

**FASTFILE  
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## FASTFILE OVERVIEW

**FastFile** is specifically designed for taxpayers as they can file and complete their **current year and prior year** tax return in **one online session**. However, FastFile is an option for our members to use who wish to file prior year(s) returns on behalf of the tax payer.

- No login, User ID or Password is necessary
- Member must be ready to file and complete the tax payer's return in one session
- Taxpayer specific information is not populated (i.e. name, address, payments/credits). FastFile is an open forum to report income. To view more specifics and details on a taxpayers account, logging into RITAX would be required.
- As this is a tool for the tax payer, questions within FastFile are directed as such.

## ACCESS FASTFILE

FastFile is available on the RITA website [www.ritaohio.com](http://www.ritaohio.com)

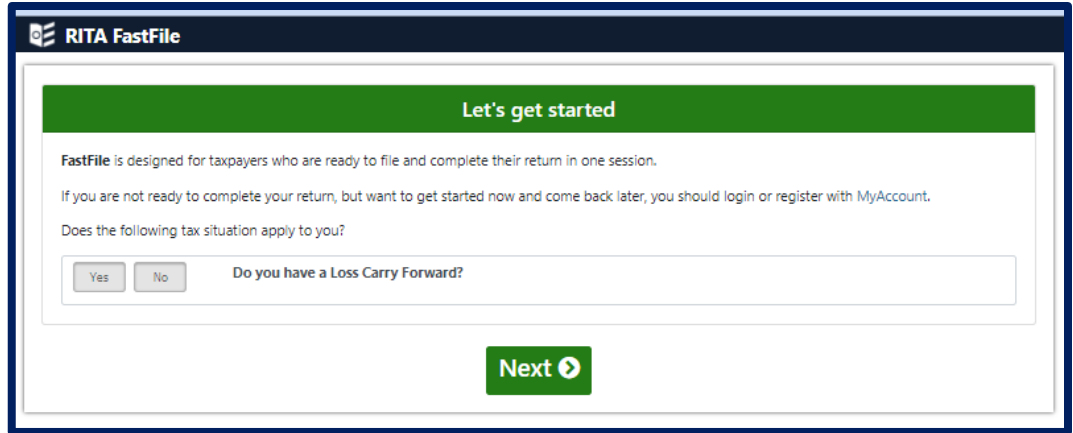


## IDENTIFY IF YOU QUALIFY TO FASTFILE

The taxpayer will be asked if they have a Loss Carry Forward.

*This is not the same as reporting a loss within the tax year being filed.*

If the answer is no, proceed with filing the return through FastFile



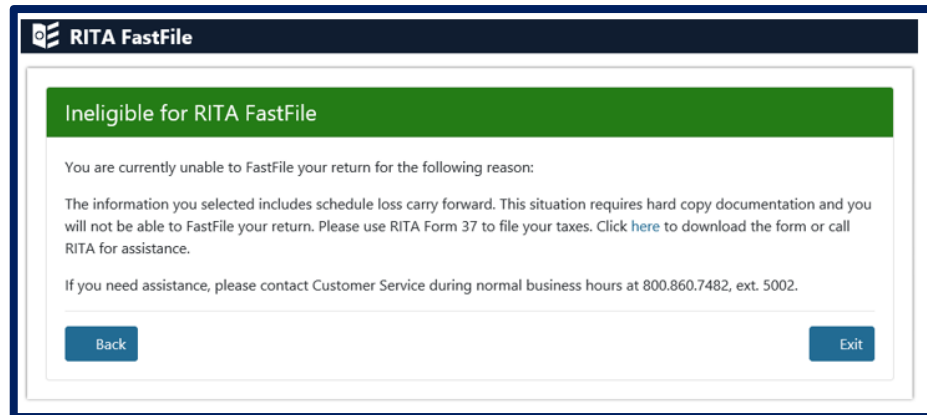
The screenshot shows the RITA FastFile interface. At the top, it says "RITA FastFile". Below that is a green header with the text "Let's get started". The main content area contains the following text: "FastFile is designed for taxpayers who are ready to file and complete their return in one session. If you are not ready to complete your return, but want to get started now and come back later, you should login or register with MyAccount. Does the following tax situation apply to you?" Below this text is a form with two buttons: "Yes" and "No". To the right of these buttons is the question "Do you have a Loss Carry Forward?". At the bottom right of the form is a green "Next" button with a right-pointing arrow.

If the answer is yes, the return will NOT qualify for FastFile.

Utilizing a Loss Carry Forward cannot be reported in eFile/FastFile. Submit a paper return in order to reduce the taxable income by a carried loss.

Documentation can be sent via:  
Fax: 866-252-0938  
Email: [memerservices@ritaohio.com](mailto:memerservices@ritaohio.com)  
Mail:  
PO Box 6600  
Cleveland, Ohio 44101

*This is not the same as reporting a loss within the tax year being filed.*



The screenshot shows the RITA FastFile interface. At the top, it says "RITA FastFile". Below that is a green header with the text "Ineligible for RITA FastFile". The main content area contains the following text: "You are currently unable to FastFile your return for the following reason: The information you selected includes schedule loss carry forward. This situation requires hard copy documentation and you will not be able to FastFile your return. Please use RITA Form 37 to file your taxes. Click [here](#) to download the form or call RITA for assistance. If you need assistance, please contact Customer Service during normal business hours at 800.860.7482, ext. 5002." Below this text are two buttons: "Back" and "Exit".

# FASTFILE HOME SCREEN

FastFile will provide the option to submit tax returns for all years in statute.

The screenshot shows the RITA FastFile interface. At the top, there is a logo for RITA FastFile. Below it, a green header reads "Filing - Tax Year". A message states: "Use the following Tax Year options to electronically file your tax return or declare an exemption." A table lists tax years from 2014 to 2020, each with "Begin eFiling" and "File an Exemption" options. A red-bordered callout box contains the text: "ALL tax years within statute will be available for filing. \*FastFile is not taxpayer specific and will not distinguish between filed and delinquent tax years". Below the table is a yellow warning box with the heading "Warning!" and a paragraph of text. At the bottom, there are sections for "Can I file my return electronically?" and "Filing Options Column:", followed by a "Back" button.

Tax Year	Filing Options	
2020	<a href="#">Begin eFiling</a>	<a href="#">File an Exemption</a>
2019	<a href="#">Begin eFiling</a>	<a href="#">File an Exemption</a>
2018	<a href="#">Begin eFiling</a>	<a href="#">File an Exemption</a>
2017	<a href="#">Begin eFiling</a>	<a href="#">File an Exemption</a>
2016	<a href="#">Begin eFiling</a>	<a href="#">File an Exemption</a>
2015	<a href="#">Begin eFiling</a>	<a href="#">File an Exemption</a>
2014	<a href="#">Begin eFiling</a>	<a href="#">File an Exemption</a>

**Warning!**  
RITA's Fast File has been designed to assist taxpayers in preparing tax returns or declarations of exemption. Your tax return will be calculated using the information that you have entered. It is very important that this information be as accurate as possible. All returns or declarations are subject to verification using Federal Tax Information provided by the IRS. Any data input errors, fraudulent entries and/or under-estimating your tax due for the next tax year can lead to the addition of penalty and interest to your account.

Can I file my return electronically?

Filing Options Column:

[Back](#)

# FILING OPTIONS

1 Tax Year options include the ability to electronically file the tax return or declare an exemption.

2 **Begin eFiling and File an Exemption** will open the tax year's file to report the specifics for that year.

Note: This is not a reflection of the taxpayer account, but rather an open forum to report income. To view more specifics and details on the account, logging into RITAX would be required.

**RITA FastFile**

Filing - Tax Year

Use the following Tax Year options to electronically file your tax return or declare an exemption.

Tax Year	Filing Options	
2020	Begin eFiling	File an Exemption
2019	Begin eFiling	File an Exemption
2018	Begin eFiling	File an Exemption
2017	Begin eFiling	File an Exemption
2016	Begin eFiling	File an Exemption
2015	Begin eFiling	File an Exemption
2014	Begin eFiling	File an Exemption

**Warning!**  
RITA's Fast File has been designed to assist taxpayers in preparing tax returns or declarations of exemption. Your tax return will be calculated using the information that you have entered. It is very important that this information be as accurate as possible. All returns or declarations are subject to verification using Federal Tax Information provided by the IRS. Any data input errors, fraudulent entries and/or under-estimating your tax due for the next tax year can lead to the addition of penalty and interest to your account.

Can I file my return electronically?

Filing Options Column:

Back

3 Click on **Can I file my return electronically? & Filing Options Column** to expand the screen for additional information.

Filing - Tax Year

Use the following Tax Year options to electronically file your tax return or declare an exemption.

