

**CITY OF BROOK PARK • ELECTRONIC FUNDS TRANSFER WORKSHEET TO BE UTILIZED IN CONJUNCTION WITH THE TAX EXPRESS SYSTEM**

DATE CALLED: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

FOR MONTH OF: \_\_\_\_\_

**WITHHOLDING TAX IS DUE 15<sup>TH</sup> DAY FOLLOWING CLOSE OF MONTH**

BPEETW-1

TAX ACCOUNT NUMBER: \_\_\_\_\_

LOCATION NUMBER: \_\_\_\_\_

PASSWORD: \_\_\_\_\_

CALCULATE THE CHECK DIGIT IN ADVANCE

**CALCULATING YOUR CHECK DIGIT:**

1. Count the number of digits in your deposit
2. Add the digits in your deposit together
3. Add the results of (1) and (2) together
4. **Your check digit is:**

**EXAMPLE:**

\$5165.36 has 6 digits  
 $5+1+6+5+3+6 = 26$   
 $6 + 26 = 32$   
**32**

**DO NOT USE AS EFFECTIVE DATES ANY SATURDAY, SUNDAY, OR FEDERAL OBSERVED HOLIDAYS**

1/01/07	9/03/07
1/15/07	10/08/07
2/19/07	11/12/07
5/28/07	11/22/07
7/04/07	12/25/07

A. DIAL 1-800-733-8872 (USING A TOUCH TONE TELEPHONE)

B. WELCOME, PLEASE ENTER YOUR SERVICE ACCESS KEY

**41340#**

PLEASE ENTER YOUR LOCATION NUMBER

#

PLEASE ENTER YOUR PASSWORD

#

WELCOME TO THE CITY OF BROOK PARK'S TAX EXPRESS SYSTEM

1. **PLEASE ENTER TAX PAYMENT AMOUNT**

#

(ENTER THE DOLLAR AMOUNT YOU WITHHELD AND ARE REMITTING TO THE CITY, USING THE \* KEY AS A DECIMAL POINT.)

EXAMPLE: \$123.45 IS ENTERED AS 123\*45#

THE AMOUNT WILL BE REPEATED WITH THE CHECK DIGIT AND YOU WILL BE ASKED *IS THAT CORRECT?* IF THE REPEATED AMOUNT AND CHECK DIGIT IS CORRECT, ENTER 1 FOLLOWED BY THE # KEY. IF NOT CORRECT, ENTER 0 FOLLOWED BY THE # KEY.

2. **PLEASE ENTER GROSS WAGES PAID**

#

IF CORRECT 1#  
IF NOT CORRECT 0#

3. **PLEASE ENTER CITY OF BROOK PARK INCOME TAX ACCOUNT NUMBER**

#

ENTER YOUR CITY OF BROOK PARK FIVE DIGIT INCOME TAX ACCOUNT NUMBER SUPPLIED WITH YOUR LOCATION NUMBER AND PASSWORD (NOT YOUR FEDERAL TAX I.D.)

IF CORRECT 1#  
IF NOT CORRECT 0#

4. **PLEASE ENTER TAX PERIOD END DATE**

#

ENTER THE TAX PERIOD END DATE IN THE FORMAT MM\*DD\*YY  
EXAMPLE: NOVEMBER 15, 2007 WOULD BE ENTERED AS 11\*15\*07

IF CORRECT 1#  
IF NOT CORRECT 0#

5. **PLEASE ENTER AN EFFECTIVE DATE**

#

THIS IS THE DATE YOU WANT THE FILING/PAYMENT SENT TO THE CITY.  
NOTE: THE EFFECTIVE DATE MUST BE AT LEAST TWO BUSINESS DAYS FROM THE ACTUAL DATE THAT YOU ARE CALLING AND FEWER THAN 30 DAYS IN THE FUTURE (MONDAY THROUGH FRIDAY, NOT A FEDERAL HOLIDAY). ENTER THE EFFECTIVE DATE IN THE FORMAT MM\*DD\*YY.

IF CORRECT 1#  
IF NOT CORRECT 0#

WHEN FINISHED YOU WILL BE GIVEN A TRACE NUMBER. BE SURE TO RECORD THE TRACE NUMBER, IT WILL BE REQUIRED IF A CORRECTION OR RESEARCH IS NECESSARY.

**TRACE NUMBER** \_\_\_\_\_

**Press 1 followed by the # to pay another tax type (#1 will prompt for service access key).  
Press 2 followed by the # to exit this call.**