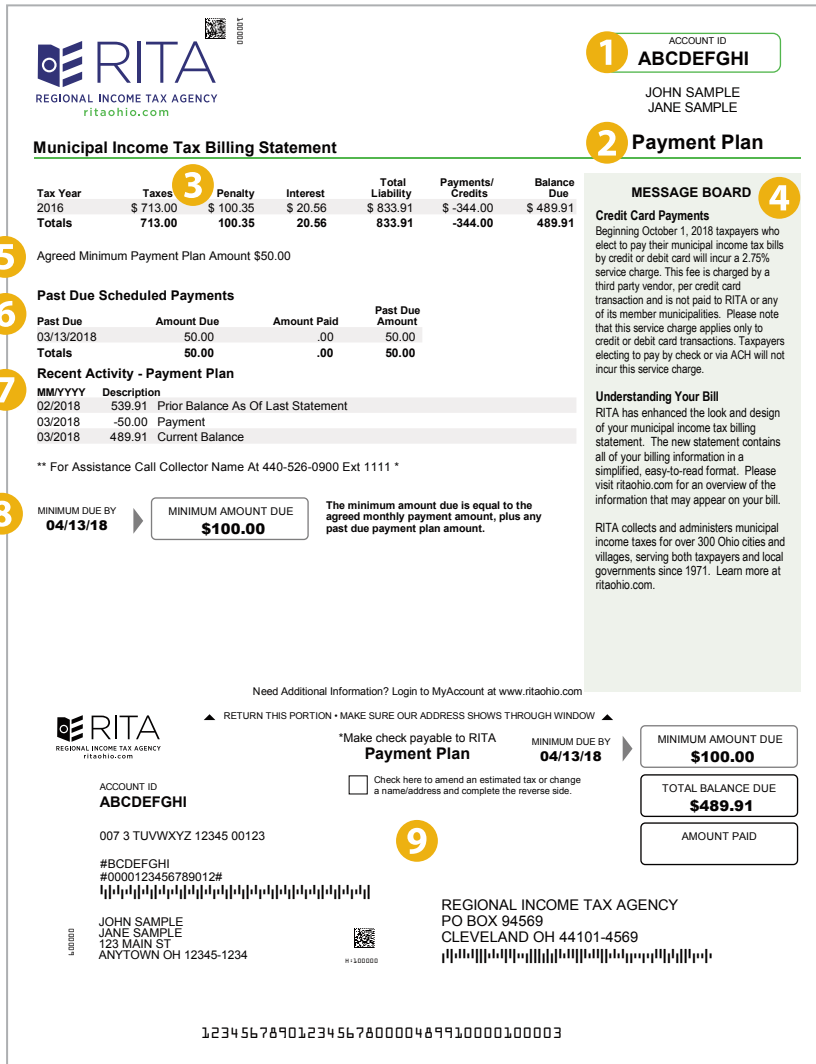


How to read your **statement**

The following is a brief description of the layout.



1 ACCOUNT ID
ABCDEFGHI

JOHN SAMPLE
JANE SAMPLE

2 **Payment Plan**

3

Tax Year	Taxes	Penalty	Interest	Total Liability	Payments/Credits	Balance Due
2016	\$ 713.00	\$ 100.35	\$ 20.56	\$ 833.91	\$ -344.00	\$ 489.91
Totals	713.00	100.35	20.56	833.91	-344.00	489.91

4 **MESSAGE BOARD**

Credit Card Payments
Beginning October 1, 2018 taxpayers who elect to pay their municipal income tax bills by credit or debit card will incur a 2.75% service charge. This fee is charged by a third party vendor, per credit card transaction and is not paid to RITA or any of its member municipalities. Please note that this service charge applies only to credit or debit card transactions. Taxpayers electing to pay by check or via ACH will not incur this service charge.

Understanding Your Bill
RITA has enhanced the look and design of your municipal income tax billing statement. The new statement contains all of your billing information in a simplified, easy-to-read format. Please visit ritaohio.com for an overview of the information that may appear on your bill.

RITA collects and administers municipal income taxes for over 300 Ohio cities and villages, serving both taxpayers and local governments since 1971. Learn more at ritaohio.com.

5 Agreed Minimum Payment Plan Amount \$50.00

6 **Past Due Scheduled Payments**

Past Due	Amount Due	Amount Paid	Past Due Amount
03/13/2018	50.00	.00	50.00
Totals	50.00	.00	50.00

7 **Recent Activity - Payment Plan**

MM/YYYY	Description
02/2018	539.91 Prior Balance As Of Last Statement
03/2018	-50.00 Payment
03/2018	489.91 Current Balance

** For Assistance Call Collector Name At 440-526-0900 Ext 1111 *

8 MINIMUM DUE BY **04/13/18** MINIMUM AMOUNT DUE **\$100.00**
The minimum amount due is equal to the agreed monthly payment amount, plus any past due payment plan amount.

Need Additional Information? Login to MyAccount at www.ritaohio.com

RETURN THIS PORTION - MAKE SURE OUR ADDRESS SHOWS THROUGH WINDOW

*Make check payable to RITA
Payment Plan

MINIMUM DUE BY **04/13/18**

Check here to amend an estimated tax or change a name/address and complete the reverse side.