Tax Year	Filing Options	
2020	Begin eFiling	File an Exemption
2019	Begin eFiling	File an Exemption

**Warning!**  
RITA's Fast File has been designed to assist taxpayers in preparing tax returns or declarations of exemption. Your tax return will be calculated using the information that you have entered. It is very important that this information be as accurate as possible. All returns or declarations are subject to verification using Federal Tax Information provided by the IRS. Any data input errors, fraudulent entries and/or under-estimating your tax due for the next tax year can lead to the addition of penalty and interest to your account.

Can I file my return electronically?

You can file your return or declare your exemption electronically with RITA if the following conditions exist:

- You live or work in a RITA municipality.
- You are not filing an amended tax return (amended returns must be filed on paper).
- You do not have a loss carry forward.

An electronic exemption may be filed if you had no taxable income, you qualify for your residence municipality's age exemption for the entire year, had only U.S. Armed Forces income, were retired for the entire tax year, moved out of a RITA municipality prior to the tax year, or are filing for a taxpayer who is deceased.

Filing Options Column:

- Select **Begin eFiling** to begin filing a tax return. This applies to both current year and prior year tax returns.
- Select **File an Exemption**. Exemptions may be filed if any of the following apply:
  - No taxable income for the entire year.
  - You were a member of the U.S. Armed Forces and had no other taxable income for the entire year.
  - Generally, if you are under age 18, you are exempt from filing, however, exceptions to the age exemption exist. For more information, select the applicable RITA municipality to determine age exemption.
  - Taxpayer is deceased.

Expand for additional information

Expand for additional information

Back

## PREPARING TO FASTFILE

- 1 It is important to have the taxpayer's necessary documents and information to file their tax return when starting FastFile.
  - There is no feature to save the file and return at a later time.
  - The system is designed to "time out" when there is no activity for a period of time. If the system times out, the following message will be displayed: "Your current RITA Individual FastFile session has expired. If you wish to continue, click restart to re-enter FastFile". The return will need to be started over from the beginning.

Note: Estimated tax payments paid and credit carryforward information is available through RITAX.

**RITA FastFile**

### "Let's get everything ready"

**Filing Tax Year : 2020**

It is important that you have everything ready before you begin.

To complete your filing you will need the documents and information listed below that apply to you:

- W-2 Wage and Tax Statements
- W-2G Gambling Winnings
- Schedule C - Profit or Loss From Business
- Schedule E - Supplemental Income and Loss (Includes Rental Income)
- Schedule F - Profit or Loss From Farming
- 1099 - Miscellaneous Income (not included on Schedule C)
- **1099 - NEC Income (not included on Schedule C)**
- 4797 - Sales of Business Property Income
- Estimated payments made to RITA for this tax year
- Overpayments from 2020 that were carried forward **as a credit against** this year's taxes.
  - If you are unsure whether you have an overpayment **credited** from last year's tax return, or are unsure of the total amount of estimated payments you made for this tax year, please call 800.860.7482 and follow the self-service options to get that information before you continue.
- **DO NOT** enter income from 1099-G, 1099-INT, 1099-DIV, or 1099-R.

**Back** **Next**

The list of documents and information needed to file are specific to the Filing Tax Year.

\*2020 - New IRS Tax Form for non-employee compensation paid during 2020 (1099-NEC instead of Form 1099-Misc)

## CONFIRM FILING CORRECT TAX YEAR

- 1 Tax year selected will appear on the top of the menu bar. If an incorrect year was selected click **Restart** to return to the FastFile Home Page.

Note: Now that prior year tax returns are able to be filed through FastFile, it is important to confirm that the correct tax year has been selected.

The screenshot shows the RITA FastFile interface. On the left is a dark blue sidebar menu with the following items: 2020 Local Tax Return (highlighted with a red circle), Personal Info, Filing Status, Your Name, Social Security Numbers, Contact Info, Residence, Taxable / Exemption, Income, W-2, W-2G, Schedule C, Schedule E, 1099-MISC/NEC, 4797, Schedule F, Credits, Review and File, and Restart (highlighted with a red circle). The main content area has a green header 'Are you single or married?' and a text prompt 'Tell us your filing status for 2020.' Below this are two radio button options: 'Single (Single / Separate)' (selected) and 'Married (Joint)'. A blue 'Next' button is located at the bottom right of the form.

## FASTFILE STEPS OVERVIEW

The screenshot shows the RITA FastFile interface with colored boxes mapping menu items to steps. The sidebar menu items are: 2020 Local Tax Return, Personal Info, Filing Status, Your Name, Social Security Numbers, Contact Info, Residence, Taxable / Exemption, Income, W-2, W-2G, Schedule C, Schedule E, 1099-MISC/NEC, 4797, Schedule F, Credits, Review and File, and Restart. The steps are: Step #1 - Personal Information (red box), Step #2 - Residence Information (blue box), Step #3 - Taxable/Exemption (purple box), Step #4 - Income (green box), Step #5 - Credits (purple box), and Step #6 - Review and File (orange box).

# FAST FILING STEPS

## Step 1 – Personal Information

### 1. Personal Information Filing Status

Enter tax payer’s Filing Status (single/separate or married/joint).

The screenshot shows the RITA FastFile interface. On the left is a navigation menu with '2020 Local Tax Return' and 'Personal Info' selected. Under 'Personal Info', 'Filing Status' is highlighted. The main content area has a green header 'Are you single or married?' and the text 'Tell us your filing status for 2020.' Below this are two radio button options: 'Single (Single / Separate)' and 'Married (Joint)'. A red box highlights these options, and a red arrow points to the 'Next' button at the bottom right.

### 2. Personal Information Your Name

Enter tax payer’s name and then select NEXT.

The screenshot shows the RITA FastFile interface. The navigation menu on the left has 'Filing Status' checked and 'Your Name' highlighted. The main content area has a green header 'Tell us your name' and four input fields: 'First Name' (containing 'JOHN'), 'Middle' (empty), 'Last Name' (containing 'TAXPAYER'), and 'Suffix' (empty). A red box highlights these fields, and a red arrow points to the 'Next' button at the bottom right.

### 3. Personal Information Spouse’s Name (if filing Married)

If filing married, enter the tax payer’s spouse’s name and then select NEXT.

The screenshot shows the RITA FastFile interface. The navigation menu on the left has 'Filing Status' and 'Your Name' checked, and 'Your Spouse's Name' highlighted. The main content area has a green header 'Tell us your spouse's name' and four input fields: 'First Name' (containing 'SUE'), 'Middle' (empty), 'Last Name' (containing 'TAXPAYER'), and 'Suffix' (empty). A red box highlights these fields, and a red arrow points to the 'Next' button at the bottom right.

#### 4. Personal Information Social Security Number(s)

Enter tax payer's Social Security Number(s) and then select NEXT.

SSN can be entered without dashes

The screenshot shows the RITA FastFile interface for entering Social Security Numbers. On the left is a navigation menu with 'Social Security Numbers' selected. The main area has a green header 'Enter your Social Security Number'. Below it are two input fields: 'Enter JOHN's SSN:' with the value '777888899' and 'Enter SUE's SSN:' with the value '777888777'. A red box highlights these two fields. At the bottom, there are 'Back' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

#### 5. Personal Information Contact Information

Enter tax payer's contact information and mailing address and then select NEXT.

The screenshot shows the RITA FastFile interface for entering contact information. On the left is a navigation menu with 'Contact Info' selected. The main area has a green header 'Enter Contact Information'. Below it is an 'Email Address:' field with the value 'DTHOMPSON@RITAOHIO.COM', highlighted by a red box. Below that is another green header 'Enter Your Mailing Address'. This section contains several input fields: 'PO Box Number:', 'Street Number:' (with value '10107'), 'Apt Number:', 'Street Name:' (with value 'BRECKSVILLE RD'), 'Country:' (with value 'UNITED STATES OF AMERICA'), 'State/Province (Code):' (with value 'OH'), 'City:' (with value 'BRECKSVILLE'), and 'Zip:' (with value '44141'). A red box highlights the entire mailing address section. At the bottom, there are 'Back' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

## Step 2 – Residence Information

### 1. Residence

#### Physical Location of residence

First respond to the question if the tax payer's residence was within Ohio for the tax year filing.

RITA FastFile

2020 Local Tax Return

Personal Info

- Filing Status
- Your Name
- Your Spouse's Name
- Social Security Numbers
- Contact Info
- Residence**
- Taxable / Exemption
- Income
- W-2
- W-2G

### Tell us where you lived in 2020

Indicate the physical location of your residence as of 01/01/2020 in the boxes below. This may be different from your mailing address. If you have changed your residence since 01/01/2020, click the "Add Another Residence" button and enter the effective date (**Move in Date**) and address information.

