

The RITA is calculated to ensure eligible transferred employees have been reimbursed for substantially all of the additional Federal, State, and local income taxes incurred by the employee due to the Change of Station payments. GSA has issued the required tax rates for the 2016 computation and the NSSC will take action to begin processing submitted vouchers.

In order to process your RITA claim, please complete & fax the following documents:

- Signed [Relocation Income Tax Allowance \(RITA\) Certification](#) - be sure to fill out all the required information on the form
- Signed [OF1012](#) (signed in block 13) - be sure to fill out your contact information at the top of the form
- Copies of W-2s for employee and spouse (if applicable) and/or 1099-R (for Military Retirement Only) for the year of the RITA you are filing
- Copies of 1040 Schedule SE (Self-Employment tax form) for employee and spouse (if applicable) for the year of the RITA you are filing

**\*Note: If you are married filing a joint return or married filing a separate return, your spouse's signature on the Certification is required.**

All documents should have the NSSC Fax cover sheet (located in Forms section below) and be faxed to:

NASA Shared Services Travel Office  
Attention: RITA Voucher  
Fax: 1-866-779-NSSC (1-866-779-6772)