



RITA's eFile
Easy, Fast, Free & Secure
www.ritaohio.com

Form 17 – Reconciliation of Income Tax Withheld and W-2 / 1099 Transmittal

General 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 withheld, 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 RITA 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 withheld, 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 WITHHELD, 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.


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 RITA's Business Compliance Manager 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.
- 1099-Misc. Form Guidelines can be found using Internet page www.irs.gov/app/picklist/list/publicationsNoticesPdf.html (Pub.1220).
- RITA 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 and clicking on Businesses then on MAGNETIC REPORTING OF W-2's.
- **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 and using RITA's online W-2 verification application.**
- RITA's online verification application will parse and validate your EFW2 file containing W-2's to ensure compliance with RITA's specifications and requirements. In addition, **you can electronically submit your W-2's.**

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 RITA along with W-2's.

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

 **Phone:** If you need additional assistance with the filing of your Form 17, please feel free to call us at one of the following phone numbers:
Cleveland Toll Free: (800) 860-RITA (7482); Columbus Toll Free: (866) 721-RITA (7482); Youngstown Toll Free: (866) 750-RITA (7482); or TDD: (440) 526-5332.

2012 WITHHOLDING TAX TABLE

CODE	MUNICIPALITY	RATE	CODE	MUNICIPALITY	RATE	CODE	MUNICIPALITY	RATE	CODE	MUNICIPALITY	RATE
018	* ADDYSTON	1.00	304	FORT JENNINGS	1.00	622	* MILFORD JEDD III	1.00	680	RIVERSIDE	1.50
022	ADELPHI	1.00	308	FREDERICKTOWN	1.00	623	* MILFORD JEDD IV	1.00	703	ROSSFORD	2.25
015	ANDOVER	1.50	310	FREMONT	1.50	507	MILFORD CENTER	1.00	704	SABINA	1.00
031	ANTWERP	1.00	316	GAHANNA	1.50	558	MILLER CITY	1.00	701	SAINT CLAIRSVILLE	0.75
013	ARLINGTON HEIGHTS	2.10	319	GALENA	1.00	502	MINERAL CITY	1.00	707	SAINT PARIS	1.00
006	ASHVILLE	1.00	317	GALION	2.00	509	MINERVA PARK	1.00	712	SALINEVILLE	1.00
010	AURORA	2.00	320	GARFIELD HEIGHTS	2.00	508	* MINGO JUNCTION	2.00	710	SANDUSKY	1.00
020	AVON	1.75	346	GIRARD	2.00	515	MOGADORE	2.25	711	SARDINIA	1.00
021	AVON LAKE	1.50	347	GLENWILLOW	2.00	520	MORELAND HILLS	1.00	720	SEVEN HILLS	2.00
033	* BAL TIC	1.00	350	GRAFTON	1.50	617	* MORRAL	1.00	750	* SHAKER HEIGHTS	2.25
029	BALTIMORE	1.00	357	GRANDVIEW HEIGHTS	2.50	479	MOSCOW	1.00	749	SHAWNEE HILLS	2.00
040	BAY VILLAGE	1.50	294	* GRATIS	1.00	527	* MOUNT HEALTHY	1.50	751	SHEFFIELD LAKE	1.50
050	BEACHWOOD	2.00	337	GREENHILLS	1.50	528	MOUNT STERLING	1.00	752	SHEFFIELD VILLAGE	2.00
051	BEACHWOOD EAST JEDD	2.00	358	GROVE CITY	2.00	331	* MOUNT VICTORY	1.00	748	SHERWOOD	1.00
052	BEACHWOOD WEST JEDD	2.00	339	* HARRISON	1.00	535	NEW ALBANY	2.00	756	SILVER LAKE	2.00
054	BEAVERDAM	1.00	329	* HARRISON TWP. JEDD	1.00	568	NEW BAVARIA	1.00	757	SILVERTON	1.25
065	BEDFORD HEIGHTS	2.00	326	* HARROD	1.00	504	NEW BLOOMINGTON	1.00	763	SOUTH CHARLESTON	1.00
083	* BELLE CENTER	1.00	364	HASKINS	1.00	554	NEW FRANKLIN	1.00	770	SOUTH EUCLID	2.00
086	BELLEVUE	1.50	370	HIGHLAND HEIGHTS	2.00	524	NEW RICHMOND	1.00	776	STEBENVILLE	2.00
089	* BELPRE	1.00	371	HILLIARD	2.00	602	* NEW RIEGEL	1.00	764	STRATTON	1.00
090	BENTLEYVILLE	1.00	431	* HOPEDALE	1.00	525	NEW WATERFORD	1.00	775	STREETSBORO	2.00
100	BEREA	2.00	378	HUDSON	2.00	540	NEWBURGH HEIGHTS	2.00	780	STRONGSVILLE	2.00
