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## 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](http://www.ritaohio.com).**

### W-2 / 1099 Transmittal Instructions:

1. **Along with Form 17, copies of W-2's and 1099's must be submitted.** If proper copies cannot be provided, a written request to submit a computer paper listing must be made to RITA's Business Compliance Manager on or before the due date. This listing 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.
2. **Employers filing 250 or more Forms W-2 or 1099-Misc. during a calendar year must file electronically using the EFW2 Format and Guidelines prescribed by the Social Security Administration and Internal Revenue Service.**
3. EFW2 Guidelines can be found and printed by using the Social Security Administration Internet page [www.ssa.gov/employer](http://www.ssa.gov/employer).
4. Specifications for Electronic Filing of Forms 1099 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).
5. RITA requires the use of specific fields in accordance with the SSA EFW2 Guidelines. Please prefix positions 5 – 9 of the RS record with "RO" followed by the applicable city code(s). For more information on how to electronically file with RITA, go to [www.ritaohio.com/businesses/magnetic-reporting-of-w2s/](http://www.ritaohio.com/businesses/magnetic-reporting-of-w2s/)
6. **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 RITA's online W-2 verification application.**
7. 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.

**2013 WITHHOLDING TAX TABLE**

CODE	MUNICIPALITY	RATE	CODE	MUNICIPALITY	RATE	CODE	MUNICIPALITY	RATE	CODE	MUNICIPALITY	RATE
018	* ADDYSTON	1.50	235	* EMPIRE	1.00	623	MILFORD JEDD IV	1.00	852	* RUSH TWP. /	1.75
022	ADELPHI	1.00	287	* FAIRBORN	1.00	617	MILFORD CENTER	1.00		* UHRICHSVILLE JEDD	
039	* AMSTERDAM	1.00	304	FORT JENNINGS	1.50	558	MILLER CITY	1.00	704	SABINA	1.00
015	ANDOVER	1.50	308	FREDERICKTOWN	1.00	502	MINERAL CITY	1.00	701	* SAINT CLAIRSVILLE	0.75
013	ANTWERP	1.00	310	FREMONT	1.50	509	MINERVA PARK	1.00	707	* SAINT PARIS	1.00
031	ARLINGTON HEIGHTS	2.10	316	GAHANNA	1.50	508	MINGO JUNCTION	1.975	712	SALINEVILLE	1.00
006	ASHVILLE	2.00	319	GALENA	1.00	515	MOGADORE	2.25	710	SANDUSKY	1.00
010	AURORA	2.00	317	GALION	2.00	520	MORELAND HILLS	1.00	711	SARDINIA	1.00
020	AVON	1.75	320	GARFIELD HEIGHTS	2.00	617	* MORRAL	1.00	716	* SCIOTO TWP. JEDD	2.00
021	AVON LAKE	1.50	346	GIRARD	2.00	479	MOSCOW	1.00	720	SEVEN HILLS	2.00
037	* BAINBRIDGE TWP. / SOLON JEDD	1.00	347	GLENWILLOW	2.00	528	MOUNT STERLING	1.00	750	SHAKER HEIGHTS	2.25
033	* BALTIC	1.00	350	GRAFTON	1.50	331	* MOUNT VICTORY	1.00	749	SHAWNEE HILLS	2.00
029	BALTIMORE	1.00	357	GRANDVIEW HEIGHTS	2.50	527	* MT. HEALTHY	1.50	751	* SHEFFIELD LAKE	1.50
040	BAY VILLAGE	1.50	294	* GRATIS	1.00	535	NEW ALBANY	2.00	752	SHEFFIELD VILLAGE	2.00
050	BEACHWOOD	2.00	337	GREENHILLS	1.50	538	NEW BAVARIA	1.00	748	SHERWOOD	1.00
051	BEACHWOOD EAST JEDD	2.00	358	GROVE CITY	2.00	504	NEW BLOOMINGTON	1.00	756	SILVER LAKE	2.00
052	BEACHWOOD WEST JEDD	2.00	339	HARRISON	1.00	554	NEW FRANKLIN	1.00	757	SILVERTON	1.25
054	BEAVERDAM	1.00	329	HARRISON TWP. JEDD	1.00	524	NEW RICHMOND	1.00	760	* SOLON	2.00
065	BEDFORD HEIGHTS	1.00	326	HARROD	1.00	602	* NEW RIEGEL	1.00	763	SOUTH CHARLESTON	1.00
083	* BELLE CENTER	1.00	364	HASKINS	1.00	525	NEW WATERFORD	1.00	770	SOUTH EUCLID	2.00
086	BELLEVUE	1.50	370	HIGHLAND HEIGHTS	2.00	540	NEWBURGH HEIGHTS	2.00	769	* SOUTH SOLON	0.00
089	BELPRE	1.00	371	HILLIARD	2.00	562	NEWCOMERSTOWN	2.00	627	* SPRINGFIELD TWP. JEDZ I	1.50
090	BENTLEYVILLE	1.00	375	* HIRAM	2.00	561	NEWTOWN	1.00	776	STUEBENVILLE	2.00
100	BEREA	2.00	433	* HOPEDALE	1.00	549	NORTH LEWISBURG	1.00	764	STRATTON	1.00
