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.

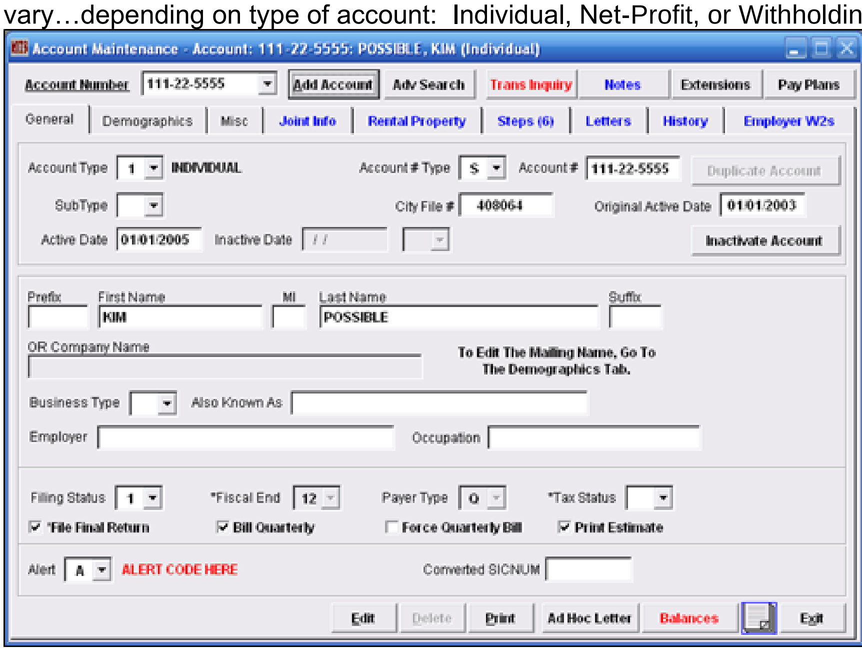
GENERAL

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.



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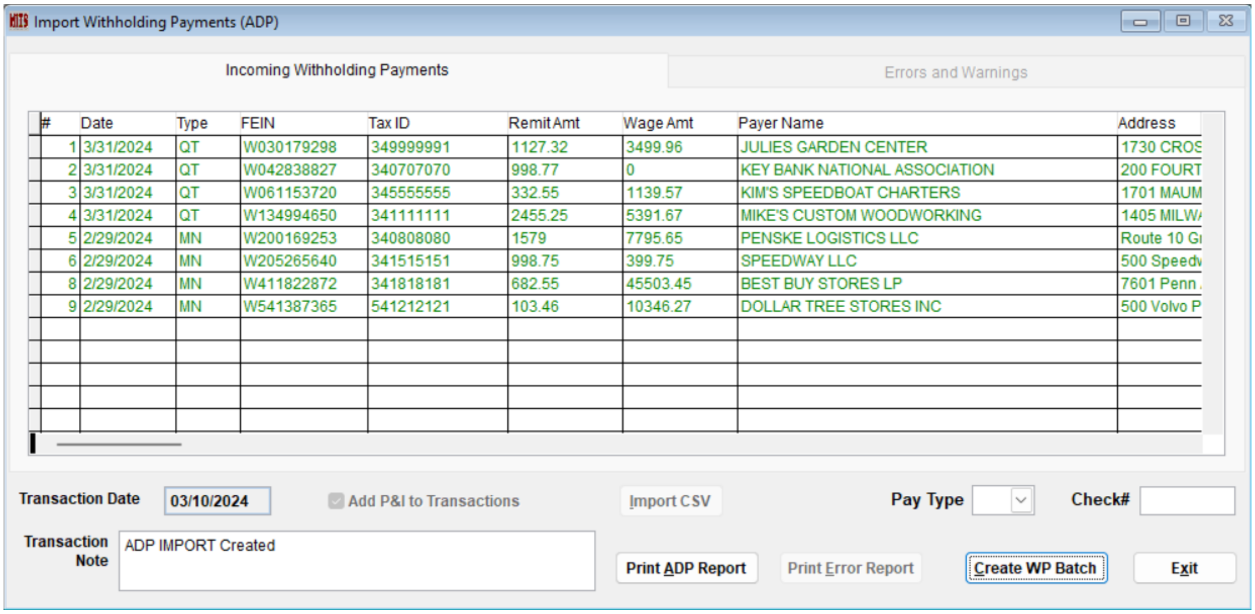
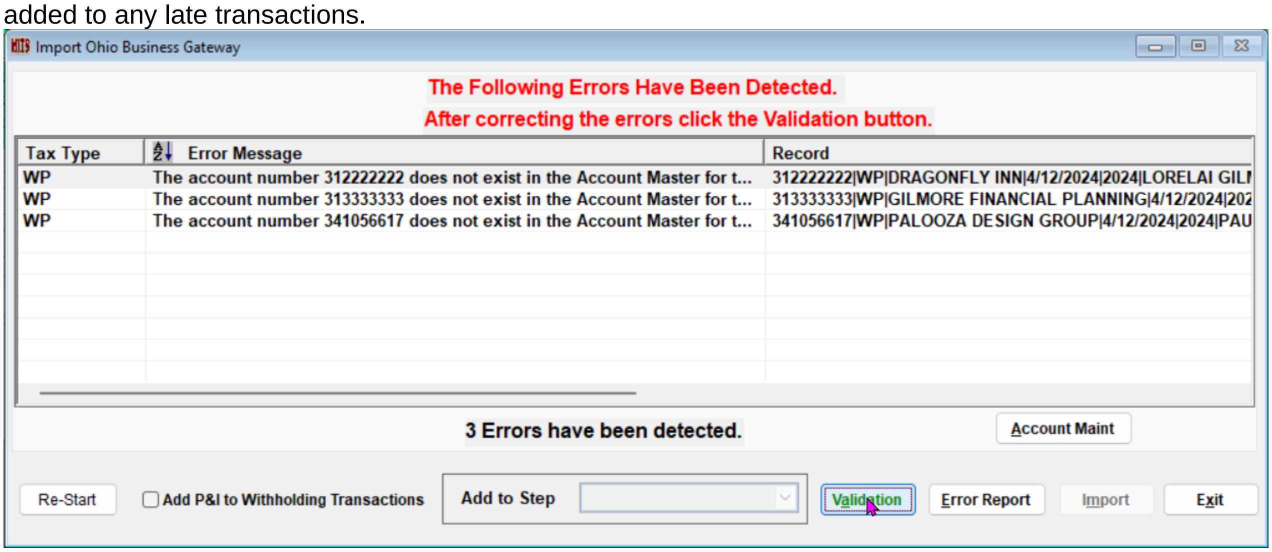
WITHHOLDING IMPORT:
We have worked with payroll companies (ADP, Paychex, etc.) to create an import for withholding transactions. When you sign up for their EFT program and let them know you are a MITS client, they will send you a spreadsheet that can be imported into MITS to create the withholding transactions 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.



