City of Brook Park
Department of Taxation
6161 Engle Road
Brook Park, OH 44142

www.cityofbrookpark.com
City Hall (216) 433-1300
Fax Line (216) 433-0822

Visit TAX CONNECT Online
Inquiry & Payment System
Tax Office (216) 433-1533
INFO Line (216) 433-4115

March 2010

Payment of Employee Withholding Tax

Brook Park Tax Connect ACH-Debit Payment System

Thank you for using the Tax Connect ACH-Debit Payment System. For your convenience, this platform is available 24 hours a day, seven days a week. Any information submitted after 11:59 PM will be considered entered as of the following day.

If you have any questions, please contact the Tax Connect Administrator at 216-433-1533.

Retain instructions and your registration information in a secure area for future reference.

Unlike the Touch Tone Telephone System, there is no need to calculate a check digit, nor will you need a location code or password. Do not use documents related to the touch-tone telephone system with this platform.

Use the "tab key" to move between data boxes, or use your mouse to "click" on the data box. The "enter key" should **only** be used when submitting your data.

Federal Identification Numbers, Brook Park assigned account numbers and social security numbers must have the dash in the appropriate spot. Additionally, please **capitalize** all letters in your Brook Park assigned account number.

If planning several payments (i.e., withholding, excise, business estimate), logon utilizing the company's Federal Identification number in lieu of your Brook Park account number.

Have all documents ready to avoid "timing out." Make sure the cursor is in the data box prior to entering information.

To Access the Tax Connect ACH-Debit Payment System

There are two ways to access this system, once you have entered our website, www.cityofbrookpark.com. 1) From the Home page, click on the Tax Connect link.

The Brook Park Municipal Campus is located at
6161 Engle Road, Brook Park, Ohio 44142
(216) 433-1300

Resources

Tax Connect Site

2) If entering from the Tax Department page, click anywhere on the Tax Connect graphic.

Click the graphic below to enter the website.

Once on the Tax Connect page, click anywhere on the graphic.

Click on the Tax Connect graphic below to enter the Website.

General Disclaimer

Read and accept the general disclaimer at the bottom of this screen.

General Disclaimer

Account data is furnished from the City of Brook Park's Department of Taxations' computerized records. While the City makes every effort to assure the data is accurate and current, it must be accepted and used by the recipient with the understanding that the City makes no warranties, expressed or implied, concerning the accuracy, reliability or suitability of this data. The City of Brook Park Tax Department, their agents, employees and the developers of this web site furthermore assume no liability whatsoever associated with the use or misuse of such data. The information provided may not reflect immediate updates, changes or rulings that have not yet been posted. Information may be altered, amended or modified any time without notice. Account Data may be verified in person at 6161 Engle Road, Brook Park, Ohio 44142. Please bring proper photo identification with you.

Accept and Enter   Decline and Exit

Registration

Select "Register" if this is the first time utilizing this system, otherwise use the "login" feature.

Use the "tab key" to move between data boxes, or use your mouse to "click" on the data box.

Print the next screen, before moving to the next page. Record your "select question", answer data, and retain in a secure folder. This information is necessary to recover your PIN. (Refer to pages 12-14)

- Your Account Information

Fields marked with ' * ' are required.
Include all preceding zeros in your account number.
Your answer to the following question will be used
to identify you if you forget your password.
No special character can be used in Answer to Lost PIN Recovery Information.
Minimum size of Answer to Recovery Question - 5 characters. (Case Sensitive!)

Enter Account SSN/FID Numbers		
Account Number:	99999-W	*
Soc. Sec. or Fed. ID Number:	12-3456789	*
Enter Lost PIN Recovery Information		
Select Question:	What is your Place of Birth?	*
Enter Answer:	••••••••••	*
Confirm Answer:	••••••••••	*
Email:	youremail@here.com	

Continue

Print this screen. Record your "select question", answer data, and retain in a secure folder. This information is necessary to recover or change your PIN. (Refer to pages 12 – 14)

    a.   Input Brook Park assigned account number followed by a dash and a capitalized letter. (99999-W)
    b.   Input Federal Identification Number, including the dash.
    c.   Choose a question from the dropdown box.
    d.   Input your answer and confirm in the designated field.
    e.   Input your e-mail address.
    f.   Select "Continue".

    Use the "tab key" to move between data boxes, or use your mouse to "click" on the data box.

g.   Review and verify the information displayed.