Effective Date: 01-01-2020

Was your residence within Ohio?  
Yes  No

+ Add Another Residence

Back Next

2. Once yes is selected, additional fields display to enter the address for the effective date (1/1/xxxx)

Enter this information and then select NEXT.

RITA FastFile

2020 Local Tax Return

Personal Info

- Filing Status
- Your Name
- Your Spouse's Name
- Social Security Numbers
- Contact Info
- Residence**
- Taxable / Exemption
- Income
- W-2
- W-2G
- Schedule C
- Schedule E
- 1099-MISC/NEC
- 4797
- Schedule F
- Credits
- Review and File
- Restart

### Tell us where you lived in 2020

Indicate the physical location of your residence as of 01/01/2020 in the boxes below. This may be different from your mailing address. If you have changed your residence since 01/01/2020, click the "Add Another Residence" button and enter the effective date (**Move in Date**) and address information.

Effective Date: 01-01-2020

Was your residence within Ohio?  
Yes  No

Zip Code: 44141 Street Number: 10107 Street Name: BREC

Suggested Residence: BRECKSVILLE RD

NOT AVAILABLE

Use Suggested  Residence Municipality: ?

+ Add Another Residence

Back Next

NOTE: When entering Street Name, be sure to select from the drop down list of street names. The system will identify the street number and street name and provide the Suggested Residence.

Clicking on the checkbox for **Use Suggested Residence** will fill in the residence Municipality.

RITA FastFile

2020 Local Tax Return

Personal Info

- Social Security Numbers
- Contact Info
- Residence**
- Taxable / Exemption
- Income
- W-2
- W-2G
- Schedule C
- Schedule E
- 1099-MISC/NEC
- 4797
- Schedule F
- Credits
- Review and File

### Tell us where you lived in 2020

Effective Date: 01-01-2020

Was your residence within Ohio?  
Yes  No

Zip Code: 44141 Street Number: 10107 Street Name: BREC

Suggested Residence: BRECKSVILLE RD

NOT AVAILABLE

Use Suggested  Residence Municipality: ?

+ Add Another Residence

Back Next

As the Street Name is being typed, a list of Street Names will display in a drop down list. Select the street name from the drop down list. The system will identify the street number and street name and provide the suggested residence.

To use the suggested residence, click on the check box for "Use Suggested"

Effective Date: 01-01-2020 Was your residence within Ohio? Yes No

Zip Code: 44141 Street Number: 10107 Street Name: BRECKSVILLE RD

Suggested Residence: BRECKSVILLE

Use Suggested  Residence Municipality: BRECKSVILLE

+ Add Another Residence

Back Next

### 3. Residence

If taxpayer moved during the filing year, select Add Another Residence

RITA FastFile

2020 Local Tax Return

Personal Info

Filing Status Your Name Your Spouse's Name Social Security Numbers Contact Info

Residence

Taxable / Exemption

Income

W-2 W-2G Schedule C Schedule E 1099-MISC/NEC 4797 Schedule F Credits

Tell us where you lived in 2020

Indicate the physical location of your residence as of 01/01/2020 in the boxes below. This may be different from your mailing address. If you have changed your residence since 01/01/2020, click the "Add Another Residence" button and enter the effective date (Move in Date) and address information.

Effective Date: 01-01-2020 Was your residence within Ohio? Yes No

Zip Code: 44141 Street Number: 10107 Street Name: BRECKSVILLE RD

Suggested Residence: NOT AVAILABLE

Use Suggested  Residence Municipality:

+ Add Another Residence

Back Next

Enter the effective date for the “move” and if the residence was within Ohio.

Additional fields will display to enter the address

**RITA FastFile**

2020 Local Tax Return

- Personal Info
  - Filing Status
  - Your Name
  - Your Spouse's Name
  - Social Security Numbers
  - Contact Info
- Residence**
- Taxable / Exemption
- Income
  - W-2
  - W-2G
  - Schedule C
  - Schedule E
  - 1099-MISC/NEC
  - 4797
  - Schedule F
- Credits
- Review and File
- Restart

### Tell us where you lived in 2020

Indicate the physical location of your residence as of 01/01/2020 in the boxes below. This may be different from your mailing address. If you have changed your residence since 01/01/2020, click the "Add Another Residence" button and enter the effective date (**Move in Date**) and address information.

**Effective Date:** 01-01-2020 **Was your residence within Ohio?** Yes  No

**Zip Code:** 44141 **Street Number:** 10107 **Street Name:** BRECKSVILLE RD

**Suggested Residence:** BRECKSVILLE

**Use Suggested:**  **Residence Municipality:** BRECKSVILLE

**Effective Date:** 07-15-2020 **Was your residence within Ohio?** Yes  No

**Zip Code:** 44144 **Street Number:** 1500 **Street Name:** BIDDULPH AVE

**Suggested Residence:** NOT AVAILABLE

**Use Suggested:**  **Residence Municipality:** BROOKLYN

[Delete Residence](#)

[Add Another Residence](#)

[Back](#) [Next](#)

## Step 3 – Taxable / Exemption

### Exemption

Exemptions can be filed in FastFile

Exemption can be filed for one of the taxpayer's on a joint account

**RITA FastFile**

2020 Local Tax Return

Personal Info

- ✓ Filing Status
- ✓ Your Name
- ✓ Your Spouse's Name
- ✓ Social Security Numbers
- ✓ Contact Info
- ✓ Residence

Taxable / Exemption

\$ Income

**Taxpayer selects exemption reason from the list and completes any additional information.**

**Exemption**

Taxable

Have TAXABLE INCOME to report.

Exemption

- Was a member of the U. S. ARMED FORCES (including the National Guard) and had no other taxable income all year.
- Was UNDER AGE 18 for the entire year.
- RETIRED individual receiving only pension, social security, interest, or dividend income.

Retired Date:

06/15/2018

- MOVED out of a RITA municipality on or before January 1.
- Taxpayer is DECEASED.
- Had NO TAXABLE INCOME for the entire year.

Select the situation that best applies to your Spouse:

Taxable

Have TAXABLE INCOME to report.

Exemption

- Was a member of the U. S. ARMED FORCES (including the National Guard) and had no other taxable income all year.
- Was UNDER AGE 18 for the entire year.
- RETIRED individual receiving only pension, social security, interest, or dividend income.
- MOVED out of a RITA municipality on or before January 1.
- Taxpayer is DECEASED.
- Had NO TAXABLE INCOME for the entire year.

MOVED out of RITA option is unavailable. You do not qualify because you lived in a RITA municipality (Residence Municipality) for at least part of the year. If the Residence Municipality information is correct and you do not qualify for other exemption reasons, you are required to file a Form 37.

**Exemptions that the taxpayer does not qualify for will be described and the item will be unavailable for selection.**

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# Taxable Income

**RITA FastFile**

2020 Local Tax Return

- Personal Info
  - Filing Status
  - Your Name
  - Your Spouse's Name
  - Social Security Numbers
  - Contact Info
  - Residence
- Taxable / Exemption**
- Income
  - W-2
  - W-2G
  - Schedule C
  - Schedule E
  - 1099-MISC/NEC
  - 4797
  - Schedule F
- Credits
- Review and File
- Restart

### Taxable / Exemption

#### Additional Information for Tax Year 2020

Select the situation that best applies to you:

**Taxable**  
 Have TAXABLE INCOME to report.

**Exemption**  
 Was a member of the U. S. ARMED FORCES (including the National Guard) and had no other taxable income all year.  
 Was UNDER AGE 18 for the entire year.  
 RETIRED individual receiving only pension, social security, interest, or dividend income.  
 MOVED out of a RITA municipality on or before January 1.  
 Taxpayer is DECEASED.  
 Had NO TAXABLE INCOME for the entire year.

Select the situation that best applies to your Spouse:

**Taxable**  
 Have TAXABLE INCOME to report.

**Exemption**  
 Was a member of the U. S. ARMED FORCES (including the National Guard) and had no other taxable income all year.  
 Was UNDER AGE 18 for the entire year.  
 RETIRED individual receiving only pension, social security, interest, or dividend income.  
 MOVED out of a RITA municipality on or before January 1.  
 Taxpayer is DECEASED.  
 Had NO TAXABLE INCOME for the entire year.

MOVED out of RITA option is unavailable. You do not qualify because you lived in a RITA municipality (Residence Municipality) for at least part of the year. If the Residence Municipality information is correct and you do not qualify for other exemption reasons, you are required to file a Form 37.

[Back](#) [Next](#)

## Step 4 – Income Information

### Income Checklist

Check the box next to ALL income types received in Tax Year.

Note: Tax years 2014-2016 allow for reporting of 2106 Expenses when entering W-2 information.

