

# FORM 17 – RECONCILIATION OF INCOME TAX WITHHELD AND W-2 / 1099 TRANSMITTAL

## E-file - A Fast, Free, and Secure Method of Filing Employer Withholding Tax Returns and W-2's.

### FORM 17 INSTRUCTIONS

A Reconciliation of Income Tax Withheld is required to be filed on or before the last day of February following the calendar year in which employee withholding deductions have been made by an employer.

1. Print the company's federal employer identification number, name, and address in the proper area. If this information is preprinted, check for accuracy. Draw a line through any incorrect information and print the correct information above or below it.
2. List the amount of workplace wages, workplace tax, and any residence tax withheld for each period a Form 11 was filed. For Example: (If you file Form 11 monthly, complete the annual Form 17 on a monthly basis; periods 1-12. If you file Form 11 quarterly, complete the annual Form 17 on a quarterly basis; periods, 3, 6, 9, 12.) **NOTE: Do not report wages for residence tax withheld.**
3. In Section 3, list the total number of R.I.T.A. W-2's and 1099's issued and list the total number of employees working at year end, for which municipal income tax has been withheld. In Section 5, distribute the total number of employees to each municipality where the employee worked.
4. Total the workplace wages, workplace tax, and residence tax withheld. These amounts must be distributed on Page 2 of Form 17.
5. Distribute totals to each municipality where the wages were earned and the workplace or residence tax was withheld.
6. Total all distributions. **THE TOTAL WORKPLACE WAGES, WORKPLACE TAX, AND RESIDENCE TAX WITHHELD IN SECTION 6 MUST EQUAL THE TOTALS REPORTED ON PAGE 1 OF FORM 17 IN SECTION 4.**
7. Total the number of employees at year end for each municipality.
8. Sign and date the form. Please provide a phone number where you can be reached if any questions arise.

**DO NOT REMIT PAYMENT WITH THIS FORM. IF YOU ARE ADJUSTING A PERIOD(S) YOU MUST FILE A FORM 11A (AMENDED EMPLOYER'S MUNICIPAL TAX WITHHOLDING STATEMENT). SEE [www.ritaohio.com](http://www.ritaohio.com)**

### W-2 / 1099 TRANSMITTAL INSTRUCTIONS

Along with Form 17, one of the following must be submitted:

- Copies of W-2's and 1099's.
- Upon written request made to the Tax Administrator on or before the due date-
  - Computer paper listing which must contain the following information from each W-2 (in this order) social security number, municipality for which local income tax was withheld, amount of local income tax withheld, gross amount of taxable compensation paid, employee's name (last, first, middle), and employee's last known address; or
  - W-2 Copy 1 for state, city, or local tax.
- **Employers with 250 or more W-2 Copy A or 1099-Misc. Forms must be reported electronically using the EFW2 Format and Guidelines prescribed by the Social Security Administration and Internal Revenue Service.**
  - EFW2 Guidelines can be found and printed by using the Social Security Administration Internet page [www.ssa.gov/employer](http://www.ssa.gov/employer).
  - 1099-Misc. Form Guidelines can be found using Internet page [www.irs.gov/app/picklist/list/publicationsNoticesPdf.html](http://www.irs.gov/app/picklist/list/publicationsNoticesPdf.html) (Pub.1220).
  - R.I.T.A. guidelines for the RS Record (CITY AND STATE) found within the SSA EFW2 Guidelines, can be found and printed by using Internet page [www.ritaohio.com](http://www.ritaohio.com) and clicking on MAGNETIC REPORTING OF W-2's BY EMPLOYERS.
  - **Please be advised that you are required to validate your EFW2 file containing W-2's by visiting our web site at [www.ritaohio.com](http://www.ritaohio.com) and using R.I.T.A.'s online W-2 verification application.**
  - **R.I.T.A.'s online verification application will parse and validate your EFW2 file containing W-2's to ensure compliance with R.I.T.A.'s specifications and requirements. In addition, you can electronically submit your W-2's.**
  - Any exceptions such as computer or typewriter listings of municipality wage and tax information, in lieu of the standard W-2 Form, or paper W-2 reporting for 250 or more employees, must receive prior permission from the R.I.T.A. Director of Taxation or the Tax Administrator where the business is located, before submission of such lists or forms.

**NOTE:** Employer's required under the Internal Revenue Code to furnish 1099's to the Internal Revenue Service for individuals or businesses to whom they have paid non-employee compensation MUST also furnish copies to R.I.T.A along with W-2's.

