



Income Tax Requirements for Businesses

The City of Wadsworth is a member of The Regional Income Tax Agency ("RITA".) RITA administers, collects, and enforces the income tax code on our behalf. Any correspondence you receive from RITA should be given your immediate attention.

Please access RITAOHIO.com to register electronically using MyAccount. Once an account has been set up login to MyAccount to add a municipality or add a subcontractor. This allows you to report a new location or new subcontractor electronically. (See next page for screen shots regarding adding a municipality and/or a subcontractor.)

Please note: If you are already registered with RITA for another RITA community, you do not need to re-register. Simply be sure to properly allocate the withholding to Wadsworth when you send your remittance to RITA.

The Wadsworth city income tax rate is **1.4%** effective for all qualifying wages paid after January 1, 2012. Usually the taxable wage base for local income tax is the same wage amount as is taxed for Medicare purposes.

The State of Ohio changed the withholding rules as of January 1, 2016. These local withholding requirements are stated in RITA Rules & Regulations Section 4. Please have your payroll department review this document if they are not familiar with the new rules. The RITA Rules & Regulations can be found at the RITA website: https://www.ritaohio.com/Media/485683/rregs_eff-jan-1-2016_updated-121815.pdf.

Your employees who are not Wadsworth residents are not required to file tax returns for the City of Wadsworth provided you are withholding correctly. However, if you employ independent contractors ("1099 employees") for whom you are not withholding Wadsworth income tax, they must file a tax return for the City of Wadsworth and report and pay tax on their net profits earned here. You are not obligated to do so, but *we respectfully ask you to make them aware of this filing requirement.*

Finally, you should consult your tax advisor regarding allocation of net profits and payment of income taxes to the City of Wadsworth for any years during which your company performs work here. All net profits allocated to the City of Wadsworth are taxable at the rate of 1.4% (effective 1/1/2012.)

If paper format is preferred, attached is the RITA registration form. This will establish your account for city income tax for withholding and net profit reporting. Please complete and return the form to the address on the registration form.

Please contact us if you have any questions.

Sincerely,

Lorrie Miller
Income Tax Department
City of Wadsworth
330.335.2745

Two features have been added to RITA's MyAccount for business Withholder and Net Profit accounts: Add Municipality and Add Subcontractor. This allows businesses to report a new municipality or new subcontractor project electronically instead of filling out a paper form. Businesses can log into MyAccount and on one screen enter the information. Use of MyAccount eliminates the manual effort of preparing and submitting a paper form and provides the ability to timely view the entries.

MyAccount

- Summary
- Tax Filings
 - View Filing History
 - File a Form 11
 - File a Form 17
 - Submit W-2s
- Account Changes
 - Add Municipality**
 - Add Subcontractor
- Refund
 - View Refund Status
- Payments / Balance
 - View Payment History
 - Make a Payment / View Account Balance
- Contact Us
 - Send Us a Message
 - Messages
 - Manage Alerts
- Account Profile
 - Change Address
 - Change Email
 - Change My Password
 - Two Step Authentication

Add a Municipality:

Municipality [?] Courtesy Residence Tax Withholding [?]

Begin Date [?] Monthly Payroll [?] Employee Count [?]

Does this municipality have a temporary location? [?] Yes No

Location Address:

Street Number: Apt Number:

Street Name:

State/Province (Code): City: Zip:

Confirmation:

Name of Responsible Person: Title:

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 - Send Us a Message
 - Messages
 - Manage Alerts
- Account Profile
 - Change Address
 - Change Email
 - Change My Password
 - Two Step Authentication

Add Subcontractor Work Location

Municipality [?] Begin Date [?] Number of Days:

Street Number: Apt Number:

Street Name:

State/Province (Code): City: Zip:

Add Subcontractor

EIN/SSN	Name	Address	Phone	Email
<input type="text" value="EIN"/>	<input type="text" value="NAME"/>	<input type="text" value="ADDRESS"/>	<input type="text" value="() _ - _"/>	<input type="text" value="EMAIL"/>
	Contract Amt	Trade	Start Date	
	<input type="text" value="REQUIRED"/>	<input type="text" value="TRACE"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="button" value="REMOVE ENTRY"/>



Access ritaohio.com to register electronically using MyAccount. Login to MyAccount to Add a Municipality or Add Subcontractor. These features allow you to report a new location or new subcontractor project electronically.

Municipality

Business Type

- Corporation
- S-Corp
- LLC
- Partnership
- Non-Profit
- Estate & Trust
- Sole Proprietor / LLC

Reason for Registration

- Courtesy withholding for an employee's resident municipality
- Doing business within the municipality this year (temporary)

Approx. # of days _____ Start Date _____

- Business with a fixed location
Date business began at this location _____

Company Information (List physical address of work performed within this municipality)

Name: _____	Federal ID #: _____
Address: _____	SSN : _____ <small>(required if sole proprietor)</small>
City/State/Zip: _____	
Mailing Address (for withholding tax forms / if different from above) _____ _____	Mailing Address (for net profit tax forms / if different from above) _____ _____

***Please note that your Federal Identification Number will serve as your RITA account number.**

Filing Status:

- Calendar year
- Fiscal year / month ending _____

Do you have any employees? Yes No

Number of employees at RITA location _____

My withholding is filed under a 3rd party account (PEO or common paymaster) Yes No
If yes, list Federal ID # _____

Monthly gross payroll at RITA location \$ _____

I am a small employer (under \$500,000 in gross revenue during previous year) Yes No

Contractors

I am a contractor Yes No

Will you be using sub-contractors? Yes No

If yes, complete page 2.

Total contract amount of the project \$ _____

The Information Hereby Submitted is True and Correct.

Print Name Title Phone Number

Signature Date

Please complete and sign this Registration Form and return within 10 business days. Please be advised that failure to timely register with RITA may result in delays in the processing of any required income tax filings or may result in future penalty and interest charges, if applicable. If you have any questions please contact the Registration Department at the number below.

Sub-contractor Name / Address	_____	\$
	Contact Name	Contract Amount
	Phone Number	Estimated Start Date
	EIN or Social Security #	Trade
Sub-contractor Name / Address	_____	\$
	Contact Name	Contract Amount
	Phone Number	Estimated Start Date
	EIN or Social Security #	Trade
Sub-contractor Name / Address	_____	\$
	Contact Name	Contract Amount
	Phone Number	Estimated Start Date
	EIN or Social Security #	Trade
Sub-contractor Name / Address	_____	\$
	Contact Name	Contract Amount
	Phone Number	Estimated Start Date
	EIN or Social Security #	Trade
Sub-contractor Name / Address	_____	\$
	Contact Name	Contract Amount
	Phone Number	Estimated Start Date
	EIN or Social Security #	Trade
Sub-contractor Name / Address	_____	\$
	Contact Name	Contract Amount
	Phone Number	Estimated Start Date
	EIN or Social Security #	Trade
*If more space is needed, you may attach a separate schedule that includes ALL of the required information listed above.		