Tax year 2020 – includes the new federal Form 1099-NEC. Form 1099-NEC replaces the 1099-MISC for non-employee compensation paid during 2020.

**RITA FastFile**

2020 Local Tax Return

Personal Info

- Filing Status
- Your Name
- Your Spouse's Name
- Social Security Numbers
- Contact Info
- Residence
- Taxable / Exemption

Income

- W-2
- W-2G
- Schedule C
- Schedule E
- 1099-MISC/NEC
- 4797
- Schedule F

Credits

Review and File

### Income Checklist

Select the income types you received in 2020 and then click on the "Continue" button  
OR  
You can click on the "Guide Me" button at the bottom of this screen to get step-by-step guidance about each income type.

- Wage Income (Form W-2)
- Gambling Winning Income (Form W-2G)
- Schedule C - Business Income
- Schedule E - Supplemental Income or Loss
- 1099 - Miscellaneous Income
- 1099 - NEC
- 4797-Sales of Business Property Income
- Schedule F - Farm Income

**Step by Step Guidance**  
We can lead you step by step through all of the income topics

[Guide Me](#)

[Back](#) [Continue](#)

## Income Type - W2

To enter information for W-2's, click on Add New W-2

**RITA FastFile**

2020 Local Tax Return

- Personal Info
- Filing Status
- Your Name
- Your Spouse's Name
- Social Security Numbers
- Contact Info
- Residence
- Taxable / Exemption
- Income
  - W-2

### W-2 Wage Income Summary

Tell us about the W-2 income you have earned during 2020.

Click on "Add W2" for each document. Enter the information from each document into the appropriate boxes.

**W-2 Wage Income**

No W-2 Income Reported

**Add W-2**

Back Next

## Enter W-2 Information

**2020 Local Tax Return**

- Personal Info
- Filing Status
- Your Name
- Your Spouse's Name
- Social Security Numbers
- Contact Info
- Residence
- Taxable / Exemption
- Income
  - W-2
  - W-2G
  - Schedule C
  - Schedule E
  - 1099-MISC/NEC
  - 4797
  - Schedule F
- Credits
- Review and File
- Restart

### W-2 - Wage Income

#### Whose W-2 is this?

JOHN TAXPAYER  SUE TAXPAYER

**Be sure to check the persons name for the W-2 being entered**

#### Employer Information

Employer Identification Number (Box b): 341234567 Employer Name: FORD MOTOR COMPANY

Street Address (Number & Street or PO Box): ONE AMERICAN ROAD

City: DEARBORN State/Province: MI Zip: 48126

Country: UNITED STATES OF AMERICA

#### Federal Wages

Federal Wages (Box 1): 73613 Medicare Wages (Box 5): 73613

#### Local Wages and Withholding

Locality (Box 20): SHEFFIELD  
SHEFFIELD LAKE  
SHEFFIELD TOWNSHIP  
SHEFFIELD VILLAGE

Wages Earned in this Locality?: Yes  No

Local Income Tax (Box 19): LOCAL TAX

From Date: 01-01-2020 Thru Date: 12-31-2020

**When entering locality, select municipality name from the drop down box.**

**Add Another Locality**

Back **Save W-2**

### Entering Information for a W-2 with boxes 18-20 blank

You must enter at least one local wage amount in the field (Box 18). If the W-2 does not contain any information in boxes 18-20, you need to enter the amount from Box 5 'Medicare wages' in box 18, 0 in box 19 and Non-Taxing in box 20.

The screenshot shows the 'Local Wages and Withholding' form. Callouts indicate: 'Box 20 Enter "City Not Listed" If employment municipality is not known', 'Box 18 Enter "0"', and 'Box 19 Enter "0"'. The form fields are: Locality (Box 20) with 'CITY NOT LISTED', Local Wages (Box 18) with '73613', Local Income Tax (Box 19) with '0', From Date with '01/01/2019', and Thru Date with '12-31-2019'. There are 'Back' and 'Save W-2' buttons at the bottom.

### W-2 Entry for two W-2s for same EIN (Employer Identification Number)

You can only enter one W-2 per Employer ID for each Social Security Number. If an employer issued separate W-2's, the taxpayer will need to add each box together and enter as one complete W-2.

**Note:** Only ONE Box 1 and Box 5 can be entered for that taxpayer under that EIN.

### Over-Withheld W-2

If the local income tax is over-withheld a message will display "The Local Income Tax (Box 19) you have specified is over-withheld." When click on "help" a message will display "You may be eligible to receive a refund. Use Form 10A to apply for a municipal tax refund, if applicable".

The screenshot shows the 'Local Wages and Withholding' form with an error message for Box 19. The error message is: 'The Local Income Tax (Box 19) you have specified is over-withheld.' The form fields are: Locality (Box 20) with 'SHEFFIELD LAKE', Local Wages (Box 18) with '73613', Local Income Tax (Box 19) with '2470', From Date with '01-01-2020', and Thru Date with '12-31-2020'. There is an 'Add Another Locality' button at the bottom.

### Local Wages and Withholding

Locality (Box 20) ?

SHEFFIELD LAKE

Local Wages (Box 18) ?

73613

From Date ?

01-01-2020

Wages Earned in this Locality? ?

Local Income Tax (Box 19) over-withheld

You may be eligible to receive a refund. Use Form 10A to apply for a municipal tax refund, if applicable.

The Local Income Tax (Box 19) you have specified is over-withheld.

Thru Date

12-31-2020

+ Add Another Locality

### Save W-2

Once all information is entered, select Save W-2

### Local Wages and Withholding

Locality (Box 20) ?

SHEFFIELD LAKE

Local Wages (Box 18) ?

73613

From Date ?

01-01-2019

Wages Earned in this Locality? ?

Yes  No

Local Income Tax (Box 19) ?

1472

Thru Date

12-31-2019

Locality (Box 20) ?

BRECKSVILLE

Local Wages (Box 18) ?

0

From Date ?

01-01-2019

Wages Earned in this Locality? ?

Yes  No

Local Income Tax (Box 19) ?

500

Thru Date

12-31-2019

- Delete

+ Add Another Locality

Back

Save W-2

## W-2 Summary

The screenshot shows the RITA FastFile interface for a 2020 Local Tax Return. On the left is a navigation menu with categories like Personal Info, Contact Info, Residence, Taxable / Exemption, and Income. The main area is titled 'W-2 Wage Income Summary' and contains a table with one entry. The table has columns for SSN, Federal Wages (Box 1), and EIN. The entry shows SSN XXX-XX-8899, Federal Wages of \$73,613.00, and EIN 341234567. There are 'Edit' and 'Delete' links for this entry. Below the table is an 'Add W-2' button. At the bottom are 'Back' and 'Next' buttons. A purple-bordered text box with a white background contains the instruction: 'Review W-2 Summary Page From this page, you can edit, delete or add another W-2. Once complete, select NEXT.' Annotations include two yellow arrows pointing to the 'Edit' and 'Delete' links, one yellow arrow pointing to the 'Add W-2' button, and one red arrow pointing to the 'Next' button.

**RITA FastFile**

2020 Local Tax Return

Personal Info

- Filing Status
- Your Name
- Your Spouse's Name
- Social Security Numbers
- Contact Info
- Residence
- Taxable / Exemption

Income

- W-2

### W-2 Wage Income Summary

SSN	Federal Wages (Box 1)	EIN	
XXX-XX-8899	\$73,613.00	341234567	<a href="#">Edit</a> <a href="#">Delete</a>

[Add W-2](#)

[Back](#) [Next](#)

**Review W-2 Summary Page**  
From this page, you can edit,  
delete or add another W-2.  
Once complete, select **NEXT**.

## Income Type - W2 G

To enter information for W-2Gs – click on Add New W-2G icon

**RITA FastFile**

2020 Local Tax Return

- Personal Info
  - Filing Status
  - Your Name
  - Your Spouse's Name
  - Social Security Numbers
  - Contact Info
  - Residence
  - Taxable / Exemption
- Income
  - W-2
  - W-2G**

### W-2G Gambling Income Summary

Tell us about the W-2G income you have earned during 2020.

Click on "Add W2G" for each document. Enter the information from each document into the appropriate boxes.

