

City of Brook Park Please Read This Important Notice
RETURN TRANSMISSION FORM NO LATER THAN FEBRUARY 28, 2010

The Tax Department is responding to the community by incorporating technologies that offer high quality secure e-government services. With the focus on you, the customer, our goal is to provide the process, which facilitates filing and paying taxes. **The City of Brook Park will expand the electronic gateway by launching the enhanced Tax Connect ACH-Debit payment system in 2010.**

The Tax Department will complete its conversion from the current Tax Express Touch Tone Telephone System to a web-based payment system by January 31, 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))

To ensure a smooth changeover, a Transmission Form has been included at the bottom of this notice to confirm current banking information. This is required for all existing users as well as new taxpayers to convert to this payment platform.

The enhanced Tax Connect ACH-Debit system processes data entered through the City of Brook Parks website www.cityofbrookpark.com. Reporting information utilizing a telephone will cease. To ensure no payment disruption occurs please complete the transmission form below and return no later than February 28, 2010. To ensure accuracy please attach a "voided" check.

TRANSMISSION FORM PLEASE PRINT LEGIBLE ATTACH VOIDED CHECK

CITY OF BROOK PARK TAX ACCOUNT NUMBER _____

1.) Company Name: _____

Address: _____

2.) Financial Institution Name: _____

3.) Financial Institution's ABA/Routing Number: _____

4.) Bank Account Number: _____

Contact Person: _____

(Please Print)

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 for incorrect banking information will subject taxpayer to penalty assessment. Courtesy withholders contact Tax Department directly for any document requests.

*****To receive New System Operating Instructions send your Transmission Form today*****