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.



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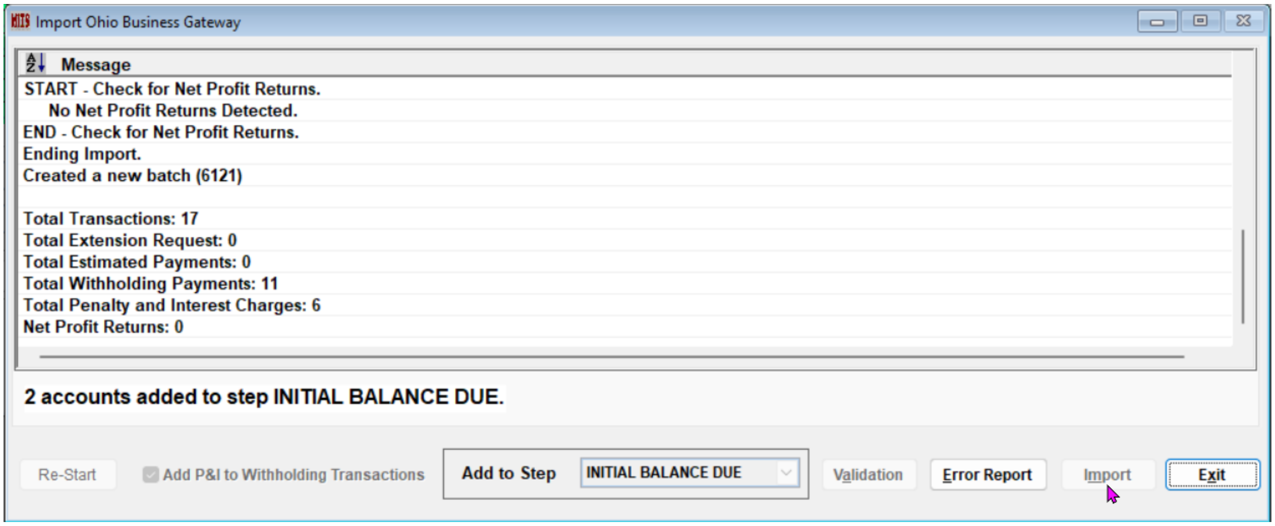
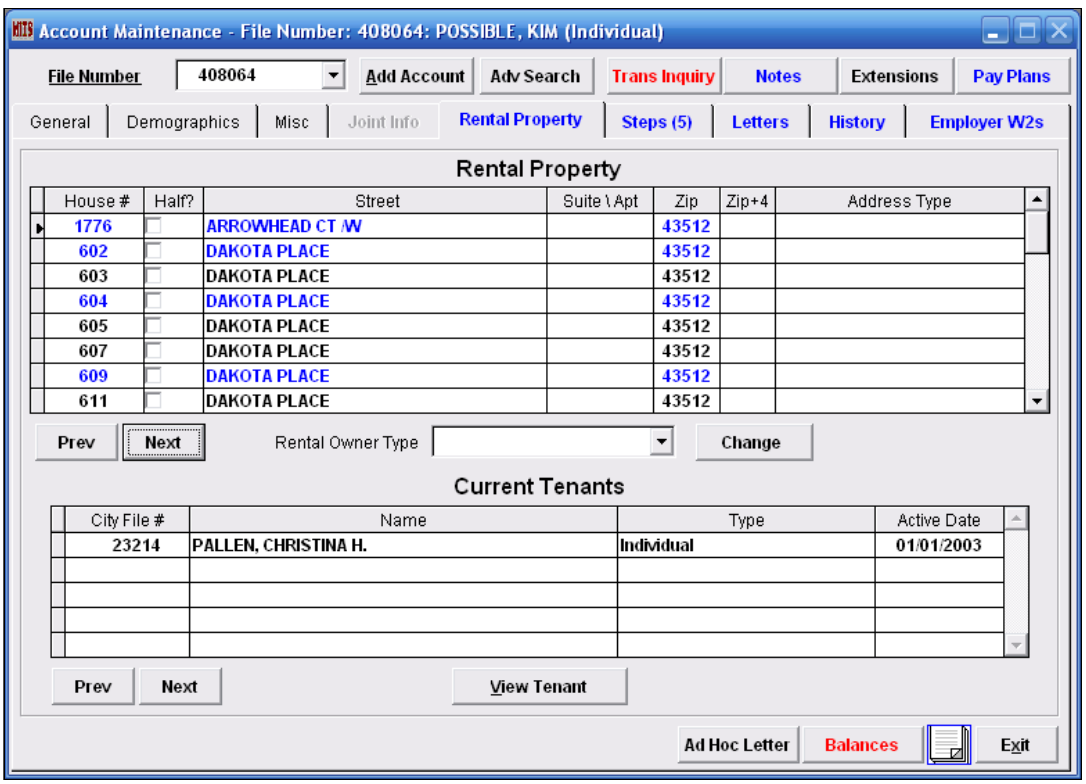


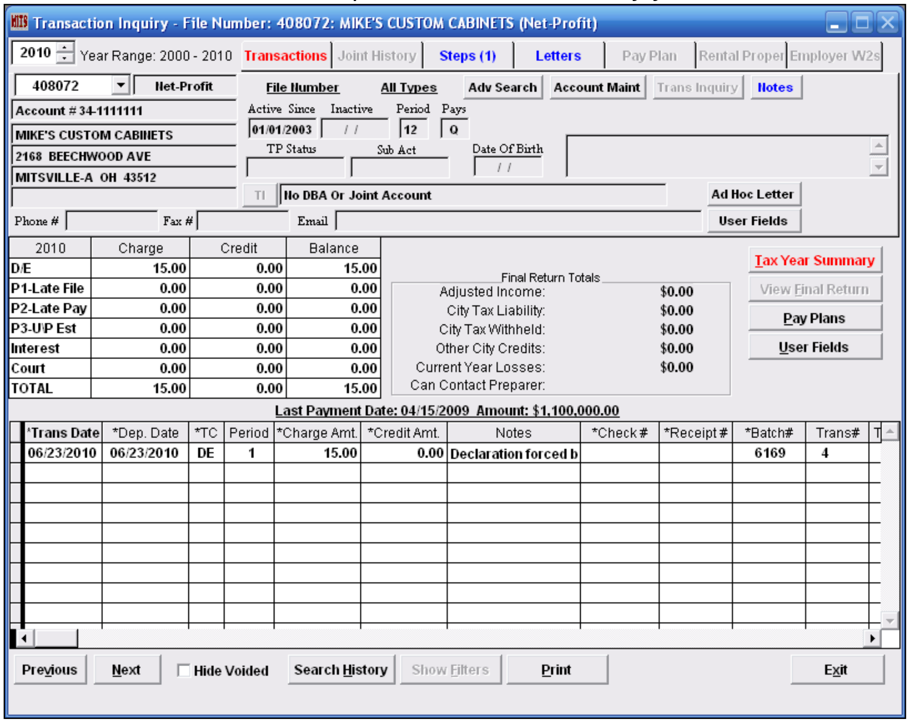
RENTAL PROPERTY:
The Rental Property tab provides an overview of all properties owned by the individual along with tenant information by property. The ***View*** button allows you to select a tenant and view their account information.

