ATTACHMENT A

APPLICATION SOURCE

CONFIGURATION	Meets the requirement in the present form from the vendor in their proposed solution.
MODIFICATION	New programming is requird to meet the requirement and custom programming for the JCFC will be provided by the vendor and will be included in the price.
3RD PARTY SUPPLIED (EMBEDDED)	The requirement is met by a third party provider integrated with the main VENDOR and included in the price of the solution. For any 3rd party providers that are embedded in your solution please give details regarding how long you have been a partner with the company and what all functionality they provide for your solution.
3RD PARTY SUPPLIED (NON-EMBEDDED)	The requirement can be met by a third party provider that is not included with main VENDOR solution and not included in the cost. Please provide name of third party provider and how their solution can enhance your solution. If you know what it would take to set up during initial implementation provide details.
FUTURE	The requirement is not currently met by the base VENDOR solution or embedded 3rd party vendor but in an upcoming release of the product or 3rd party provider. If JCFC needed this feature today they would need to code solution themselves. Indicate anticipated plans regarding meeting this requirement.
NO	The requirement is not currently met by the base VENDOR solution or known 3rd party provider and the vendor is not planning on addressing at this time. If JCFC wants this feature they will need to provide solution themselves.

#	TAXPAYER ACCOUNT MAINTENANCE
	Provides Users The Capability To Directly Enter New Profile Information About The Taxpayer Into The System. Items Needed: Taxpayer Name, Dba, Physical Address, Mailing Address, Social Security AND Federal Id (need to have both), Owner Name, Address, Phone, Email, Website, Tax Entity (Corp, S-Corp, Partnership, Estate, Sole Prop, Reit, Nonprofit), Year End (Day.Month), # Employees
	Auto Generate 5 Digit Numerical Account Nunber (Starting # To Be Defined by JCFC)
	Account Status with Audit History -- Open, Closed, Hold (bankruptcy, legal action, unable to locate taxpayer)
	Summary Balance Due By Individual Tax Type With Breakdown of Tax, Penalty and Interest Charges
	Notes - Ability To Transfer Current Notes And Enter Unlimited New Notes That Can Be User Defined Categorized. No Size Limits On Notes
	Attachments - Ability To Attach Documents (Pdf, Excel, Word) To Taxpayer Individual Accounts
	Provides The Capability To Notify If A Potential Duplicate Account Exists In The System Before Creating A New Taxpayer
	Provides the capability to enter information for multiple contacts at the taxpayer, tax type, and/or location, and maintain the effective start and end dates for each contact.
	Provides a means of creating reporting periods based upon when a tax type begins and ends for an account.
	Provides the capability to link taxpayers related in a parent and subsidiary relationship.
	Supports delegation of authority for customer agents. (POWER OF ATTY, PAYROLL AGENCY)
	Supports authorized agents to manage multiple customers and accounts with a start and stop effective date.
	Provides for the entry of multiple addresses for a single taxpayer with a start and stop effective date and type of address.
	Provides for the entry of multiple addresses for each tax type for which a taxpayer is responsible.
	Provides for the entry of multiple addresses for each of the taxpayer’s reporting locations.
	Provides the capability to support foreign addresses including country codes and postal codes.
	Provides the capability to manually mark a specific address as undeliverable or invalid.
	Provides the ability to validate an address with an external data source.
	Provide the ability to electronically track and route an application for approval signatures
	Provides an audit trail of all activity related to taxpayer profiles by keeping track of who created or modified the profile and when the creation or modification took place.

	When displaying a transaction screen, provide capability to display the user and date of the latest update to that transaction, along with any related comments.
	Maintains all versions of taxpayer profile information by always adding new information, never updating existing information, including start and end dates which are set automatically by the system.
	For each account contact, ability to specify the Tax Type in which this contact should be used for correspondence purposes. For example the accountant should be notified if there is a problem with the net profits tax return information. However, the PR Clerk should be notified of issues dealing with PR Tax.
#	CASHIERING
	Provides interface to cash collection system supporting real-time, on-line cash receipts entry, with entry validation and individual cashier totals.
#	TAX RETURN PROCESSING
	Provide for an unlimited number of tax types per account. User defined tax types should include County net profit tax, City net profit tax, occupational tax (county payroll), insurance premium tax and transient room tax
	Support multiple Tax Schedules (such as monthly, quarterly, yearly) and auto populate returns and correct due dates
	Tax schedules must be user-defined with the ability to establish month and day for each tax return or payment that is due.
	Must have ability to allow extensions on Tax Types and adjust due date based on extension
	For each tax schedule, support the ability to override tax schedules for certain accounts.
	Ability to enter tax information and calculate tax liability due.
	Ability to inactivate the tax type without having to inactivate the account.
	Allow for rapid data entry of tax returns entering minimal information. Provide process for entering return details at a later date.
	Provide for displaying and exporting taxpayer account history
	Accepts full and partial payments.
	Allow the user to pick a specific transaction for adjustment. For example, if a return was entered incorrectly, the user should be able to pick that return from a list and create the adjustment to that specific return.
	During adjustment process, system will automatically recalculate receivable based on adjusted units.
	Ability to move incorrect postings from one account to another with a clear audit trail
	Large Description field for a user entered description of reason for adjustment
	Preview report available to view any adjustments before being posted to the accounts.
	Adjustment transactions will show in history all details of adjustment. Adjustment will show as associated with the original transaction. For example if an adjustment was created to the units of a return, the original return subject units will be displayed, and the adjusted subject unit details will be displayed as well.
	Automatically calculate and apply penalty & interest based on due date of return
	Ability to adjust off penalty or interest
	Ability to post zero return from single screen for both net profit types (city and county np) simultaneously
	Payment information must include type of Payment, date of Payment, amount, receipt number, check reference number, and optional user entered description.
	During return / payment entry - ability to enter user defined infraction codes for errors in reporting, missing information, etc.
	During return / payment entry - ability to view account balance.
	Ability to decide where to post receipt - tax, penalty and interest
	Ability to search by various taxpayer identifiers, such as address, phone number, fed id #
	If a user is entering a payment and needs to do more research on a taxpayer account, the user should be able to do so without having to abort the receipt entry process.
	Inquiries should be able to search by account statuses (i.e. Active, Inactive)
	Account balances should display by tax type and fee codes
	Transaction history screen should include: tax year, tax period, tax type, due date, transaction date, extension date (if applicable), type of transaction (return entry, payment, credit, adjustment, etc.), references (check number, adjustment type, etc.)
	Display transaction history for an unlimited number years by tax type, by tax year, by tax period, etc. (including both actual calculated amount of taxes owed and amount of taxes paid). This should be categorized so you can look at a taxpayers entire history or specify year, tax type and period.

