

The Regional Income Tax Agency (RITA)

The Regional Income Tax Agency (RITA) collects and distributes income tax for the municipalities listed on page 8 of these instructions.

Instructions for Form 37

These instructions serve only as guidelines, any applicable municipal ordinances and/or rules & regulations take precedence.

General Information



Internet: Access the RITA website 24 hours a day, 7 days a week, at www.ritaohio.com to **e-File your return online free of charge**, download paper forms, and research frequently asked questions. You can also download the Auto Calculate Form 37 (requires Excel) to complete your return and mail it in. If you use the Auto Calculate Form 37, please be sure to review the instructions before starting.



Mail: Returns filed by mail must be postmarked no later than April 17th. See *Required Documentation* on page 2 of these instructions for the documents that must be attached to the return.



Phone: For tax assistance or to order forms, contact our offices toll free at **Cleveland:** 800-860-7482, **Columbus:** 866-721-7482, **Youngstown:** 866-750-7482, **TDD:** 440-526-5332 Monday-Friday 8am to 5pm. Using our automated system 24 hours a day, you can verify the amount of estimated tax payments and credits on your account or make a payment by calling 440-526-0900 or 800-860-7482.



Stop-In: You can pick up forms and instructions or obtain assistance completing your return Monday-Friday 8am to 5pm at any of the following locations: **Brecksville Office** - 10107 Brecksville Road, Brecksville, Ohio 44141, **Worthington Office** - 760 Lakeview Plaza Blvd, Suite 400, Worthington, Ohio 43085 or **Youngstown Office** - 20 Federal Plaza West, Suite M-14, Youngstown, Ohio 44503. **8:30am to 5pm at our Cleveland Heights Office** - 40 Severance Circle, Cleveland Heights, Ohio 44118. **Tuesday and Thursday only (see our website for hours) at our Mentor Office** - 8500 Civic Center Blvd., 2nd Floor, Mentor, Ohio 44060.

Filing Requirements

If you live or reside in a RITA municipality during any part of the year, you must file a return with RITA unless you are eligible to file a Declaration of Exemption.

Non-residents must file Form 37 if they conducted business in a RITA municipality or earned wages in a RITA municipality from which no local tax was withheld. You conducted business in a RITA municipality if you earned self-employment, farm or rental income in a RITA municipality.

You may owe municipal income tax to both the municipality where you lived (your resident municipality) and to the municipality where you worked or conducted business (your work municipality).

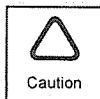
An annual return is required whether you have tax due or not. If you had no taxable income, complete an exemption form, which is available at www.ritaohio.com.

When to File

The filing deadline for Form 37 is April 17th for all RITA municipalities. If you file later than April 17th and did not file an extension, you may be subject to penalties and interest.

Extensions of Time to File

A copy of your federal extension filed with RITA no later than April 17th will extend the municipal filing due date to November 30. **If you have an extension of time to file, the tax you owe is still due by April 17th.** You may make a payment with your extension request.



Extensions of time to file have no effect on the due dates of the 2012 estimated taxes. If you file an extension request, your first 2012 estimated tax payment is still due April 17, 2012. If you file for an extension and you expect to owe estimated taxes for 2012, file Form 32, Declaration of Estimated Income Tax, with your first quarter estimated payment by April 17th. You can download a copy of Form 32 at www.ritaohio.com.

Penalty and Interest

In accordance with city ordinance, penalty and interest will be charged for failure to file a return and to pay taxes, including estimated taxes for the current tax year. See the instructions for Line 20A for the minimum estimated tax requirements.

If your estimated payments are not equal to or greater than your prior year's total tax liability or 90% of your current year's total tax liability, you will be subject to penalty and interest assessments.

Refund or Credit

Indicate whether you want an overpayment of your 2011 tax to be credited towards your 2012 estimate or refunded to you by checking the appropriate box on the front page of Form 37.

Tax Refunds

If you are requesting a refund for:

- Overpayment of **Estimated Tax Payments:** complete Form 37 or 37B.
- **Excess payroll withholding tax** (including tax withheld for a person under 18 years of age): Complete Form 10A. Obtain forms at www.ritaohio.com.
- **Employee Business Expenses, Form 2106:** complete Form 10A.

Note: Refunds received from your work city may affect the tax due to your resident municipality.

Taxable Income

- **Qualifying wages**, which include: wages, salaries, commissions, stock options, severance pay, other compensation including fees, sick pay, bonuses and tips whether or not your W-2 form shows this income as taxable for local tax purposes. Your contributions to retirement plans, annuities, deferred compensation, 401k or individual retirement accounts are taxable whether or not your W-2 form shows this income as taxable. For most taxpayers, qualifying wages cannot be less than Medicare wages. For taxpayers receiving income related to stock options, qualifying wages cannot be less than the *greater* of the federal taxable wages or the Medicare wages shown on the W-2.
- **Dividend and property distributions from Subchapter S corporations.** Distributive shares that do not represent wages are generally not taxable and should not be reported on Form 37. For exceptions, see the instructions for Schedule J, Line 24.
- **Self-employment, farm income and a partner's share of a partnership's income.**
- **Rents and lottery/gambling winnings** to the extent they are taxable as provided by ordinance. *See the Special Notes at www.ritaohio.com for specific municipality information.*
- Employer provided **supplemental unemployment benefits** (sub pay).
- **Income from grazing, oil and gas rights.**

Warning: Income reported is subject to verification by the IRS. Non-reporting or underreporting of income will result in assessments of penalty and interest as provided by local ordinances.

Non-Taxable Income

Income not taxed by municipalities includes: interest (1099-int), dividends (1099-div), Social Security, pension distributions, income from Board of Elections (voting booth), workers compensation, poor relief including state unemployment compensation, active service and reserve military pay, alimony receipts and income earned by someone under 18 years of age.



The following municipalities have exceptions to the under 18 years of age exemption, see the Special Notes at www.ritaohio.com for specific information: Addyston, Avon Lake, Baltimore, Belpre, Campbell,

Cardington, Carroll, Cedarville, Commerical Point, Fairborn, Fremont, Girard, Greenhills, Harrison, Jackson Center, Jewett, Kettlersville, Lithopolis, Lockland, Middleport, Mifflin, Milford, Ottawa, Oxford, Pataskala, Portage, Powhatan Point, Ripley, Riverside, Rossford, Saint Paris, Sheffield Lake, Silverton, Swanton, Tontogany, Weston, Williamsburg, Wintersville, Yellow Springs and Youngstown.