**W-2G Certain Gambling Winnings**  
No W-2G Income Reported

[Add W-2G](#)

[Back](#) [Next](#)

## Save W-2 G

Enter all information from the W-2G and then select SAVE

**RITA FastFile**

2020 Local Tax Return

- Personal Info
  - Filing Status
  - Your Name
  - Your Spouse's Name
  - Social Security Numbers
  - Contact Info
  - Residence
  - Taxable / Exemption
- Income
  - W-2
  - W-2G**
  - Schedule C
  - Schedule E
  - 1099-MISC/NEC
  - 4797
  - Schedule F
  - Credits
  - Review and File
- Restart

### W-2G - Gambling Income

**Whose W-2G is this?**

JOHN TAXPAYER  SUE TAXPAYER

**Payer's Information**

Payer's Federal ID Number: 349676543 Payer's Name: JACKS CSINO

Street Address: 100 PUBLIC SQUARE

City: CLEVELAND State/Province: OH Zip: 44113

Country: UNITED STATES OF AMERICA

**Wages & Taxes**

Gross Winnings (Box 1): 5000

Date Won (Box 2): 05-05-2020

Local Winnings (Box 16): 5000

Local Income Tax Withheld (Box 17): 125

Name Of Locality (Box 18): CLEVELAND

[Back](#) [Save W-2G](#)

Be sure to check the persons name for the W-2 being entered

## W-2G Summary

The screenshot shows the RITA FastFile interface for a 2020 Local Tax Return. The left sidebar lists various sections: Personal Info (Filing Status, Your Name, Your Spouse's Name, Social Security Numbers, Contact Info, Residence, Taxable / Exemption) and Income (W-2, W-2G). The main content area is titled "W-2G Gambling Income Summary" and contains a table with the following data:

SSN	Gross Winnings	Payer's ID		
XXX-XX-8777	\$5,000.00	349676543	<a href="#">Edit</a>	<a href="#">Delete</a>

Annotations include two yellow arrows pointing to the "Edit" and "Delete" links, a yellow arrow pointing to the "Add W-2G" button, and a red arrow pointing to the "Next" button. A purple-bordered box contains the following text:

**Review W-2G Summary Page**  
From this page, you can edit, delete or add another W-2G. Once complete, select NEXT.

## Income Type - Schedule C

To enter information for Schedule C, click on Add New Schedule C

**RITA FastFile**

2020 Local Tax Return

- Personal Info
  - Filing Status
  - Your Name
  - Your Spouse's Name
  - Social Security Numbers
  - Contact Info
  - Residence
  - Taxable / Exemption
- Income
  - W-2
  - W-2G
  - Schedule C**

### Schedule C Profit or Loss From Business Summary

Tell us about the Schedule C income you have earned during 2020. Clicking on "Add New Schedule C" for each Schedule C document. Enter the information from each document into the appropriate box.

**Schedule C Income**

No Schedule C Income Reported

**Add New Schedule C**

Back Next

## Save Schedule C

Once all information is entered, select Save Schedule C

**RITA FastFile**

2020 Local Tax Return

- Personal Info
  - Filing Status
  - Your Name
  - Your Spouse's Name
  - Social Security Numbers
  - Contact Info
  - Residence
  - Taxable / Exemption
- Income
  - W-2
  - W-2G
  - Schedule C
  - Schedule E
  - 1099-MISC/NEC
  - 4797
  - Schedule F
- Credits
- Review and File
- Restart

### Schedule C - Business Income

#### Whose Schedule C is this?

JOHN TAXPAYER  SUE TAXPAYER

#### Business Information

**A. Principle business or professional, including product or service**

BAKERY

**B. Business Code** **C. Business Name**

BAKERY TO GO

**D. Enter Your Business EIN**

348789789  No EIN available

**Street Address (Number & Street or PO Box)**

100 PUBLIC SQUARE

**City** **State/Province** **Zip**

CLEVELAND OH 44113

**Country**

UNITED STATES OF AMERICA

#### Business Net Profit or Loss\*

**Net Profit or Loss** **Locality Name**

20000 CLEVELAND

**From Date** **Thru Date**

01-01-2020 12-31-2020

**+ Add Another Locality**

\*Net Profit (Loss) is found on Line 31 of Federal Schedule C or Line 3 of Federal Schedule C-EZ.  
\*Use a minus sign to enter a loss (example: -100.00)

**Allocating your net profit or loss between different cities, villages and non-taxing areas**

**Business conducted outside of RITA**

Back **Save Schedule C**

## Schedule C Summary

**RITA FastFile**

2020 Local Tax Return

Personal Info

- ✓ Filing Status
- ✓ Your Name
- ✓ Your Spouse's Name
- ✓ Social Security Numbers
- ✓ Contact Info
- ✓ Residence
- ✓ Taxable / Exemption

### Schedule C Profit or Loss From Business Summary

SSN	Net Income/Loss	EIN	
XXX-XX-8777	\$20,000.00	348789789	<a href="#">Edit</a> <a href="#">Delete</a>

[Add New Schedule C](#)

[Back](#) [Next](#)

**Review Schedule C Summary Page**  
From this page, you can edit, delete  
or add another Schedule C.  
Once complete, select NEXT.

## Income Type – Schedule E

To enter information for Schedule E, click on Add Rental Property or Add Partnership/S-Corp./Trust

**RITA FastFile**

2020 Local Tax Return

- Personal Info
- Filing Status
- Your Name
- Your Spouse's Name
- Social Security Numbers
- Contact Info
- Residence
- Taxable / Exemption

Income

- W-2
- W-2G
- Schedule C
- Schedule E**

### Schedule E - Supplemental Income or Loss Summary

Tell us about the Schedule E income you have earned during 2020.

Click on "Add Rental Property Income" for each rental document. Enter the information from each document into the appropriate box.

Click on "Add Partnership/S-Corp./Trust Income" for each Partnership, S-Corporation (S-Corp.), or Trust document. Enter the information from each document into the appropriate box.

**Schedule E Income**

No Schedule E Income Reported

[Add Rental Property](#) [Add Partnership/S-Corp./Trust](#)

[Back](#) [Next](#)

## Rental Property

**RITA FastFile**

2020 Local Tax Return

- Personal Info
- Filing Status
- Your Name
- Your Spouse's Name
- Social Security Numbers
- Contact Info
- Residence
- Taxable / Exemption

Income

- W-2
- W-2G
- Schedule C
- Schedule E**
- 1099-MISC/NEC
- 4797
- Schedule F
- Credits
- Review and File
- Restart

### Schedule E - Rental Income

Whose Schedule E is this?

JOHN TAXPAYER  SUE TAXPAYER

**Part I - Rental Real Estate & Royalties**

Type of rental real estate property:

Street Address (Number & Street or PO Box):

City:  State/Province:  Zip:

Country:

**Rental Real Estate Profit or Loss\***

Net Profit or Loss:  Locality Name:

From Date:  Thru Date:

\*Net Profit (Loss) is found on Lines 21 and 22 of Part I of federal Schedule E.  
\*Use a minus sign to enter a loss (example: -200.00).

[Back](#) [Save Property](#)

## Partnership, S-Corporation and Trust

**RITA FastFile**

2020 Local Tax Return

- Personal Info
  - Filing Status
  - Your Name
  - Your Spouse's Name
  - Social Security Numbers
  - Contact Info
  - Residence
  - Taxable / Exemption
- Income
  - W-2
  - W-2G
  - Schedule C
  - Schedule E
  - 1099-MISC/NEC
  - 4797
  - Schedule F
  - Credits
  - Review and File
- Restart

### Schedule E - Partnership, S-Corporations, and Trust

**Whose Schedule E is this?**

JOHN TAXPAYER  SUE TAXPAYER

**Part II - Income or Loss from Partnership, S-Corporations, and Trust**

(a) Name of Partnership or S-Corporation or Trust  
J & S PARTNERSHIP LLC

(b) Business Type: PARTNERSHIP (d) Employer Identification Number: 341122998

### Income Information

Net Profit or Loss\*: 2000 Locality Name: CLEVELAND

From Date: 01-01-2020 Thru Date: 12-31-2020

Tax paid by your Partnership or S-Corporation for this locality: 50.00

[+ Add Another Locality](#)

\*Net Profit (Loss) is found by combining columns (g), (h), (i), (j) and (k) of Federal Schedule E, Part II.  
\*Use a minus sign to enter a loss (example: -200.00).

[Back](#) [Save Partnership/S-Corp./Trust](#)

## Schedule E Summary

**RITA FastFile**

2020 Local Tax Return

- Personal Info
  - Filing Status
  - Your Name
  - Your Spouse's Name
  - Social Security Numbers
  - Contact Info
  - Residence
  - Taxable / Exemption
- Income
  - W-2
  - W-2G
  - Schedule C
  - Schedule E
  - 1099-MISC/NEC

### Schedule E - Supplemental Income or Loss Summary

SSN	Net Income/ Loss	EIN	Income Type	
XXX-XX-8899	(\$5,000.00)		RENTAL	<a href="#">Edit</a> <a href="#">Delete</a>
XXX-XX-8899	\$2,000.00	341122998	PARTNERSHIP	<a href="#">Edit</a> <a href="#">Delete</a>

[+ Add Rental Property](#) [+ Add Partnership/S-Corp./Trust](#)

[Back](#) [Next](#)

**Review Schedule E Summary Page**  
From this page, you can edit, delete or add another Schedule E. Once complete, select NEXT.