**REMIT TO: REGIONAL INCOME TAX AGENCY - P.O. BOX 477900, BROADVIEW HEIGHTS, OH 44147-7900**

For assistance call:

Cleveland Toll Free:  
(800) 860-RITA (7482)

Columbus Toll Free: (866) 721-RITA (7482)  
TDD: (440) 526-5332

Youngstown Toll Free: (866) 750-RITA (7482)  
Web Site: [www.ritaohio.com](http://www.ritaohio.com)

2011 WITHHOLDING TAX TABLE

CODE	MUNICIPALITY	RATE	CODE	MUNICIPALITY	RATE	CODE	MUNICIPALITY	RATE
018	* ADDYSTON	1.00	371	HILLIARD	2.00	664	PERRY JEDD	1.00
022	ADELPHI	1.00	378	HUDSON	2.00	637	PIKETON	1.00
015	ANDOVER	1.50	385	HURON	1.00	640	PLAIN CITY	1.00
031	* ANTWERP	1.00	390	INDEPENDENCE	2.00	641	PLEASANT HILL	0.75
013	ARLINGTON HEIGHTS	2.10	340	JACKSON CENTER	1.50	644	PORTAGE	1.00
006	ASHVILLE	1.00	313	* JERRY CITY	1.00	648	POWELL	0.75
010	AURORA	2.00	377	JEWETT	1.00	645	POWHATAN POINT	0.75
020	AVON	1.75	386	JOHNSTOWN	1.00	643	QUINCY	1.00
021	AVON LAKE	1.50	392	KENT	2.00	660	REMINDERVILLE	1.50
029	* BALTIMORE	1.00	338	* KETTLERSVILLE	1.00	661	REMINDERVILLE /	
040	BAY VILLAGE	1.50	412	KILLBUCK	1.00		TWINSBURG TWP. JEDD	1.50
050	* BEACHWOOD	2.00	394	KIRTLAND	2.00	662	REYNOLDSBURG	1.50
051	* BEACHWOOD EAST JEDD	2.00	398	LAGRANGE	1.50	663	REYNOLDSBURG E-ZONE	1.50
052	* BEACHWOOD WEST JEDD	2.00	327	* LAKELINE	1.00	670	RICHMOND HEIGHTS	2.00
054	BEAVERDAM	1.00	401	LAKEMORE	2.00	671	RICHWOOD	1.00
065	BEDFORD HEIGHTS	2.00	407	* LEIPSIC	1.50	669	RIDGEWAY	0.50
086	BELLEVUE	1.50	424	LITHOPOLIS	1.00	672	RIPLEY	1.00
089	* BELPRE	1.00	427	LOCKBOURNE	1.00	680	RIVERSIDE	1.50
090	BENTLEYVILLE	1.00	426	LOCKLAND	2.10	703	ROSSFORD	2.25
100	BEREA	2.00	436	LOVELAND	1.00	704	SABINA	1.00
102	BETTSVILLE	1.00	440	LYNDHURST	1.50	701	* SAINT CLAIRSVILLE	0.75
104	* BEXLEY	2.00	450	* MACEDONIA	2.25	707	SAINT PARIS	1.00
095	* BLOOMINGDALE	1.00	451	* MACEDONIA / NORTHFIELD		712	SALINEVILLE	1.00
110	BOSTON HEIGHTS	2.00		CENTER TWP. JEDD	2.25	710	SANDUSKY	1.00
130	BRECKSVILLE	2.00	454	MAINEVILLE	1.00	711	SARDINIA	1.00
132	* BREMEN	1.00	456	VILLAGE OF MANCHESTER	1.00	720	SEVEN HILLS	2.00
137	* BRIMFIELD TOWNSHIP /		460	MAPLE HEIGHTS	2.50	750	* SHAKER HEIGHTS	1.75
	TALLMADGE JEDD	0.75	466	MARTINS FERRY	0.75	749	SHAWNEE HILLS	2.00
140	BROADVIEW HEIGHTS	2.00	480	MAYFIELD HEIGHTS	1.00	751	SHEFFIELD LAKE	1.50
150	BROOKLYN	2.50	485	MAYFIELD VILLAGE	2.00	752	SHEFFIELD VILLAGE	2.00
160	BROOKLYN HEIGHTS	2.00	475	MCCLURE	1.00	748	SHERWOOD	1.00
162	* CAIRO	0.50	486	MECHANICSBURG	1.00	756	SILVER LAKE	2.00
167	CAMPBELL	2.50	489	MELROSE	1.00	757	SILVERTON	1.25
168	CARDINGTON	1.00	490	MENTOR	2.00	763	SOUTH CHARLESTON	1.00
202	* CARROLL	0.75	496	METAMORA	1.00	770	SOUTH EUCLID	2.00
195	CECIL	1.00	499	MIDDLE POINT	1.50	776	* STEUBENVILLE	2.00
192	CEDARVILLE	1.00	500	MIDDLEBURG HEIGHTS	2.00	764	STRATTON	1.00