The following municipalities have exceptions for filing and reporting income, see the Special Notes at www.ritaohio.com for specific information: Ashville, Bay Village, Bellevue, Cairo, Chardon, Fairborn, Fremont, Galena, Garfield Heights, Grafton, Grove City, Jackson Center, Kent, Lockbourne, Lockland, Loveland, Milford Center, Mogadore, Oakwood Villege, Oberlin, Olmsted Falls, Reynoldsburg, Sandusky, Sherwood, Sunbury, Swanton, Vermilion and Yellow Springs.

Change of Address

If you have moved since January 1, 2011, print the required information on the front of Form 37.

If you move between one RITA municipality and another, you will need to allocate your W-2 income (and related withholding) in Section A and if applicable, you will need to allocate your non-wage income in Schedule J. If you were a resident of a RITA municipality for only part of the year, you may exclude the income you earned while a non-resident from Section A and Schedule J. *Examples of how to allocate your income can be found on our website at www.ritaohio.com.*

Name, Address and Social Security Number(s)

If you are using a pre-printed form, draw a line through any incorrect information and make the necessary corrections. Otherwise, print your social security number(s), name and address within the boxes provided.

Amended Returns

If you are filing an amended return, check the appropriate box and indicate the tax year to be amended.

Rounding Off to Whole Dollars

Rounding off to whole dollars is permitted. Eliminate amounts under fifty cents and increase amounts from fifty cents through ninety-nine cents to the next dollar.

Required Documentation

You must include copies of all W-2 form(s), 1099-MISC, and K-1 forms you received along with copies of the federal schedules C, E and F filed with your federal tax returns. If you are claiming a credit for taxes paid directly to another city, you must include a copy of that city's completed tax form as proof of payment of tax. Note: Failure to include the proper verification of the amounts stated on the return or to provide relevant documentation upon request may affect amounts of taxable income and/or allowable credit.

Section A: Wage and Other W-2 Income



Section A should be used by residents (including part-year residents) of RITA municipalities. Non-residents who earned wages in a RITA municipality from which their employer did not withhold all or part of the RITA tax due should also use Section A and complete Schedule K (Form 37), Line 32.

List your W-2 wages and tax withheld in columns 1-6 of Section A. Each W-2 must be listed in a separate row. If you moved during the year, allocate your income before

and after your move. Be sure to indicate the dates when you earned the income in Column 6.

Column 1 - Enter the gross wages you earned from each of your employers deducting your allowable federal Form 2106 employee business expenses. See the *Special Notes* on page 7 and at www.ritaohio.com for a list of municipalities that have exceptions regarding Business and Moving expenses. Note: You must include a copy of your Federal form 2106 employee business and/or Federal Form 3903 Moving expense form and Schedule A, if applicable.

Worksheet 1: Allowable 2106 Business Expenses

| | | |
|----|---|--|
| A. | Income for which 2106 applies | |
| B. | Allowable 2106 expenses | |
| C. | Net Taxable Wages. Subtract Line B from Line A Place total here and in Section A, Column 1. | |
| D. | Local/City tax withheld | |
| E. | Multiply your 2106 expenses by the tax rate of your workplace city. | |
| F. | Net Withholding. Subtract Line E from Line D Place total here and in Section A, Column 2. | |

Column 2 - Enter the total amount of local/city income tax which your employer withheld from your wages for the municipality where you worked. **Do not include any school district taxes withheld from your wages.**

Column 3 - Enter the residence tax which your employer withheld from your wages for the municipality where you lived. **Do not include any school district tax withheld from your wages.**

Column 4 - Indicate the name of the municipality where you physically worked to earn your wages. This information may appear on your W-2 form(s).

Column 5 - Indicate the name of the municipality where you lived while earning your wages.

Column 6 - If your income was not earned evenly throughout the calendar year, or you moved, indicate the from/thru dates in which the income was earned.

Signature(s):

Each taxpayer must sign the tax return. If you are filing a joint return, both taxpayers must sign the tax return. If someone other than the taxpayer prepares this tax return, the preparer must provide the information requested on the tax return.

Payment:

If you owe tax, please make check or money order for the amount on Line 22 payable to R.I.T.A. and attach the payment to the front of your return. A fee will be assessed to your account for a dishonored check or a check/electronic debit that is unable to be processed. RITA 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 resulting from their errors.

Section B: Tax Calculation



If you have non W-2 income to report or owe tax to a RITA municipality other than your resident municipality, complete Schedules J and/or K before you complete Section B.



Lines 1 through 9 do not apply to taxpayers who were not RITA residents at any time during the tax year, and who are completing Schedules J and/or K.

Line 1a

Total W-2 Wages

Enter your total W-2 wages from Section A, Column 1.

Line 1b

Business Income from Schedule J

If you operate a business or profession as a sole proprietor, own rental property, operate a farm, and/or you are a partner in a partnership or shareholder in an S Corporation, enter the total of your taxable income not reported on a W-2 form from Schedule J, Line 31. **This number may not be less than zero**, if it is, enter -0- on this line.

Line 3

Multiply Line 2 by the TAX RATE of your resident municipality. See the tax table on page 8 for the tax rate for your residence municipality.

Line 4a

Tax Withheld for Workplace Municipality

Enter the total tax withheld from Section A, Column 2. Do not include withholding for your resident municipality or school district on this line.

Line 4b

Direct Payments from Schedule K

Enter the amount from Schedule K, Line 35, if applicable. **NOTE:** The allowable amount of payments made by a Partnership for you to any NON-RITA municipality should be entered on line 4b.

DO NOT LIST ESTIMATED PAYMENTS FOR YOUR RESIDENT MUNICIPALITY. ESTIMATED PAYMENTS ARE REPORTED ON LINE 13.

Line 5b

Credit Limit

Use Worksheet 2 on page 2 of Form 37 or a separate sheet of paper to calculate your credit on line 5b.

- Column A - List each separate income earned **outside** your resident municipality (from Section A, Column 1 and Schedule J, Line 29).
- Column B - List the Credit Limit for your resident city. (See the tax table on page 8 for the Credit Limit for your resident municipality).
- Column C - Multiply each separate income by your resident municipality's Credit Limit from Column B. These are the maximum amounts of tax paid to your work municipality for which your resident municipality gives you credit.

