

**ELECTRONIC FILING REQUIREMENTS**

**EXHIBIT A  
MONTHLY  
AND  
QUARTERLY**

DECEMBER 2020  
DUE 01/15/2021

JANUARY  
DUE 02/15/2021

FEBRUARY  
DUE 03/15/2021

MARCH  
DUE 04/15/2021

APRIL  
DUE 05/15/2021

MAY  
DUE 06/15/2021

JUNE  
DUE 07/15/2021

JULY  
DUE 08/15/2021

AUGUST  
DUE 09/15/2021

SEPTEMBER  
DUE 10/15/2021

OCTOBER  
DUE 11/15/2021

NOVEMBER  
DUE 12/15/2021

DECEMBER 2021  
DUE 01/15/2022

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	
01/01/2021	09/06/2021
01/18/2021	10/11/2021
02/15/2021	11/11/2021
05/31/2021	11/25/2021
07/04/2021	12/25/2021

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 can be up to 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  
04/30/2021

APRIL - JUNE  
07/31/2021

JULY - SEPT  
10/31/2021

OCT - DEC 2021  
01/31/2022