

# City of Brook Park Ohio

## IMPORTANT NEW FILING REQUIREMENT FOR YOUR WITHHOLDING ACCOUNT

ON OCTOBER 20, 1998, COUNCIL OF THE CITY OF BROOK PARK AMENDED SECTION 1713.02 OF THE CODIFIED ORDINANCE TO MANDATE WITHHOLDING TAX PAYMENTS BY ELECTRONIC FUNDS TRANSFER FOR EVERY EMPLOYER AND REQUIRED TO DEDUCT AND WITHHOLD TAX.

IF YOU NEED TO CONVERT TO ELECTRONIC FUNDS TRANSFER, COMPLETE THE APPLICATION BELOW AND SUBMIT IT TO THE DEPARTMENT OF TAXATION.

Two different systems are offered:

- 1.) The ACH debit (touch-tone phone) approach allows you to program your transaction from two to thirty days in advance of the transaction date and the Huntington Bank will automatically retrieve the funds on the transaction date via the TAX EXPRESS SYSTEM, or
- 2.) The ACH credit approach which automatically transfers the money on the effective date of the transaction you initiate. (Specific TXP format and addendum record requirements)

CITY OF BROOK PARK TX ACCOUNT NUMBER \_\_\_\_\_

FEDERAL ID NUMBER \_\_\_\_\_

PREFERRED METHOD OF TRANSACTION:

ACH Debit \_\_\_\_\_

ACH Credit \_\_\_\_\_

(IF ACH CREDIT DO NOT COMPLETE 1 THROUGH 4)

1.) Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

2.) Financial Institution Name: \_\_\_\_\_

3.) Financial Institution's ABA/Routing Number: \_\_\_\_\_

4.) Bank Account Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
(Please Print)

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Information provided on this form is confidential and is used for City Income Tax purposes only.

Return the enclosed enrollment form with your choice and applicable papers will be forwarded to you. Questions can be answered by calling (216) 433-1533 between 9AM and 3:30PM.

**PLEASE PRINT LEGIBLY**

**EFTREG**