



10107 Brecksville Road
Brecksville, Ohio 44141-3275
www.ritaohio.com

INSTRUCTION BOOKLET

FOR

NET PROFIT TAX RETURNS

2007

General Instructions

Filing Requirements

Every corporation, partnership, trust, or estate whether a resident or non-resident that conducts business in a R.I.T.A. municipality must file a return and pay tax on the net profit.

When to File

Generally, a business must file its income tax return on or before the fifteenth (15th) day of the fourth (4th) month following the end of the taxpayer's taxable year.

Where to File

Forms may be mailed to R.I.T.A., P.O. Box 89475, Cleveland, Ohio 44101-6475, or delivered to the office of the Regional Income Tax Agency.

Extensions of Time to File

A federal extension will extend the municipal due date to the last day of the month following the month to which the due date of the federal return has been extended. A copy of the federal extension must be filed on or before the original due date for filing the return. For good cause, an extension may be granted by the Administrator. Make written request on or before the due date stating reason for extension.



Extensions of time to file have no effect on the due dates of estimated taxes. If you are requesting an extension of time to file your Net Profit Tax Return (Form 27) you should file a Declaration of Estimated Municipal Tax on Net Profits (Form 20) on or before the fifteenth (15th) of the fourth (4th) month of your tax year.

Rounding Off to Whole Dollars

A business can round off cents on its return and schedules. Eliminate any amount less than fifty cents and increase any amount from fifty cents through ninety-nine cents to the next higher dollar.

Penalty and Interest

In accordance with the law, penalty and interest is charged on taxes (including estimated taxes) paid late even if an extension of time to file is granted. Penalties may also be charged for failing to file a return when due.

A fee will be assessed to your account for a dishonored check or a check / electronic debit that cannot be processed. R.I.T.A. 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 assessed fees described above for any errors.

Uniform Definition of Net Profits

Ohio law creates a uniform definition of taxable income for net profit tax returns, effective for taxable year 2004. This definition can be found on our web site www.ritaohio.com under the heading of "HB 95 Amendments to Municipal Income Tax" or refer to Ohio Revised Code Section 718.01. Refer to the Adjusted Federal Taxable Income (AFTI) worksheet found on Page 3 of Form 27 or at www.ritaohio.com to determine the AFTI as it pertains to a taxpayer that is not a C Corporation and is not an individual, and who must compute FTI as if the taxpayer were a C Corporation.

Specific Instructions

Name and Address

Print your company name, address, federal identification number, or make needed correction if already printed.

Line 1. Federal Taxable Income

Indicate your C Corporation Federal Taxable Income (FTI), or the equivalent on Line 1. Refer to the AFTI worksheet found on Page 3 of Form 27 or at www.ritaohio.com to determine the starting FTI. A taxpayer that is not a C Corporation and is not an individual, must compute FTI as if the taxpayer were a C Corporation).

LINE 3B. Amount Allocable to R.I.T.A.

If the business operates strictly within one R.I.T.A. municipality, enter 100% as the percentage and enter the amount on Line 3B. Otherwise, enter the average percentage from Page 4, Schedule Y, Step 5. **You must complete Schedule B on Page 2 for any amount shown on Line 3B.** The Ohio Revised Code requires that Schedule Y be the default method used to determine the percentage of income attributable to R.I.T.A. municipalities by business entities conducting business activity both within and outside R.I.T.A. municipalities.

Schedule B. Distribution of Profit within R.I.T.A. Municipalities

If the amount of income (loss) and tax reported on Lines 3B and 5 of this form are to be allocated to any R.I.T.A. municipality, you must fill in the names of all the R.I.T.A. municipalities in which you conducted business along with the amount of taxable income (loss) and tax due to each one. The total tax distribution in Schedule B must equal the total tax due shown on Page 1, Line 5. Attach a schedule if you need more space.



Failure to allocate a loss shown on Page 1, Line 3B may affect your ability to claim a net operating loss carryover in future years.

Schedule X. Reconciliation with Federal Income Tax Return

This schedule is used for the purpose of making adjustments when total income (Line 1) includes income not taxable and/or items not deductible for municipal purposes. Enter the amounts of any such items in Schedule X and carry totals, Line G and Line Q, respectively to Lines (2A) and (2B).