- Column D – List the work municipality tax actually paid or withheld.
- Column E - Take the smaller of the two amounts from Column C or D and enter the amount in Column E.

Place the total of Column E in Section B, Line 5b. **NOTE:** If you are able to offset non-wage income with a loss, the amount on Line 5b cannot exceed the net effect of the offset times the credit limit of your resident municipality.

Line 5c

Enter the amount from line 5a or 5b, whichever is less.

Line 6

Multiply Line 5c by the Tax Credit of your resident municipality. See the tax table on page 8 of these instructions for the Tax Credit for your resident municipality.

Line 7a

Tax Withheld for Resident Municipality

Enter the amount of tax withheld by your employer for your resident municipality. For wages earned outside the resident municipality, from which your employer withholds tax for your municipality of residence, Line 7a cannot exceed the product of wages times the resident municipality tax rate, minus the tax credit as calculated on line 5b. If excess exists, complete Form 10A. Do not include any school district tax that has been withheld on line 7a.

Line 7b

Tax Paid by Partnership/ S-Corporations

Enter the allowable amount of payments made by a Partnership for you to any RITA municipality. If you live in a municipality that taxes S Corporation distributive shares, also enter the allowable amount of payments made by S-corporations on your behalf to any RITA municipality. **Note:** The amount entered cannot exceed the municipal tax due reported in Schedule J, Line 30, Columns 3 and 4. In addition, if offsetting a Partnership/S Corporation income with a loss, the amount on 7b cannot exceed the tax due on the net effect of this offset. **Note:** A copy of your Federal Schedule E and/or K-1 is required to receive credit for tax paid on your behalf.

Line 8

Add lines 6, 7a and 7b. Enter the results on Line 8.

Line 9

Subtract Line 8 from Line 3. Enter the results on Line 9.

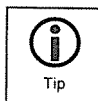
Lines 10 and 11

Enter any tax due to a RITA Municipality from Schedule K (Lines 32 and 36).

Line 12

Total Tax Due RITA

Add Lines 9, 10 and 11. Enter the results on Line 12. **Note:** If Line 12 is less than zero, your employer may have over withheld tax on your W-2 form. To receive a refund for over withholding or 2106 Business Expenses, a Form 10A must be completed in addition to your Individual Tax return, Form 37. When you file a Form 10A, the tax withheld from Section A, Columns 2 or 3 of Form 37 must be reduced by the amount claimed on the refund request. You can obtain forms at www.ritaohio.com or by calling any one of the RITA offices.



Before filing Form 10A, be sure the correct wage amount was used. In general, municipal taxable wages are the greater of the Medicare taxable wages (box 5) or local taxable wages (box 18) from the W-2 form. Only use federal taxable wages (box 1) if it is greater than both the Medicare wages and the local taxable wages.

Line 13

Estimated Payments

Add your 2011 estimated tax payments and enter the sum on Line 13. **Do not include payments made in 2011 for a previous tax year.**

Line 14

Credit from Prior Year

Enter any credit from the prior year.



You can verify the amount of estimated tax payments and credits on your account using our automated system 24 hours a day by calling 440-526-0900 or 800-860-7482.

Line 16

Balance Due

If Line 15 is less than Line 12, subtract Line 15 from Line 12. Enter the difference on Line 16. **THE BALANCE DUE MUST BE PAID TO RITA WHEN YOU FILE THIS RETURN. ADDITIONALLY YOU MUST PAY AT LEAST 1/4 OF YOUR ESTIMATED 2012 TAX LIABILITY.** **Note:** if you owe less than \$1.00, this amount will not be collected. For Manchester \$10.01; Ashville, Cairo, Commercial Point, Fairborn, Harrison, Kettlersville, Milford, Oxford, Pataskala, Ripley, Sardinia, Swanton, Tallmadge, Thurston and Twinsburg \$5.00; Bellevue \$3.00; Loveland and Macedonia \$2.00, you do not have to pay this amount.

Line 17

Overpayments

If Line 15 is greater than Line 12, subtract Line 12 from Line 15. Enter the difference on Line 17. **NOTE: LINE 17 MAY NOT BE SPLIT BETWEEN A CREDIT AND A REFUND.**

Lines 18 & 19

Credits and Refunds

If you have an overpayment on Line 17 and you want your overpayment credited to 2012, enter the full amount from Line 17 on Line 18. If you want your overpayment refunded to you, enter the full amount from Line 17 on Line 19.

Line 20a

Estimated Taxes

If you anticipate owing \$10.00 or more in income tax in 2012, you must estimate your taxes and make quarterly payments as your income is earned. **Note:** The municipalities listed below have exceptions to the \$10.00 or more minimum requirement. You may use the amount on Line 12 as your estimate. Otherwise, you may complete Worksheet 3 on this page.

NOTE: If you have a change in your income during the year or have a change of residence, you can adjust your estimated tax on any of the quarterly billing statements sent to you throughout the year. You must estimate your taxes unless you live in one of the municipalities listed below, and your estimated taxes are less than the minimum shown.

If your estimated payments are either less than 90% of the tax due, or not equal to or greater than your prior year's total tax liability, you will be subject to penalty and interest.

No Minimum: Addyston, Andover, Antwerp, Baltimore, Beachwood, Beaverdam, Belpre, Campbell, Carroll, Cecil, Cedarville, Clayton, Commercial Point, Corwin, Fairport Harbor, Garfield Heights, Girard, Greenhills, Harrison, Jewett, Kettlersville, Lagrange, Lakemore, Leispic, Lithopolis, Lockland, Macedonia, Manchester, McClure, Mentor, Metamora, Middleport, Milan, Milford, Milford Center, Minerva Park Mingo Junction, Mogadore, Mount Sterling, New Bloomington, New Franklin, Oxford, Perry, Plain City, Portage, Richwood, Ridgeway, Riverside, Sabina, Salineville, Sardinia, Shawnee Hills, Sheffield Lake, Sherwood, Swanton, Tontogany, Toronto, Uhrichsville, Urbancrest, Vermilion, Wakeman, Wellsville, West Elkton, Williamsburg, Willoughby, Willoughby Hills, Wintersville, Woodstock, Yellow Springs and Youngstown