## Income Type - 1099-MISC / 1099-NEC

To enter information for 1099-MISC/1099-NEC income, click on Add New 1099-MISC/1099-NEC.

NOTE: Tax Year 2020 includes the new federal Form 1099-NEC. Form 1099-NEC replaces the 1099-MISC for non-employee compensation paid during 2020.

**RITA FastFile**

2020 Local Tax Return

- Personal Info
  - Filing Status
  - Your Name
  - Social Security Numbers
  - Contact Info
  - Residence
  - Taxable / Exemption
- Income
  - W-2
  - W-2G
  - Schedule C
  - Schedule E
  - 1099-MISC/NEC**

### 1099 Miscellaneous/1099-NEC Income Summary

Tell us about the 1099-MISC/1099-NEC income you have earned during 2020.  
Do not enter income reported on 1099-G, 1099-INT, 1099-DIV, and 1099-R.

Click on "Add 1099-MISC/1099-NEC Income" for each document. Enter the information from each document into the appropriate boxes.

**1099-MISC/1099-NEC Income**  
No 1099-MISC/1099-NEC Income Reported

[Back](#) [Add 1099-MISC/1099-NEC](#) [Next](#)

## Save 1099-MISC/1099-NEC

Once all information is entered, select Save 1099-MISC/1099-NEC.

**RITA FastFile**

2020 Local Tax Return

- Personal Info
  - Filing Status
  - Your Name
  - Your Spouse's Name
  - Social Security Numbers
  - Contact Info
  - Residence
  - Taxable / Exemption
- Income
  - W-2
  - W-2G
  - Schedule C
  - Schedule E
  - 1099-MISC/NEC**
  - 4797
  - Schedule F
  - Credits
  - Review and File
- Restart

### 1099 - Miscellaneous/1099 NEC Income

Whose 1099 Miscellaneous/1099 NEC Income is this?  
 JOHN TAXPAYER  SUE TAXPAYER

Be sure to check the person's name for the 1099 MISC/1099 NEC being entered.

#### Payer's Information

Payer's Name: ABC COMPANY Payer's TIN: 34-1234567  
Street Address (Number & Street or PO Box): 200 PUBLIC SQ  
City: CLEVELND State/Province: OH Zip: 44113  
Country: UNITED STATES OF AMERICA

#### Income Information

Income Amount: 5000 Locality Name: CLEVELAND  
From Date: 01-01-2020 Thru Date: 12-31-2020

[Back](#) [+ Add Another Locality](#) [Save 1099-MISC/1099-NEC](#)

## 1099-MISC/1099-NEC Summary

**RITA FastFile**

2020 Local Tax Return

Personal Info

- Filing Status
- Your Name
- Your Spouse's Name
- Social Security Numbers
- Contact Info
- Residence
- Taxable / Exemption

Income

- W-2
- W-2G
- Schedule C
- Schedule E
- 1099-MISC/NEC

### 1099 Miscellaneous/1099-NEC Income Summary

SSN	Net Income	EIN		
XXX-XX-8777	\$5,000.00	341234567	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add 1099-MISC/1099-NEC](#)

[Back](#) [Next](#)

**Review 1099 Miscellaneous/1099-NEC Income Summary Page**  
From this page, you can edit, delete or add another 1099.  
Once complete, select NEXT.

## Income Type - 4797 Sale of Business Property

To enter information for form 4797, click on Add New 4797 Income.

**RITA FastFile**

2020 Local Tax Return

- Personal Info
  - Filing Status
  - Your Name
  - Your Spouse's Name
  - Social Security Numbers
  - Contact Info
  - Residence
  - Taxable / Exemption
- Income
  - W-2
  - W-2G
  - Schedule C
  - Schedule E
  - 1099-MISC/NEC
  - 4797
- Credits
- Review and File
- Restart

### Form 4797 – Sales of Business Property Summary

Tell us about the 4797 income you have earned during 2020.

Click on "Add 4797 Income" for each document. Enter the information from each document into the appropriate boxes.

**Form 4797 – Sales of Business Property Income**

No 4797 Income Reported

[Add 4797 Income](#)

[Back](#) [Next](#)

## Save 4797

Once all information is entered, select Save 4797

**RITA FastFile**

2020 Local Tax Return

- Personal Info
  - Filing Status
  - Your Name
  - Your Spouse's Name
  - Social Security Numbers
  - Contact Info
  - Residence
  - Taxable / Exemption
- Income
  - W-2
  - W-2G
  - Schedule C
  - Schedule E
  - 1099-MISC/NEC
  - 4797
  - Schedule F
- Credits
- Review and File
- Restart

### Form 4797 – Sales of Business Property Income

**Whose 4797 income is this?**

JOHN TAXPAYER  SUE TAXPAYER

Be sure to check the person's name for the 4797 being entered.

**Property Type**

Property Type

RENTAL PROPERTY

**Income Information**

Income or Loss: 30000

Locality Name: MINERVA PARK

From Date: 01-01-2020

Thru Date: 12-31-2020

[+ Add Another Locality](#)

If income not earned throughout year, please provide from and thru dates income (or) loss was earned.

[Back](#) [Save 4797](#)

## 4797 Summary

**RITA FastFile**

2020 Local Tax Return

Personal Info

- ✓ Filing Status
- ✓ Your Name
- ✓ Your Spouse's Name
- ✓ Social Security Numbers
- ✓ Contact Info
- ✓ Residence
- ✓ Taxable / Exemption

Income

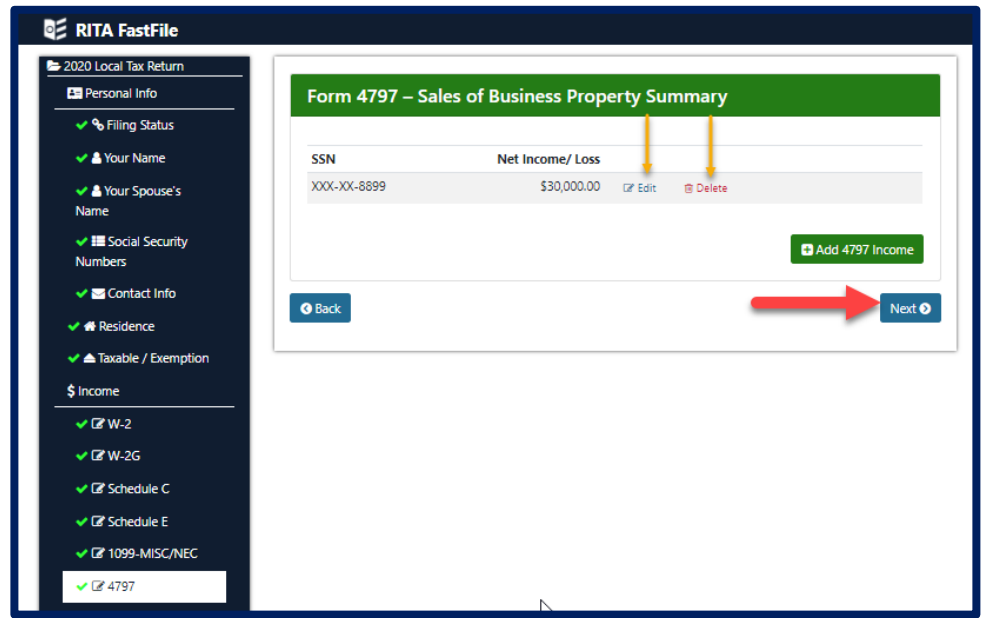
- ✓ W-2
- ✓ W-2G
- ✓ Schedule C
- ✓ Schedule E
- ✓ 1099-MISC/NEC
- ✓ 4797

### Form 4797 – Sales of Business Property Summary

SSN	Net Income/ Loss		
XXX-XX-8899	\$30,000.00	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add 4797 Income](#)

[Back](#) [Next](#)



## Income Type - Schedule F – Profit or Loss from Farming

To enter information for Schedule F, click on Add New Schedule F

**RITA FastFile**

2020 Local Tax Return

- Personal Info
  - Filing Status
  - Your Name
  - Your Spouse's Name
  - Social Security Numbers
  - Contact Info
  - Residence
  - Taxable / Exemption
- Income
  - W-2
  - W-2G
  - Schedule C
  - Schedule E
  - 1099-MISC/NEC
  - 4797
  - Schedule F**
- Credits
- Review and File
- Restart

### Schedule F - Profit or Loss From Farming Summary

Tell us about the Schedule F income you have earned during 2020.

Click on "Add Schedule F" for each document. Enter the information from each document into the appropriate boxes.

