

## NEW RICHMOND RESIDENTS AND BUSINESSES

*ARE PROVIDED*

## THE FOLLOWING FREE ONLINE SERVICES

*THROUGH*

**THE REGIONAL INCOME TAX AGENCY (R.I.T.A.)** at [www.ritaohio.com](http://www.ritaohio.com).



**R.I.T.A. E-File:** A quick, easy and secure way to file your New Richmond municipal income taxes online with R.I.T.A.

### INDIVIDUALS ARE PROVIDED THE FOLLOWING FEATURES

- A simple step-by-step calculation of taxes or refunds
- Ability to file even if you moved in 2010
- Electronic transfer of refunds into checking or savings accounts
- Pay by credit card or ACH (electronic debit of checking or savings accounts)
- Delay payment of taxes – file as early as you like and set up an ACH payment anytime before April 15<sup>th</sup>
- Here's what you need to E-FILE
  - Social Security numbers for you and your spouse
  - W-2 forms from all employers
  - 1099 forms and Federal Schedules C, E, & F
  - Date of move for residents that moved in 2010
  - Bank Routing and Account numbers – for a fast refund or to pay electronically

### EMPLOYERS HAVE THE FOLLOWING CHOICES

- Monthly or Quarterly Withholding returns
  - Fill in a simple form online, or
  - Attach a payroll file
- Annual Withholding Reconciliation returns
  - Upload W-2 data with online filing, or
  - Save W-2 data to CD and mail to R.I.T.A.



**R.I.T.A. E-Payment:** A convenient, simple and secure method to pay municipal income taxes online. R.I.T.A. uses the latest internet security technology to secure your transaction. All you need is your bank routing number and account number found at the bottom of your checks.



**R.I.T.A. E-Registration:** A fast and simple electronic method to establish your New Richmond municipal tax account with R.I.T.A.

**INDIVIDUALS – RESIDENT AND NON-RESIDENT REGISTRATION REQUIREMENTS:**

**Residents**

- A resident of New Richmond
- A resident who lived in New Richmond for a portion of the year **or**
- A resident who recently turned 18 years of age and currently lives in or has lived a portion of the year in New Richmond. Visit [www.ritaohio.com](http://www.ritaohio.com) to see the under 18 exceptions.

**Non-Residents**

- Employed in New Richmond **or**
- Owned rental property in New Richmond.

**BUSINESS REGISTRATION REQUIREMENTS:**

- A Corporation, Partnership, Sole Proprietor, Single Member LLC, Trust or Estate that has a business located in and/or conducts business in New Richmond.



**FAST – SIMPLE – SECURE – FREE.**

For more information log on to [www.ritaohio.com](http://www.ritaohio.com) or call 800.860.7482