

CITY OF BROOK PARK- TAX DEPARTMENT

Frequently Asked Tax Questions

❖ **Who is required to file Brook Park income tax returns**

All residents of Brook Park that turned 18 during the year or are over 18 years of age and had reportable income are required to file a return each year. In addition, all non-residents are required to file if they performed work or services within the city and had earnings, which were not withheld upon, or they have rental property located in Brook Park. Each business located or performing services within the city is required to file. There is no threshold or benchmark for income or loss. Returns are required without regard to the amount.

❖ **What schedules or supporting documents should I attach to my return?**

The City encourages utilization of the pre-printed tax return mailed to you; however, we do accept generic returns. To facilitate accurate and efficient processing of the generic return record your Brook Park assigned account number on this form. In addition to that important detail, any Federal/State schedules or forms containing information that pertains to data on the city return should be attached. Examples: W-2, W-2G, Form 1099 Misc, Schedule (Sch) C, self-employment, Sch. E, rental property along with form 4797 if applicable, Sch. K , Sch. K-1 , shareholder's share of Income, Deductions, Credits, Form 1065, Form 1120, Form 2106 along with Sch. A, or page 1 of Form 1040 if applicable.

❖ **If I cannot meet the April 15th deadline, can I enclose a copy of my extension request when I submit my return after the due date?**

The City of Brook Park adheres to State Law which requires extension requests be submitted to the Tax Department by the due date of the return. Requests are accepted by faxed, by mail or drop off in our depository safe. They can be a copy of your federal extension, our BPEXT form provided in the tax packet mailed to you or simply a request from your accountant. Your Brook Park assigned account number and the date you are requesting should be included on any form submitted. The city responds by issuing confirmation or denial letters. If you receive a denial letter, contact our office to rectify the matter that is preventing your extension approval.

❖ **Are retired persons required to pay city tax?**

Retirees are not required to pay on income from Social Security, a federally qualified retirement plan, interest, dividends or qualified pensions. However, retirees are subject to the tax if they have any other types of earned income: such as lottery and gambling winnings, part time wages or rental income/loss.

❖ **Are students exempt from the tax?**

No, student status has no effect on your city tax liability. All residents, which turned 18 during the reporting period or are over 18 years of age, are required to file if they have earned income. Furthermore, if you are a college student

attending school in another city, but maintain Brook Park as your legal place of residence, you are required to file a Brook Park return. To clarify domicile refer to the address utilized on the student's Federal and State tax returns or another helpful hint is the municipality where the student is registered to vote.

❖ **I am 17 years old and work part-time, do I need to file a Brook Park return?**

Persons 17 and under are not required to file a return. However, if your Brook Park employer withheld city taxes on your income, you are eligible for a refund. The refund request should include your W-2 form and a copy of your driver's license or birth certificate. For those individuals who turn 18 during any given year, you are considered 18 for the entire year.

❖ **I am a resident of the city, and my income from wages was fully withheld upon. Do I still have to file a return since I will not owe any money?**

Yes, all residents of Brook Park who turned 18 during the year or are over 18 years of age, are required to file an annual tax return regardless of the amount of tax due.

❖ **I have rental property that shows a loss on Schedule E, can I deduct the loss from my W-2 form wages, or just forgo including it on my return since it is a loss?**

No, losses from any schedules cannot be used to reduce W-2 income. Residents having rental property anywhere or non-residents having rental property in Brook Park are required to file a return whether it is a profit or loss. The City allows losses to be carried forward for 5 years; therefore, it is advantageous to file on a timely basis. The loss could offset a profitable year thus reducing one's tax obligation. Returns, however, with losses not timely filed lose the privilege to carry forward the loss.

❖ **I do not understand how to complete the city tax return, what do I do?**

The Tax Department offers assistance and will complete and calculate your tax for you. Bring all your documents to City Hall located at 6161 Engle Road between the hours of 8:30 AM and 4:00 PM. To avoid long lines we recommend submitting your return prior to the April 15th filing deadline.