194	CENTERBURG	1.00	503	MIDDLEPORT	1.00	775	STREETSBORO	2.00
180	CHAGRIN FALLS	1.50	501	* MIFFLIN	1.00	780	STRONGSVILLE	2.00
185	* CHARDON	2.00	505	MILAN	1.00	733	* SUGARCREEK	1.50
190	CIRCLEVILLE	1.50	513	CITY OF MILFORD	1.00	742	* SUGAR GROVE	0.75
193	* CLAYTON	1.50	523	CITY OF MILFORD JEDD	1.00	779	SUNBURY	1.00
197	* CLAYTON JEDD	1.50	613	* CITY OF MILFORD JEDD II	1.00	784	SWANTON	1.25
210	* CLEVELAND HEIGHTS	2.00	507	MILFORD CENTER	1.00	783	TALLMADGE	2.00
159	* CLINTON	1.00	558	* MILLER CITY	1.00	728	THURSTON	1.00
224	COMMERCIAL POINT	1.00	502	MINERAL CITY	1.00	794	TONTOGANY	1.00
226	* CONTINENTAL	1.00	509	MINERVA PARK	1.00	792	TORONTO	2.00
223	CORWIN	0.50	508	MINGO JUNCTION	2.00	801	TREMONT CITY	1.00
250	CUYAHOGA HEIGHTS	2.00	515	MOGADORE	2.25	790	TWINSBURG	2.25
251	* DANVILLE	1.00	520	MORELAND HILLS	1.00	797	UHRICHSVILLE	1.75
256	* DENNISON	2.00	479	* MOSCOW	1.00	800	UNIVERSITY HEIGHTS	2.50
270	EAST CLEVELAND	2.00	528	MOUNT STERLING	1.00	802	UPPER ARLINGTON	2.00
268	EAST PALESTINE	1.00	535	NEW ALBANY	2.00	806	URBANCREST	2.00
292	EATON JEDD	1.75	568	* NEW BAVARIA	1.00	743	* VALLEYVIEW (FRANKLIN)	1.00
271	EDISON	0.50	504	NEW BLOOMINGTON	1.00	810	VALLEY VIEW (CUYAHOGA)	2.00
277	ELYRIA	1.75	554	NEW FRANKLIN	1.00	815	VERMILION	1.00
282	ELYRIA TOWNSHIP /		524	NEW RICHMOND	1.00	821	WAKEMAN	1.00
	CITY OF ELYRIA JEDD	1.75	525	NEW WATERFORD	1.00	808	* WATERVILLE	2.00
287	FAIRBORN	1.50	540	NEWBURGH HEIGHTS	2.00	827	WAYNESVILLE	1.00
291	FAIRPORT HARBOR	2.00	562	* NEWCOMERSTOWN	2.00	833	* WELLINGTON	1.00
300	FAIRVIEW PARK	2.00	561	NEWTOWN	1.00	834	WELLSTON	1.00
304	FORT JENNINGS	1.00	549	NORTH LEWISBURG	1.00	839	WELLSVILLE	1.00
308	FREDERICKTOWN	1.00	550	NORTH OLMSTED	2.00	841	WEST ELKTON	1.00
310	FREMONT	1.50	565	* NORTH RIDGEVILLE	1.00	850	* WEST MANSFIELD	1.00
316	GAHANNA	1.50	570	NORTH ROYALTON	2.00	840	WESTLAKE	1.50
319	GALENA	1.00	580	OAKWOOD VILLAGE	2.50	842	WESTON	1.00
317	GALION	2.00	585	OBERLIN	1.90	864	* WILLIAMSBURG	1.00
320	GARFIELD HEIGHTS	2.00	590	OLMSTED FALLS	1.50	870	WILLOUGHBY	2.00
346	GIRARD	2.00	589	OLMSTED JEDD	1.50	880	* WILLOUGHBY HILLS	2.00
347	GLENWILLOW	2.00	600	ORANGE VILLAGE	2.00	890	WILLOWICK	2.00
350	GRAFTON	1.50	601	ORANGE-CHAGRIN-		892	WILLSHIRE	1.00
357	GRANDVIEW HEIGHTS	2.50		HIGHLANDS JEDD	2.00	894	WINTERSVILLE	1.00
337	* GREENHILLS	1.50	606	OTTAWA	1.00	900	WOODMERE	2.50
358	GROVE CITY	2.00	609	* OXFORD	2.00	901	WOODSTOCK	1.00
339	* HARRISON	1.00	610	* PAINESVILLE	2.00	904	WORTHINGTON	2.50
329	* HARRISON TWP. JEDD	1.00	581	* PAINESVILLE CONCORD JEDD	1.75	906	YELLOW SPRINGS	1.50
326	* HARROD	1.00	619	PATASKALA	1.00	907	YOUNGSTOWN	2.75
364	HASKINS	1.00	650	PEPPER PIKE	1.00	908	YOUNG GIRARD JEDZ	2.75
370	HIGHLAND HEIGHTS	2.00	654	PERRY	1.00			