\$1.00 Minimum: Chardon and Sugar Grove

\$5.00 Minimum: Cairo and Pataskala

\$40 Minimum: Avon Lake, Newtown, Sandusky and South Charleston

\$50 Minimum: Aurora, Berea, Galena, Glenwillow, Hudson, Mayfield Heights, Middleburg Heights, North Royalton, Oakwood Village, Ripley, Shaker Heights, Strongsville, Sunbury, University Heights, Wellston, and Willowick

\$60 Minimum: Kent and Martins Ferry

\$75 Minimum: Brecksville

\$100 Minimum: Adelphi, Ashville, Bay Village, Bedford Heights, Bellevue, Bremen, Brooklyn, Cardington, Centerburg, Circleville, Cleveland Heights, East Palestine, Edison, Elyria, Fairborn, Fort Jennings, Fredericktown, Fremont, Galion, Grafton, Grandview Heights, Grove City, Jackson Center, Johnstown, Lockbourne, Loveland, Maineville, Mechanicsburg, Melrose, Mifflin, Miller City, Moscow, New Albany, New Bavaria, New Richmond, Newcomerstown, North Lewisburg, Orange Village, Ottawa, Piketon, Pleasant Hill, Powell, Quincy, Reynoldsburg, Richmond Heights, Rossford, Saint Clairsville, Saint Paris, Sheffield Village, Silver Lake, Silverton, South Euclid, Steubenville, Stratton, Tremont City, Thurston, Twinsburg, Upper Arlington, Waynesville, Westlake, Weston and Worthington.

\$200 Minimum: Bexley, Haskins, Hilliard and Willshire

\$200.01 Minimum: Gahanna

\$300 Minimum: Oberlin

\$400 Minimum: Arlington Heights and Tallmadge

\$1000.00 Minimum: Middle Point

Worksheet 3: Estimated Tax Computation

If you are not a resident of a RITA municipality, skip to line 9 of Worksheet 3.

| | | |
|-----|--|--|
| 1. | Estimate your total taxable income for 2012 | |
| 2. | Multiply Line 1 by the resident city tax rate | |
| 3. | Tax expected to be withheld or paid to your work city | |
| 4. | Multiply each separate income earned outside your resident city by the credit limit of your resident city | |
| 5. | Multiply Line 3 or 4, whichever is less, by the tax credit of your resident municipality | |
| 6. | Tax expected to be withheld for resident municipality | |
| 7. | Add Lines 5 and 6 | |
| 8. | Subtract Line 7 from Line 2 | |
| | | |
| | Non-Withheld Section | |
| 9. | Estimate your total income expected to be earned in a RITA municipality and not withheld | |
| 10. | Multiply Line 9 by the RITA workplace city tax rate | |
| 11. | Add Lines 8 and 10. Enter this amount in Section B, Line 20a of Form 37 | |

Line 20b

Estimated Taxes Due With Return

Enter the first quarter 2012 estimate (1/4 of Line 20a) or full estimate (Line 20a).

Schedule J Instructions

What Constitutes Net Profits: Net Profits shall be determined on the basis of the information used for Federal Income Tax purposes, adjusted to the requirements of the ordinance of a RITA municipality. Expenses attributable to nontaxable income are not deductible. Gains and losses from the sale or exchange of capital assets to the extent recognized as capital gains or losses for Federal Income tax purposes are generally not to be considered in arriving at net profits.

How to Treat a Net Loss: The portion of a net operating loss sustained in any taxable year, allocable to a RITA municipality may be applied against the portion of the net profit of the succeeding year(s) allocable to the same RITA municipality until exhausted, but in no event for more than five (5) years. *For a list of municipalities that have exceptions to the five (5) years loss carried forward rule, see the Special Notes on page 7 and at www.ritaohio.com for specific information.* 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 allocable to a RITA municipality in the same manner as provided herein for allocating net profits to the taxing municipality. No portion of a net operating loss shall be offset against W-2 income.

LINE 23 – List all income from Federal Schedule C. If you operate your business in more than one municipality, you must allocate your income between each municipality in Columns 1 through 5. Attach additional copies of Schedule J if you need more columns. Be sure to attach a copy of your Federal Schedule C.

Note: You may not reduce your Schedule C net profit by one-half of self-employment tax, Federal Form 1040 adjustment allowed by the IRS.

LINE 24 – List all rental and partnership income from Federal Schedule E. If your business is conducted in more than one municipality, you must allocate your income in Columns 1 through 5. Be sure to attach a copy of your Federal Schedule E.



S-Corporation distributive shares that do not represent wages are generally not taxable and should not be reported on Schedule J (Form 37).

Exceptions: Residents of Fairport Harbor, Perry, Richmond Heights, Riverside, or Yellow Springs should report their entire distributive share as taxable on Schedule J (Form 37). Residents of the following municipalities should report only the Ohio S corporation distributive shares on Schedule J (Form 37): Avon, Avon Lake, Boston Heights, Brooklyn Heights, Campbell, Chagrin Falls, Cuyahoga Heights, East Palestine, Fremont, Gahanna, Highland Heights, Jackson Center, Johnstown, Lakemore, Macedonia, Maple Heights, Mentor, Oakwood, Powell, Seven Hills, Sheffield, Sheffield Lake, South Euclid, Streetsboro, Twinsburg, Valley View, Willoughby, Willoughby Hills or Woodmere. S-Corporations must file a municipal net profit income tax return to report taxable income (loss) and pay any municipal income tax due thereon.

Income from Rents: If you have rental property located in a RITA municipality and are receiving gross monthly rentals in excess of \$250.00 per month from any and all properties within that municipality, you are considered to be engaged in a business activity and the net income is subject to the tax whether or not you are a resident of a RITA municipality. If you own rental property in more than one RITA municipality, the test stated above must be applied to each municipality individually and a separate schedule attached for each municipality. For a list of municipalities that have exceptions to the \$250.00 per month rental minimum, see the Special Notes on page 7 and at www.ritaohio.com for specific information.

In addition, if you own rental property and are a resident of a RITA municipality, you will be subject to the tax on the net income of such rental (Line 24, Column 1) regardless of the location of that rental property owned.

LINE 25 – All Other Taxable Income: List all other Non-W-2 income such as farm income reported on federal Schedule F, lottery winnings, director fees, and ordinary gains and losses reported on federal Form 4797. Make sure to put the amount earned in each municipality in the proper columns. Attach schedules detailing all amounts reported on this line.

