

**ELECTRONIC FILING REQUIREMENTS**

**EXHIBIT A  
MONTHLY  
AND  
QUARTERLY**

DECEMBER 2016  
DUE 01/15/2017

JANUARY  
DUE 02/15/2017

FEBRUARY  
DUE 03/15/2017

MARCH  
DUE 04/15/2017

APRIL  
DUE 05/15/2017

MAY  
DUE 06/15/2017

JUNE  
DUE 07/15/2017

JULY  
DUE 08/15/2017

AUGUST  
DUE 09/15/2017

SEPTEMBER  
DUE 10/15/2017

OCTOBER  
DUE 11/15/2017

NOVEMBER  
DUE 12/15/2017

DECEMBER 2017  
DUE 01/15/2018

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](http://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**

01/02/2017	09/04/2017
01/16/2017	10/09/2017
02/20/2017	11/10/2017
05/29/2017	11/23/2017
07/04/2017	12/25/2017

See **Exhibit A** for due dates. As shown, trust funds are due on or before the 15<sup>th</sup> day following the close of the month. Employers who are quarterly tax payers should remit on or before the last day of the month 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](http://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  
04/30/2017

APRIL - JUNE  
07/31/2017

JULY - SEPT  
10/30/2017

OCT - DEC 2017  
01/31/2018