



Mayor Mike Zita

# CITY OF NORTON

4060 Columbia Woods Drive  
Norton, Ohio 44203

Offices: 330-825-7815      Fax: 330-825-3104  
Website: [www.cityofnorton.org](http://www.cityofnorton.org)

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Contractors/Subcontractors,

We welcome you to the City of Norton and appreciate your business. The City contracts with the Regional Income Tax Agency (RITA) to administer the municipal income tax function. Attached is the RITA Form 48. Please complete the form and return it to the zoning department. Additionally, we have provided a flow chart explaining ORC section 718.011, or the occasional entrant rule. Please let us know if you have any questions. Thank you.

Sincerely,

Pamela Keener, Finance Director

**FORM  
43****Regional Income Tax Agency  
Business Registration Form****800.860.7482  
TDD 440.526.5332  
ritaohio.com**

Municipality \_\_\_\_\_



Access ritaohio.com to register electronically using MyAccount. Login to MyAccount to Add a Municipality or Add Subcontractor. These features allow you to report a new location or new subcontractor project electronically.

**Business Type**

<input type="checkbox"/> Corporation	<input type="checkbox"/> Non-Profit
<input type="checkbox"/> S-Corp	<input type="checkbox"/> Estate & Trust
<input type="checkbox"/> LLC	<input type="checkbox"/> Sole Proprietor / LLC
<input type="checkbox"/> Partnership	

**Reason for Registration**

<input type="checkbox"/>	Courtesy withholding for an employee's resident municipality
<input type="checkbox"/>	Doing business within the municipality this year (temporary)
	Approx. # of days _____
<input type="checkbox"/>	Business with a fixed location Date business began at this location _____

**Company Information (List physical address of work performed within this municipality)**

Name: \_\_\_\_\_

Federal ID #: \_\_\_\_\_

Address: \_\_\_\_\_

SSN : \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

(required if sole proprietor)

Mailing Address (for withholding tax forms / if different from above)

Mailing Address (for net profit tax forms / if different from above)

**\*Please note that your Federal Identification Number will serve as your RITA account number.**

Filing Status:

 Calendar year       Fiscal year / month ending \_\_\_\_\_Do you have any employees?  Yes  No

Number of employees at RITA location \_\_\_\_\_

My withholding is filed under a 3rd party account (PEO or common paymaster)

 Yes       No

If yes, list Federal ID # \_\_\_\_\_

Monthly gross payroll at RITA location \$ \_\_\_\_\_

 Yes       No

I am a small employer (under \$500,000 in gross revenue during previous year)

 Yes       No**Contractors**I am a contractor  Yes  NoWill you be using sub-contractors?  Yes  No

If yes, complete page 2.

Total contract amount of the project \$ \_\_\_\_\_

The Information Herby Submitted is True and Correct.

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_

/ /

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please complete and sign this Registration Form and return within 10 business days. Please be advised that failure to timely register with RITA may result in delays in the processing of any required income tax filings or may result in future penalty and interest charges, if applicable. If you have any questions please contact the Registration Department at the number below.

**Mail to: RITA  
ATTN: BUSINESS REGISTRATION  
P.O. BOX 477900  
BROADVIEW HEIGHTS, OH 44147-7900**[ritaohio.com](http://ritaohio.com)**Call: 800.860.7482, ext. 5008  
TDD: 440.526.5332  
Fax: 440.922.3536**

<b>Sub-contractor Name / Address</b>	<input type="text"/>	<b>\$</b> <input type="text"/>
	<input type="text"/>	Contract Amount
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	Estimated Start Date
	<input type="text"/>	<input type="text"/>
<b>Sub-contractor Name / Address</b>	<input type="text"/>	<b>\$</b> <input type="text"/>
	<input type="text"/>	Contract Amount
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	Estimated Start Date
	<input type="text"/>	<input type="text"/>
<b>Sub-contractor Name / Address</b>	<input type="text"/>	<b>\$</b> <input type="text"/>
	<input type="text"/>	Contract Amount
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	Estimated Start Date
	<input type="text"/>	<input type="text"/>
<b>Sub-contractor Name / Address</b>	<input type="text"/>	<b>\$</b> <input type="text"/>
	<input type="text"/>	Contract Amount
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	Estimated Start Date
	<input type="text"/>	<input type="text"/>
<b>Sub-contractor Name / Address</b>	<input type="text"/>	<b>\$</b> <input type="text"/>
	<input type="text"/>	Contract Amount
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	Estimated Start Date
	<input type="text"/>	<input type="text"/>
<b>Sub-contractor Name / Address</b>	<input type="text"/>	<b>\$</b> <input type="text"/>
	<input type="text"/>	Contract Amount
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	Estimated Start Date
	<input type="text"/>	<input type="text"/>
<p>*If more space is needed, you may attach a separate schedule that includes <b>ALL</b> of the required information listed above.</p>		