

**MANAGEMENT TOOLS**

- Calculate final returns ~ including other city credits, losses, etc.
- Tracking based on street address master
- Rental Property: Track Owners, Properties and Tenants
- User definable letters with complete automatic letter history tracking/reprinting
- Complete delinquency Control (filing / paying) and user defined status'
- Complete joint account tracking and history
- Complete change of address history
- Complete history of account active periods and filing status
- Statistical Management Reporting
- Process Refunds and Track Pending Refunds, print checks and/or export files to accounting system
- Ability to match and integrate State of Ohio Tax File along with excluding non-resident address for municipalities sharing a zip code
- Calculate penalties and interest via various municipality defined methods and parameters
- Ability to accommodate special handling of bankruptcies, court cases and accounts turned over to collection
- Print 1099Gs and create electronic file for IRS
- Complete pay plan reporting and monitoring
- Reconciliation of withholding accounts
- Ability to query accounts to produce letters, labels and reports based upon various parameters. Also provides
- Each user of MITS has a login name and password. Based on municipality preference, passwords can be required to change at user-defined intervals.

**GENERAL**

The Municipal Income Tax Solutions software provides each user with the ability to select a set of preferences. Included in the User Preferences is a User Shortcut Menu to maximize efficiency.

User level security allows specific access to be granted to each user:

**ACCOUNT MAINTENANCE:**

Shown is an example of one of the Account Maintenance screens. The fields that are displayed on each screen will vary...depending on type of account: Individual, Net-Profit, or Withholding.

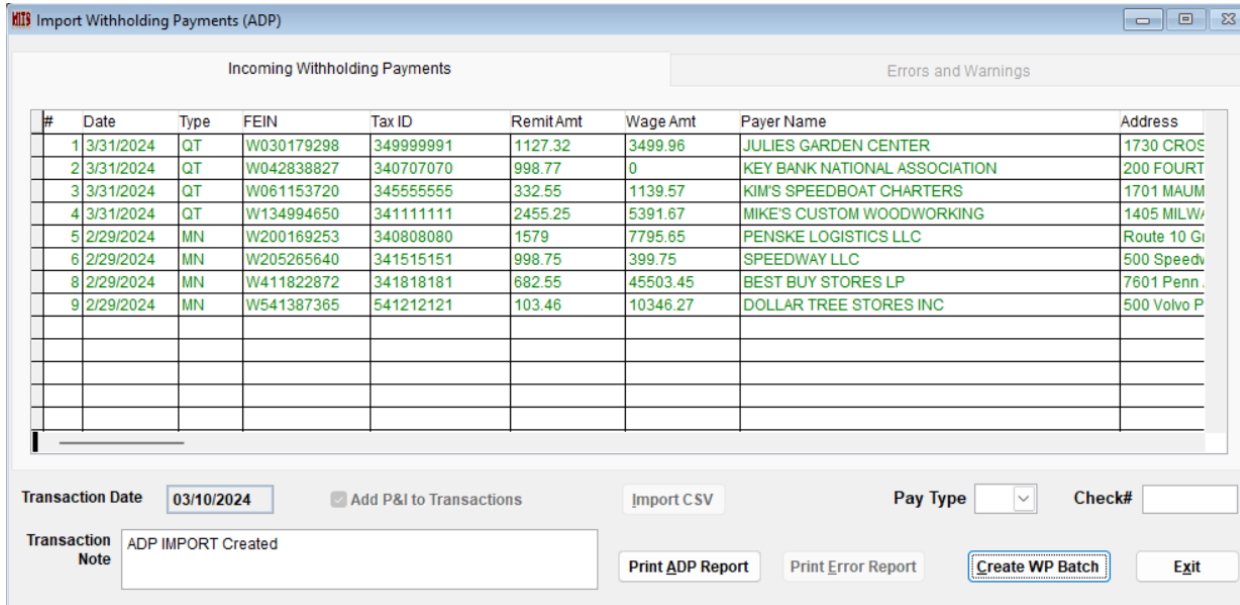
The screenshot shows a software window titled "Account Maintenance - Account: 111-22-5555: POSSIBLE, KIM (Individual)". The interface includes several tabs: "General", "Demographics", "Misc", "Joint Info", "Rental Property", "Steps (6)", "Letters", "History", and "Employer W2s". The "General" tab is active, displaying the following fields and options:

- Account Number:** 111-22-5555 (with "Add Account", "Adv Search", "Trans Inquiry", "Notes", "Extensions", and "Pay Plans" buttons)
- Account Type:** 1 INDIVIDUAL (with "Duplicate Account" button)
- SubType:** (dropdown menu)
- Account # Type:** S
- Account #:** 111-22-5555
- City File #:** 408064
- Original Active Date:** 01/01/2003
- Active Date:** 01/01/2005
- Inactive Date:** / /
- Inactivate Account:** (button)
- Name Fields:** Prefix (KIM), First Name, MI, Last Name (POSSIBLE), Suffix
- OR Company Name:** (text field)
- To Edit The Mailing Name, Go To The Demographics Tab.** (instruction)
- Business Type:** (dropdown menu)
- Also Known As:** (text field)
- Employer:** (text field)
- Occupation:** (text field)
- Filing Status:** 1
- \*Fiscal End:** 12
- Payer Type:** 0
- \*Tax Status:** (dropdown menu)
- File Final Return
- Bill Quarterly
- Force Quarterly Bill
- Print Estimate
- Alert:** A ALERT CODE HERE
- Converted SICNUM:** (text field)

At the bottom of the window, there are buttons for "Edit", "Delete", "Print", "Ad Hoc Letter", "Balances", and "Exit".

**WITHHOLDING IMPORT:**

We have worked with payroll companies (ADP, Paychex, etc.) to create an import for withholding transactions. When you sign up for their EFT program and let them know you are a MITS client, they will send you a spreadsheet that can be imported into MITS to create the withholding transactions that make up the deposit they send to you. No more manual entry of data from ADP. Additionally, you can choose to have penalty and interest automatically added to any late transactions and add new accounts directly from this area.



**Import Withholding Payments (ADP)**

Incoming Withholding Payments

#	Date	Type	FEIN	Tax ID	Remit Amt	Wage Amt	Payer Name	Address
1	3/31/2024	QT	W030179298	349999991	1127.32	3499.96	JULIES GARDEN CENTER	1730 CROSE
2	3/31/2024	QT	W042838827	340707070	998.77	0	KEY BANK NATIONAL ASSOCIATION	200 FOURT
3	3/31/2024	QT	W061153720	345555555	332.55	1139.57	KIM'S SPEEDBOAT CHARTERS	1701 MAUM
4	3/31/2024	QT	W134994650	341111111	2455.25	5391.67	MIKE'S CUSTOM WOODWORKING	1405 MILWA
5	2/29/2024	MN	W200169253	340808080	1579	7795.65	PENSKE LOGISTICS LLC	Route 10 Gi
6	2/29/2024	MN	W205265640	341515151	998.75	399.75	SPEEDWAY LLC	500 Speedw
8	2/29/2024	MN	W411822872	341818181	682.55	45503.45	BEST BUY STORES LP	7601 Penn.
9	2/29/2024	MN	W541387365	541212121	103.46	10346.27	DOLLAR TREE STORES INC	500 Volvo P

