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Dear Waynesville Residents:

The Village of Waynesville has enacted a 1.0% (.01) municipal income tax on all income earned by individuals residing or working in the Village of Waynesville and on businesses within the Village. The tax is effective July 1, 2010, and 100% tax credit is allowed for taxes paid to other municipalities.

Earned income includes items such as wages, salaries, tips, bonuses, rental income, net profits from a business or profession, and distributions from partnerships. Examples of items that would be exempt from the income tax are interest, dividends, annuities, receipts from Social Security, pensions, military pay, unemployment compensation, alimony, and child support.

The Village of Waynesville has contracted with the Regional Income Tax Agency (R.I.T.A.) to collect and administer the municipal income tax. R.I.T.A. has been administering municipal income tax collection services since 1971 and currently services over 173 municipalities throughout the State of Ohio.

Enclosed are a 2010 Declaration of Estimated Income Tax form and a 2010 Declaration of Exemption from Municipal Income Tax form. Each individual who resides or works in Waynesville, as well as each business entity that conducts business in Waynesville, must fill out and return one of these two forms:

- A Declaration of Estimated Income Tax is an estimate for tax year 2010. If you or your business expects to earn income that is taxable, please complete this form and return it to the address indicated below by October 31, 2010. This form will determine the proper estimated tax due to the Village of Waynesville. Quarterly payments are due April 30, June 30, September 30, and December 31.
- A Declaration of Exemption for tax year 2010. If you or your business is exempt from filing a 2010 tax return based on one of the reasons listed on the form, please complete this form and return it to the address indicated below by October 31, 2010.

If you are an employer, effective July 1, 2010 you are required to withhold Waynesville Village tax at a rate of 1.0 % (.01) from all wages paid to employees working in the Waynesville. The 2010 tax withholding forms will be mailed to you in the near future.

All forms and payments should be remitted to the following address:

R.I.T.A.  
P.O. Box 477900  
Broadview Heights, Ohio 44147-7900

Please include your Social Security Number or Federal Employer's Identification Number on all checks, money orders and correspondence. Blank forms are available on the RITA website at [www.ritaohio.com](http://www.ritaohio.com).

If you have any questions regarding your Village income tax or R.I.T.A., please contact R.I.T.A. at 1-800-860-7482.