

ELECTRONIC FILING REQUIREMENTS

**EXHIBIT A
MONTHLY
AND
QUARTERLY**

DECEMBER 2015
DUE 01/15/2016

JANUARY
DUE 02/15/2016

FEBRUARY
DUE 03/15/2016

MARCH
DUE 04/15/2016

APRIL
DUE 05/15/2016

MAY
DUE 06/15/2016

JUNE
DUE 07/15/2016

JULY
DUE 08/15/2016

AUGUST
DUE 09/15/2016

SEPTEMBER
DUE 10/15/2016

OCTOBER
DUE 11/15/2016

NOVEMBER
DUE 12/15/2016

DECEMBER 2016
DUE 01/15/2017

The City of Brook Park mandates processing withholding tax payments by Electronic Funds Transfer (EFT) if the employer pays federal taxes electronically. 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	
01/01/2016	09/05/2016
01/18/2016	10/10/2016
02/15/2016	11/11/2016
05/30/2016	11/24/2016
07/04/2016	12/25/2016

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 are quarterly tax payers should remit on or before the 15th day following the close of the calendar quarter. (See **Note A**). Late filing penalty is \$25/month. Late payment penalty is a one time 50% penalty on the unpaid balance.

(Note A) Employers remitting less than \$2,399 in the previous calendar year may remit on a quarterly basis. Refer to Ordinance 1805.01 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
04/15/2016

APRIL - JUNE
07/15/2016

JULY - SEPT
10/15/2016

OCT - DEC 2015
01/15/2017