Instructions for REQUEST FOR CERTIFICATION OF RITA 10A FORM for 2021

- Complete this request form in it's entirety. NOTE: A signature from BOTH the employee and supervisor is required.
- Obtain and complete a copy of RITA's Form 10A for 2021 from their website at:

https://www.ritaohio.com/Media/701878/Form10A%202021v2.pdf

• Send BOTH this form and the completed RITA 10A for 2021 to the Office of Payroll:

EMAIL: cjstreiner@ysu.edu (Do NOT include your Social Security number on documents emailed to us)

POSTAL MAIL: Youngstown State University, ATTN: Payroll, One University Plaza, Youngstown OH 44555-0001 **FAX:** 330-941-1667

DROP OFF: Jones Hall, 2nd Floor, Payroll Window

(NOTE: Drop offs will <u>NOT</u> be completed immediately and will be processed in the order in which it was received.)

- Documents will be mailed to the employee's mailing address on file in Banner upon completion.
- Employee is responsible for mailing 10A and required documents to RITA. Refer to instructions on Form 10A.
- Incomplete Form 10A or this request form will be returned to employee unsigned for correction & resubmission
- YSU and it's employees will not be responsible for lost, misdirected, untimely filed, or inaccurately completed Form 10A
- Handwritten signatures are preferred; digital signatures will only be accepted if accompanied by a 'digital signature certificate'
- Payroll reserves the right to contact either the employee or supervisor to confirm any information including signatures

REMINDER:

Anyone working remote must have an approved Remote Work Request Form on file with the Office of Human Resources. Information on Remote Work can be found in Administrative Procedure 2021-1 Remote Work:

https://ysu.edu/human-resources/hr-administrative-procedures

QUESTIONS:

- On this request form, contact Payroll at cjstreiner@ysu.edu or extension 2355.
- On Administrative Procedure 2021-1 Remote work, contact HR at hr@ysu.edu or extension 1508.
- On completing RITA Form 10A, contact RITA (Regional Income Tax Agency) or consult a licensed tax advisor or tax preparer.

Request for CERTIFICATION OF RITA 10A FORM for 2021

PART 1: LOG OF DAYS WORKED OFF CAMPUS (Should match EXACTLY to bottom of Page 3 of RITA Form 10A)

DATE(S)	WORK LOCATION	REASON	DAYS WORKED OFF CAMPUS
		NE/JOON	
		Total Days Worked Off Campus:	

PART 2: EMPLOYEE'S VERIFICATION & SIGNATURE

By signing below, I am confirming, to the best of my knowledge, the above information is true, accurate, and correct. In addition, I consent to be contacted by Payroll to confirm any information contained within this document. Further, I acknowledge, that neither YSU nor it's employees guarantee a refund of any taxes and only RITA has final determination of any potential refund.

EMPLOYEE PRINTED NAME	EMPLOYEE SIGNATURE (Typed signature will not be accepted)	EMPLOYEE DATE
	X	

PART 3: SUPERVISOR'S VERIFICATION & SIGNATURE

By signing below, I acknowledge I have reviewed and agree with any and all the information listed above. In addition, I consent to be contacted by Payroll to confirm any information contained within this document. Further, I acknowledge that I am in fact the direct supervisor of the above named individual.

SUPERVISOR SIGNATURE (Typed signature will not be accepted)	SUF
x	

SUPERVISOR DATE

Youngstown State University Payroll employees while in their official role at YSU, are not allowed to act as tax consultants, provide tax advice, or provide assistance in completing tax forms. Individuals should consult with a professional tax advisor or preparer for assistance with individual tax questions.