

Individual Municipal Income Tax Easy File

If you would like RITA to prepare your return for you, fill out this sheet, attach your tax documents and mail to the address shown at the bottom of this page.

Step 1: General Information

Name: _____

Current Street Address or P.O. Box Number: _____

City, State and ZIP Code: _____

Social Security Number (Last 4 digits only): XXX-XX-_____ Tax Year: _____

Filing status:

- Single or married filing separately
- Joint Spouse Name: _____ Spouse SSN: XXX-XX-_____

Complete if you have moved since January 1, 2021:

Previous Street Address or P.O. Box Number: _____

City, State, and ZIP Code: _____

Move out date of previous address: _____

Check any of the boxes if the situation applies to you:

- You are under 18. Provide Date of Birth: _____ (include copy of your driver's license or birth certificate)
- You are retired. Provide retirement date: _____
- Your spouse is retired. Provide Spouse retirement date: _____
- You have No Municipal Taxable Income to report for the entire year *
* Include first two pages of your Federal Form 1040 and Schedule 1

Step 2: Documentation (Documents will NOT be returned)

Include copies of the following documents, **in an envelope**, if applicable to your situation:

- W-2s (include the copies to be filed with Employee's City or Local Tax Return)
- W-2Gs Gambling Winnings (include the copies to be filed with Employee's City or Local Tax Return)
- Schedule C – Profit or Loss from Business *
- Schedule E – Supplemental Income and Loss (includes Rental Income) *
- Other Income (1099-NEC/MISC, Schedule F-Profit or Loss from Farming, 4797 – Sales of Business Property Income)*

* Include first two pages of your Federal Form 1040 and Schedule 1

Signature _____ Date: _____

May RITA call you if there are questions? Yes No Contact Phone Number: _____

Put this sheet with your tax documents in an envelope and mail to:

RITA
PO Box 477900
Broadview Heights,
OH 44147-7900