102	BETTSVILLE	1.00	385	HURON	1.00	562	* NEWCOMERSTOWN	2.00	742	SUGAR GROVE	0.75
104	* BEXLEY	2.50	390	INDEPENDENCE	2.00	561	NEWTOWN	1.00	733	* SUGARCREEK	1.50
096	* BLOOMDALE	1.00	340	JACKSON CENTER	1.50	549	NORTH LEWISBURG	1.00	779	SUNBURY	1.00
095	* BLOOMINGDALE	1.00	313	* JERRY CITY	1.00	550	NORTH OLMSTED	2.00	784	SWANTON	1.25
110	BOSTON HEIGHTS	2.00	377	JEWETT	1.00	565	* NORTH RIDGEVILLE	1.00	785	* SYCAMORE	1.00
130	BRECKSVILLE	2.00	386	JOHNSTOWN	1.00	621	* NORTH ROBINSON	1.00	783	TALLMADGE	2.00
132	* BREMEN	1.00	392	* KENT	2.00	570	NORTH ROYALTON	2.00	728	THURSTON	1.00
137	* BRIMFIELD TOWNSHIP / TALLMADGE JEDD	1.00	338	* KETTLERSVILLE	1.00	580	OAKWOOD VILLAGE (CUYAHOGA)	2.50	727	* TIRO	1.00
140	BROADVIEW HEIGHTS	2.00	412	KILLBUCK	1.00	585	OBERLIN	1.90	794	TONTOGANY	1.00
150	BROOKLYN	2.50	394	KIRTLAND	2.00	590	OLMSTED FALLS	1.50	792	TORONTO	2.00
160	BROOKLYN HEIGHTS	2.00	398	LAGRANGE	1.50	589	OLMSTED JEDD	1.50	801	TREMONT CITY	1.00
154	* BUCKLAND	1.00	327	* LAKELINE	1.00	600	ORANGE VILLAGE	2.00	790	* TWINSBURG	2.25
162	CAIRO	0.50	401	LAKEMORE	2.00	601	ORANGE-CHAGRIN-HIGHLANDS JEDD	2.00	797	UHRICHSVILLE	1.75
167	CAMPBELL	2.50	407	* LEIPSIC	1.50	606	OTTAWA	1.00	800	UNIVERSITY HEIGHTS	2.50
168	CARDINGTON	1.00	424	LITHOPOLIS	1.00	606	OTTAWA	1.00	802	UPPER ARLINGTON	2.00
202	CARROLL	0.75	427	LOCKBOURNE	1.00	578	* OWENSVILLE	1.00	806	URBANCREST	2.00
204	* CATAWBA	1.00	426	LOCKLAND	2.10	609	OXFORD	2.00	810	VALLEY VIEW (CUYAHOGA)	2.00
195	CECIL	1.00	436	LOVELAND	1.00	610	* PAINESVILLE	2.00	743	* VALLEYVIEW (FRANKLIN)	1.00
192	CEDARVILLE	1.00	440	LYNDHURST	1.50	581	* PAINESVILLE CONCORD JEDD	1.75	815	* VERMILION	1.00
194	CENTERBURG	1.00	450	* MACEDONIA	2.25	619	PATASKALA	1.00	821	WAKEMAN	1.00
180	CHAGRIN FALLS	1.50	451	* MACEDONIA / NORTHFIELD CENTER TWP. JEDD	2.25	650	PEPPER PIKE	1.00	808	* WATERVILLE	2.00
185	CHARDON	2.00	454	MAINEVILLE	1.00	654	PERRY	1.00	827	WAYNESVILLE	1.00
190	CIRCLEVILLE	1.50	456	MANCHESTER (ADAMS)	1.00	664	PERRY JEDD	1.00	833	* WELLINGTON	1.00
210	CLEVELAND HEIGHTS	2.00	460	MAPLE HEIGHTS	2.50	637	PIKETON	1.00	834	WELLSTON	1.00
159	* CLINTON	1.00	466	MARTINS FERRY	0.75	640	PLAIN CITY	1.00	839	WELLSVILLE	1.00
224	COMMERCIAL POINT	1.00	480	MAYFIELD HEIGHTS	1.00	641	PLEASANT HILL	0.75	841	WEST ELKTON	1.00
226	* CONTINENTAL	1.00	485	MAYFIELD VILLAGE	2.00	642	* PLEASANTVILLE	1.00	850	* WEST MANSFIELD	1.00
223	CORWIN	0.50	475	MCCLURE	1.00	644	PORTAGE	1.00	840	WESTLAKE	1.50
250	CUYAHOGA HEIGHTS	2.00	478	* MCDONALD	2.00	648	POWELL	0.75	842	WESTON	1.00
251	* DANVILLE	1.00	486	MECHANICSBURG	1.00	645	POWHATAN POINT	0.75	864	* WILLIAMSBURG	1.00
256	* DENNISON	2.00	489	MELROSE	1.00	643	QUINCY	1.00	870	WILLOUGHBY	2.00
270	EAST CLEVELAND	2.00	490	MENTOR	2.00	660	REMINDERVILLE	1.50	880	WILLOUGHBY HILLS	2.00
268	EAST PALESTINE	1.00	496	METAMORA	1.00	661	REMINDERVILLE / TWINSBURG TWP. JEDD	1.50	890	WILLOWICK	2.00
292	EATON JEDD	1.75	499	MIDDLE POINT	1.50	662	REYNOLDSBURG	1.50	892	WILLSHIRE	1.00
271	EDISON	0.50	500	MIDDLEBURG HEIGHTS	2.00	663	REYNOLDSBURG E-ZONE	1.50	894	WINTERSVILLE	1.00
277	ELYRIA	1.75	503	MIDDLEPORT	1.00	670	* RICHMOND HEIGHTS	2.00	900	WOODMERE	2.50
282	ELYRIA TOWNSHIP / CITY OF ELYRIA JEDD	1.75	501	MIFFLIN	1.00	671	RICHWOOD	1.00	901	WOODSTOCK	1.00
287	FAIRBORN	1.50	505	MILAN	1.00	671	RICHWOOD	1.00	904	WORTHINGTON	2.50
291	FAIRPORT HARBOR	2.00	513	MILFORD	1.00	669	RIDGEWAY	0.50	906	YELLOW SPRINGS	1.50
300	FAIRVIEW PARK	2.00	523	MILFORD JEDD	1.00	588	* RIO GRANDE	1.00	907	YOUNGSTOWN	2.75
			613	* MILFORD JEDD II	1.00	672	RIPLEY	1.00	908	YOUNG GIRARD JEDZ	2.75

