If I only resided in Shawnee Hills for a portion of the tax year do I still need to file a tax return?*

A: Yes.

*Q: What is the tax rate for Shawnee Hills?*

A: The tax rate is 2%. Shawnee Hills allows 100% credit up to 1.75%

*Q: How can I determine if I reside within the city limits of Shawnee Hills?*

A: You may either contact RITA or the Delaware County Auditor.

*Q: Am I required to make estimated tax payments to Shawnee Hills?*

A: Yes. The municipal tax ordinance requires that quarterly estimated payments be made if you anticipate any tax liability to Shawnee Hills.

*Q: Will RITA send quarterly bills or must I use payment vouchers?*

A: As a courtesy to our taxpayers, RITA will send estimated tax bills for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters.

*Q: How long has Shawnee Hills had a municipal tax and when did RITA begin their administration of that tax?*

A: The Village of Shawnee Hills' tax has been in effect since 1991. RITA began administering this tax in 1994.

*Q: If I provide the documentation needed to prepare my local return will RITA do the calculations for me?*

A: Yes. However, we request that you submit your documentation prior to March 31<sup>st</sup>.

*Q: What is the due date for the RITA return?*

A: April 15<sup>th</sup>.