Line A. Section 1221 & 1231 Losses

Report all losses (ordinary & capital) directly related to the sale, exchange, or other disposition of an asset described in section 1221 or 1231 of the Internal Revenue Code (IRC). Losses related to section 1221 assets are normally reported on Schedule D while losses related to section 1231 assets are normally reported on federal Form 4797.

Line B. Taxes Based on Income

Include foreign, federal, state, local, and other taxes based on income.

Line C. 5% of Certain Intangible Income

Multiply Schedule X, Line O, (if used), by 5%.

Line D. Certain Owner Compensation

For use by taxpayers that are not C Corporations and are not individuals.

Ohio law prohibits taxpayers that are not C Corporations and not individuals from claiming a deduction for payments to a qualified self-employed retirement plan, payments for health or life insurance for an owner or owner-employee, or federal self-employment tax. Report all such payments here.

Line E. REIT & RIC Adjustments

A real estate investment trust or regulated investment company must report all dividends, distributions, or amounts set aside for the benefit of investors included in Page 1, Line 1.

Line N – Certain Section 1221 & 1231 Gains

Report all income and gains directly related to the sale, exchange, or other disposition of an asset described in section 1221 or 1231 of the IRC. (NOTE: Do not include income or gain described in section 1245 or 1250 of the IRC).

Line P. Other Items Not Taxable

Use this line to report pass-through income/(losses) from another business entity. Indicate the Federal Identification Number of the business that originated the pass-through income. Do not include or take credit for tax paid by the business that generated the pass-through income. Also use this line to report income which R.I.T.A. municipalities are specifically prohibited from taxing by the Constitution of the United States and the State of Ohio or any Act of Congress or the Ohio General Assembly.

AFTI Worksheet

Ohio Law creates a uniform definition of taxable income for net profit tax returns, effective for taxable years beginning on or after January 1, 2004. This definition can be found on our web site www.ritaohio.com under the heading of "HB 95" or refer to Ohio Revised Code Section 718.01. A taxpayer that is not a C Corporation and is not an individual must make the adjustments below.

Line B. Section 179 Adjustment

Add federal section 179 depreciation in excess of what would be allowed for federal tax purposes if the taxpayer were a C Corporation. Excess Section 179 expenses should be carried forward to subsequent years. Subtract Section 179 depreciation carried over from prior years to the same extent as would be allowed if a C Corporation. Attach a schedule showing your carry forwards for municipal tax purposes.

Line C. Charitable Contributions Adjustment

Add charitable contributions in excess of what would be allowed for federal tax purposes if the taxpayer were a C Corporation. Excess charitable contributions should be carried forward to subsequent years. Subtract charitable contributions carried over from prior years to the same extent as would be allowed if a C Corporation. Attach a schedule showing your carry forwards for municipal tax purposes.

Schedule Y. Business Apportionment Formula

A Business Apportionment Formula consisting of the average original cost of real and tangible personal property, gross receipts, and wages paid must be used by business entities not required to pay tax on entire net profits, by reason of doing business both within and without of R.I.T.A. municipalities. However, if the Business Apportionment Formula does not produce an equitable result, another basis (for example the Books and Records) may be substituted, *if* approved by the municipality.

NOTE: Sales and gross receipts in R.I.T.A. municipalities (Step 3) means:

1. All sales of tangible personal property which is shipped from a R.I.T.A. municipality to purchasers outside of a R.I.T.A. municipality regardless of where title passes if the taxpayer is not, through its own employees, regularly engaged in the solicitation or promotion of sales at the place where delivery is made.
2. All sales of tangible personal property which is delivered within a R.I.T.A. municipality regardless of where title passes, even though transported from a point outside a R.I.T.A. municipality, if the taxpayer is regularly engaged through its own employees in the solicitation and the sales result from such solicitation or promotion.
3. All sales of tangible personal property which is delivered within a R.I.T.A. municipality regardless of where title passes, if shipped or delivered from a stock of goods within a R.I.T.A. municipality.

Schedule Y-1. Reconciliation of Schedule Y Wages to Withholding Returns

Use this schedule to reconcile workplace wages, salaries, etc. allocated to R.I.T.A. municipalities on Schedule Y with the amounts reported on your withholding returns filed for the tax year covered by this return.