STOP → If incorrect contact Tax Department at 216-433-1533. Ask for Tax Connect Administrator

h.   If correct, select "Generate PIN".

Registration
- Verify Information / Generate PIN

Note: If address shown is incorrect, please file a
'Change of Address' with the Tax Department.

Account Information	
Name:	Withholding Taxpayer TEST ACCT
Address:	ACH Payment Road
	Brook Park, OH 44142
Registration Information	
Account Number:	99999-W
SSN/FID Number:	12-3456789
Question Type:	What is your Place of Birth?
Answer:	(***Not Displayed***)
Email:	youre-mail@here.com
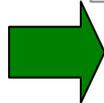
[Generate PIN]

i.   Your PIN assignment and registration will be complete. In the future use the "login" feature.
        NOTE: Print this screen and retain for your records

Your PIN Information

Print or copy this information and keep it safe with your tax files.

Your Registration was Successful

Your PIN
PIN: a76NjPe
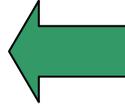
Login

NOTE: PIN IS CASE SENSITIVE

Brook Park Tax Connect ACH-Debit Payment System

Once registered, "Login" using your Federal Identification number or Brook Park assigned account number along with the PIN just created.

TO LOGIN

a. Select "Login".

Tax Connection Index

I have **not** used this service before.
REGISTER

I have used this service before.
LOGIN

Use the "tab key" to move between data boxes, or use your mouse to "click" on the data box.

The Tax Connection

Fields marked with ' * ' are required. PIN is case sensitive.

Include all preceding zeros in your login ID.

Enter Account, Soc. Sec., or Fed. ID Number

Login ID: 12-3456789 *

Enter PIN

PIN: ●●●●●● *

Click here to register
Click here to recover or change your PIN

Login

To recover or change your PIN, refer to pages 12 through 14.

Available Accounts

All accounts associated with this Federal Identification Number will display.

Choose the account by highlighting the circle and then select "View Account Information & Options."

Available Accounts

Select Account:

○ 00999-F Parking Taxpayer Test Acct (Direct)

○ 99999-B Business Taxpayer Test Acct (Net Profit)

⊙ 99999-W Withholding Taxpayer TEST ACCT (WithHolding)

View Account Information & Options

Summary Information

Summary data will appear for the account chosen.
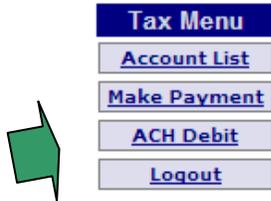
To make a payment, select the ACH-Debit option under Tax Menu.

Brook Park Tax Connect ACH-Debit Payment System   **Page 8**

Select the type of payment

Choose the payment type by clicking on the appropriate circle, and then select "Continue".

          Withholding Tax – use this option to report monthly or quarterly payroll reporting.
          Prior Tax Balance – tax due from prior period or reconciliation balance.
          Penalty and Interest – assessment balance due.

Schedule Tax ACH Payment

Account No. 99999-W
Withholding Taxpayer TEST ACCT (WithHolding)

Select the Type of Payment you wish to make

- ⦿ Withholding Tax
- ◯ Prior Tax Balance
- ◯ Penalty and Interest

[Continue]

Any information submitted after 11:59PM is considered entered as of the following day.

After completing the process your submission will show at the bottom of this screen. You may edit or delete the pending payment. You must confirm any action taken. Refer to pages 10 through 12.

Schedule Tax ACH Payment

Please provide the following information

Note: The Effective date is the date on which you want the payment to be processed by the bank. This date must be at least two business days from the actual day you are entering the data and fewer than 30 business days in the future.

*Effective Date (mm/dd/yyyy):

02/11/2010

[See Note]

*Period Ending Date (mm/dd/yyyy):

[X]

◀◀ ◀		January 2010			▶ ▶▶	
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Use the drop down calendar to choose the effective and the period ending dates.
The effective date cannot be a Saturday, Sunday or Federal Holiday.

>> 2010 Federal Holidays List **Please visit the link to review 2010 Federal Holidays. The date chosen must be at least <u>two</u> business days after today's date and <u>less than 30 days</u> in the future.**

*Period Ending Date (mm/dd/yyyy):

01/29/2010

*Gross Amount ($):

29459.00

*Payment Amount ($):
(2% of Gross)

589.18

☐ This is a Courtesy Payment.

