R I T A
REGIONAL INCOME TAX AGENCY
Founded in 1971

10107 Brecksville Road Brecksville, Ohio 44141-3275
TDD (440) 526-5332 1-800-860-RITA (440) 526-0900
Fax: (440) 526-8013

NZPTDTDNR 10

November 14, 2007

**********5-DIGIT 44060
9484
MENTOR AREA CHAMBER OF COMMERC
6972 SPINACH DR
MENTOR OH 44060-4958

Dear Mentor Residents and Businesses:

Effective January 1, 2008, the Regional Income Tax Agency (R.I.T.A.) will begin collecting municipal income tax for the City of Mentor. R.I.T.A. is a non-profit governmental agency established in 1971 under chapter 167 of the Ohio Revised Code and is the largest municipal income tax collection agency in the State of Ohio, serving 139 municipalities in 43 counties. The City of Mentor has chosen R.I.T.A. to maximize the City's tax collection efforts. R.I.T.A. will be responsible for the administration and collection of all income taxes and will serve as an Agent of the City of Mentor in this capacity.

After January 1, 2008, all City of Mentor tax payments and tax forms for current or prior tax years are to be sent to R.I.T.A. with one exception. If you receive a fourth quarter 2007 estimated tax bill from the Central Collection Agency (CCA), you may remit the payment using the return envelope provided with the bill. Otherwise, all tax filings and payments can be completed online at **www.ritaohio.com** or by mail to R.I.T.A. We encourage you to utilize R.I.T.A.'s electronic filing and payment system which will be available after **January 20, 2008** for all Mentor taxpayers. This free service is fast, simple, and secure.

For those wishing to utilize mail, the remittance address for our secured lockbox center is:

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

Checks or money orders should be payable to the Regional Income Tax Agency or R.I.T.A. Please include your Social Security Number or Federal Identification Number on all payments and correspondence.

City of Mentor residents will receive a 2007 individual tax return by the end of January 2008.

Business accounts will receive 2007 Net Profit and 2008 Withholding forms in the near future. If you have an existing account with R.I.T.A. and are already remitting withholding taxes for another R.I.T.A. municipality, simply add the Mentor withholding tax payment to the R.I.T.A. Form 11.

For individual and business tax forms, plus e-registration, e-file and e-payment service, visit the R.I.T.A. website at **www.ritaohio.com.**

Commencing January 22, 2008 R.I.T.A. will open a local office for walk-in assistance. The location and hours of operation are:

Mentor City Hall, 8500 Civic Center Blvd
Tuesdays & Thursdays, 8am-Noon and 1pm-5pm

If you have any questions regarding your City of Mentor income tax, please contact R.I.T.A.'s customer service representatives at (800) 860-7482 (toll free) or Brecksville facility (440) 526-0900.

Sincerely,

Gary Chips, Chief of Tax Operations
Regional Income Tax Agency

David Malinowski, Finance Director
City of Mentor