

REGISTERING YOUR BUSINESS WITH THE REGIONAL INCOME TAX AGENCY (RITA)

Businesses are required to register with RITA if they conduct business in a RITA Municipality. Examples of business activities include, but are not limited to:

- Performing work/services
- Owning property
- Collecting rent
- Having employees working in the municipality

Municipalities may require proof that a business is registered with RITA before issuing various permits.

RITA provides businesses with two electronic registration options that provide immediate confirmation of registration.

Business Registration Options:

MyAccount

RITA's online account tool that allows businesses to register, add a subcontractor or report a new location to an existing registration AND offers these additional features:

- Electronically file and remit employer withholding;
- Enroll in eBilling to receive an email when a new billing statement is available and eliminate your paper bills
- Send secure messages to RITA for questions

Username and password required – account information can be accessed at any time.

Online Registration

Electronically register your business with RITA without creating an online account

- No login required – registration completed in one online session
- Use to register business activity in a new municipality, register subcontractors or report a rental property

If you prefer to register using paper:

- Download the Business Registration Form 48 on <https://www.ritaohio.com/>
- Fill out the sections that apply to your company
- Mail to RITA at the address indicated

Business Account Identification

RITA uses your Federal Employer Identification Number (FEIN) to identify your business account information.

Penalty and Interest Charges for Not Paying Municipal Income Tax

Penalty and interest will be charged if you **fail to**:

- pay taxes when due
- remit taxes withheld from employees
- withhold on all taxable wages at the correct tax rate
- report and pay estimated taxes equal to or greater than either:
 - 90% of the amount of tax due for the year as shown by the annual return, or
 - The previous tax year's tax liability

Additional Information about RITA and Municipal Income Tax

<https://www.ritaohio.com/WelcomeRITA/Home/WelcomeNewBusinesses>

RITA Tools

RITA Municipalities

<https://www.ritaohio.com/Municipalities>

Business Forms

<https://www.ritaohio.com/Forms/Home/BusinessFormDownloads>

MyAccount

RITA's online account tool that allows businesses to register, add a subcontractor or report a new location to an existing registration. File your net profit and withholding taxes, make a payment, check your refund status, view payment history, or send RITA a secure email. Visit <https://www.ritaohio.com/> and click on MyAccount.

Online Registration

Electronically register your business without creating an online account <https://eservices.ritaohio.com/webtax/fastreg/home>

Tax Rates

<https://www.ritaohio.com/TaxRatesTable>

Filing Due Dates

<https://www.ritaohio.com/Businesses/Home/FormDueDates>

Contact RITA

800.860.7482

TDD 440.526.5332

Self-service phone options such as making a payment, checking refunds and estimates are available around the clock through by visiting <https://www.ritaohio.com/> and click on MyAccount or you may speak with an agent during business hours, 8:00 AM - 5:00 PM Monday - Friday.