LINE 26 – Add Lines 23, 24, 25 for each column.

LINE 27 – If a net operating loss carryforward is applicable, place the amount on this line. Note: a net operating loss can only offset a gain in the same municipality. A combined

net operating loss in computing residence tax can only be taken on Line 29 of Schedule J. For a list of municipalities that have exceptions to the five (5) years net operating loss carryforward rule, see the Special Notes on page 7 and at www.ritaohio.com for specific information. No portion of a net operating loss shall be carried back against net profits of any prior year.

LINE 28 – Subtract Line 27 from Line 26 for Columns 1 and 2. Enter the results on Line 28. Place the total of Line 28 in Column 6. If the total in Column 6 is zero or less, enter zero (0).

LINE 29 – Subtract Line 27 from Line 26 for Columns 3, 4 and 5. Enter the results on Line 29. Place the total of Line 29 in Column 6. If the total in Column 6 is zero or less, enter zero (0). Note: If Line 29, Columns 3, 4, or 5 have entries, complete Schedule K, Line 34.

LINE 30 – If line 29 is a gain in Columns 3 or 4, multiply the gain by the tax rate of the corresponding RITA municipality as shown in the Tax Table on page 8. If Line 29 in either Columns 3 or 4 is a loss, enter zero (0).

LINE 31 – Total Column 6 and enter result in Line 31 and on Line 1b of Section B, Form 37.

Schedule K Instructions

LINE 32 – Complete Line 32 if you earned income in a RITA municipality from which no municipal income tax was withheld.

Multiply W-2 wages earned in a RITA municipality by the tax rate for that municipality. See the Tax Table on page 8 for the tax rates for all RITA municipalities. Note: Do not use Line 32 if your wages were earned in your resident municipality. Enter the total tax due on Line 32 and in Section B, Line 10.

LINE 33 – Complete Line 33 if you earned wages in a NON-RITA municipality and you filed and paid the tax due to that municipality. Proof of payment may be required. Multiply W-2 wages earned in a NON-RITA municipality by the tax rate for that municipality. For the tax rate of the NON-RITA municipality, contact your employer or the city hall of that municipality. Enter the total on Line 33.

LINE 34 – Skip this line if you did not complete Schedule J. Otherwise, multiply Line 29, Columns 3, 4 and 5 of Schedule J by the tax rate of the municipality where the income was earned. Proof of payment may be required.

LINE 35 – Add lines 32, 33, and 34. Enter the total on Line 35 and in Section B, Line 4b.

LINE 36 – Add line 30, Column 3 and Line 30, Column 4 from Schedule J. Enter the total on Line 36 and in Section B, Line 11.

SPECIAL NOTES - FORM 37

The following is a list of municipalities that have special instructions or requirements for filing returns, reporting income and/or making estimated payments. For specific instructions, see the special notes at www.ritaohio.com.

