

**BERNIE HOVEY**  
Mayor

**SEAN M. HOUSLEY, CPA**  
Clerk-Treasurer

**MARK W. LIPAN**  
Service Director

**JAMIE NORRIS**  
Chief of Police

**PATRICIA AMBROSE RUBRIGHT**  
Solicitor



**SILVER LAKE VILLAGE HALL**

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Non-Emergency 330-929-8771  
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[www.villageofsilverlake.com](http://www.villageofsilverlake.com)

**From the Office of the Clerk-Treasurer  
Sean M. Housley, CPA**

The Village partners with the Regional Income Tax Agency [RITA] to administer our municipal income tax. RITA 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 Ohio.

Every year, RITA carries out a non-filing campaign on behalf of the Village. This non-filing campaign begins with a non-filing notice, usually sent out in the beginning of July. This notice informs the recipient that they may be delinquent in filing one or more years of municipal income tax returns, and gives the recipient approximately one (1) month to respond and remedy this. If the recipient has not responded within that month, RITA will then issue an administrative subpoena. This administrative subpoena compels the recipient to file whatever returns or exemptions necessary for the listed years. The due date to respond on the subpoena is August 30. If the recipient has not responded in any way, they could face legal action for failing to file.

If you received a notice or subpoena and are delinquent in filing, please contact the Assistant to the Clerk-Treasurer at 234-255-7723 and inform her you are taking action. You can e-file any necessary returns or exemptions at [ritaohio.com/individuals/home/file](http://ritaohio.com/individuals/home/file) (**for fastest service, e-filing is recommended**), fax any returns or exemptions to 440-922-3510 (Village Hall will fax things for you if asked), or mail them to:

RITA  
ATTN: Compliance Dept. 198  
PO Box 470538  
Broadview Hts., OH 44147.

*If you believe you received a notice or subpoena in error, please contact the Assistant to the Clerk-Treasurer at 234-255-7723 and RITA at 800-860-7482 to inform them of the error and be removed from the list.*

***To avoid receiving notices in error, inform RITA when you or your dependents move out of the Village.***

Thank you.