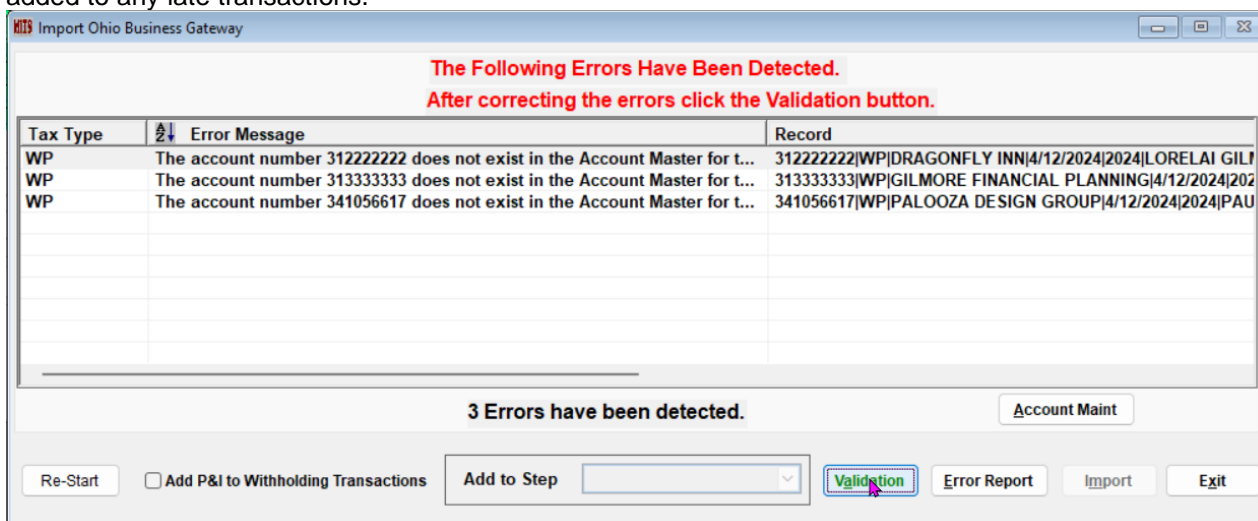
Errors and Warnings

Transaction Date: 03/10/2024  Add P&I to Transactions  Pay Type:  Check#:

Transaction Note: ADP IMPORT Created

**OBG IMPORT:**

No more manually entering transactions from the Ohio Business Gateway! If the account doesn't exist in the MITS system, it can be added with the click of a button. Then, automatically import the transactions made via the Ohio Business Gateway with the click of a button. Additionally, you can choose to have penalty and interest automatically added to any late transactions.



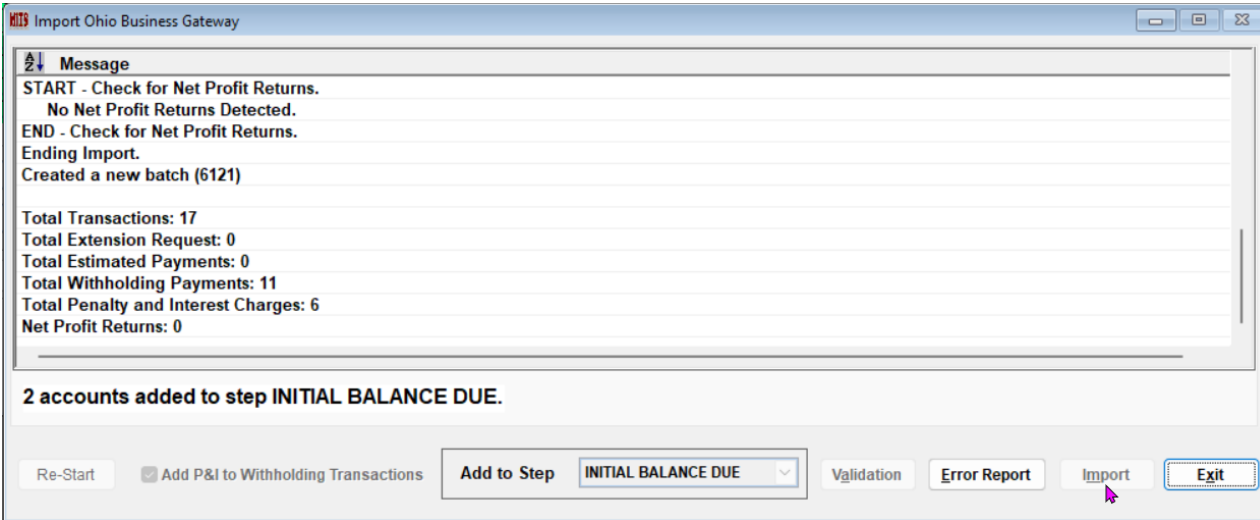
**Import Ohio Business Gateway**

The Following Errors Have Been Detected.  
After correcting the errors click the Validation button.

Tax Type	Error Message	Record
WP	The account number 312222222 does not exist in the Account Master for t...	31222222 WP DRAGONFLY INN 4/12/2024 2024 LORELAI GIL
WP	The account number 313333333 does not exist in the Account Master for t...	31333333 WP GILMORE FINANCIAL PLANNING 4/12/2024 202
WP	The account number 341056617 does not exist in the Account Master for t...	341056617 WP PALOOZA DESIGN GROUP 4/12/2024 2024 PAU

