

**EXHIBIT A  
MONTHLY**

The City of Brook Park will expand the electronic gateway by launching the enhanced Tax Connect ACH-Debit payment system in 2010. This new platform will replace the Touch Tone Telephone System, which will cease to exist. All users of the prior system must migrate to the new mandatory platform by July 31, 2010. (Electronic Funds Transfer is mandatory pursuant to Ordinance 1713.02 (g))

DECEMBER 2009  
DUE 01/15/2010

JANUARY  
DUE 02/15/2010

FEBRUARY  
DUE 03/15/2010

MARCH  
DUE 04/15/2010

APRIL  
DUE 05/15/2010

MAY  
DUE 06/15/2010

JUNE  
DUE 07/15/2010

JULY  
DUE 08/15/2010

AUGUST  
DUE 09/15/2010

SEPTEMBER  
DUE 10/15/2010

OCTOBER  
DUE 11/15/2010

NOVEMBER  
DUE 12/15/2010

DECEMBER  
DUE 01/15/2011

To ensure a smooth changeover, a Transmission Form has been included in this packet. To ensure no payment disruption occurs please complete the Transmission Form and return no later than February 28, 2010.

Trust funds are due on or before the 15<sup>th</sup> day following the close of the month. Employers who have petitioned, and are approved for quarterly payments, remit on or before the last day of the month following the end of the calendar quarters. See Exhibit A for due dates. Accounts not in compliance will be subject to assessments. The current rate is 11 ½% per month or fraction thereof.

Employers remitting less than \$100.00 per month may petition the Tax Director to remit on a quarterly basis. Refer to Ordinance 1713.02 (d) on our website [www.cityofbrookpark.com](http://www.cityofbrookpark.com) Call or fax your request for exemption to (216) 433-0822.

City of Brook Park mandates withholding tax payments be made by Electronic Funds Transfer (EFT). Included in this packet is a Transmission Form to convert to the new payment platform, the Tax Connect ACH-Debit System. The City also accepts ACH credit files, however, addenda records in the approved format must be attached. A registration form for remitting by ACH-Credit is available on our web-site. **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 layout. Courtesy withholders contact the Department of Taxation for any document requests.

Convert to report and pay employee withholding on-line via our enhanced Tax Connect ACH-Debit service. Forward your completed Transmission Form today!

**APPROVED  
QUARTERLY**

JAN – MARCH  
04/30/2010

APRIL – JUNE  
07/31/2010

JULY – SEPT  
10/31/2010

OCT – DEC  
01/31/2011

Annual reconciliation (form enclosed), complete W-2 Forms and any 1099-M Forms should be forwarded to our office by February 28, 2010. Late reconciliations are subject to a minimum penalty of \$25.00. If submitting a generic form, please record your City of Brook Park assigned account number to ensure accurate processing.

**Attention professional employer organizations (PEO) and/or common paymasters, when submitting the annual reconciliation, attach detail withholding reconciliations for each company, entity or member.**

CITY OF BROOK PARK INCOME TAX RETURN OF INCOME TAX WITHHELD

PERIOD COVERED: \_\_\_\_\_

ACCOUNT NUMBER	DUE ON OR BEFORE	TAX RATE	FED I.D. #
		<b>2%</b>	

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

I DECLARE THIS RETURN HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS A TRUE, CORRECT AND COMPLETE RETURN, MADE IN GOOD FAITH, PURSUANT TO THE CITY OF BROOK PARK INCOME TAX ORDINANCE AND REGULATIONS. **(NOTIFY DEPARTMENT OF TAXATION PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME, ADDRESS AND FED. I.D. NUMBER.)**

ENTER NAME & ADDRESS IN THE BLOCK ABOVE OR MAKE NEEDED CORRECTIONS

TOTAL GROSS SALARIES, WAGES, ETC.		
1	TOTAL TAXABLE SALARIES WAGES, ETC. APPLICABLE TO BROOK PARK	
2	TOTAL TAX DUE ON ABOVE AMOUNT	
3	RESIDENCY TAX	
4	ADJUSTMENTS TO PRIOR RETURNS	
5	ASSESSMENT 11 ½% PER MONTH OR FRACTION THEREOF	
6	TOTAL AMOUNT PAID HEREWITH	

**TAX PAYER ASSISTANCE (216-433-1533)**

MAKE CHECKS OR MONEY ORDER PAYABLE TO: CITY OF BROOK PARK	MAIL TO: DEPT. OF TAXATION CITY OF BROOK PARK 6161 ENGLE ROAD BROOK PARK, OH 44142
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**THIS FORM MUST BE RETURNED WITH REMITTANCE.**

IF YOU DO NOT HAVE ANY EMPLOYEES THIS PERIOD, PLEASE STATE SO AND RETURN THIS FORM . FILE TAX RETURNS AND PAY TAXES PROMPTLY TO AVOID ASSESSMENTS