102	BETTSVILLE	1.00	378	HUDSON	1.00	550	NORTH OLMSTED	2.00	775	STREETSBORO	2.00
104	BEXLEY	2.50	385	HURON	1.00	565	* NORTH RIDGEVILLE	1.00	780	STRONGSVILLE	2.00
096	* BLOOMDALE	1.00	390	INDEPENDENCE	2.00	621	* NORTH ROBINSON	1.00	742	SUGAR GROVE	0.75
095	BLOOMINGDALE	1.00	340	JACKSON CENTER	1.50	570	NORTH ROYALTON	2.00	733	SUGARCREEK	1.50
110	BOSTON HEIGHTS	2.00	313	* JERRY CITY	1.00	624	* OAK HILL	0.50	779	SUNBURY	1.00
130	BRECKSVILLE	2.00	377	JEWETT	1.00	580	OAKWOOD VILLAGE (CUYAHOGA)	2.50	784	SWANTON	1.25
132	BREMEN	1.00	386	JOHNSTOWN	1.00	585	* OBERLIN	1.90	785	* SYCAMORE	1.00
137	BRIMFIELD TWP. /		392	* KENT	2.00	590	OLMSTED FALLS	1.50	783	TALLMADGE	2.00
	TALLMADGE JEDD	1.00	412	KILLBUCK	1.00	589	OLMSTED JEDD	1.50	728	THURSTON	2.00
140	BROADVIEW HEIGHTS	2.00	394	KIRTLAND	1.00	600	ORANGE VILLAGE	2.00	727	* TIRO	1.00
150	BROOKLYN	2.50	398	LAGRANGE	1.50	601	ORANGE-CHAGRIN-		794	TONTOGANY	1.00
160	BROOKLYN HEIGHTS	2.00	327	LAKELINE	1.00		HIGHLANDS JEDD	2.00	792	TORONTO	2.00
154	* BUCKLAND	2.00	401	LAKEMORE	1.00	606	OTTAWA	1.00	801	TREMONT CITY	2.00
162	CAIRO	0.50	407	LEIPSIK	1.50	578	* OWENSVILLE	1.00	790	* TWINSBURG	2.25
232	* CAMDEN	1.00	424	LITHOPOLIS	1.00	609	OXFORD	2.00	797	UHRICHSVILLE	1.75
167	CAMPBELL	2.50	427	LOCKBOURNE	1.00	610	* PAINESVILLE	2.00	800	UNIVERSITY HEIGHTS	2.50
168	CARDINGTON	1.00	426	LOCKLAND	2.10	581	* PAINESVILLE / CONCORD JEDD	1.75	802	UPPER ARLINGTON	2.00
202	CARROLL	0.75	436	LOVELAND	1.00	619	PATASKALA	1.00	806	URBANCREST	2.00
204	* CATAWBA	1.00	440	* LYNDAHURST	1.50	674	* PATTERSON	1.00	810	VALLEY VIEW (CUYAHOGA)	2.00
195	CECIL	1.00	450	* MACEDONIA	2.25	650	PEPPER PIKE	1.00	743	VALLEYVIEW (FRANKLIN)	1.00
192	CEDARVILLE	1.00	451	* MACEDONIA / NORTHFIELD		654	* PERRY	1.00	815	* VERMILION	1.50
194	CENTERBURG	1.00		CENTER TWP. JEDD	2.25	664	PERRY JEDD	1.00	821	WAKEMAN	1.00
180	CHAGRIN FALLS	1.50	454	MAINEVILLE	1.00	637	PIKETON	1.00	808	* WATERVILLE	2.00
185	CHARDON	2.00	456	MANCHESTER (ADAMS)	1.00	640	PLAIN CITY	1.00	827	WAYNESVILLE	1.00
190	* CIRCLEVILLE	1.50	460	MAPLE HEIGHTS	2.50	641	PLEASANT HILL	0.75	833	* WELLINGTON	1.00
210	CLEVELAND HEIGHTS	2.00	466	* MARTINS FERRY	0.75	642	* PLEASANTVILLE	1.00	834	WELLSTON	1.00
159	CLINTON	1.00	480	MAYFIELD HEIGHTS	1.00	644	PORTAGE	1.00	839	WELLSVILLE	1.00
293	* CLINTON TWP. /	2.50	485	MAYFIELD VILLAGE	2.00	648	POWELL	0.75	841	WEST ELKTON	1.00
	GRANDVIEW HTS. JEDZ		475	MCCLURE	1.00	645	* POWHATAN POINT	0.75	850	* WEST MANSFIELD	1.00
224	COMMERCIAL POINT	1.00	478	* MCDONALD	2.00	643	QUINCY	1.00	840	WESTLAKE	1.50
236	* CONESVILLE	1.00	486	MECHANICSBURG	1.00	657	* RAVENNA	2.00	842	WESTON	1.00
226	CONTINENTAL	1.00	489	MELROSE	1.00	660	REMINDERVILLE	1.50	864	WILLIAMSBURG	1.00
223	CORWIN	0.50	490	MENTOR	2.00	661	REMINDERVILLE /		870	WILLOUGHBY	2.00
250	CUYAHOGA HEIGHTS	2.00	496	METAMORA	1.00		TWINSBURG TWP. JEDD	1.50	880	WILLOUGHBY HILLS	2.00
251	DANVILLE	1.00	499	MIDDLE POINT	1.50	662	REYNOLDSBURG	1.50	890	WILLLOWICK	2.00
256	DENNISON	2.00	500	MIDDLEBURG HEIGHTS	2.00	663	REYNOLDSBURG E-ZONE	1.50	892	WILLSHIRE	1.00
270	EAST CLEVELAND	2.00	503	MIDDLEPORT	1.00	670	* RICHMOND HEIGHTS	2.25	894	WINTERSVILLE	1.00
268	EAST PALESTINE	1.00	501	MIFFLIN	1.00	671	RICHWOOD	1.00	900	WOODMERE	2.50
246	* EATON	1.50	505	MILAN	1.00	669	RIDGEWAY	0.50	901	WOODSTOCK	1.00
292	EATON JEDD (LORAIN)	1.75	513	MILFORD	1.00	588	* RIO GRANDE	1.50	904	WORTHINGTON	2.50
271	EDISON	0.50	523	MILFORD JEDD	1.00	672	RIPLEY	1.00	906	YELLOW SPRINGS	1.50
277	ELYRIA	1.75	613	MILFORD JEDD II	1.00	680	RIVERSIDE	1.50	907	YOUNGSTOWN	2.75
282	ELYRIA TWP. /		622	MILFORD JEDD III	1.00	703	ROSSFORD	2.25	908	YOUNGSTOWN /	2.75
	ELYRIA JEDD	1.75								GIRARD JEDZ	