3 Errors have been detected.

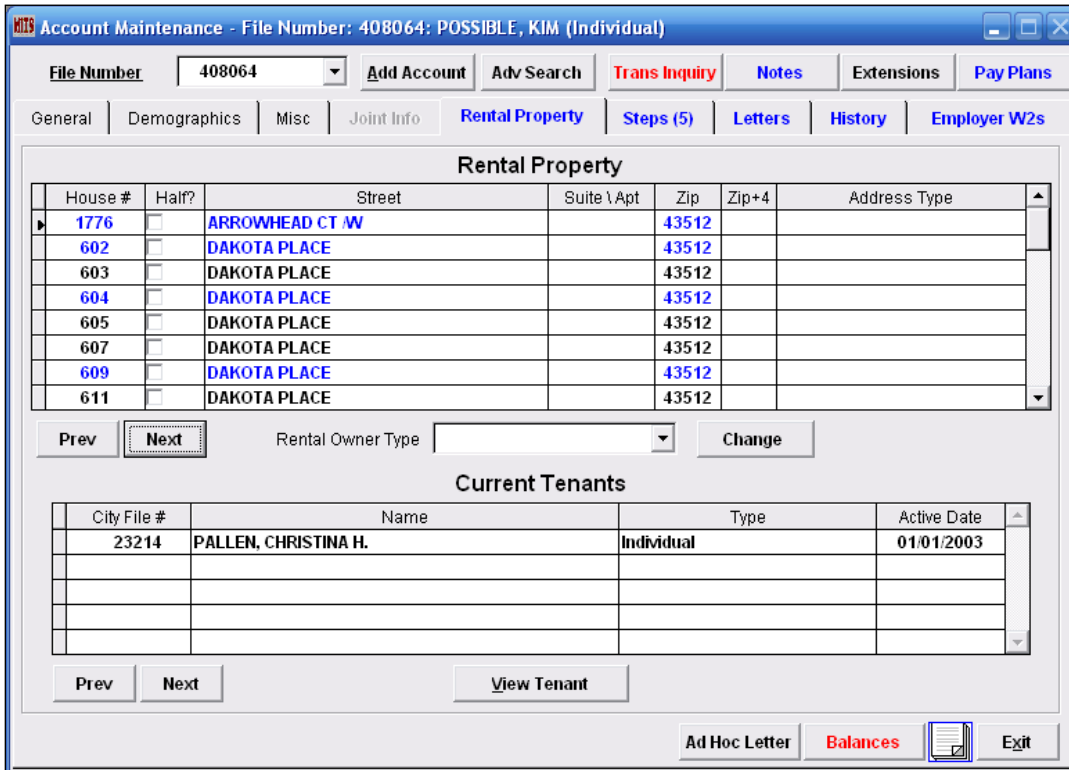
Add P&I to Withholding Transactions



**RENTAL PROPERTY:**

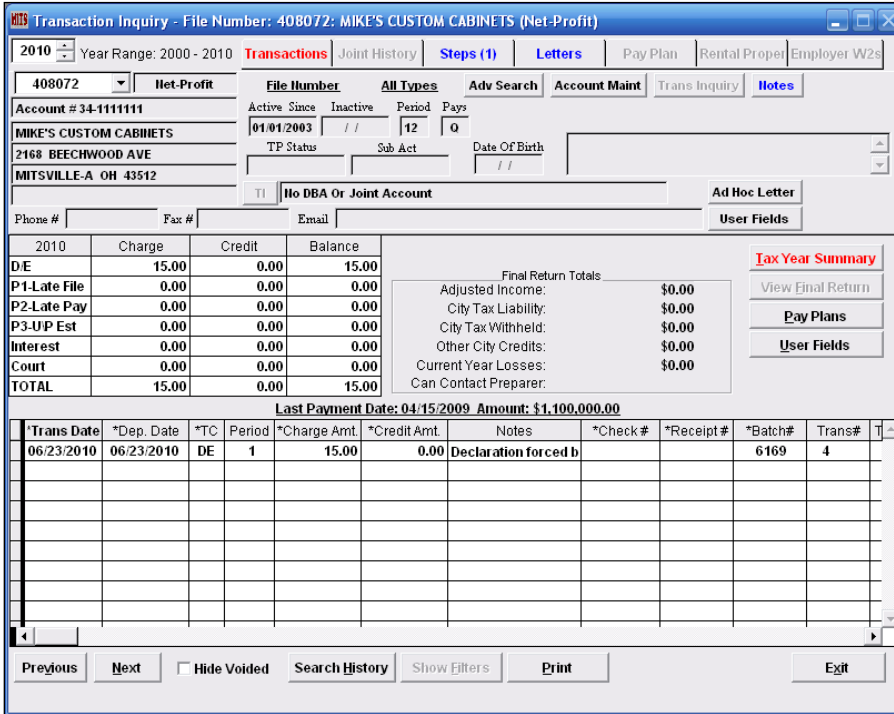
The Rental Property tab provides an overview of all properties owned by the individual along with tenant information by property. The **View** button allows you to select a tenant and view their account information.