Line 1. Withholding Return Wages

A calendar year taxpayer must use the workplace wages reported on their annual Reconciliation of Income Tax Withheld (Form 17). A fiscal year taxpayer must use the sum of the wages reported on the Form 11 withholding statements that correspond to the fiscal year.

Line 2. Explanation of Discrepancy

Provide an explanation on Line 2 if the overall discrepancy is: (1) greater than 10% of the total workplace wages reported; or (2) greater than \$5,000. If you are reporting workplace wages for multiple R.I.T.A. municipalities apply the 10% / \$5,000 thresholds to each municipality.

Schedule Z. Pass-Through Distributive Shares of Net Income

All pass-through entities must attach a schedule showing each partner's/shareholder's name, social security number, distributive share, guaranteed payments (if applicable) and taxable percentage. The amounts reported on this schedule must correspond with the amounts reported on your federal return. Attach a schedule if you need more space.

Consolidated Returns

Taxpayers filing consolidated returns must include copies of the consolidation schedules attached to their federal returns when filing their Form 27.

When a Return is Not Required— Nonprofit businesses (as defined in IRC Section 501c) are not required to file an annual return if a copy of the organization's approved IRS determination letter is on file with R.I.T.A. However, should such a business have unrelated business income, said business is required to file a municipal return and pay tax thereon.

LINE 3C. Allowable Net Operating Loss



The following municipalities prohibit net operating loss carryovers: BEXLEY, CIRCLEVILLE, EAST PALESTINE, FAIRBORN, FREMONT, GALION, GIRARD, GRAFTON, GRANDVIEW HEIGHTS, GROVE CITY, HILLIARD, LAKEMORE, LITHOPOLIS, MECHANICSBURG, NEW ALBANY, NEW FRANKLIN, NEW WATERFORD, PIKETON, POWELL, REYNOLDSBURG, RICHWOOD, SANDUSKY, SHAWNEE HILLS, SHEFFIELD LAKE, SUNBURY, TORONTO, TWINSBURG, UHRICHSVILLE, UPPER ARLINGTON, URBANCREST, WELLSVILLE, WILLSHIRE, WORTHINGTON, and YELLOW SPRINGS.

BELLEVUE, MAPLE HEIGHTS, and MENTOR allow a net operating loss to be carried forward for a maximum of one (1) year.

The following municipalities allow a net operating loss to be carried forward a maximum of three (3) years: BOSTON HEIGHTS, CORWIN, OBERLIN, OXFORD, RIVERSIDE, SOUTH SOLON, and VERMILION.

JEWETT allows a net operating loss to be carried forward for a maximum of seven (7) years.

All other R.I.T.A. municipalities allow a net operating loss to be carried forward for a maximum of five (5) years.

HOW TO TREAT A NET LOSS. The portion of a net operating loss sustained in any taxable year, allowable to a R.I.T.A. municipality may be applied against the portion of the profit of the succeeding year(s) allocable to a R.I.T.A. municipality until exhausted or expired. No portion of a net operating loss shall be carried back against net profits of any prior year. The portion of a net operating loss sustained shall be allocated to a R.I.T.A. municipality in the same manner as provided herein for allocating net profits to the taxing municipality. **A municipality specific worksheet or schedule is required to support an operating loss claimed on the return.** The net operating loss of a business which loses its identity through merger, consolidation etc. shall be allowed as a loss carry-forward deduction to the surviving business entity to the extent permitted by the Internal Revenue Code.

Line 5. Municipal Tax Due

You must complete Schedule B on Page 2 for any amount shown on Line 5. See back page for tax rates or go to www.ritaohio.com to obtain current rates.

Line 6A. Payments on Declarations of Estimated Municipal Tax

Enter estimated payments made to R.I.T.A. municipalities for this taxable year.

Line 6B. Amount of Previous Year Credits

Enter credit from prior year(s). (This should be the overpayment you indicated on the prior year return to be credited against this year's tax.)

Line 7A. Balance Due

If Line 5 is greater than Line 6C, enter the difference here. Remittance in this amount must accompany the return when filed. If this amount is less than \$1, (for Ashville \$5, Bellevue \$3, Fairborn \$5, Macedonia \$2, Milford \$5, Oxford \$5 and Twinsburg \$5), you do not have to pay.

