



TO: All Contractors
FROM: Anthony L. Ianiro
Director of Finance
SUBJECT: Municipal Income Tax Withholdings

As part of the permit application process, you are asked to provide the requested information below. Section 111.0501(b) of the Codified Ordinances of the City of Highland Heights states in part that a tax of two percent (2.0%) shall be imposed on “all salaries, wages, commissions, and other compensation earned...” by nonresidents of the Municipality for work done or service performed or rendered within the Municipality of Highland Heights.

All payments are to be remitted to the Regional Income Tax Authority (R.I.T.A.), 10107 Brecksville Road, Brecksville, Ohio 44141 on Form 11. This form is available either from R.I.T.A. or from the City of Highland Heights Finance Department. Form 11 is also available at www.ritaohio.com.

Thank you in advance for your cooperation in this matter.

(Please print Company Name)

acknowledges the tax liability of 2.0 percent to the City of Highland Heights for work performed in the City and will withhold from employees any tax due. If no employee(s) will be working, a list of sub-contractors is attached.

Name (Please Print)

Signature

Title

Address

City, State, Zip Code

Federal I.D. or Social Security Number

Date

Phone Number