\*ADDYSTON TAX RATE CHANGE FROM 1.00% TO 1.50% AS OF 1-1-13  
 \*AMSTERDAM NEW MEMBER AS OF 7-1-14  
 \*BAINBRIDGE TWP. / SOLON JEDD NEW MEMBER AS OF 1-1-15  
 \*BALTIC NEW MEMBER AS OF 1-1-14  
 \*BELLE CENTER NEW MEMBER AS OF 7-1-13  
 \*BLOOMDALE NEW MEMBER AS OF 11-1-13  
 \*BUCKLAND NEW MEMBER & NEW TAX AS OF 7-1-13  
 \*CAMDEN NEW MEMBER & NEW TAX AS OF 1-1-14  
 \*CATAWBA NEW MEMBER AS OF 1-1-14  
 \*CIRCLEVILLE TAX RATE CHANGE FROM 1.00% TO 2.00% AS OF 1-1-15  
 \*CLINTON TWP. / GRANDVIEW HTS. JEDZ NEW MEMBER & NEW TAX AS OF 4-1-14  
 \*CONESVILLE NEW MEMBER & NEW TAX AS OF 1-1-15  
 \*EATON NEW MEMBER AS OF 7-1-14  
 \*EMPIRE NEW MEMBER & NEW TAX AS OF 1-1-15  
 \*GRATIS NEW MEMBER & NEW TAX AS OF 1-1-14  
 \*HIRAM NEW MEMBER AS OF 7-1-14