Line 7B. Overpayment Claimed

If Line 6C is greater than Line 5, enter the difference here. This amount will be transferred as a credit unless you request a refund. Refunds of less than \$1, (for Ashville \$5, Bellevue \$3, Fairborn \$5, Macedonia \$2, Oxford \$5 and Twinsburg \$5), are not made, per the income tax ordinance.

Do not split overpayment between credit and refund. If requesting a refund, please check the refund box on return envelope to expedite processing of the refund.

Line 8. Computation of Estimated Tax

The estimate is due on the fifteenth (15th) day of the fourth (4th) month following the end of the fiscal year.

A. Enter the computed, estimated taxable income and tax for each municipality in the space provided next to the name of that municipality. Then place the total estimated taxes on Line 8A.

B. Credit from prior year: If upon completion of your annual net profit Form 27 you have accrued a credit and did not request a refund, you may take that credit on Line 8B. Otherwise, place a zero on this line.

D. Enter the amount of estimated tax to be paid with this return. For your convenience, you may pay the full amount of total estimated tax due, (Line 8C), with this declaration. Otherwise, **1/4 of the estimated tax due must be remitted with this declaration** and the remaining amount will be billed to you in three equal installments.

For each R.I.T.A. municipality owed, if your estimated payments are not 90% of the tax due or are not equal to or greater than your prior year's total tax liability, you will be subject to penalty and interest assessments.

Quarterly payments of estimated tax must be made to each R.I.T.A. municipality regardless of the amount owed, except for the cities shown on Table A.

Line 9. Total Due

Print your federal employer's identification number on your check or money order and make it payable to R.I.T.A. Sign and date Form 27 in the space provided. Enclose your check or money order with the original Form 27 along with a copy of the federal return and supporting schedules as indicated below.

WHAT TO ATTACH TO YOUR RETURN:

Attach a complete copy of the federal Form 1041, 1065, 1120, 1120-A, 1120-REIT, or 1120S as appropriate. Also attach copies of Schedule D, Schedule E, Form 4797, Form 8825, and any supporting statements for "other income", "taxes and licenses", "other expenses", and Schedule A "other costs". If applicable, attach copies of any K-1 schedules issued or received. If filing a consolidated return, attach copies of your federal consolidation schedules.

Table A. Municipalities with Estimated Tax Thresholds Greater than Zero

IF THE AMOUNT IS AT LEAST:	FOR THE FOLLOWING CITIES:			
\$10	AVON BENTLEYVILLE BOSTON HEIGHTS BROADVIEW HEIGHTS BROOKLYN HEIGHTS CUYAHOGA HEIGHTS EAST CLEVELAND	FAIRVIEW PARK HIGHLAND HEIGHTS INDEPENDENCE KIRTLAND LYNDHURST MAPLE HEIGHTS MAYFIELD VILLAGE	MORELAND HILLS NEWBURGH HEIGHTS NORTH OLMSTED OLMSTED FALLS OLMSTED JEDD PEPPER PIKE REMINDERVILLE	REMINDERVILLE / TWINS. TWP. JEDD SEVEN HILLS SHEFFIELD VILLAGE STREETSBORO VALLEY VIEW WOODMERE
\$40	AVON LAKE	NEWTOWN	SANDUSKY	
\$50	AURORA BEREA GALENA GLENWILLOW	HUDSON MAYFIELD HEIGHTS MIDDLEBURG HEIGHTS NORTH ROYALTON	OAKWOOD VILLAGE SHAKER HEIGHTS STRONGSVILLE SUNBURY	UNIVERSITY HEIGHTS WELLSTON WILLOWICK
\$60	MARTINS FERRY			
\$75	BRECKSVILLE			
\$100	BAY VILLAGE BEDFORD HEIGHTS BELLEVUE CARDINGTON CENTERBURG CIRCLEVILLE EAST PALESTINE ELYRIA ELYRIA TWP. / CITY JEDD	FORT JENNINGS FREMONT GALION GRAFTON GRANDVIEW HEIGHTS GROVE CITY MAINEVILLE MECHANICSBURG NEW ALBANY	ORANGE VILLAGE OTTAWA PIKETON POWELL REYNOLDSBURG RICHMOND HEIGHTS SAINT PARIS SILVER LAKE	SOUTH EUCLID STEBENVILLE TWINSBURG UPPER ARLINGTON WESTLAKE WORTHINGTON
\$200	BEXLEY	HASKINS	HILLIARD	
\$300	OBERLIN			
\$400	ARLINGTON HEIGHTS			

NOTE: POWHATAN POINT - NO MINIMUM ESTIMATES ARE REQUIRED TO BE MADE.