**Schedule F Income**  
No Schedule F Income Reported

[Add Schedule F](#)

[Back](#) [Next](#)

## Save Schedule F

Once all information is entered, select Save Schedule F

**RITA FastFile**

2020 Local Tax Return

- Personal Info
  - Filing Status
  - Your Name
  - Your Spouse's Name
  - Social Security Numbers
  - Contact Info
  - Residence
  - Taxable / Exemption
- Income
  - W-2
  - W-2G
  - Schedule C
  - Schedule E
  - 1099-MISC/NEC
  - 4797
  - Schedule F
- Credits
- Review and File
- Restart

### Schedule F - Profit or Loss From Farming

**Whose Schedule F is this?**  
 JOHN TAXPAYER  SUE TAXPAYER

**Business Information**

A. Principal product, crop or activity: CORN  
B. Enter code:   
C. Business name, No name leave blank: CORN FARM  
D. Enter EIN:   
Street Address (Number & Street or PO Box): 100 TEST STREET  
City: COLUMBUS State/Province: OH Zip: 43004  
Country: UNITED STATES OF AMERICA

**Farming Profit or Loss\***

Net Profit or Loss\*: -5000 Locality Name: COLUMBUS  
From Date: 01-01-2020 Thru Date: 12-31-2020

[Add Another Locality](#)

\*Net Profit (Loss) is found on Line 34 of Federal Schedule F.  
\*Use a minus sign to enter a loss (example: -200.00).  
Farming conducted outside of RITA

[Back](#) [Save Schedule F](#)

## Schedule F Summary

**RITA FastFile**

2020 Local Tax Return

- Personal Info
  - Filing Status
  - Your Name
  - Your Spouse's Name
  - Social Security Numbers
  - Contact Info
  - Residence
  - Taxable / Exemption
- Income
  - W-2
  - W-2G
  - Schedule C
  - Schedule E
  - 1099-MISC/NEC
  - 4797
  - Schedule F**
- Credits
- Review and File
- Restart

### Schedule F - Profit or Loss From Farming Summary

SSN	Net Income/Loss	EIN	
XXX-XX-8899	(\$5,000.00)		<a href="#">Edit</a> <a href="#">Delete</a>

[Add Schedule F](#)

[Back](#) [Next](#)

## Income Summary

Once income information is entered it will be displayed in the Income Summary section.

The information that was entered can be edited and additional income can be added by selecting Edit/Add next to the income category.

**RITA FastFile**

2020 Local Tax Return

- Personal Info
  - Filing Status
  - Your Name
  - Your Spouse's Name
  - Social Security Numbers
  - Contact Info
  - Residence
  - Taxable / Exemption
- Income
  - W-2
  - W-2G
  - Schedule C
  - Schedule E
  - 1099-MISC/NEC
  - 4797
  - Schedule F
  - Income**
- Credits
- Review and File
- Restart

### Income Summary

Wage Income Form W-2	\$73,613.00	<a href="#">Edit/Add</a>
Gambling Winning Income Form W-2G	\$5,000.00	<a href="#">Edit/Add</a>
Schedule C - Business Income Profit or Loss From Business	\$20,000.00	<a href="#">Edit/Add</a>
Schedule E - Supplemental Income or Loss Rental, Partnership, S Corporation, or Trust Income	(\$3,000.00)	<a href="#">Edit/Add</a>
1099 - Miscellaneous/1099 - NEC Income 1099-MISC/1099-NEC	\$5,000.00	<a href="#">Edit/Add</a>
4797 - Sales of Business Property Income Ordinary Gains and Losses	\$30,000.00	<a href="#">Edit/Add</a>
Schedule F - Farm Income Profit or Loss From Farming	(\$5,000.00)	<a href="#">Edit/Add</a>

[Back](#) [Continue](#)

## Step 5 – Credit Information

### Credit Information

Enter the total amount of estimated tax payments that the tax payer made.

Enter any Credit carried forward

Note: estimated tax payments paid and credit carryforward information is available through RITAX.

**RITA FastFile**

2020 Local Tax Return

Personal Info

- ✓ Filing Status
- ✓ Your Name
- ✓ Your Spouse's Name
- ✓ Social Security Numbers
- ✓ Contact Info
- ✓ Residence
- ✓ Taxable / Exemption
- ✓ Income
- ✓ W-2
- ✓ W-2G
- ✓ Schedule C
- ✓ Schedule E
- ✓ 1099-MISC/NEC
- ✓ 4797
- ✓ Schedule F

Credits

Review and File

### Report Estimated Payments and/or Credits

2020 Estimated Tax Payments made to RITA:

Credit carried from 2019:

**Both fields are required. If none, enter "0"**

**Warning!** Since your return will be calculated using the information you have entered, it is very important that this information be as accurate as possible.

If you keep good records, go ahead and enter any estimated payments made to RITA for this tax year. Enter any prior year overpayment that was carried forward as a credit against this year's taxes.

If you are unsure you have

- Estimated Payments made to RITA for this tax year (Or)
- Overpayments credited from last year's tax return

Please call 800.860.7482. Follow the self-service options. Retrieve any estimated or overpayment information, before completing your return.

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## Step 6 – Review and File

### Review and File

#### Calculation Summary

The top section will provide a Calculation summary from the information that has been entered. Review this information.

For prior tax year(s), estimates will not be available.

**RITA FastFile**

2020 Local Tax Return

Personal Info

Filing Status

Your Name

Schedule C

Schedule E

1099-MISC/NEC

4797

### Calculation Review

Tax Due to RITA after Withholding:	\$732.87
Estimated Tax Payments made to RITA for 2020:	\$500.00
Credit Carried Forward from 2019:	\$0.00
Total Credits:	\$500.00
Balance Due for 2020:	\$232.87

The calculation has produced a Tax Due of \$732.87 for your 2020 taxes. Your estimated payments and credits for tax year 2020 are \$500.00. In addition, based on your 2020 return, RITA has calculated an estimate of \$600.00 for 2021, of which 25% of the Total Estimate is due now. The 2021 estimate is calculated based on your 2020 taxable income. If you would like to change your 2021 estimate, enter the new amount in the Estimate for 2021 box below.

### Estimate

Estimate for 2021:	400.00
2021 Estimated Tax Due: (25% of the Total Estimate)	\$100.00
<b>Warning!</b> Estimated Tax Requirements ⓘ	
2020 Overpayment(Credit Carry Forward to 2021)	\$0.00
Total due:	\$332.87

**Remember:** The return you are submitting will be compared to the information that RITA receives from the IRS. It is very important to be as accurate as possible. If it is necessary to increase the amount of income (and tax) that should be reported, you may be subject to additional penalty and interest. RITA will issue a bill for any balance due.

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**Top Section Provides a calculation summary from the information that has been entered. The taxpayer needs to review this information.**


**Bottom Section For Current Year Tax Filings, the bottom section will provide estimate information. The system calculates the taxpayers estimates.**

**The estimate amount can be changed or kept as calculated based on the specific tax payer's circumstance.**

## Filing Review

Review the information that has been entered. Updates to the information can be made from this screen by selecting "Update". If all information is accurate, select "Next".

"Total Due Now" does not reflect any penalties and interest, if applicable. These amounts will be calculated and billed separately to the tax payer.

 RITA FastFile

2020 Local Tax Return

- Personal Info
- ✓ Filing Status
- ✓ Your Name
- ✓ Your Spouse's Name
- ✓ Social Security Numbers
- ✓ Contact Info
- ✓ Residence
- ▲ Taxable / Exemption
- Income
- ✓ W-2
- ✓ W-2G
- ✓ Schedule C
- ✓ Schedule E
- ✓ 1099-MISC/NEC
- ✓ 4797
- ✓ Schedule F
- ✓ Credits
- Review and File
- Restart

### Filing Review

Please review for accuracy. If you need to change information, please click on the UPDATE link located in each section below.

