

City of Brook Park Ohio

IMPORTANT NEW FILING REQUIREMENT FOR YOUR WITHHOLDING ACCOUNT

On October 20, 1998, Council of the City of Brook Park amended SECTION 1713.02 of the Codified Ordinance to mandate withholding tax payments by ELECTRONIC FUNDS TRANSFER.

March 2010, the City of Brook Park launched the enhanced Tax Connect ACH-Debit payment system. All users of the prior system must migrate to the new mandatory platform by July 31, 2010.

Please choose between two systems:

- 1.) The Tax Connect ACH-Debit payment system allows you to program your transaction over our web-site, or
- 2.) The ACH credit approach allows your treasury department to initiate payment transfers along with appropriate addendum information. (Specific TXP format and addendum record requirements)

If the preferred method is the Tax Connect ACH-Debit method, STOP NOW. Please complete the "Transmission Sheet" located on our website under Additional Brook Park forms, in the Employee Withholding Section.

If the preferred method is the ACH-CREDIT approach, please check this method and provide the information below. Addenda specifications are located under "Additional Brook Park forms" in the Employee Withholding Section. You must contact the City of Brook Park to obtain bank account and routing numbers. The phone number is 216-433-1533.

ACH Credit _____

CITY OF BROOK PARK TX ACCOUNT NUMBER _____

FEDERAL ID NUMBER _____

Company Name: _____

Address: _____

Contact Person: _____
(Please Print)

Phone Number: _____ Fax Number: _____

Signature: _____ Date: _____

Information provided on this form is confidential and is used for City Income Tax purposes only.

Return the enclosed enrollment form. Questions can be answered by calling (216) 433-1533 between 9AM and 3:30PM.

PLEASE PRINT LEGIBLY

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