

**EXHIBIT A
MONTHLY**

**City of Brook Park Income Tax Department
www.cityofbrookpark.com**

DECEMBER 2008
DUE 01/15/2009

JANUARY
DUE 02/15/2009

FEBRUARY
DUE 03/15/2009

MARCH
DUE 04/15/2009

APRIL
DUE 05/15/2009

MAY
DUE 06/15/2009

JUNE
DUE 07/15/2009

JULY
DUE 08/15/2009

AUGUST
DUE 09/15/2009

SEPTEMBER
DUE 10/15/2009

OCTOBER
DUE 11/15/2009

NOVEMBER
DUE 12/15/2009

DECEMBER
DUE 01/15/2010

Trust funds are due on or before the 15th day following the close of the month. Employers who have petitioned, and are approved for quarterly payments, remit on or before the last day of the month following the end of the calendar quarters. See Exhibit A for due dates. Accounts not in compliance will be subject to assessments. The current rate is 11 ½% per month or fraction thereof.

Employers remitting less than \$100.00 per month may petition the Tax Director to remit on a quarterly basis. Refer to Ordinance 1713.02 (d) on our website www.cityofbrookpark.com for exemption requirements, or fax your request for exemption to (216) 433-0822.

City of Brook Park mandates withholding tax payments be made by Electronic Funds Transfer (EFT). On the reverse side is an EFT worksheet to facilitate transmissions via the Tax Express Telephone System. The City also accepts ACH credit files, however, addenda records in the approved format must be attached. A registration form has been included for your convenience. **Please note** a penalty will be imposed for failure to remit taxes by Electronic Funds Transfer, or for failure to adhere to the approved addenda record layout. Courtesy withholders contact the Department of Taxation for any document requests.

Log onto our website to report and pay employee withholding on-line via our Tax Connect service. Master Card and Visa are accepted.

**APPROVED
QUARTERLY**

JAN – MARCH
04/30/2009

APRIL – JUNE
07/31/2009

JULY – SEPT
10/31/2009

OCT – DEC
01/31/2010

Annual reconciliation (form enclosed), complete W-2 Forms and any 1099-M Forms should be forwarded to our office by February 28, 2009. Late reconciliations are subject to a minimum penalty of \$25.00. If submitting a generic form, please record your City of Brook Park assigned account number to ensure accurate processing.

Attention professional employer organizations (PEO) and/or common paymasters, when submitting the annual reconciliation, attach detail withholding reconciliations for each company, entity or member.

CITY OF BROOK PARK INCOME TAX RETURN OF INCOME TAX WITHHELD

PERIOD COVERED: _____

ACCOUNT NUMBER	DUE ON OR BEFORE	TAX RATE	FED I.D. #
		2%	

SIGNATURE _____ TITLE _____

I DECLARE THIS RETURN HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS A TRUE, CORRECT AND COMPLETE RETURN, MADE IN GOOD FAITH, PURSUANT TO THE CITY OF BROOK PARK INCOME TAX ORDINANCE AND REGULATIONS. (NOTIFY DEPARTMENT OF TAXATION PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME, ADDRESS AND FED. I.D. NUMBER.)

TOTAL GROSS SALARIES, WAGES, ETC.		
1	TOTAL TAXABLE SALARIES WAGES, ETC. APPLICABLE TO BROOK PARK	
2	TOTAL TAX DUE ON ABOVE AMOUNT	
3	RESIDENCY TAX	
4	ADJUSTMENTS TO PRIOR RETURNS	
5	ASSESSMENT 11 ½% PER MONTH OR FRACTION THEREOF	
6	TOTAL AMOUNT PAID HEREWITH	

TAX PAYER ASSISTANCE (216-433-1533)

MAKE CHECKS OR MONEY ORDER PAYABLE TO: CITY OF BROOK PARK	MAIL TO: DEPT. OF TAXATION CITY OF BROOK PARK 6161 ENGLE ROAD BROOK PARK, OH 44142
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THIS FORM MUST BE RETURNED WITH REMITTANCE.

IF YOU DO NOT HAVE ANY EMPLOYEES THIS PERIOD, PLEASE STATE SO AND RETURN THIS FORM . . . FILE TAX RETURNS AND PAY TAXES PROMPTLY TO AVOID ASSESSMENTS