

CITY OF BROOK PARK – ELECTRONIC FUNDS TRANSFER WORKSHEET TO BE UTILIZED IN CONJUNCTION WITH THE TAX EXPRESS TOUCH TONE TELEPHONE SYSTEM

DATE CALLED: _____

EFFECTIVE DATE: _____

All users of this system must migrate to the new mandatory platform by July 31, 2010. Data will be entered through the City of Brook Park website www.cityofbrookpark.com utilizing the new Tax Connect ACH-Debit feature.

FOR MONTH OF: _____

TAX ACCT. #: _____ LOCATION #: _____ PASSWORD: _____

DO NOT USE AS EFFECTIVE DATES ANY SATURDAY, SUNDAY OR FEDERAL OBSERVED HOLIDAYS	
01/01/2010	09/06/2010
01/18/2010	10/11/2010
02/15/2010	11/11/2010
05/31/2010	11/25/2010
07/05/2010	12/25/2010

**CALCULATE THE CHECK DIGIT IN ADVANCE
CALCULATING YOU CHECK DIGIT:**

1. Count the number of digits in your deposit
2. Add the digits in 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

TO MAKE A DEPOSIT CORRECTION DIAL 1-800-669-3110. *****

WITHHOLDING TAX IS DUE ON OR BEFORE 15TH DAY FOLLOWING CLOSE OF MONTH

41340# Key

A. DIAL 1-800-733-9974 (Touch Tone Telephone system is schedule to cease operating 7/31/2010. Please complete the Transmission Form, included in this packet, to convert to the new system)

**B. WELCOME, PLEASE ENTER YOUR SERVICE ACCESS KEY
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 " * " STAR 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. **DO NOT HIT THE # KEY.** IF NOT CORRECT, ENTER 2. **DO NOT HIT THE # KEY.**

2. PLEASE ENTER GROSS WAGES PAID

IF CORRECT, ENTER 1. **DO NOT HIT THE # KEY.**
 IF NOT CORRECT, ENTER 2. **DO NOT HIT THE # KEY.**

3. PLEASE ENTER CITY OF BROOK PARK WITHHOLDING TAX ACCOUNT NUMBER

ENTER YOUR CITY OF BROOK PARK WITHHOLDING TAX ACCOUNT NUMBER FOLLOWED BY THE # KEY. THIS WAS SUPPLIED WITH YOUR LOCATION NUMBER AND PASSWORD. **(DO NOT USE YOUR FEDERAL IDENTIFICATION NUMBER).**

IF CORRECT, ENTER 1. **DO NOT HIT THE # KEY.**
 IF NOT CORRECT, ENTER 2. **DO NOT HIT THE # KEY.**

4. PLEASE ENTER TAX PERIOD END DATE

ENTER THE TAX PERIOD END DATE IN THE FORMAT MM*DD*YY#

EXAMPLE: JANUARY 15, 2010 WOULD BE ENTERED AS 01*15*10#

IF CORRECT, ENTER 1. **DO NOT HIT THE # KEY.**
 IF NOT CORRECT, ENTER 2. **DO NOT HIT THE # KEY.**

5. PLEASE ENTER AN EFFECTIVE DATE IN THE FORMAT MM*DD*YY#

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, ENTER 1. **DO NOT HIT THE # KEY.**
 IF NOT CORRECT, ENTER 2. **DO NOT HIT THE # KEY.**

TRACE NUMBER _____

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.

Press 1 to pay another tax type (1 will prompt for services access key). Press 2 to exit this call.

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