| | | | | | |
|--|--|---|---|---|--|
| Payments of Estimated Tax (Line 20A) | | MAINVILLE MANCHESTER MARTINS FERRY ELYRIA FAIRBORN FAIRPORT HARBOR FORT JENNINGS FREDERICKTOWN FREMONT GAHANNA GALENA GALION GARFIELD HEIGHTS GIRARD GLENWILLOW GRAFTON GRANDVIEW HEIGHTS GREENHILLS GROVE CITY HARRISON HASKINS HILLIARD HUDSON JACKSON CENTER JEWETT JOHNSTOWN KENT KETTLERSVILLE LAGRANGE LAKEMORE LITHOPOLIS LOCKBOURNE LOCKLAND LOVELAND MACEDONIA | ORANGE OTTAWA OXFORD PATASKALA PERRY PIKETON PLAIN CITY PLEASANT HILL PORTAGE POWELL POWHATAN POINT QUINCY REYNOLDSBURG RICHMOND HEIGHTS RICHWOOD RIDGEWAY RIPLEY RIVERSIDE ROSSFORD SABINA SAINT CLAIRSVILLE SAINT PARIS SALINEVILLE SANDUSKY SARDINIA SHAKER HEIGHTS SHAWNEE HILLS SHEFFIELD LAKE SHEFFIELD VILLAGE SHERWOOD SILVER LAKE SILVERTON SOUTH CHARLESTON | SOUTH EUCLID STEUBENVILLE STRATTON STRONGSVILLE SUGAR GROVE SUNBURY SWANTON TALLMADGE THURSTON TONTOGANY TORONTO TREMONT CITY TWINSBURG UHRICHSVILLE UNIVERSITY HEIGHTS UPPER ARLINGTON URBANCREST VERMILION WAKEMAN WAYNESVILLE WELLSTON WELLSVILLE WEST ELKTON WESTLAKE WESTON WILLIAMSBURG WILLOUGHBY WILLOUGHBY HILLS WILLOWICK WILLSHIRE WINTERSVILLE WOODSTOCK WORTHINGTON YELLOW SPRINGS YOUNGSTOWN | |
| Net Operating Loss - Schedule J, Line 27, 5 year loss carried forward exceptions | | GALION GIRARD GRAFTON GRANDVIEW HEIGHTS GREENHILLS GROVE CITY HARRISON HILLIARD JEWETT JOHNSTOWN LAKEMORE LITHOPOLIS LOCKBOURNE | MAPLE HEIGHTS MECHANICSBURG MENTOR MIDDLEPORT MIFFLIN MINGO JUNCTION NEW ALBANY NEW BAVARIA NEW BLOOMINGTON NEW FRANKLIN NEW RICHMOND NEW WATERFORD NEWCOMERSTOWN NEWTOWN NORTH LEWISBURG NORTH ROYALTON OAKWOOD VILLAGE OBERLIN | PIKETON POWELL REYNOLDSBURG RICHWOOD RIVERSIDE SANDUSKY SHAWNEE HILLS SHEFFIELD LAKE SILVERTON SUGAR GROVE SUNBURY TALLMADGE THURSTON TORONTO TREMONT CITY TWINSBURG UHRICHSVILLE UPPER ARLINGTON URBANCREST VERMILION WELLSVILLE WILLIAMSBURG WILLSHIRE WORTHINGTON YELLOW SPRINGS | |
| Rental Income - Schedule J, Line 24 - exceptions to the \$250.00 per month rental minimum | | FAIRBORN FAIRPORT HARBOR FREDERICKTOWN FREMONT GAHANNA GALENA GALION GIRARD GLENWILLOW GRAFTON GRANDVIEW HEIGHTS GREENHILLS GROVE CITY HARRISON HASKINS HILLIARD HUDSON JACKSON CENTER JEWETT JOHNSTOWN KENT KETTLERSVILLE LAGRANGE LAKEMORE | LEISPIC LITHOPOLIS LOCKBOURNE LOCKLAND LOVELAND MAINVILLE MANCHESTER MARTINS FERRY MCCLURE MECHANICSBURG MENTOR METAMORA MILAN MIDDLE POINT MIDDLEPORT MILFORD MILFORD CENTER MILLER CITY MINERAL CITY MINGO JUNCTION MOGADORE MOSCOW MOUNT STERLING NEW ALBANY | NEW FRANKLIN NEW WATERFORD NEWTOWN NORTH ROYALTON OBERLIN OTTAWA OXFORD PATASKALA PERRY PIKETON PLEASANT HILL PORTAGE POWELL POWHATAN POINT REYNOLDSBURG RIPLEY RIVERSIDE ROSSFORD SAINT PARIS SALINEVILLE SARDINIA SHAWNEE HILLS SHEFFIELD LAKE SILVERTON SOUTH CHARLESTON STEUBENVILLE STRATTON SUGAR GROVE SUNBURY SWANTON TALLMADGE TREMONT CITY TONTOGANY TORONTO TWINSBURG UHRICHSVILLE UPPER ARLINGTON URBANCREST VERMILION WELLSVILLE WILLIAMSBURG WILLOUGHBY WILLOUGHBY HILLS WILLOWICK WILLSHIRE WINTERSVILLE WOODMERE WORTHINGTON YELLOW SPRINGS YOUNGSTOWN | |
| Special Exceptions for filing and/or reporting income | | GROVE CITY HARRISON JACKSON CENTER JEWETT KENT KETTLERSVILLE LITHOPOLIS LOCKBOURNE LOCKLAND LOVELAND MIDDLEPORT MINGO JUNCTION MILFORD | MILFORD CENTER MOGADORE OAKWOOD VILLAGE OTTAWA OXFORD PATASKALA PERRY PORTAGE POWHATAN POINT REYNOLDSBURG RIPLEY RIVERSIDE ROSSFORD SANDUSKY | SAINT PARIS SARDINIA SHEFFIELD LAKE SHERWOOD SILVERTON SUNBURY SWANTON TONTOGANY TWINSBURG UHRICHSVILLE UPPER ARLINGTON URBANCREST VERMILION WESTON WILLIAMSBURG WILLOUGHBY WILLOWICK WILLSHIRE WINTERSVILLE YOUNGSTOWN | |
| Business and/or Moving Expenses | | MACEDONIA MAINVILLE MECHANICSBURG MILFORD MOSCOW | OBERLIN OLMSTED FALLS PLEASANT HILL REYNOLDSBURG SARDINIA | SHAWNEE HILLS SOUTH CHARLESTON STRATTON SUNBURY TWINSBURG | |
| Lottery/Gambling | | CORWIN EAST CLEVELAND EAST PALESTINE EDISON FAIRBORN FAIRPORT HARBOR FAIRVIEW PARK FREDERICKTOWN FREMONT GAHANNA GALENA GALION GARFIELD HEIGHTS GIRARD GLENWILLOW GRAFTON GRANDVIEW HEIGHTS GREENHILLS HARRISON HIGHLAND HEIGHTS HUDSON JACKSON CENTER KENT KIRKLAND LAGRANGE LOCKBOURNE LOCKLAND LYNDHURST | MACEDONIA MAINVILLE MAPLE HEIGHTS MARTINS FERRY MAYFIELD VILLAGE MCCLURE MECHANICSBURG MELROSE MENTOR METAMORA MIDDLEBURG HEIGHTS MIFFLIN MILAN MILFORD MILFORD CENTER MILLER CITY MOGADORE MORELAND HILLS MOSCOW MOUNT STERLING NEW ALBANY NEW BAVARIA NEW FRANKLIN NEW RICHMOND NEW WATERFORD NEWBURGH HEIGHTS NEWCOMERSTOWN NORTH LEWISBURG | OAKWOOD VILLAGE OBERLIN OLMDSTED FALLS ORANGE OTTAWA OXFORD PATASKALA PEPPER PIKE PERRY PIKETON PLEASANT HILL POWELL REMINDERVILLE REYNOLDSBURG RICHMOND HEIGHTS RIPLEY RIVERSIDE ROSSFORD SAINT CLAIRSVILLE SANDUSKY SEVEN HILLS SHAKER HEIGHTS SHAWNEE HILLS SHEFFIELD LAKE SHEFFIELD VILLAGE SHERWOOD SILVER LAKE SILVERTON | SOUTH CHARLESTON SOUTH EUCLID STREETSBORO STRONGSVILLE SUNBURY SWANTON TALLMADGE THURSTON TREMONT CITY TWINSBURG UHRICHSVILLE UNIVERSITY HEIGHTS UPPER ARLINGTON VALLEY VIEW WAYNESVILLE WELLSTON WELLSVILLE WESTON WILLOUGHBY WILLOUGHBY HILLS WILLOWICK WILLSHIRE WOODSTOCK WORTHINGTON YELLOW SPRINGS |

