

10107 Brecksville Road • Brecksville, Ohio 44141-3275 TDD (440) 526-5332 1-800-860-RITA (440) 526-0900 Fax: (440) 526-8813

Dear Swanton Residents and Businesses:

Effective July 1, 2009, the Regional Income Tax Agency (R.I.T.A.) will begin collecting municipal income tax for the Village of Swanton. R.I.T.A. is a non-profit governmental agency established in 1971 under chapter 167 of the Ohio Revised Code and is the largest municipal income tax collection agency in the State of Ohio. The Village of Swanton chose the Regional Income Tax Agency for its ability to offer residents and business free on-line filing and payments and to maximize the City's tax collection efforts. R.I.T.A. will be responsible for the administration and collection of all income taxes and will serve as an Agent of the Village of Swanton in this capacity.

After July 1, 2009, all Village of Swanton tax payments and forms, for current or prior tax years, are to be mailed to R.I.T.A.; <u>not</u> to the Village of Swanton. Tax filings and payments can also be easily completed online at <u>www.ritaohio.com</u>. We encourage you to utilize R.I.T.A.'s electronic filing and payment system as it is fast and simple to use, and it is secure. The system will be available for your use beginning August 3, 2009.

For those wishing to utilize mail, the remittance address for our secured lockbox center is:

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

Checks or money orders should be payable to the Regional Income Tax Agency or R.I.T.A. Please include your Social Security Number or Federal Identification Number on all payments and correspondence.

Village of Swanton residents will receive a 2009 individual tax return early January 2010. **Business accounts** will receive 2009 Net Profit and Withholding forms in the near future. If you have an existing account with R.I.T.A. and are already remitting withholding taxes for another R.I.T.A. municipality, simply add the Swanton withholding tax payment to the R.I.T.A. Form 11.

For individual and business forms, plus e-file and e-payment service, visit the R.I.T.A. website at www.ritaohio.com.

If you have any questions regarding your Village of Swanton income tax, please contact R.I.T.A.'s customer service representatives at 440.526.0900 or 800.860.7482 (toll free). You may also contact the Village of Swanton at 419.826.9515

Sincerely,

Gary Chips, Chief of Tax Operations Regional Income Tax Agency Jean Kelly, Finance Director Village of Swanton