Additionally, there is an entire section devoted to the maintenance of rental owners and their properties.



**TRANSACTION INQUIRY:**

The Transaction Inquiry screen displays a synopsis of what has transpired for a particular account by year. The grid at the bottom of the screen also provides an overview, by year, of each transaction posted to this account.



Transaction Inquiry - File Number: 408072: MIKE'S CUSTOM CABINETS (Net-Profit)

2010 Year Range: 2000 - 2010 Transactions Joint History Steps (1) Letters Pay Plan Rental Proper Employer W2s

408072 Net-Profit File Number All Types Adv Search Account Maint Trans Inquiry Notes

Account # 34-1111111 Active Since Inactive Period Pays  
MIKE'S CUSTOM CABINETS 01/01/2003 / / 12 0

2168 BEECHWOOD AVE TP Status Sub Act Date Of Birth / /

MITSVILLE-A OH 43152

TI No DBA Or Joint Account Ad Hoc Letter

Phone # Fax # Email User Fields

2010	Charge	Credit	Balance
DE	15.00	0.00	15.00
P1-Late File	0.00	0.00	0.00
P2-Late Pay	0.00	0.00	0.00
P3-U/P Est	0.00	0.00	0.00
Interest	0.00	0.00	0.00
Court	0.00	0.00	0.00
TOTAL	15.00	0.00	15.00

Final Return Totals

Adjusted Income:	\$0.00
City Tax Liability:	\$0.00
City Tax Withheld:	\$0.00
Other City Credits:	\$0.00
Current Year Losses:	\$0.00
Can Contact Preparer:	

Tax Year Summary  
View Final Return  
Pay Plans  
User Fields

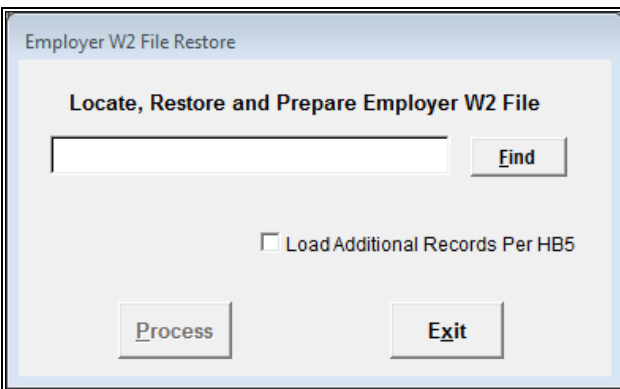
Last Payment Date: 04/15/2009 Amount: \$1,100,000.00

*Trans Date	*Dep. Date	*TC	Period	*Charge Amt.	*Credit Amt.	Notes	*Check #	*Receipt #	*Batch#	Trans#	T
06/23/2010	06/23/2010	DE	1	15.00	0.00	Declaration forced b			6169	4	

Previous Next Hide Voided Search History Show Filters Print Exit

**EMPLOYER W2s**

The base system includes the ability to import Employer W2s (think minutes instead of hours manually entering employer W2 information)!



Employer W2 File Restore

Locate, Restore and Prepare Employer W2 File

Find

Load Additional Records Per HB5

Process Exit

Additionally, once W2s are imported, the user has the ability to add accounts for people that live in the municipality, but are not in your system... with the click of a button.

**STEP PROCESSING:**

Step Processing is where all delinquencies are handled and allows the user infinite tracking capabilities. Steps are groups used to track taxpayers that have not filed, not submitted a reconciliation, or have a balance due.

*If you have signed up with the Ohio Attorney General's Office to handle your collections, MITS can export the information required by OAG. With the click of a button, the spreadsheet they require is populated and ready to be submitted to them.*

**Step Processing Criteria**

Type: BALANCE DUE Step: SENT TO OAG Status: OPEN Display Accounts

Details Duration: 0 Designation: Collection P & I: Calculate

Manually Add An Account To The Current Step Account Number Tax Year 2022 Add Account To Step

**Accounts (Double-Click On Account To Open Account Maintenance OR Select Account Then Right-Click For Transaction History)**