| RITA MEMBERS 2011 - 2012 TAX TABLE | | | | |
|---------------------------------------|----------|-----------------|-------------------|----------------------|
| MUNICIPALITY | TAX YEAR | TAX RATE LINE 3 | TAX CREDIT LINE 6 | CREDIT LIMIT LINE 5B |
| Addyston | | .01 | 1.00 | .01 |
| Adelphi | | .01 | .00 | .01 |
| Andover | | .015 | 1.00 | .015 |
| Antwerp | | .01 | .50 | .01 |
| Arlington Heights | | .021 | 1.00 | .021 |
| Ashville | | .01 | .00 | .01 |
| Aurora | | .02 | 1.00 | .02 |
| Avon | | .0175 | 1.00 | .015 |
| Avon Lake | | .015 | 1.00 | .015 |
| Baltimore | | .01 | .00 | .01 |
| Bay Village | | .015 | 1.00 | .01 |
| *Beachwood | (2011) | .02 | 1.00 | .02 |
| Beaverdam | | .01 | 1.00 | .01 |
| Bedford Heights | | .02 | 1.00 | .02 |
| Bellevue | | .015 | 1.00 | .015 |
| Belpre | | .01 | 1.00 | .01 |
| Bentleyville | | .01 | .25 | .01 |
| Berea | | .02 | 1.00 | .015 |
| Bettsville | | .01 | .00 | .01 |
| *Bexley | (2011) | .02 | .80 | .02 |
| | (2012) | .025 | .65 | .025 |
| Boston Heights | | .02 | 1.00 | .02 |
| Brecksville | | .02 | 1.00 | .02 |
| Bremen | | .01 | 1.00 | .01 |
| Broadview Heights | | .02 | .75 | .02 |
| Brooklyn | | .025 | 1.00 | .025 |
| Brooklvn Heights | | .02 | 1.00 | .02 |
| Cairo | | .50 | .00 | .50 |
| Campbell | | .025 | 1.00 | .025 |
| Cardington | | .01 | 1.00 | .01 |
| Carroll | | .0075 | .25 | .0075 |
| Cecil | | .01 | .50 | .01 |
| Cedarville | | .01 | 1.00 | .01 |
| Centerburg | | .01 | .50 | .01 |
| Chagrin Falls | | .015 | .75 | .015 |
| Chardon | | .02 | .50 | .02 |
| Circleville | | .015 | .50 | .015 |
| Clayton | | .015 | 1.00 | .015 |
| Cleveland Heights | | .02 | .50 | .01 |
| Commercial Point | | .01 | .00 | .01 |
| Corwin | | .005 | 1.00 | .005 |
| Cuyahoga Heights | | .02 | 1.00 | .02 |
| East Cleveland | | .02 | .00 | .01 |
| East Palestine | | .01 | .00 | .01 |
| Edison | | .005 | .00 | .005 |
| Elyria | | .0175 | 1.00 | .0175 |
| Fairborn | | .015 | 1.00 | .015 |
| Fairport Harbor | | .02 | 1.00 | .02 |
| Fairview Park | | .02 | .75 | .0125 |
| Fort Jennings | | .01 | 1.00 | .01 |
| Fredericktown | | .01 | 1.00 | .01 |
| Fremont | | .015 | 1.00 | .015 |
| Gahanna | | .015 | .8333 | .015 |
| Galena | | .01 | .00 | .01 |
| Galion | | .02 | 1.00 | .01 |
| Garfield Heights | | .02 | 1.00 | .02 |
| Girard | | .02 | 1.00 | .02 |
| Glenwillow | | .02 | 1.00 | .02 |
| Grafton | | .015 | 1.00 | .015 |
| Grandview Heights | | .025 | 1.00 | .0225 |
| Greenhills | | .015 | 1.00 | .005 |
| Grove City | | .02 | 1.00 | .02 |
| Harrison | | .01 | 1.00 | .01 |
| Haskins | | .01 | .50 | .01 |
| Highland Heights | | .02 | 1.00 | .02 |
| Hilliard | | .02 | 1.00 | .02 |
| Hudson | | .02 | 1.00 | .02 |
| Huron | | .01 | .00 | .01 |
| Independence | | .02 | 1.00 | .02 |
| Jackson Center | | .015 | 1.00 | .015 |
| Jewett | | .01 | 1.00 | .01 |
| Johnstown | | .01 | 1.00 | .005 |
| Kent | | .02 | 1.00 | .02 |
| *Kettlersville | (2011) | .01 | 1.00 | .01 |
| Killbuck | | .01 | 1.00 | .01 |
| Kirtland | | .02 | 1.00 | .0175 |
| LaGrange | | .015 | 1.00 | .015 |
| *Lakemore | | .02 | .75 | .02 |
| Leispic | | .015 | 1.00 | .015 |
| Lithopolis | | .01 | .00 | .01 |
| Lockbourne | | .01 | .00 | .01 |
| Lockland | | .021 | 1.00 | .021 |
| Loveland | | .01 | 1.00 | .01 |
| Lyndhurst | | .015 | .50 | .015 |
| *Macedonia | (2011) | .0225 | 1.00 | .02 |
| Maineville | | .01 | .50 | .01 |
| Manchester | | .01 | 1.00 | .01 |
| Maple Heights | | .025 | 1.00 | .025 |
| Martins Ferry | | .0075 | 1.00 | .0075 |
| Mayfield Heights | | .01 | .50 | .01 |
| Mayfield Village | | .02 | 1.00 | .02 |
| McClure | | .01 | .00 | .01 |
| Mechanicsburg | | .01 | .00 | .01 |
| Melrose | | .01 | .00 | .01 |
| Mentor | | .02 | 1.00 | .02 |
| Metamora | | .01 | .50 | .01 |
| Middle Point | | .015 | 1.00 | .01 |
| Middleburg Heights | | .02 | 1.00 | .02 |
| Middleport | | .01 | 1.00 | .01 |
| *Mifflin | | .01 | .00 | .01 |

*BEACHWOOD 2011 Tax Rate and Credit Limit change from .015 1.00 .015 to .02 1.00 .02 effective 1-1-11
 *BEXLEY 2012 Tax Rate, Tax Credit and Credit Limit change from .02 .08 .02 to .025 .65 .025 effective 1-1-12
 *KETTLETSVILLE 2011 Credit Rate change from .50 to 1.00 effective 1-1-11
 *LAKEMORE 2011 Tax Credit is an average based on a change from 1.00 to .50 effective 7-1-11
 *MACEDONIA 2011 Tax Rate and Tax Credit change from .02 1.00 .02 to .0225 1.00 .02 effective 1-1-11
 *MIFFLIN 2011 Tax Effective 1-1-11