*ADDYSTON TAX RATE CHANGE FROM 1.00% TO 1.50% AS OF 1-1-13
 *BAL TIC NEW MEMBER AS OF 1-1-14
 *BALTIMORE NEW MEMBER AS OF 1-1-14
 *BAY VILLAGE NEW MEMBER AS OF 7-1-13
 *BEXLEY NEW MEMBER AS OF 1-1-12
 *BEXLEY TAX RATE CHANGE FROM 2.00% TO 2.50% AS OF 1-1-12
 *BLOOMDALE NEW MEMBER AS OF 11-1-13
 *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
 *BUCKLAND NEW MEMBER & NEW TAX AS OF 7-1-13
 *CATAWBA NEW MEMBER AS OF 1-1-14
 *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

*GRATIS NEW MEMBER & NEW TAX AS OF 1-1-14
 *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
 *HOPEDALE NEW MEMBER AS OF 10-1-13
 *JERRY CITY NEW MEMBER & NEW TAX AS OF 1-1-13
 *KENT TAX RATE CHANGE FROM 2.00% TO 2.25% AS OF 1-1-14
 *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
 *MILFORD JEDD II NEW MEMBER AS OF 5-1-12
 *MILFORD JEDD III NEW MEMBER AS OF 6-1-13
 *MILFORD JEDD IV NEW MEMBER AS OF 10-1-13
 *MACEDONIA TAX RATE CHANGE FROM 2.25% TO 2.00% AS OF 1-1-14

*MACEDONIA N. CTR. TWP. JEDD TAX RATE CHANGE FROM 2.25% TO 2.00% AS OF 1-1-14
 *MCDONALD NEW MEMBER AS OF 11-1-13
 *MINGO JUNCTION TAX RATE CHANGE FROM 2.00% TO 1.975% AS OF 7-1-13
 *MORRAL NEW MEMBER & NEW TAX AS OF 10-1-13
 *MOUNT HEALTHY NEW MEMBER AS OF 1-1-14
 *MOUNT VICTORY NEW TAX AS OF 6-1-13 & NEW MEMBER AS OF 7-18-13
 *NEW RIEGEL NEW MEMBER AS OF 1-1-14
 *NEWCOMERSTOWN NEW MEMBER AS OF 10-1-11
 *NORTH RIDGEVILLE NEW MEMBER AS OF 1-1-13
 *NORTH ROBINSON NEW MEMBER & NEW TAX AS OF 1-1-14
 *OWENSVILLE NEW MEMBER AS OF 7-1-13
 *PAINESVILLE NEW MEMBER AS OF 1-1-13
 *PAINESVILLE CONCORD JEDD NEW MEMBER AS OF 1-1-13

*PLEASANTVILLE NEW MEMBER & NEW TAX AS OF 10-1-13
 *RICHMOND HEIGHTS TAX RATE CHANGE FROM 2.00% TO 2.25% AS OF 7-1-13
 *RIO GRANDE NEW MEMBER AS OF 7-1-13
 TAX RATE CHANGE FROM 1.00% TO 1.50% AS OF 1-1-13
 *SHAKER HEIGHTS TAX RATE CHANGE FROM 1.75% TO 2.25% AS OF 10-1-12
 *SUGARCREEK NEW MEMBER AS OF 9-1-12
 *SYCAMORE NEW MEMBER AS OF 9-1-13
 *TIRO NEW MEMBER & NEW TAX AS OF 7-1-13
 *TWINSBURG TAX RATE CHANGE FROM 2.25% TO 2.00% AS OF 1-1-14
 *VALLEYVIEW (FRANKLIN) NEW MEMBER & NEW TAX AS OF 1-1-12
 *VERMILION TAX RATE CHANGE FROM 1.00% TO 1.50% AS OF 6-1-13
 *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