

**REGIONAL INCOME TAX AGENCY MUNICIPAL TAXPAYER ASSISTANCE EVENT
FREE MUNICIPAL INCOME TAX RETURN PREPARATION**

The Regional Income Tax Agency (RITA) invites all taxpayers who are required to file a municipal income tax return for any RITA municipality to attend a free Taxpayer Assistance Event. Agents will be on-site to answer questions and assist with RITA municipal income tax return preparation. To receive assistance please bring with you all necessary tax documentation, including the following:

- Social Security Numbers for yourself and your spouse
- W2s from all employers and Form 1099s
- Federal Schedules C, E, & F, Federal forms K-1, 2106, 3903, & 1040 (if applicable)
- Addresses and dates for each location in which you resided during 2016

RITA agents will work with taxpayers on a first come, first served basis. Depending on the size of the turnout, wait times may occur; please plan for such a possibility. The upcoming session in your area will be held at:

**The City of Willoughby Hills
35405 Chardon Road
Willoughby Hills, Ohio 44094
March 30, 2017
1:00 PM to 7:00 PM**