| RITA MEMBERS 2011 - 2012 TAX TABLE | | | | |
|---------------------------------------|----------|-----------------|-------------------|----------------------|
| MUNICIPALITY | TAX YEAR | TAX RATE LINE 3 | TAX CREDIT LINE 6 | CREDIT LIMIT LINE 5B |
| Milan | | .01 | .00 | .01 |
| Milford | | .01 | .00 | .01 |
| Milford Center | | .01 | .50 | .01 |
| *Miller City | | .01 | 1.00 | .01 |
| Mineral City | | .01 | 1.00 | .01 |
| Minerva Park | | .01 | .50 | .01 |
| Mingo Junction | | .02 | 1.00 | .02 |
| Mogadore | | .0225 | 1.00 | .0225 |
| Moreland Hills | | .01 | .00 | .01 |
| *Moscow | | .01 | 1.00 | .01 |
| Mount Sterling | | .01 | .00 | .01 |
| New Albany | | .02 | 1.00 | .02 |
| *New Bavaria | | .01 | .00 | .01 |
| New Bloomington | | .01 | .50 | .01 |
| New Franklin | | .01 | 1.00 | .01 |
| New Richmond | | .01 | .50 | .01 |
| New Waterford | | .01 | .50 | .01 |
| Newburgh Heights | | .02 | .60 | .01 |
| Newcomerstown | | .02 | 1.00 | .02 |
| Newtown | | .01 | 1.00 | .01 |
| North Lewisburg | | .01 | .50 | .01 |
| North Olmsted | | .02 | 1.00 | .02 |
| North Royalton | | .02 | 1.00 | .0125 |
| Oakwood Village | | .025 | 1.00 | .025 |
| Oberlin | | .019 | 1.00 | .019 |
| Olmsted Falls | | .015 | .50 | .015 |
| Orange | | .02 | .60 | .015 |
| Ottawa | | .01 | 1.00 | .01 |
| *Oxford | | .02 | 1.00 | .02 |
| Pataskala | | .01 | .00 | .01 |
| Pepper Pike | | .01 | .50 | .01 |
| Perry | | .01 | .00 | .01 |
| Piketon | | .01 | .50 | .01 |
| Plain City | | .01 | .00 | .01 |
| Pleasant Hill | | .0075 | .00 | .0075 |
| Portage | | .01 | .00 | .01 |
| Powell | | .0075 | 1.00 | .0025 |
| Powhatan Point | | .0075 | 1.00 | .0075 |
| Quincy | | .01 | .00 | .01 |
| Reminderville | | .015 | .00 | .015 |
| Reynoldsburg | | .015 | 1.00 | .015 |
| Richmond Heights | | .02 | 1.00 | .02 |
| Richwood | | .01 | .00 | .01 |
| Ridgeway | | .005 | .00 | .005 |
| Ripley | | .01 | 1.00 | .01 |
| Riverside | | .015 | 1.00 | .015 |
| Rossford | | .0225 | 1.00 | .0225 |
| Sabina | | .01 | 1.00 | .01 |
| *Saint Clairsville | | .0075 | .50 | .0075 |
| Saint Paris | | .01 | 1.00 | .01 |
| Salineville | | .01 | .00 | .01 |
| Sandusky | | .01 | .00 | .01 |
| Sardinia | | .01 | .00 | .01 |
| Seven Hills | | .02 | 1.00 | .011 |
| Shaker Heights | | .0175 | .50 | .01 |
| Shawnee Hills | | .02 | 1.00 | .0175 |
| Sheffield Lake | | .015 | .50 | .01 |
| Sheffield Village | | .02 | 1.00 | .02 |
| Sherwood | | .01 | 1.00 | .01 |
| Silver Lake | | .02 | 1.00 | .02 |
| Silverton | | .0125 | .00 | .0125 |
| South Charleston | | .01 | 1.00 | .01 |
| South Euclid | | .02 | .75 | .01 |
| *Steubenville | | .01925 | 1.00 | .01925 |
| Stratton | | .01 | 1.00 | .01 |
| Streetsboro | | .02 | 1.00 | .02 |
| Strongsville | | .02 | .75 | .02 |
| Sugar Grove | | .0075 | .50 | .0075 |
| Sunbury | | .01 | .00 | .01 |
| Swanton | | .0125 | .50 | .01 |
| Tallmadge | | .02 | 1.00 | .02 |
| Thurston | | .01 | .00 | .01 |
| Tontoqany | | .01 | 1.00 | .01 |
| Toronto | | .02 | 1.00 | .02 |
| Tremont City | | .01 | .00 | .01 |
| Twinsburg | | .0225 | 1.00 | .0225 |
| Uhrichsville | | .0175 | 1.00 | .0175 |
| University Heights | | .025 | 1.00 | .01 |
| Upper Arlington | | .02 | 1.00 | .02 |
| Urbancrest | | .02 | 1.00 | .02 |
| Valley View | | .02 | 1.00 | .02 |
| *Vermilion | | .01 | 1.00 | .01 |
| Wakeman | | .01 | .50 | .01 |
| Waynesville | | .01 | 1.00 | .01 |
| Wellston | | .01 | 1.00 | .01 |
| Wellsville | | .01 | .00 | .01 |
| West Elkton | | .01 | 1.00 | .01 |
| Westlake | | .015 | 1.00 | .015 |
| Weston | | .01 | .00 | .01 |
| Williamsburg | | .01 | 1.00 | .01 |
| Willoughby | | .02 | 1.00 | .02 |
| *Willoughby Hills | | .02 | 1.00 | .015 |
| Willowick | | .02 | .875 | .02 |
| Willshire | | .01 | .00 | .01 |
| Wintersville | | .01 | 1.00 | .01 |
| Woodmere | | .025 | 1.00 | .025 |
| Woodstock | | .01 | .00 | .01 |
| Worthington | | .025 | 1.00 | .025 |
| Yellow Springs | | .015 | 1.00 | .015 |
| Youngstown | | .0275 | 1.00 | .0275 |

*MILLER CITY 2011 Tax Effective 1-1-11
 *MOSCOW 2011 Tax Effective 7-1-11
 *NEW BAVARIA 2011 Tax Effective 7-1-11
 *OXFORD 2011 Tax Rate, Tax Credit and Credit Limit change from 0175 1.00 .0175 to .02 1.00 .02 effective 1-1-11
 *SAINT CLAIRSVILLE 2011 Tax Effective 4-1-11
 *STUEBENVILLE 2011 Tax Rate and Credit Limit is an average based on a change from .02 1.00 .02 to .017 1.00 .017 effective 5-4-11 and an additional change from .017 1.00 .017 to .02 1.00 .02 effective 8-3-11
 *VERMILION 2011 Tax Credit is based on a change from .50 to 1.00 effective 1-1-11
 *WILLOUGHBY HILLS 2011 Tax Rate and Credit Limit change from 015 1.00 .01 to .02 1.00 .015 effective 1-1-11