9

MINIMUM AMOUNT DUE \$100.00
TOTAL BALANCE DUE \$489.91
AMOUNT PAID

ACCOUNT ID
ABCDEFGHI

007 3 TUVWXYZ 12345 00123

#BCDEFGHI
#0000123456789012#

JOHN SAMPLE
JANE SAMPLE
123 MAIN ST
ANYTOWN OH 12345-1234

REGIONAL INCOME TAX AGENCY
PO BOX 94569
CLEVELAND OH 44101-4569

1234567890123456780000489910000100003

Statement front

- 1 Please use this account ID on any payments that you send or when you contact RITA.
- 2 Identifies the type of statement – Individual, Net Profit, Employer Withholding or Payment Plan.
- 3 This area provides detail by tax year about your tax, penalty and interest charges, payments and credits applied if applicable, and balance due.
- 4 May contain important information about your account, notifications, helpful reminders or news items.
- 5 Identifies the agreed upon monthly payment plan amount that is due every month, regardless of whether additional payments have been made on the payment plan balance.
- 6 Identifies payment plan payments that are past due with the associated month's due date.
- 7 Recent Activity – Payment Plan includes transactions since your last payment plan bill.
- 8 The Minimum Amount Due includes any past due payment plan amounts and the payment plan amount due for the current month. Payments received after this date may result in a late notice of payment due and a possible cancellation of the payment plan.
- 9 Return this remittance coupon with your payment by check.



REGIONAL INCOME TAX AGENCY
ritaohio.com

How to Pay Your Bill:

- You may pay your bill using one of the following payment options:
 - Online at www.ritaohio.com (some restrictions or fees may apply)
 - By phone through our Automated Phone Service at 1.800.860.7482 (some restrictions or fees may apply)
 - By mail – checks or money orders made payable to RITA

If you are unable to pay the amount due, you may be eligible to set-up or amend a payment plan. Call RITA at 1.800.860.7482 to discuss payment plan options and eligibility. Penalty and interest will apply. Estimated tax is not eligible for a payment plan.

If You Need to Amend Your Estimated Tax:

You may amend your estimated tax at any time throughout the year. Some possible reasons for amending your estimated tax are a change in your annual income, a change in residence during the year or a change in work location. If you need assistance calculating an amended estimated tax, contact RITA at 1.800.860.7482.

To amend your estimated tax, enter the full amount of the new annual estimate in the space marked "AMENDED AMOUNT OF ESTIMATED TAX" on the back of your payment coupon, and return the coupon to RITA. Or you may view and amend your estimated tax by logging on to MyAccount at www.ritaohio.com. Note: A business distributing to multiple municipalities must use the payment coupon and attach FORM 20-EXT allocating the new estimated tax.

Penalty and Interest:

Penalty and interest may be imposed and added to your bill for one or more of the following reasons:

- Late Filing
- Late Payment, Underpayment or Nonpayment of Tax or Estimated Tax

Note: A fee will be added to your bill for a dishonored check or electronic debit.

For Questions about Your Bill:

Contact RITA for assistance or questions about your bill –

- By Phone: 1.800.860.7482 or TDD: 440.526.5332; see also Customer Service Information
- By Fax: 440.526.5813 for Individuals or 440.922.3536 for Businesses
- By Mail: P.O. Box 477900, Broadview Heights, OH 44147-7900
- In Person: See Office Hours and Locations
- Online Messages: Available through MyAccount at www.ritaohio.com (login required and other restrictions may apply)

Include or have the following information available when contacting RITA:

- Account Name
- Account ID or Account #
- Tax Year/Years in Question

Customer Service Information:

Monday-Friday 8am - 5pm

Individuals:
1.800.860.7482, ext. 5002

For individual payment arrangements: Ext. 5004

Businesses:
1.800.860.7482, ext. 5003
TDD: 440.526.5332

Office Hours and Locations:

No appointment necessary

Brecksville:
10107 Brecksville Rd
Brecksville, OH 44141
Monday-Friday 8am - 5pm

Cleveland Heights:
Cleveland Hts. City Hall
40 Severance Circle
Cleveland Hts., OH 44118
Monday-Friday 8:30am - 5pm

Mentor:
Municipal Center - 2nd Floor
8500 Civic Center Blvd
Mentor, OH 44060
Tuesday & Thursday
8:30 am - 1pm & 1:30pm - 5pm

Worthington:
760 Lakeview Plaza Blvd Suite 400
Worthington, OH 43085
Monday-Friday 8am - 5pm

Youngstown:
2761 Salt Springs Rd
Youngstown, OH 44509
Monday-Friday 8am - 5pm

Statement back

- 1 Payment Options available to make a payment on your account.
- 2 Information on how to change your tax estimate.
- 3 Contact information. How to reach RITA.
- 4 Please complete and return this section to provide changes to your estimate and/or mailing address.
- 5 Customer Service toll-free numbers and support hours.
- 6 Office Hours and address information.

Enter your Amended Estimated Tax, Name and/or Address changes below. One character per box.

AMENDED ANNUAL AMOUNT OF ESTIMATED TAX Note: For Business Accounts amending annual estimate and distributing to multiple municipalities also attach a FORM 20-EXT allocating the new estimated tax.

To amend your Annual Estimated Tax, see "If You Need to Amend Your Estimated Tax" instructions above.

ACCOUNT # or ID <input type="text"/>	4	SPOUSE ACCOUNT # or ID <input type="text"/>
FIRST NAME <input type="text"/>		LAST NAME <input type="text"/>
SPOUSE FIRST NAME <input type="text"/>		SPOUSE LAST NAME <input type="text"/>
COMPANY NAME <input type="text"/>		
NEW ADDRESS INFORMATION <input type="text"/>		MOVE DATE <input type="text"/>
		MO DAY YR
CITY <input type="text"/>	ST <input type="text"/>	ZIP <input type="text"/>
DAYTIME PHONE NUMBER <input type="text"/>		