



# City of Bellevue

165 Bellevue Way, Bellevue OH 44811

## MANAGING YOUR CONTRACTOR/CONSTRUCTION PROJECTS

Managing contractor/project compliance in the expanding construction market presents unique challenges to Ohio communities. RITA has a dedicated Business Compliance Department to assist you in timely identifying the construction projects that will increase municipal income tax revenue with accurate compliance.

### KEYS TO SUCCESS

1. **Awareness (yours and contractors/businesses)**
2. **Actions**
3. **Communication**
4. **Resources**

### AWARENESS - CONTRACTOR COMPLIANCE WITH MUNICIPAL INCOME TAX OBLIGATIONS

**Understanding contractor types and income tax withholding rules help to place focus on the projects that will create additional municipal income tax revenue for your community.**

- **Understand the different contractor types**
  - **Contractor Type 1:** Contractors that come in and out of your community without a set schedule to perform smaller jobs
  - **Contractor Type 2:** Contractors that bid out larger commercial construction projects
- **Refer to Occasional Entrepreneur Rules related to income tax withholding, established by Ohio Revised Code:**
  - **General 20-Day Rule**
  - **Construction Exception**
  - **Schedule C Contractors**
  - **Small Employers**
- **Understand the timelines and phases of construction projects from start to finish. Early identification and communication by you of large construction projects is key to ensure maximum compliance efforts.**

**Check out RITA's Tax Administrator Portal (TAP), which provides additional information on Contractor Compliance and Business Online Registration.**

### COMMUNICATION - PARTNERING WITH RITA

Sharing information with RITA on construction projects in your community helps to manage contractor compliance with requirements and increase municipal income tax revenue through accurate compliance.

**Completed RITA Project Checklist**

- Send the completed **RITA Project Checklist** along with any contract documents to RITA Member Services at [memberservices@ritaohio.com](mailto:memberservices@ritaohio.com)
- **Tip:** Early identification of large construction projects is key to ensure maximum compliance. If you do not have all the information on the **RITA Project Checklist**, complete the sections that are marked required (\*) and send to RITA. The Checklist information can be updated and supplemented as the project progresses

**RITA's Role**

- RITA will review your submitted **RITA Project Checklist** and may reach out if additional information is needed.
- RITA will work with you on an anticipated compliance approach for the project, based on the scope and complexity of the project. Compliance efforts may include
  - Registration efforts which include reaching out to those contractors and sub contractors to make sure they are registered with RITA,
  - Monitoring compliance with municipal income tax filings
  - Reporting to you the status of the project and dollars collected

**RESOURCES - RITA PROVIDES TOOLS TO HELP** organize and track contractor/construction projects in your taxing jurisdictions.

- **MyAccount** at <https://www.ritaohio.com> and **Online Registration** at <https://eservices.ritaohio.com/webtax/fastreg/home>
- **Registering Your Business with the Regional Income Tax Agency**
- **Welcome New Businesses** at <https://www.ritaohio.com/WelcomeRITA/Home/WelcomeNewBusinesses>
- **RITA Member Toolkit** at <https://www.ritatoolkit.com>
- **RITA Project Packet**

Use RITA's Project Packet to guide and compile information on a specific construction project in your community.

\*Required fields needed to start tracking your project. You may be asked to re-submit an updated Project Packet as the information is obtained.

**SECTION 1: PROJECT INFORMATION**

Project Name\*:

Project Physical Address/Location\*:

Type of Project Work (check all that apply)

Residential  Roadwork   
 Retail/Office space   
 Demolition  Other:

Estimated Project Start Date\*:

Estimated Project End Date\*:

Number of General Contractors assigned to the Project:  
Project Manager/Owner Name:

Project Manager/Owner Contact Phone Number: Project  
Manager/Owner Email Address:

SECTION 2: GENERAL CONTRACTOR INFORMATION

Company/Business Name of General Contractor: Federal

EIN of General Contractor:

Primary Contact Name:  
Primary Contact Phone Number: Primary

Contact Email Address:



REGIONAL INCOME TAX AGENCY

## Regional Income Tax Agency's Contractor/Construction Projects

**KEVIN STRECKER**

Mayor

**RONALD L SMITH**

Council President

**WILLIAM J BRUGNONE**

Safety-Service Director

**PATRICK S SMITH**

City Auditor

**DAVE SABO**

Economic Development Director

WEBSITE: [www.bellevueohio.gov](http://www.bellevueohio.gov)

PHONE: 419-484-8400