

REQUEST FOR CERTIFICATION OF RITA 10A FORM for 2021

- Complete this request form in its 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 NOT 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 its 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.

