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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. Provide the EIN, Name, Municipality, Workplace Wages, & Workplace Tax under which the withholding tax was remitted if different.
9. 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 municipality 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.

2015 WITHOLDING TAX TABLE

CODE	MUNICIPALITY	RATE	CODE	MUNICIPALITY	RATE	CODE	MUNICIPALITY	RATE	CODE	MUNICIPALITY	RATE
018	ADDYSTON	1.50	271	EDISON	0.50	501	MIFFLIN	1.00	588	RIO GRANDE	1.50
022	ADELPHI	1.00	269	* ELMWOOD PLACE	2.00	505	MILAN	1.00	672	RIPLEY	1.00
044	* AMANDA	1.00	277	* ELYRIA	1.75	513	MILFORD	1.00	680	RIVERSIDE	1.50
039	AMSTERDAM	1.00	282	* ELYRIA TWP. / ELYRIA JEDD	1.75	523	MILFORD JEDD	1.00	700	* ROCKY RIVER	2.00
015	ANDOVER	1.50	235	* EMPIRE	1.00	613	MILFORD JEDD II	1.00	703	ROSSFORD	2.25
031	ANTWERP	1.00	287	FAIRBORN	1.50	622	MILFORD JEDD III	1.00	852	RUSH TWP. / UHRICHSVILLE JEDD	1.75
013	ARLINGTON HEIGHTS	2.10	291	FAIRPORT HARBOR	2.00	623	MILFORD JEDD IV	1.00	704	SABINA	1.00
041	* ASHLEY	1.00	300	FAIRVIEW PARK	2.00	628	* MILFORD JEDD V	1.00	701	SAINT CLAIRSVILLE	0.75
006	ASHVILLE	1.00	304	FORT JENNINGS	1.00	507	MILFORD CENTER	1.00	707	SAINT PARIS	1.00
010	AURORA	2.00	305	* FOSTORIA	2.00	558	MILLER CITY	1.00	712	SALINEVILLE	1.00
020	AVON	1.75	308	FREDERICKTOWN	1.00	692	* MILLERSPORT	1.00	710	* SANDUSKY	1.25
021	AVON LAKE	1.50	310	FREMONT	1.50	502	MINERAL CITY	1.00	711	SARDINIA	1.00
037	* BAINBRIDGE TWP. / SOLON JEDD	2.00	316	GAHANNA	1.50	509	* MINERVA PARK	2.00	716	* SCIOTO TWP. JEDD	2.00
033	* BALTIC	1.00	319	GALENA	1.00	508	MINGO JUNCTION	1.975	720	SEVEN HILLS	2.00
029	BALTIMORE	1.00	317	GALION	2.00	515	MOGADORE	2.25	750	SHAKER HEIGHTS	2.25
040	BAY VILLAGE	1.50	320	GARFIELD HEIGHTS	2.00	520	MORELAND HILLS	1.00	749	SHAWNEE HILLS	2.00
050	BEACHWOOD	2.00	346	GIRARD	2.00	617	MORRAL	1.00	751	SHEFFIELD LAKE	2.00
051	BEACHWOOD EAST JEDD	2.00	347	GLENWILLOW	2.00	528	MOUNT STERLING	1.00	752	SHEFFIELD VILLAGE	2.00
052	BEACHWOOD WEST JEDD	2.00	350	GRAFTON	1.50	331	MOUNT VICTORY	1.00	748	SHERWOOD	1.00
054	BEAVERDAM	1.00	357	GRANDVIEW HEIGHTS	2.50	527	* MT. HEALTHY	2.00	756	SILVER LAKE	2.00
065	BEDFORD HEIGHTS	2.00	294	GRATIS	1.00	535	NEW ALBANY	2.00	757	SILVERTON	1.25
083	BELLE CENTER	1.00	337	GREENHILLS	1.50	568	NEW BAVARIA	1.00	760	* SOLON	2.00
087	* BELLEFONTAINE	1.333	358	GROVE CITY	2.00	504	NEW BLOOMINGTON	1.00	763	SOUTH CHARLESTON	1.00
