

RITA'S DOCUMENT UPLOAD OVERVIEW

Good News: RITA has changed the way taxpayers can send requested documents!

Ohio taxpayers can finally put away those dusty old fax machines and stop searching for stamps because RITA now accepts documents online via its secure Document Upload tool.

Previously, when a taxpayer received a notice from RITA requesting documents they were required to fax or mail those documents. Now, when a taxpayer receives a request from RITA for specific documents, they can securely upload those documents using RITA's easy-to-use Document Upload tool.

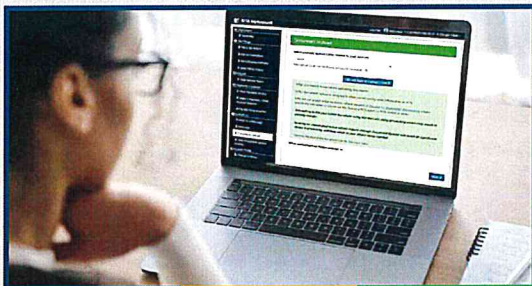
This tool makes it easier for taxpayers to do business with us electronically, reduces paper for efficiency and is one way we are working to meet the needs and expectations of our taxpayers, all while keeping security top of mind.

When to Use Document Upload

- When a taxpayer receives a request from RITA to provide documents.

When NOT to Use Document Upload

- Document Upload is **NOT** a new way to file a tax return.
- Returns may be filed electronically through [MyAccount](#) or [FastFile](#).



 **RITA**
REGIONAL INCOME TAX AGENCY

ritaohio.com

How Document Upload Works Requesting Documents from Taxpayers

- RITA sends a letter to a taxpayer requesting information or documents, or
- During a customer service call, a RITA Agent requests documents from a taxpayer.

Upload Code

- When requesting documents from taxpayers RITA will provide an Upload Code either on a letter, or a RITA Agent will generate an Upload Code during a customer service call.

Who Can Use Document Upload

- Any taxpayer who has an account in [MyAccount](#) or who has an Upload Code from RITA—individuals, net profit filers, employers.
- A tax preparer or other representative of an individual, net profit filer or employer who has an Upload Code.

Two Ways a User Can Upload Documents:

- Via RITA's **MyAccount**
 - Users with an online account will log in to **MyAccount** on ritaohio.com and go to the Document Upload link.
 - **MyAccount** users can upload documents to RITA with or without an Upload Code and can view a history of their uploaded documents.
- Via Document Upload at ritaohio.com (no log in required)
 - Users without a **MyAccount**, or tax professionals on behalf of their clients, will use RITA's standalone Document Upload tool at ritaohio.com. To use this option, users must have a valid Upload Code that was issued by RITA either in a letter, or a by a RITA agent.
- No matter which way documents are uploaded, users will receive immediate confirmation that their documents have been received by RITA.

Quick Tips on Document Upload

- Document Upload accepts the following file types: BMP, JPG, PNG, JPEG or PDF.
- Upload Codes are unique to the taxpayer and the letter, or Agent interaction, that generated the Upload Code.
- Upload Codes expire 60 days after their first use, or 365 days after issue, whichever occurs first.

How-To Steps for Uploading Requested Documents

Via MyAccount Upload:

- Log in to **MyAccount** at ritaohio.com
- Click the "Document Upload" link
- From the dropdown box, select the Upload Code given to you by RITA, or upload without an Upload Code by selecting "I do not have one/I am not sure"
- Upload your requested documents.

Via "Guest" Upload:

- Visit Document Upload or <https://eservices.ritaohio.com/webtax/fastdocumentupload/home>
- Enter the Upload Code given to you by RITA (either via a letter or from a RITA Customer Service Agent) and other identifying and contact information.
- Upload your requested documents.

RITA's Document Upload makes it fast and easy for Ohio taxpayers to send their documents. They can be confident their documents are reaching RITA promptly and securely.

If you have any questions or need additional information please contact RITA at (800) 860-7482 or send a secure message in **MyAccount** at ritaohio.com.