

# RITA Estimate Worksheet

Name of Municipality			How did you hear about RITA?		
Total Tax \$ Collected			Year		
Total \$ from Individual Accounts			Total # of Individual Accounts		
Total \$ from Net Profit Accounts			Total # of Net Profit Accounts		
Total \$ from Withholding Accounts			Total # of Withholding Accounts		
Tax Rate	Tax Credit	Credit Limit	Population	Year	
Do you participate in a JEDD, JEDZ, or ENTERPRISE ZONE?			YES	NO	
If yes, does it include Withholding and Net Profits?			YES	NO	
Do you capture SSN and FEIN in your tax system?			YES	NO	
Do you participate in the Ohio Business Gateway (OBG)?			YES	NO	
Do you receive State of Ohio Deregulated Utility Payments?			YES	NO	
Do you have mandatory filing requirements even if there is no tax due?			YES	NO	
Do you utilize the State of Ohio tax lists for non-filer compliance?			YES	NO	
Are delinquent (non-paying) accounts kept in-house or sent to an outside firm?			IN-HOUSE	OUTSIDE	
Do penalty and interest rates change/increase as a delinquency ages?			YES	NO	
How many active payment plans do you have?					
Do you pursue delinquent (non-paying) accounts through civil action?			YES	NO	
If yes, are civil actions handled in-house or assigned to an outside firm?			IN-HOUSE	OUTSIDE	
How many civil suits are typically filed each year?					
What percentage of accounts are delinquent (non-paying)?					
What percentage of residents work outside the city/village?					
Are income tax receipts sent to your city/village or to a lockbox?			CITY/VILLAGE	LOCKBOX	
Income Tax Department Budget (excluding refunds issued)					
Are costs associated with civil actions included in your Tax Dept budget?			YES	NO	
Do you have a backlog of tax return processing?			YES	NO	
If yes, how many returns are backlogged?					
Check services you use or offer	E-FILE	E-PAYMENT	DOCUMENT IMAGING	ON-LINE TAX CALCULATION	

Tax System and Version -or- Third Party Administrator Name

*Person completing this form:*

Name	Title	Phone #	Date
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*Additional contact person:*

Name	Title	Phone #
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**Completed forms may be faxed to 866.252.0938 • Please call 866.252.0913 with questions**

Note: this information will be held in strict confidence and used solely for completing an estimate for tax collection services  
 rev. July 2015