086	BELLEVUE	1.50	339	HARRISON	1.00	554	* NEW FRANKLIN	1.00	770	SOUTH EUCLID	2.00
089	BELPRE	1.00	329	HARRISON TWP. JEDD	1.00	524	NEW RICHMOND	1.00	769	SOUTH SOLON	1.00
090	BENTLEYVILLE	1.00	326	HARROD	1.00	602	NEW RIEGEL	1.00	627	SPRINGFIELD TWP. JEDZ I	1.50
100	BEREA	2.00	364	HASKINS	1.00	525	NEW WATERFORD	1.00	776	STUEBENVILLE	2.00
116	* BETHEL	0.50	370	HIGHLAND HEIGHTS	2.00	540	NEWBURGH HEIGHTS	2.00	764	STRATTON	1.00
102	BETTSVILLE	1.00	371	HILLIARD	2.00	562	NEWCOMERSTOWN	2.00	775	STREETSBORO	2.00
104	BEXLEY	2.50	375	HIRAM	2.00	561	NEWTOWN	1.00	780	STRONGSVILLE	2.00
096	BLOOMDALE	1.00	381	* HOLLAND	2.25	677	* NEY	1.00	742	SUGAR GROVE	0.75
095	BLOOMINGDALE	1.00	244	* HOLLAND / SPRINGFIELD TWP. JEDZ	1.50	546	* NORTH CANTON	1.50	733	SUGARCREEK	1.50
110	BOSTON HEIGHTS	2.00	431	HOPDALE	1.00	549	NORTH LEWISBURG	1.00	779	SUNBURY	1.00
117	* BOSTON TWP. / PENINSULA JEDD	2.00	378	HUDSON	2.00	550	NORTH OLMSTED	2.00	784	SWANTON	1.25
130	BRECKSVILLE	2.00	385	HURON	1.00	565	NORTH RIDGEVILLE	1.00	785	SYCAMORE	1.00
132	BREMEN	1.00	390	INDEPENDENCE	2.00	621	NORTH ROBINSON	1.00	783	TALLMADGE	2.00
137	* BRIMFIELD TWP. / TALLMADGE JEDD	1.25	340	JACKSON CENTER	1.50	570	NORTH ROYALTON	2.00	728	THURSTON	1.00
140	BROADVIEW HEIGHTS	2.00	438	* JEFFERSONVILLE	1.00	543	* NORTHFIELD	2.00	727	TIRO	1.00
150	BROOKLYN	2.50	313	JERRY CITY	1.00	573	* NORWALK	1.50	794	TONTOGANY	1.00
160	BROOKLYN HEIGHTS	2.00	377	JEVETT	1.00	624	OAK HILL	0.50	792	TORONTO	2.00
154	BUCKLAND	1.00	386	JOHNSTOWN	1.00	580	OAKWOOD VILLAGE (CUYAHOGA)	2.50	801	TRMONT CITY	1.00
162	CAIRO	0.50	392	KENT	2.25	585	* OBERLIN	2.50	855	* TRIMBLE	1.00
232	CAMDEN	1.00	412	KILLBUCK	1.00	590	OLMSTED FALLS	1.50	790	TWINSBURG	2.00
167	CAMPBELL	2.50	394	KIRTLAND	2.00	589	OLMSTED JEDD	1.50	797	UHRICHSVILLE	1.75
168	CARDINGTON	1.00	398	LAGRANGE	1.50	600	ORANGE VILLAGE	2.00	800	UNIVERSITY HEIGHTS	2.50
202	CARROLL	0.75	327	LAKELINE	1.00	601	ORANGE-CHAGRIN-HIGHLANDS JEDD	2.00	802	* UPPER ARLINGTON	2.50
204	CATAWBA	1.00	401	LAKEMORE	2.00	606	OTTAWA	1.00	806	URBANCREST	2.00
195	CECIL	1.00	424	* LITHOPOLIS	1.50	578	OWENSVILLE	1.00	810	VALLEY VIEW (CUYAHOGA)	2.00
192	* CEDARVILLE	1.25	427	LOCKBOURNE	1.00	609	OXFORD	2.00	743	VALLEYVIEW (FRANKLIN)	1.00
194	CENTERBURG	1.00	426	LOCKLAND	2.10	610	PAINESVILLE	2.00	815	VERMILION	1.50
180	CHAGRIN FALLS	1.50	436	LOVELAND	1.00	581	PAINESVILLE / CONCORD JEDD	1.75	818	* WADSWORTH	1.40
