



City of Brecksville

Office of Income Tax Administrator

February 3, 2023

Dear Brecksville Resident:

In 2020, the COVID-19 pandemic shifted the location of work for many residents and local employees. For those who have changed their physical work location, the State of Ohio has changed the way you must pay your municipal income taxes.

Working from home? Here's what you need to know.

Prior to the pandemic, State law required employers to withhold city income taxes for the place where the work was performed. This means if someone worked in Cleveland for example and lived in Brecksville, their employer withheld Cleveland income taxes. When many employees began working from home during the pandemic, the Ohio General Assembly *temporarily* allowed employers to continue to withhold to the city the work was performed in prior to the pandemic. This was known as the *primary place of employment*. This temporary accommodation for employers ended December 31, 2021. For 2022 and future years, per Ohio Revised Code, employers are required to withhold city income tax based on where the work is performed. For many, this is now their home city, or may be a hybrid of their home city and the city in which their employer's office is located.

In Ohio, each city is funded primarily through income taxes paid by those who work and/or live in our community. Our ability to provide paved streets, upgraded infrastructure, emergency services, and more rests on the income we receive from those who primarily consume the public services we provide. Ensuring your employer is submitting your taxes withheld to the proper entity makes all the difference in our ability to operate efficiently. We are asking that you do what you can to see that your tax dollars are paid accurately and utilized properly in Brecksville. Here is what should be done:

1) Did you perform some (or all) work from home for your employer in 2022?

No No need to read any further.
Yes Please continue.

2) Did your employer withhold income tax for your place of work? I.E., for the days/time you worked from your home in Brecksville, did your employer withhold income tax for Brecksville? The W-2 form you receive from your employer will indicate what cities you had income tax withheld for.

No, my employer did not withhold income tax for Brecksville. Please continue.
Yes, my employer withheld Brecksville income tax. No need to read any further.

3) Brecksville residents are required to file an annual tax return with the Regional Income Tax Agency [RITA], accessible at www.ritaohio.com. Even if your with withholdings are for another City, you will file a return through RITA because you are a Brecksville resident. If your employer did not withhold income tax for the time you worked from your home in Brecksville, here is what we are asking you to do:

- Ask the payroll department of your employer to begin withholding based upon your place of work, i.e., your residence, for 2023 and going forward. Again, Ohio Revised Code requires this.
- We encourage you to file for a refund of your 2022 income taxes that were withheld incorrectly for the time you worked from your home in Brecksville. You should do this as soon as possible because we request that with your 2022 Brecksville income tax return you pay the full amount owed to Brecksville, for the time you worked from home. You should also inform RITA as you file your 2022 return that you have filed for a refund from another City. Please name the City so that RITA may track these refund requests.

What if I need clarification to talk to my employer or have questions about my specific work arrangements?

We are always ready to help. You may email the City's Income Tax Administrator, **Bill Logan** at citytaxadmin@brecksville.oh.us

You may also visit the City's website, www.brecksville.oh.us, City Taxes, for more information.

You may call RITA, at **800-860-7482**.