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



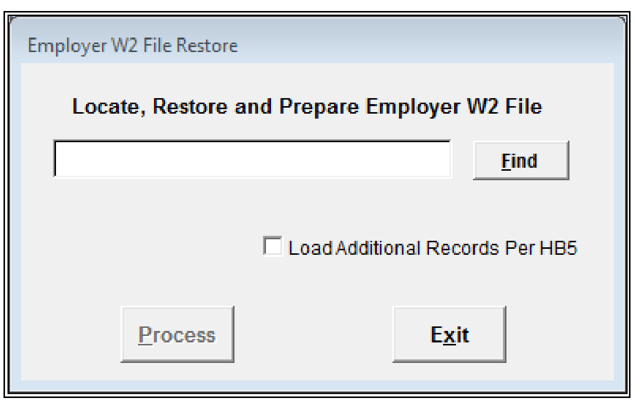
TRANSACTION INQUIRY:

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.



EMPLOYER W2s

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

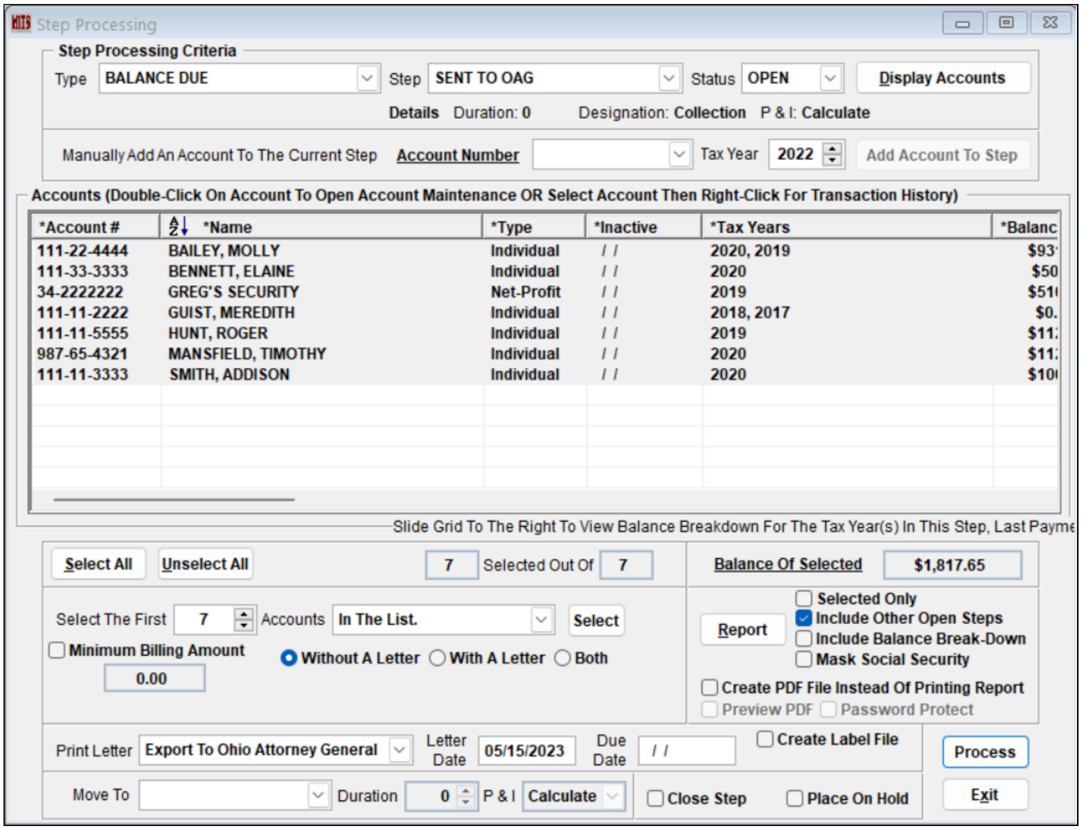


Additionally, once W2s are imported, the user has the ability to add accounts for people that live in the municipality, but are not in your system… with the click of a button.

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.



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

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

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

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.

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