

ARTICLE VII DECLARATIONS

A. Requirement of Filing

1. A declaration of estimated tax liability shall be filed by every taxpayer who may reasonably be expected to have taxable income, the tax on which is not or will not be withheld by an employer or employers. Where required such declaration shall be filed within three and one-half (3 1/2) months after the beginning of the taxable year.
2. A taxpayer's final return for the preceding year may be used as the basis for computing his declaration of estimated tax liability for the current year. In the event a taxpayer has not previously been required to file a return, a declaration of estimated tax on the anticipated income shall be filed in good faith.
3. A declaration of estimated tax liability which is less than ninety percent (90%) of the tax as shown on the final return shall not be considered filed in good faith.
4. "Estimated tax liability" means the amount that a taxpayer estimates the taxpayer's liability for the City of Brook Park's income tax to total for the year, prior to applying any credits, estimated tax payments, or withheld taxes for the year.
5. Any amount deducted and withheld from the compensation of an individual for the City of Brook Park shall be considered as estimated tax paid in equal amounts on each of the payment dates prescribed in paragraph D. of this Chapter.

B. Date of Filing

1. A person or entity conducting a business not previously subject to the tax, or whose employer does not withhold the tax, shall file a declaration within three and one-half (3 1/2) months after the date he becomes subject to the tax.
2. Those taxpayers having a fiscal year or period differing from the calendar year shall file a declaration within three and one-half (3 1/2) months after the start of each fiscal year or period.

C. Form for Filing

1. Such declaration shall be filed upon a form or forms furnished by, or obtainable from the Director of the Department of Taxation or from the internet, provided, however, credit shall be taken for the City of Brook Park's tax to be withheld from any portion of such income. In accordance with the provisions of Chapter 1719 of the ordinance, credit may be taken for tax to be withheld and remitted to another taxing municipality. Payment may be made by electronic fund transfer, by cash or by check. Generic forms may be

substituted provided they contain all the information required on the City of Brook Park form in the sequence required by the Brook Park form.

2. The original estimate of tax liability or any subsequent amendment thereof may be increased or decreased by filing an amended declaration on or before any quarterly payment date as set forth in Article VII-D.1. Such amendment may be made on the regular declaration form or on any quarterly notice.

D. Dates of Payments

1. The first installment of estimated tax is due with the declaration of estimated tax liability. The estimated tax may be paid in full with the declaration or the remainder in equal installments on the or before the last day of the seventh, tenth and thirteenth month after the beginning of the taxable year.
2. The declaration must be accompanied by a least twenty two and one-half percent (22.5%) of the estimated tax shown due thereon.
3. In the event an amended declaration has been filed the unpaid balance shown due thereon shall be paid in equal installments over the remaining payment dates.

E. Final Returns Required

1. The filing of a declaration does not relieve the taxpayer of the necessity of filing a final return even though there is no change in declared tax liability. A final return must be filed to obtain a refund of any overpayment of over five dollars (\$5.00).