

## eFile

The MITS™ e-file solution provides your taxpayers with an easy, secure online preparation tool to assist them in accurately completing their individual municipal income tax return.

**Once the taxpayer finalizes their return, the information is uploaded to your MITS™ system for review – thereby eliminating data entry by the tax department!**

In addition, the e-file module also provides access for taxpayers or CPAs to check tax year credits for BOTH individuals and net-profit accounts.

### **Benefits**

#### *Save Time and Money!*

- Choose whether or not you want to print and mail final returns to people who have e-filed.
- Eliminate data entry on e-File returns.
- Account and accumulated credits information is uploaded automatically from your MITS™ system on a frequency determined by the municipality.
- Uses a TurboTax® wizard-like approach where the taxpayer inputs schedules and then produces a calculated Final Return based on your control file rules.
- **Taxpayers have the ability to upload their tax documents to you!**
- Produces a printed copy of the calculated final return for the taxpayer records and one for submission to the tax department (if required). Municipality chooses whether or not e-file submission fulfills the filing requirement.

## ePay

The MITS ePay solution provides your taxpayers with an easy, secure, online payment tool linked directly to your e-file site. The municipality has the option of choosing from a few third-party vendors to complete the e-pay process.

**There will be no initial charge to implement ePay if your municipality utilizes one of our pre-approved payment processors.** However, annual support will apply.

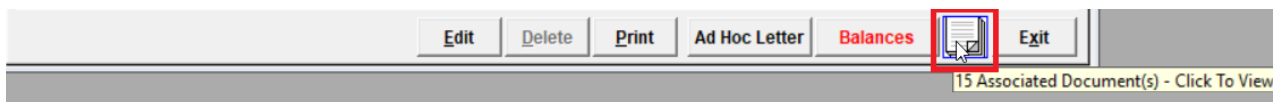
The MITS ePay module has been SIGNIFICANTLY expanded to include the ability for taxpayers to make payments throughout the year on quarterly estimates. Coming soon will be the ability to make payments on payment plans and general balances. With a “cart-like” approach, taxpayers choose which payments to make and how much to pay. Paid items are then uploaded to MITS and distributed according to what the taxpayer chose to pay.

## Document Imaging

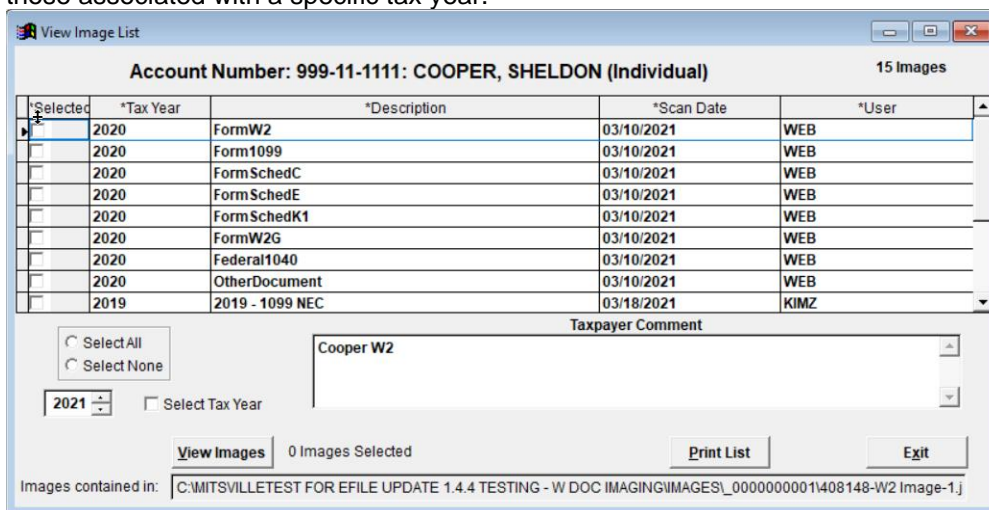
The document imaging module provides a way to scan any document in the tax office and link it to a taxpayer account. If the form being scanned is one created from MITS (with a bar code), the document imaging module will automatically recognize it, link it to the appropriate account and can create the appropriate transaction (if desired). If the document doesn't have a bar code, the module provides a very easy way to link those documents to the appropriate accounts via manual association.