UPDATE

#### Taxpayer Information

Married  
 JOHN TAXPAYER  
 SUE TAXPAYER  
 10107 BRECKSVILLE RD  
 BRECKSVILLE OH 44141  
 UNITED STATES OF AMERICA  
 DTHOMPSON@RITAOHIO.COM

UPDATE

#### Residences

BRECKSVILLE, effective 1/1/2020  
 BROOKLYN, effective 7/15/2020

W-2 Wage Income	Taxable Income	Workplace Withholding	Residential Withholding
Employer: FORD MOTOR COMPANY	\$78,613.00	\$1,473.00	\$500.00

W-2G Gambling Income	Taxable Income	Withholding
Payer: JACKS CSINO	\$5,000.00	\$125.00

Schedule C	Net Income/Loss
EIN: 348789789	\$20,000.00

Schedule E	Net Income/Loss	Type
EIN: 341122998	(\$5,000.00)	RENTAL
EIN: 341122998	\$2,000.00	PARTNERSHIP

1099	Net Income
EIN: 341234567	\$5,000.00

4797	Net Income/Loss
	\$30,000.00

Schedule F	Net Income/Loss
EIN: 341122998	(\$5,000.00)

#### Exemption

None reported

Tax Calculation Summary	
Total Wage/Gambling Income Entered:	\$78,613.00
Total Non W-2 Income Entered:	\$47,000.00
Credit for Tax Credit:	\$2,659.51
Tax Due After Credit for Tax Credit:	\$732.87
Estimated Tax Payments for Tax Year 2020:	\$500.00 <span style="float: right;">UPDATE</span>
Prior Year Credit Carried Forward From 2019:	\$0.00 <span style="float: right;">UPDATE</span>
Total Estimated Payment / Credit:	\$500.00
Balance Due for 2020:	\$232.87
Estimate for 2021:	\$400.00 <span style="float: right;">UPDATE</span>
25% of 2021 Estimate:	\$100.00
Total Due Now:	\$332.87

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Next →

## Balance Summary - Payment options

Payment options available will be listed.

If the municipality is not taking a payment at the time of submission, the "Bill me later" option should be chosen. A billing statement will be sent to the tax payer once the return is processed.

Balance Summary	
Balance Due for 2020	\$232.87
Total Estimate for 2021	\$400.00
2020 Overpayment (Credit Carry Forward to 2021)	\$0.00
Total Estimate Balance for 2021	\$400.00
Current Estimate Due	\$100.00

**What amount would you like to pay now?**

- \$632.87 - 2020 balance due and total estimate balance for 2021
- \$332.87 - 2020 balance due and current estimate due (25% of total estimate)
- \$232.87 - 2020 balance due only
- Bill me later
- Pay other amount

(AMOUNT)

You are required to pay your 2020 municipal income tax balance due and at least 25% of your 2021 municipal income tax estimate. You may be subject to penalty and interest. The balance due and estimate amounts are calculated from information you entered. If your tax balance due and/or estimate is changed after verification, you may be subject to penalty and interest charges for failure to file and/or pay on time.

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## Payment Options Credit Card or Direct Transfer

Note: There is a 2.75% service fee for all debit/credit cards.

**Payment Options**

Payment Amount: \$332.87

To avoid penalty and interest charges, payment must be made no later than the Filing Due Date.

**Credit Cards Accepted (Service Charge Applies): MasterCard, VISA, Discover**

Please note that a 2.75% Service Charge will be added to payments made by credit card. Select

If you pay by credit card, the total amount will be charged to the account immediately on submission of the return.

\*\*\*If your credit card payment attempt is unsuccessful, please DO NOT make multiple payment attempts with the same credit card. Doing so may subject your credit card account to an automatic hold by your credit card provider.

**Direct Transfer From Your Checking or Savings Account**

A fee will be charged to your account for a dishonored check or electronic debit from lack of funds. Select

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# Credit Card Payment Example

**RITA FastFile**

2020 Local Tax Return

- Personal Info
  - Filing Status
  - Your Name
  - Your Spouse's Name
  - Social Security Numbers
  - Contact Info
  - Residence
- Taxable / Exemption
- Income
  - W-2
  - W-2G
  - Schedule C
  - Schedule E
  - 1099-MISC/NEC
  - 4797
  - Schedule F
- Credits
- Review and File
- Restart

### Credit Card Payment

Amount Due	Service Charge	Total Payment Amount
\$332.87	\$9.15	\$342.02

*(Includes Service Charge)*

Credit Card Number: 4445999922225    CCV #: 456    Expiration Date: 11 / 2021  
MasterCard, Visa, Discover Only

Use account name and address

Cardholder Name: JOHN TAXPAYER

Street Address (number & street or PO Box): 10107 BRECKSVILLE RD

City: BRECKSVILLE    State: OH    Zip: 44141

### Confirmation

Email Address: DTHOMPSON@RITAOHIO.COM    Contact Phone Number:  International (440) 999-9999

I declare that the information provided is accurate and complete to the best of my knowledge.

I acknowledge that a 2.75% service charge will be added to my payment amount.

Clicking on the Complete Filing button submits your form and completes filing your Individual tax return.

**Warning!** If you do not check the boxes and click Complete, your return and your payment will not be accepted or processed. All of the information you entered will be lost.

Both boxes must be checked before selecting "Complete Filing"

## Direct Transfer from Checking or Savings Account Example

**RITA FastFile**

2020 Local Tax Return

**Personal Info**

- ✓ Filing Status
- ✓ Your Name
- ✓ Your Spouse's Name
- ✓ Social Security Numbers
- ✓ Contact Info
- ✓ Residence
- ▲ Taxable / Exemption

**Income**

- ✓ W-2
- ✓ W-2G
- ✓ Schedule C
- ✓ Schedule E
- ✓ 1099-MISC/NEC
- ✓ 4797
- ✓ Schedule F
- ✓ Credits

Review and File

Restart

### Direct Transfer From Your Checking or Savings Account

Type of Account:  
 Checking  Savings

Where are these numbers on my personal check? [Show Image](#)

Routing Number:  Account Number:

Account Number Confirmation:

Do you want to defer your payment to a later date?  
If you are due a refund, electing to defer your payment will also delay your refund.

### Confirmation

Email Address:  Contact Phone Number:  International

I declare that the information provided is accurate and complete to the best of my knowledge.

Clicking on the Complete Filing button submits your form and completes filing your individual tax return.

**Warning!** If you do not check the box and click Complete Filing, your return and your payment will not be accepted or processed. All of the information you entered will be lost.

**Payment Amount: \$332.87.**

[Back](#) [Complete Filing](#)

## Tax File Complete

Once the filing is complete, a page will display notifying that the FastFile was successful. A confirmation email will be sent to the email address that was provided.

It is recommended to print the confirmation page for the tax payer.

The member DOES NOT mail the return or any other supporting documentation to RITA.

RITA FastFile

Tax Filing Complete

You have successfully FastFiled your RITA Individual Form 37 for tax year 2019. You will receive an email confirmation sent to the email address you provided. We recommend that you also print this Confirmation Page, by clicking "Print" below.

NOTE: RITA may request additional information in order to verify your municipal tax return.

Taxpayer Information			
Submission Date:	12/19/2019		
Married			
JOHN TAXPAYER			
SUE TAXPAYER			
10107 BRECKSVILLE ROAD			
BRECKSVILLE OH 44141			
UNITED STATES OF AMERICA			
DTHOMPSON@RITA.OHIO.COM			

Declaration of Estimated Tax	
Estimate for 2020:	\$500.00
100% of 2020 Estimate:	\$500.00

Tax Calculation Summary	
Total Wage/Gambling Income Entered:	\$78,613.00
Total Non W-2 Income Entered:	\$47,000.00
Credit for Tax Credit:	\$2,450.17
Tax Due After Credit for Tax Credit:	\$892.77
Estimated Tax Payments for Tax Year 2019:	\$500.00
Prior Year Credit Carried Forward From 2018:	\$0.00
Total Estimated Payment / Credit:	\$500.00
Balance Due for 2019:	\$392.77
Total Due Now:	\$892.77
Payment Amount:	\$892.77

Payment Summary	
Payment Method:	ACH
Payment Amount:	\$892.77
Confirmation Number:	6CA0822020
Confirming Name:	JOHN TAXPAYER
Confirming Email:	DTHOMPSON@RITA.OHIO.COM

W-2 Wage Income			
Employer	Taxable Income	Workplace Withholding	Residential Withholding
FORD MOTOR COMPANY	\$73,613.00	\$1,472.00	\$0.00

W-2G Gambling Income		
Payer	Taxable Income	Withholding
JACK CASINO	\$5,000.00	\$125.00

Schedule C	
EIN	Net Income/Loss
348789789	\$20,000.00

Schedule E		
EIN	Net Income/Loss	Type
	(\$5,000.00)	RENTAL
341122998	\$2,000.00	PARTNERSHIP

1099	
EIN	Net Income
341234567	\$5,000.00

4797	
Net Income/Loss	
\$30,000.00	

Schedule F	
EIN	Net Income/Loss
	(\$5,000.00)

You may print out a copy of this page for your records. You must have a PDF reader installed to view your tax summary.

Print
View Tax Summary
File Another Return
EXIT

## Confirmation Email

noreply@mail.ritaohio.com

RITA - Tax Return successfully submitted

Thank you for using RITA's FastFile at [ritaohio.com](http://ritaohio.com).

Your 2020 tax return has been successfully submitted.

Submission Date: 1/13/2021.

Your Confirmation Number is 7EC8F28899.

Your ACH payment will be submitted to your bank in the amount of \$332.87.

Sincerely,

Regional Income Tax Agency