185	CHARDON	2.00	445	* LOWELLVILLE	2.00	619	PATASKALA	1.00	821	WAKEMAN	1.00
190	* CIRCLEVILLE	2.00	440	* LYNDRHURST	2.00	674	PATTERSON	1.00	808	WARKVILLE	2.00
157	* CIRCLEVILLE / PICKAWAY TWP. JEDD	2.00	689	* LYONS	1.00	631	* PENINSULA	2.00	827	* WAYNESVILLE	1.00
231	* CLARKSVILLE	1.00	450	MACEDONIA	2.00	650	PEPPER PIKE	1.00	833	WELLINGTON	1.00
210	* CLEVELAND HEIGHTS	2.00	451	MACEDONIA / NORTHFIELD	2.00	654	PERRY	2.00	834	WELLSTON	1.00
159	CLINTON	1.00	452	CENTER TWP. JEDD	2.00	664	PERRY JEDD	1.00	839	WELLSVILLE	1.00
293	CLINTON TWP. / GRANDVIEW HTS. JEDZ	2.50	452	* MADISON	1.00	637	PIKETON	1.00	841	WEST ELKTON	1.00
224	* COMMERCIAL POINT	0.75	454	MAINEVILLE	1.00	640	* PLAIN CITY	1.00	850	WEST MANSFIELD	1.00
236	* CONESVILLE	1.00	456	MANCHESTER (ADAMS)	1.00	641	PLEASANT HILL	0.75	840	WESTLAKE	1.50
226	CONTINENTAL	1.00	460	MAPLE HEIGHTS	2.50	642	PLEASANTVILLE	1.00	842	WESTON	1.00
223	CORWIN	0.50	466	MARTINS FERRY	1.00	644	PORTAGE	1.00	864	WILLIAMSBURG	1.00
250	CUYAHOGA HEIGHTS	2.00	480	MAYFIELD HEIGHTS	1.00	648	POWELL	0.75	870	WILLOUGHBY	2.00
251	* DANVILLE	1.00	485	MAYFIELD VILLAGE	2.00	645	POWHATAN POINT	1.00	880	WILLOUGHBY HILLS	2.00
152	* DARBYVILLE	1.00	475	MCCLURE	1.00	643	QUINCY	1.00	890	WILLOWICK	2.00
249	* DEGRAFF	1.00	478	MCDONALD	2.00	657	* RAVENNA	2.25	892	WILLSHIRE	1.00
256	DENNISON	2.00	486	MECHANICSBURG	1.00	660	REMINDERVILLE	1.50	894	WINTERSVILLE	1.00
270	EAST CLEVELAND	2.00	489	MELROSE	1.00	661	REMINDERVILLE / TWINSBURG TWP. JEDD	1.50	900	WOODMERE	2.50
268	EAST PALESTINE	1.00	490	MENTOR	2.00	662	REYNOLDSBURG	1.50	901	WOODSTOCK	1.00
273	* EASTLAKE	2.00	496	METAMORA	1.00	663	REYNOLDSBURG E-ZONE	1.50	904	WORTHINGTON	2.50
246	EATON	1.50	499	MIDDLE POINT	1.50	670	RICHMOND HEIGHTS	2.25	906	YELLOW SPRINGS	1.50
292	* EATON JEDD (LORAIN)	1.75	500	MIDDLEBURG HEIGHTS	2.00	671	RIEHLWOOD	1.00	907	YOUNGSTOWN	2.75
248	* EDGERTON	1.75	503	MIDDLEPORT	1.00	669	RIDGEWAY	0.50	908	YOUNGSTOWN / GIRARD JEDZ	2.75

\*AMANDA NEW MEMBER & NEW TAX AS OF 9-1-15  
 \*ASHLEY NEW MEMBER & NEW TAX AS OF 1-1-16  
 \*BAINBRIDGE TWP. / SOLON JEDD NEW MEMBER AS OF 1-1-15  
 \*BALTIC TAX RATE CHANGE FROM 1.00% TO 1.50% AS OF 1-1-16  
 \*BELLEFONTAINE NEW MEMBER AS OF 1-1-16  
 \*BETHEL NEW MEMBER & NEW TAX AS OF 1-1-16  
 \*BOSTON TWP. / PENINSULA JEDD NEW MEMBER AS OF 7-1-15  
 \*BRIMFIELD TWP. / TALLMADGE JEDD TAX RATE CHANGE FROM 1.00% TO 1.25% AS OF 1-1-15  
 \*CEDARVILLE TAX RATE CHANGE FROM 1.00% TO 1.25% AS OF 7-1-15  
