

**EXHIBIT A
MONTHLY
AND
QUARTERLY**

DECEMBER 2011 DUE 01/15/2012
JANUARY DUE 02/15/2012
FEBRUARY DUE 03/15/2012
MARCH DUE 04/15/2012
APRIL DUE 05/15/2012
MAY DUE 06/15/2012
JUNE DUE 07/15/2012
JULY DUE 08/15/2012
AUGUST DUE 09/15/2012
SEPTEMBER DUE 10/15/2012
OCTOBER DUE 11/15/2012
NOVEMBER DUE 12/15/2012
DECEMBER 2012 DUE 01/15/2013

The City of Brook Park mandates processing withholding tax payments by Electronic Funds Transfer (EFT). Included below is a Transmission Form to register for the Tax Connect ACH-Debit payment system. This form may be used to update banking information. The City also accepts ACH-Credit transmissions; however, attached addenda records must utilize the approved format. The ACH-Credit registration form and the addenda record format are available on our website. **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 format.

www.cityofbrookpark.com

Instructions for the Tax Connect ACH-Debit payment system are available on our website. Please be aware when selecting effective dates, avoid those shown in **Exhibit B**. The effective date must be 2 business days in advance and less than 30 days in the future.

EXHIBIT B DO NOT USE AS EFFECTIVE DATES ANY SATURDAY, SUNDAY OR FEDERAL OBSERVED HOLIDAYS	
01/02/2012	09/03/2012
01/16/2012	10/08/2012
02/20/2012	11/12/2012
05/28/2012	11/22/2012
07/04/2012	12/25/2012

See **Exhibit A** for due dates. As shown, 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 should remit on or before the last day of the month following the end of the calendar quarters (See **Note A**). Accounts not in compliance will be subject to assessments. The current rate is 11 ½% per month or fraction thereof. Courtesy withholders please contact the Department of Taxation for remittance forms.

(Note A) 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. Call (216) 433-1533 or fax your request to (216) 433-0822 for exemption.

Complete the form below if you are a new employer and need to register or you are an existing company which needs to update banking information

TRANSMISSION FORM PLEASE PRINT LEGIBLY ATTACH VOIDED CHECK

CITY OF BROOK PARK TAX ACCOUNT NUMBER _____

1.) Company Name: _____

FID #: _____

Address: _____

2.) Financial Institution Name: _____

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

4.) Financial Institution's Account Number: _____

Contact Person: _____
(Please Print Name)

Phone Number: _____ Fax Number: _____

Signature: _____ Date: _____

Information provided on this form is confidential and used for City Income Tax purposes only. NOTE: Failure to remit by electronic funds transfer or for electronic transactions returned due to incorrect banking information will subject taxpayer to penalty assessment.

To begin ACH-Debit payments fax the Transmission Form along with voided check (216) 433-0822

**APPROVED
QUARTERLY**

JAN - MARCH 04/30/2012
APRIL - JUNE 07/31/2012
JULY - SEPT 10/31/2012
OCT - DEC 2012 01/31/2013