\*ADDYSTON TAX RATE CHANGE FROM 1.00% TO 1.50% AS OF 1-1-13  
 \*ANTWERP NEW MEMBER AS OF 1-1-11  
 \*BALTIMORE NEW MEMBER AS OF 9-1-11  
 \*BEACHWOOD & EAST / WEST JEDD'S TAX RATE CHANGE FROM 1.50% TO 2.00% AS OF 1-1-11  
 \*BELPRE NEW MEMBER AS OF 1-1-12  
 \*BEXLEY TAX RATE CHANGE FROM 2.00% TO 2.50% AS OF 1-1-12  
 \*BLOOMINGDALE NEW MEMBER AS OF 1-1-12  
 \*BREMEN NEW MEMBER AS OF 12-1-11  
 \*BRIMFIELD TOWNSHIP / TALLMADGE JEDD TAX RATE CHANGE FROM 0.75% TO 1.00% AS OF 1-1-12  
 \*CAIRO NEW MEMBER AS OF 1-1-11  
 \*CARROLL NEW MEMBER AS OF 9-1-11  
 \*CHARDON NEW MEMBER AS OF 1-1-11  
 \*CLEVELAND HEIGHTS NEW MEMBER AS OF 7-1-11  
 \*CLAYTON & CLAYTON JEDD LEAVING RITA 12-31-12  
 \*CLINTON NEW MEMBER & NEW TAX AS OF 1-1-12  
 \*CONTINENTAL NEW MEMBER & NEW TAX AS OF 1-1-12

\*DANVILLE NEW MEMBER AS OF 7-1-12  
 \*DENNISON NEW MEMBER AS OF 12-1-12  
 \*GREENHILLS NEW MEMBER AS OF 9-1-11  
 \*HARRISON NEW MEMBER AS OF 11-1-11  
 \*HARRISON TWP. JEDD NEW MEMBER AS OF 11-1-11  
 \*HARROD NEW MEMBER & NEW TAX AS OF 1-1-12  
 \*JERRY CITY NEW MEMBER & NEW TAX AS OF 1-1-13  
 \*KETTLERSVILLE REPEALED TAX AS OF 1-1-13  
 \*LAKELINE NEW MEMBER & NEW TAX AS OF 1-1-12  
 \*LEIPSIC NEW MEMBER AS OF 1-1-12  
 \*MACEDONIA & MACEDONIA / N. CTR. TWP. JEDD TAX RATE CHANGE FROM 2.00% TO 2.25% AS OF 1-1-11  
 \*CITY OF MILFORD JEDD II NEW MEMBER AS OF 5-1-12  
 \*MIFFLIN NEW MEMBER & NEW TAX AS OF 1-1-11  
 \*MILLER CITY NEW MEMBER & NEW TAX AS OF 1-1-11  
 \*MOSCOW NEW MEMBER & NEW TAX AS OF 7-1-11

\*NEW BAVARIA NEW MEMBER & NEW TAX AS OF 7-1-11  
 \*NEWCOMERSTOWN NEW MEMBER AS OF 10-1-11  
 \*NORTH RIDGEVILLE NEW MEMBER AS OF 1-1-13  
 \*OXFORD TAX RATE CHANGE FROM 1.75% TO 2.00% AS OF 1-1-11  
 \*PAINESVILLE NEW MEMBER AS OF 1-1-13  
 \*PAINESVILLE CONCORD JEDD NEW MEMBER AS OF 1-1-13  
 \*SAINT CLAIRSVILLE NEW MEMBER & NEW TAX AS OF 4-1-11  
 \*SHAKER HEIGHTS TAX RATE CHANGE FROM 1.75% TO 2.25% AS OF 10-1-12  
 \*STEUBENVILLE TAX RATE CHANGE FROM 1.70% TO 2.00% AS OF 8-3-11  
 \*SUGARCREEK NEW MEMBER AS OF 9-1-12  
 \*SUGAR GROVE NEW MEMBER AS OF 9-1-11  
 \*VALLEYVIEW (FRANKLIN) NEW MEMBER & NEW TAX AS OF 1-1-12  
 \*WATERVILLE NEW MEMBER AS OF 1-1-13  
 \*WELLINGTON NEW MEMBER AS OF 1-1-13  
 \*WEST MANSFIELD NEW MEMBER & NEW TAX AS OF 1-1-13  
 \*WILLIAMSBURG NEW MEMBER AS OF 12-1-11  
 \*WILLOUGHBY HILLS TAX RATE CHANGE FROM 1.50% TO 2.00% AS OF 1-1-11