Input the taxable payroll data then tab or click on the payment field. It will automatically fill with the tax due. If your payment represents courtesy withholding, please check the box. **To submit your data select "Schedule Withholding Tax Payment".**

Schedule Withholding Tax Payment

Confirmation

A payment confirmation number and "time stamp" are assigned to your transmission. If you edit your submission, the system generates an updated confirmation number and

"time stamp". Please retain the appropriate documents for future reference. Print this page before selecting "OK."

ACH Payment ~ Withholding Tax

Payment Confirmation No. 99999-W*15375*66565 - Created.

Print this page for your records.

Details:

Submit Date	02/03/2010 18:25:04
Scheduled Payment Date	02/11/2010
Period End Date	01/29/2010
Reported Gross Amount	$ 29459.00
Payment Amount	$ 589.18

Usage of the Browser Refresh Button or the F5 key may result in duplicate payments. Avoid using these functions.
Always review your pending submissions after selecting "OK". Delete any duplicate submissions.

[Print]   [OK]

The "Schedule Tax ACH Payment" screen will list all pending transmissions.

Schedule Tax ACH Payment

Tax Menu
Account List
Summary
Logout

Account No. 99999-W
Withholding Taxpayer TEST ACCT (WithHolding)

Select the Type of Payment you wish to make

- ○ Withholding Tax
- ○ Prior Tax Balance
- ○ Penalty and Interest

[Continue]

Pending ACH Submissions

Confirmation No.	Payment Type	Amount	Action
99999-W*15375*66565	Withholding Tax	589.18	📝 🗑️

On the day of submission, edit or deletion of pending transactions can occur.

Edit or Deletion of Pending ACH Submissions

Pending ACH Submissions

Confirmation No.	Payment Type	Amount	Action
99999-W*15375*66565	Withholding Tax	589.18	📝 🗑️

Edit Payment

To edit data click on the "pencil & paper" action. The system retrieves the data as originally submitted. Input the necessary changes and select "Update Withholding Tax Payment"

*Period Ending Date (mm/dd/yyyy):
01/29/2010

*Gross Amount ($):
39459.00

*Payment Amount ($):
(2% of Gross)
789.18

☐ This is a Courtesy Payment.

Update Withholding Tax Payment

ACH Payment ~ Withholding Tax

Payment Confirmation No. 99999-W*15389*37561 - Updated.

Print this page for your records.

Details:

Submit Date	02/17/2010 11:08:54
Scheduled Payment Date	02/22/2010
Period End Date	01/29/2010
Reported Gross Amount	$ 39459.00
Payment Amount	$ 789.18

The system generates a new confirmation number and "time stamp". This replaces the prior data entered. Review for correctness, print the new receipt then select "OK". The system will return to the Schedule Tax ACH Payment screen.

To delete your pending ACH payment, click on the "garbage can" action. The system retrieves the data as originally submitted.

To delete the pending ACH payment, select "Delete Withholding Tax Payment".

The system generates a deletion Confirmation number and "time stamp". **Your data no longer exists**. The system will return to the Schedule Tax ACH Payment screen.

Recover or Change PIN

To recover or change the PIN have the following items ready:
1) Brook Park assigned account number,
2) Federal Identification number,
3) PIN number and,
4) the document outlining your "select question" and answer data.

> **STOP - If you do not have the necessary information contact Tax Department at 216-433-1533. Ask for Tax Connect Administrator**

Select "Click here to recover or change your PIN".

Input your Brook Park assigned account number and Federal Identification number. Select "Continue".

Recover or Change PIN

Fields marked with ' * ' are required.
Include all preceding zeros in your account number.

Enter Your Account and SSN/FID Numbers:		
Account Number:	99999-W	*
Soc. Sec. or Fed. ID Number:	12-3456789	*

Continue

Input either
1) your original answer data to the "select question" shown,
2) your original PIN assignment.

 Devise and enter your new PIN, then select "Submit".

Please record your new PIN information for future use.

PIN Recovery/Change Process

Fields marked with ' * ' are required. Answer to Question is case sensitive.

No special character can be used in PIN. Minimum PIN size - 5 characters.

PIN Recovery/Change Question		
Question:	What is your Place of Birth?	
Or:	What is your Old PIN?	
Answer to Question:	●●●●●●	*
Enter PIN Information		
New PIN:	●●●●●●	*
Confirm PIN:	●●●●●●	*

Submit
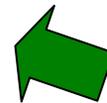
The system will update your PIN and require you to "Login".

PIN Information Updated

Your PIN information was updated successfully

Login

Retain instructions and your registration information in a secure area for future reference.