\*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  
 \*LYNDHURST TAX RATE CHANGE FROM 1.50% TO 2.00% AS OF 1-1-15  
 \*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  
 \*MARTINS FERRY TAX RATE CHANGE FROM 0.75% TO 1.00% AS OF 6-1-14  
 \*MCDONALD NEW MEMBER AS OF 11-1-13  
 \*MORRAL NEW MEMBER & NEW TAX AS OF 10-1-13  
 \*MOUNT VICTORY NEW TAX AS OF 6-1-13 & NEW MEMBER AS OF 7-18-13  
 \*MT. HEALTHY NEW MEMBER AS OF 1-1-14  
 \*NEW RIEGEL NEW MEMBER AS OF 1-1-14  
 \*NORTH RIDGEVILLE NEW MEMBER AS OF 1-1-13

\*NORTH ROBINSON NEW MEMBER & NEW TAX AS OF 1-1-14  
 \*OAK HILL NEW MEMBER & NEW TAX AS OF 4-1-14  
 \*OBERLIN TAX RATE CHANGE FROM 1.90% TO 2.50% AS OF 1-1-15  
 \*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  
 \*PATTERSON NEW MEMBER & NEW TAX AS OF 4-1-14  
 \*PERRY TAX RATE CHANGE FROM 1.00% TO 2.00% AS OF 7-1-14  
 \*PLEASANTVILLE NEW MEMBER & NEW TAX AS OF 10-1-13  
 \*POWHATAN POINT TAX RATE CHANGE FROM 0.75% TO 1.00% AS OF 7-1-14  
 \*RAVENNA NEW MEMBER AS OF 1-1-15  
 \*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

\*RUSH TWP. / UHRICHSVILLE JEDD NEW MEMBER & NEW TAX AS OF 7-1-14  
 \*SCIOTO TWP. JEDD NEW MEMBER & NEW TAX AS OF 1-1-15  
 \*SHEFFIELD LAKE TAX RATE CHANGE FROM 1.50% TO 2.00% AS OF 7-1-14  
 \*SOLON NEW MEMBER AS OF 1-1-15  
 \*SOUTH SOLON TAX RATE CHANGE FROM 0.00% TO 1.00% AS OF 7-1-14  
 \*SPRINGFIELD TWP. JEDZ I NEW MEMBER & NEW TAX AS OF 8-1-14  
 \*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  
 \*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