2007 NET PROFIT TAX TABLE

CODE	MUNICIPALITY	RATE	CODE	MUNICIPALITY	RATE
018	* ADDYSTON	1.00	515	MOGADORE	2.00
013	ARLINGTON HEIGHTS	2.10	520	MORELAND HILLS	1.00
006	* ASHVILLE	0.50	528	MOUNT STERLING	1.00
010	AURORA	2.00	535	NEW ALBANY	2.00
020	* AVON	1.50	504	NEW BLOOMINGTON	1.00
021	AVON LAKE	1.50	554	* NEW FRANKLIN	1.00
040	BAY VILLAGE	1.50	525	NEW WATERFORD	1.00
050	BEACHWOOD	1.50	540	NEWBURGH HEIGHTS	2.00
065	BEDFORD HEIGHTS	2.00	561	NEWTOWN	1.00
086	* BELLEVUE	1.50	549	NORTH LEWISBURG	1.00
090	BENTLEYVILLE	1.00	550	NORTH OLMSTED	2.00
100	BEREA	2.00	570	* NORTH ROYALTON	2.00
102	* BETTSVILLE	1.00	580	OAKWOOD VILLAGE	2.00
104	BEXLEY	2.00	585	OVERLIN	1.90
110	BOSTON HEIGHTS	2.00	590	OLMSTED FALLS	1.50
130	BRECKSVILLE	2.00	589	OLMSTED JEDD	1.50
140	BROADVIEW HEIGHTS	2.00	600	ORANGE VILLAGE	2.00
160	BROOKLYN HEIGHTS	2.00	606	OTTAWA	1.00
167	CAMPBELL	2.50	609	* OXFORD	1.75
168	CARDINGTON	1.00	650	PEPPER PIKE	1.00
195	CECIL	1.00	637	PIKETON	1.00
192	CEDARVILLE	1.00	640	PLAIN CITY	1.00
194	CENTERBURG	1.00	648	POWELL	0.75
180	CHAGRIN FALLS	1.50	645	POWHATAN POINT	0.75
190	CIRCLEVILLE	1.50	660	REMINDERVILLE	1.50
193	CLAYTON	1.50	661	REMINDERVILLE /	
197	* CLAYTON JEDD	1.50		TWINSBURG TOWNSHIP JEDD	1.50
223	* CORWIN	0.50	662	REYNOLDSBURG	1.50
250	CUYAHOGA HEIGHTS	2.00	670	RICHMOND HEIGHTS	2.00
270	EAST CLEVELAND	2.00	671	RICHWOOD	1.00
268	EAST PALESTINE	1.00	669	RIDGEWAY	0.50
277	ELYRIA	1.75	680	RIVERSIDE	1.50
282	ELYRIA TOWNSHIP /		704	SABINA	1.00
	CITY OF ELYRIA JEDD	1.75	707	SAINT PARIS	1.00
287	* FAIRBORN	1.50	712	SALINEVILLE	1.00
291	FAIRPORT HARBOR	2.00	710	SANDUSKY	1.00
300	FAIRVIEW PARK	2.00	720	SEVEN HILLS	2.00
304	FORT JENNINGS	1.00	750	SHAKER HEIGHTS	1.75
310	FREMONT	1.50	749	SHAWNEE HILLS	2.00
319	GALENA	1.00	751	SHEFFIELD LAKE	1.50
317	GALION	2.00	752	SHEFFIELD VILLAGE	1.50
320	GARFIELD HEIGHTS	2.00	748	SHERWOOD	1.00
346	GIRARD	2.00	756	SILVER LAKE	2.00
347	GLENWILLOW	2.00	770	SOUTH EUCLID	2.00
350	GRAFTON	1.50	769	SOUTH SOLO	1.00
357	GRANDVIEW HEIGHTS	2.50	776	STEBENVILLE	2.00
358	GROVE CITY	2.00	775	STREETSBORO	1.00
364	HASKINS	1.00	780	STRONGSVILLE	2.00
370	* HIGHLAND HEIGHTS	2.00	779	SUNBURY	1.00
371	* HILLIARD	2.00	794	TONTOGANY	1.00
378	HUDSON	2.00	792	TORONTO	2.00
390	INDEPENDENCE	2.00	790	* TWINSBURG	2.00
377	JEWETT	1.00	797	UHRICHVILLE	1.75
394	KIRTLAND	2.00	800	* UNIVERSITY HEIGHTS	2.50
398	LAGRANGE	1.50	802	UPPER ARLINGTON	2.00
401	LAKEMORE	2.00	806	URBANCREST	2.00
424	* LITHOPOLIS	1.00	810	VALLEY VIEW	2.00
426	LOCKLAND	2.10	815	VERMILION	1.00
440	LYNDHURST	1.50	821	WAKEMAN	1.00
450	MACEDONIA	2.00	834	WELLSTON	1.00
451	MACEDONIA / NORTHFIELD		839	WELLSVILLE	1.00
	CENTER TWP. JEDD	2.00	841	WEST ELKTON	1.00
454	MAINEVILLE	1.00	840	WESTLAKE	1.50
460	* MAPLE HEIGHTS	2.50	842	* WESTON	1.00
466	MARTINS FERRY	0.75	870	* WILLOUGHBY	2.00
480	MAYFIELD HEIGHTS	1.00	890	WILLOWICK	2.00
485	MAYFIELD VILLAGE	1.50	892	* WILLSHIRE	1.00
486	MECHANICSBURG	1.00	894	WINTERSVILLE	1.00
490	* MENTOR	2.00	900	WOODMERE	2.00
500	* MIDDLEBURG HEIGHTS	2.00	901	WOODSTOCK	1.00
505	MILAN	0.50	904	WORTHINGTON	2.00
513	* CITY OF MILFORD	1.00	906	YELLOW SPRINGS	1.50
507	MILFORD CENTER	1.00	907	YOUNGSTOWN	2.75
509	MINERVA PARK	1.00			