*Account #	*Name	*Type	*Inactive	*Tax Years	*Balanc
111-22-4444	BAILEY, MOLLY	Individual	//	2020, 2019	\$93
111-33-3333	BENNETT, ELAINE	Individual	//	2020	\$50
34-222222	GREG'S SECURITY	Net-Profit	//	2019	\$51
111-11-2222	GUIST, MEREDITH	Individual	//	2018, 2017	\$0.
111-11-5555	HUNT, ROGER	Individual	//	2019	\$11.
987-65-4321	MANSFIELD, TIMOTHY	Individual	//	2020	\$11.
111-11-3333	SMITH, ADDISON	Individual	//	2020	\$10

Slide Grid To The Right To View Balance Breakdown For The Tax Year(s) In This Step, Last Payment

Select All Unselect All 7 Selected Out Of 7 Balance Of Selected \$1,817.65

Select The First 7 Accounts In The List. Select

Minimum Billing Amount 0.00  Without A Letter  With A Letter  Both

Selected Only  Include Other Open Steps  Include Balance Break-Down  Mask Social Security

Create PDF File Instead Of Printing Report  Preview PDF  Password Protect

Print Letter Export To Ohio Attorney General Letter Date 05/15/2023 Due Date //  Create Label File Process

Move To Duration 0 P & I Calculate  Close Step  Place On Hold Exit

**LETTER HISTORY:**

Any printed letter or form produced from MITS is logged in letter history within each account. This is an example of the letter history screen in account maintenance.

A letter may be reprinted at any time using the Reprint button. The letter will be reprinted exactly as it appeared when it was originally produced.

## REPORT OPTIONS

<b>Daily Cash Journal</b>	Receipts by Pay Type	<b>Collection Reports</b>	High/Low Report
<b>Balance Due Report</b>	Check Register	Refund Recap Report	Non-Resident Refund Recap
<b>Aging</b>	W2 Income	Schedule Income	<b>Schedule Exception</b>
<b>NAICS Income</b>	Final Return Tracking	Reconciled Accounts	Withholding Payment Totals
<b>Resident/Non-Resident Employer W2 Totals</b>	Transaction Totals	Transaction Analysis	Taxpayer Income by Street
<b>Tax Year Statistics</b>	Revenue Calculation	Revenue Recap	User Statistics
<b>ACFR (Annual Activity Report)</b>	NAICS Totals / Converted SICNUM		

## ACCOUNT INQUIRY

While technically not featured under the reports menu, the Account Inquiry section of MITS™ provides a vast selection of reporting options.

**The following fields will produce results exclusively based on what is selected/entered.**

<i>Name Contains</i>	<i>Account Type</i>	<i>Sub-Account Type</i>	<i>Taxpayer Status</i>
<i>Fiscal End</i>	<i>Payer Type</i>	<i>Business Type</i>	<i>Alert Code</i>
<i>Location/Mailing Street</i>	<i>Account Source</i>	<i>NAICS # / Grouping</i>	<i>Collection Agency</i>
<i>User Fields</i>	<i>Primary/Joint/Both Account</i>	<i>Resident / Non-Resident</i>	<i>Active/Inactive Accts</i>
<i>Renters</i>	<i>Rental Owners</i>	<i>File Final Return</i>	<i>File Reconciliation</i>
<i>Quarterly Billing</i>	<i>File W1</i>	<i>Force Quarterly Estimate</i>	<i>Payroll Service</i>
<i>Print Estimate</i>	<i>Courtesy Withholding</i>	<i>Account Created From/To</i>	<i>Current/Original Active Dates</i>
<i>Inactive Date</i>	<i>Balance Type</i>	<i>Filing Type</i>	<i>Transactions</i>
<i>Transaction Date Range</i>	<i>Transaction With &amp; Without</i>	<i>All or One Tax Year</i>	<i>Include Pending Transactions</i>

Once the system has created a list of accounts based on the search criteria entered, the tabs at the bottom of the screen become available. These tabs give the user the capability to produce letters, labels, reports or the capability to export that information to a file (text file, database file or excel spreadsheet)

## SEARCH HISTORY

Another feature that can be utilized for retrieving specific data from the system is Search History under the Transaction Inquiry section.

**The following fields will produce results exclusively based on what is selected/entered.**

<i>Tax Year From/To</i>	<i>User Name</i>	<i>Account Type</i>	<i>Transaction Date From/To</i>
<i>Deposit Date From/To</i>	<i>Charge Amount</i>	<i>Credit Amount</i>	<i>Receipt Number</i>
<i>Check Number</i>	<i>Reference (Note)</i>	<i>Pending Transactions</i>	<i>Voided Transactions</i>
<i>Transaction Codes</i>			