Additionally, the document imaging module works **hand-in-hand with the eFile module**. Any documents uploaded by a taxpayer through your eFile site will automatically be associated to the taxpayer account.

Regardless of how the document gets there, a Flashing Icon (outlined in red below) alerts you that scanned documents are associated with the account you are working on. A single click of the mouse displays all historical documents kept in the system. This flashing icon is available from Account Maintenance, Transaction Inquiry, and Transaction Inquiry.



When the flashing icon is clicked, a screen displays all available documents. You can choose to view all documents or those associated with a specific tax year.



The module uses the system viewer for images and pdfs. Additionally, all selected documents can be opened at one time.

## Microsoft® Word Integration

Use Microsoft® Word as your letter writing editor! Make your letters stand out using the whole range of options within Word

**VARYING Fonts and Font Sizes, *Italicizing*, Bolding, Underlining, and Inserting Graphics.**

Set up a Standard Header for all of your letters that can include the municipality's logo. Eliminates the cost of pre-printed letterhead. *Requires you to have Microsoft® Word installed on all of the PC's using the MITS™ program.*

**Document Transfer Module**

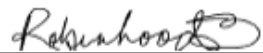
The MITS™ Document Transfer module allows you to accept various documents from taxpayers outside of the upload process in eFile. This module processes the documents so they can be associated to accounts via the MITS™ Document Imaging Module (required for use with the Document Transfer Module). Typically this would be done through some type of secure portal

***Please note: BGI does NOT recommend having taxpayers send documents via any type of means that is not encrypted/secure.***

File types that can be accepted by the Document Transfer Module are as follows: BMP, DOC, DOCX, GIF, HEIC, PNG, JPEG, JPG, PDF, TIF, TIFF, XLS, XLSX

**Electronic Signature Module**

The MITS™ Electronic Signature module allows you to capture a taxpayer signature on a final return with an electronic signature pad in your office. This is then saved as a PDF and can be viewed/printed at a later time.

7. Estimated Tax for 2021	A. Estimate	\$500.00
	B. Amount of Estimate Due for First Quarter	\$125.00
	C. Estimate Paid \$125.00      D. OFs for 2021 \$0.00	\$125.00
	E. Remaining Estimate Due as of 03/02/2021	\$0.00
<b>8. Outstanding Balance ( Lines 6.A + 7.E )</b>		<b>\$472.17</b>
x  04/21/2021      KZ		03/02/2021
Signature	(Date)	Preparer

.F.

The undersigned declares that this return (and accompanying schedules) is a true, correct and complete return for the taxable period stated and that the figures used herein are the same as used for Federal Income Tax purposes.

Please Remit **VILLAGE OF MITSVILLE**

## ACH

This module allows you to import payments “pushed” to you or you can “pull” money from taxpayer accounts for quarterly estimates and payment plans.

1. Currently this module accepts payments in the following two formats:
  - CCD+
  - ASC x12 Payment Order/Remittance Advice Transaction Set (820)
2. The ACH file is downloaded by the municipality from the bank’s secure site and run through an import process within MITS™. Payments are put in the next available batch for review and posting.

In addition, payment plan payments and quarterly estimate payments can be setup to automatically pull from a taxpayer’s bank account...which ensures timely payments and creates transactions without user entry. When payments are pulled from the taxpayer’s bank account, they are put into a batch and can be reviewed prior to posting.

## Bar Code Scanning

**SPEED: Process Dozens of Transactions in under a minute!**

Scan Quarterly Estimate Bills, Payment Plan Bills, etc. Upon return of the bill, scan the barcode to create a transaction (which assumes full payment of the bill).

**Ensure Data Accuracy – scanned transactions are always assigned to the correct account, transaction type and tax year.**

**Produce Not Filed Letters in Record Time after your filing deadline! Scan all of your \$0.00 Final Returns and all of your \$0.00 W1s to automatically create transactions.**

All of the standard forms in the MITS™ System print a bar code. The export files also provide information for your printer to produce the bar code required by the scanning module. Custom forms can be modified to include the bar code for a small additional fee.

## JEDD Module

The MITS – JEDD Module provides a way for municipalities to administer local income tax for either a JEDD/JEDZ or another municipality altogether. Because it is installed independently from your original MITS Software, money entry is kept separate from normal income tax collections and makes reporting and accountability easier.

***NOTE: All modules priced separately. Please contact MITS for more information.***