 \*CIRCLEVILLE TAX RATE CHANGE FROM 1.50% TO 2.00% AS OF 1-1-15  
 \*CIRCLEVILLE / PICKAWAY TWP. JEDD NEW MEMBER & NEW TAX AS OF 11-1-16  
 \*CLARKSVILLE NEW MEMBER & NEW TAX AS OF 7-1-16  
 \*CLEVELAND HEIGHTS TAX RATE CHANGE FROM 2.00% TO 2.25% AS OF 1-1-16

\*COMMERCIAL POINT TAX RATE CHANGE FROM 1.00% TO 0.75% AS OF 1-1-15  
 \*CONESVILLE NEW MEMBER & NEW TAX AS OF 1-1-15  
 \*DANVILLE TAX RATE CHANGE FROM 1.00% TO 1.50% AS OF 1-1-16  
 \*DARBYVILLE NEW MEMBER & NEW TAX AS OF 10-1-16  
 \*DEGRAFF NEW MEMBER AS OF 7-1-16  
 \*EASTLAKE NEW MEMBER AS OF 7-1-15  
 \*EATON JEDD TAX RATE CHANGE FROM 1.75% TO 2.25% AS OF 7-1-16  
 \*EDGERTON NEW MEMBER AS OF 9-1-16  
 \*ELMWOOD PLACE NEW MEMBER AS OF 7-1-16  
 \*ELYRIA & ELYRIA TWP. / ELYRIA JEDD TAX RATE CHANGE FROM 1.75% TO 2.25% AS OF 10-1-16  
 \*EMPIRE NEW MEMBER & NEW TAX AS OF 1-1-15  
 \*FOSTORIA NEW MEMBER AS OF 10-1-16  
 \*HOLLAND NEW MEMBER AS OF 7-1-15  
 \*HOLLAND / SPRINGFIELD TWP. JEDZ NEW MEMBER AS OF 7-1-15  
 \*JEFFERSONVILLE NEW MEMBER AS OF 7-1-16

\*LITHOPOLIS TAX RATE CHANGE FROM 1.00% TO 1.50% AS OF 1-1-15  
 \*LOWELLVILLE NEW MEMBER AS OF 10-1-15  
 \*LYNDHURST TAX RATE CHANGE FROM 1.50% TO 2.00% AS OF 1-1-15  
 \*LYONS NEW MEMBER & NEW TAX AS OF 11-1-16  
 \*MADISON NEW MEMBER AS OF 1-1-17  
 \*MILFORD JEDD V NEW MEMBER EFFECTIVE DATE TBD  
 \*MILLERSPORT NEW MEMBER & NEW TAX AS OF 7-1-16  
 \*MINERVA PARK TAX RATE CHANGE FROM 1.00% TO 2.00% AS OF 1-1-15  
 \*MT. HEALTHY TAX RATE CHANGE FROM 1.50% TO 2.00% AS OF 1-1-15  
 \*NEW FRANKLIN TAX RATE CHANGE FROM 1.00% TO 2.00% AS OF 1-1-17  
 \*NEY NEW MEMBER & NEW TAX AS OF 1-1-16  
 \*NORTH CANTON NEW MEMBER AS OF 1-1-16  
 \*NORTHFIELD NEW MEMBER AS OF 1-1-17  
 \*NORWALK NEW MEMBER AS OF 1-1-17

\*OBERLIN TAX RATE CHANGE FROM 1.90% TO 2.50% AS OF 1-1-15  
 \*PENINSULA NEW MEMBER AS OF 7-1-15  
 \*PLAIN CITY TAX RATE CHANGE FROM 1.00% TO 1.50% AS OF 7-1-16  
 \*RAVENNA NEW MEMBER AS OF 1-1-15  
 TAX RATE CHANGE FROM 2.25% TO 2.50% AS OF 5-1-16  
 \*ROCKY RIVER NEW MEMBER AS OF 1-1-16  
 \*SANDUSKY TAX RATE CHANGE FROM 1.00% TO 1.25% AS OF 1-1-15  
 \*SCIOTO TWP. JEDD NEW MEMBER & NEW TAX AS OF 1-1-15  
 \*SOLON NEW MEMBER AS OF 1-1-15  
 \*TRIMBLE NEW MEMBER & NEW TAX AS OF 7-1-15  
 \*UPPER ARLINGTON TAX RATE CHANGE FROM 2.00% TO 2.50% AS OF 1-1-15  
 \*WADSWORTH NEW MEMBER AS OF 1-1-16  
 \*WAYNESVILLE TAX RATE CHANGE FROM 1.00% TO 0.50% AS OF 1-1-16