*ADDYSTON NEW MEMBER AS OF 8-1-07
 *ASHVILLE TAX RATE CHANGE FROM
 .50% TO 1.00% AS OF 1-1-08
 *AVON TAX RATE CHANGE FROM
 1.50% TO 1.75% AS OF 1-1-08
 *BELLEVUE NEW MEMBER AS OF 11-1-07
 *BETTSVILLE NEW MEMBER
 & NEW TAX AS OF 1-1-07
 *CLAYTON **JEDD** NEW MEMBER AS OF 1-1-08
 *CORWIN NEW MEMBER AS OF 1-1-07
 *FAIRBORN NEW MEMBER AS OF 9-1-07
 *HIGHLAND HEIGHTS TAX RATE CHANGE FROM
 1.50% TO 2.00% AS OF 1-1-07
 *HILLIARD NEW MEMBER AS OF 7-1-07
 *LITHOPOLIS NEW MEMBER AS OF 1-1-07
 *MAPLE HEIGHTS TAX RATE CHANGE FROM
 2.00% TO 2.50% AS OF 3-1-07

*MENTOR NEW MEMBER AS OF 1-1-08
 *MIDDLEBURG HEIGHTS TAX RATE CHANGE FROM
 1.75% TO 2.00% AS OF 1-1-07
 *CITY OF MILFORD NEW MEMBER AS OF 1-1-07
 *NEW FRANKLIN NEW MEMBER AS OF 1-1-08
 *NORTH ROYALTON TAX RATE CHANGE FROM
 1.00% TO 2.00% AS OF 1-1-07
 *OXFORD NEW MEMBER AS OF 8-1-07
 *TWINSBURG NEW MEMBER AS OF 1-1-07
 *UNIVERSITY HEIGHTS TAX RATE CHANGE FROM
 1.50% TO 2.50% AS OF 1-1-07
 *WESTON NEW MEMBER AS OF 1-1-07
 *WILLOUGHBY NEW MEMBER AS OF 1-1-08
 *WILLSHIRE NEW MEMBER AS OF 7-1-07