	Transaction history should include a detailed breakdown of subject units used to calculate receivable. For example, if a return is entered, the transaction history should show the tax type and fee codes (i.e. Net Profit tax, penalty and interest) used to calculate the amount owed.
	Transaction History screen should display if any infractions have occurred associated with any returns and/or payments.
	Transaction history should display a history of any system printed letters / correspondence that has occurred with the taxpayer.
	For letters / correspondence transactions in history, the reason for the letter, the date of the letter, and the tax type in which the letter is associated with should be displayed.
	Ability to quickly generate report of transaction history, directly from transactions history screen.
	Ability to generate "end of day" summary with all transactions to balance activity daily, monthly and annually
	Ability to track amendments and/or changes in balances on taxpayers account for audit purposes
	Ability to create wage reconciliation forms to facilitate the W2 audit process
	Ability to establish an "Alert" on the tax account.
	"Alert" may be established to automatically notify user of account alert during account maintenance.
#	AUDIT SYSTEM TRAIL
	Provides security down to the field level. This access should allow each user group to be granted full access, read-only access or no-access on field basis. Users must be able to have access granted based upon assignment of user groups.
	Provide for audit trail including operator , time and date stamp
#	PAYMENT PLANS/CASE MANAGEMENT
	Provides a Case Management system to monitor and evaluate case activity for business processes (e.g., Audits, Collections, Bankruptcy, Appeals, Delinquency, Compliance Assessment).
	Provides an interface for authorized users to produce a list of all cases.
	Allows staff to manually relate information to a case folder (e.g., audit work papers, customer communications, emails, images of scanned documents, third party data references, law/publication references).
	Provides the ability to set and monitor payment plans.
	Provides a way of tracking all legal actions including judgements, liens, bankruptcies, garnishments etc.
#	DELINQUENCY MANAGEMNT
	The system should provide a way to mass generate adjustments in order to "write off" a immaterial underpayment. (This should be available in a batch process, not just on an individual basis)
	Ability to easily adjust off penalty or interest.
	Ability to calculate penalty $25 minimum, 5 % of tax due up to a max of 25% and recalculate as needed. Part of month considered full month
	Ability to calculate interest at 1% per month, any part of a month considered a full month.
	Ability to track and notify tax delinquencies by user defined letter and/or statement.
	Ability to mass generate taxpayer statements based on set criteria
	Ability to generate taxpayer individual statements on demand
	Process to review letters before letters are actually generated.
	Provide a complete master list of all taxpayers determine by account status, i.e. active accounts, with only user defined information included on the list
	Provides the user the capability to place a reminder (tickler) on a work item/account
#	LETTER MODULE
	Provides the capability to generate pre-defined correspondence, with demographic and other data fields uploaded from the system. Examples include, but are not limited to, notices of adjustment, delinquency and deficiency notices, billing notices and statements of account, status of cases, etc.
	Provides the capability to generate mass notifications via print and e-mail.
	Ability to mask secure data on outgoing correspondence.
	Provides the capability to readily create or revise pre-defined text and formatting.
	Provides the capability to generate free-form correspondence and link it to a specific taxpayer, account and/or period.
	Provides the capability to generate correspondence that is a combination of pre-defined text and free-form text.
	Supports the creation and retention of multiple versions of a given type of correspondence.

	Provides the capability to print multiple page documents with formatting that varies for each page.
	Provides the capability to record and store incoming and outgoing email content related to customer accounts (i.e., store email address, time, date and email content).
#	TAX REPORTING
	Print a report of the top taxpayers based on amount paid for a specified date range.
	Ability to produce a tax return activity report for an specific account.
	Print outstanding balance report based on tax type, fee code, and account status.
	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Tax system.
	Ability to interface with a document management system.
	Provides an interface for authorized users to generate reports without programming.
	Provides an interface for authorized users to create and save reports in common software formats (e.g., Word, Excel, PDF).
	Provides an interface for authorized users to view, export, download and/or print/reprint reports.
	Supports printing reports to local area network (LAN) printers.
	Provides the capability to include graphic images (e.g., JPEG, TIFF, BMP) that allow users to insert different types of graphic objects into reports.
	Produces daily reports to ensure that accounts receivables are in balance.
	Produces daily reports to ensure that external data received by the tax system was recorded as transactions within the system.
	Produces daily reports of tax receipts by tax type with ability to detail payment by tax, penalty and interest amounts
#	TAXPAYER PORTAL
	Provides users the capability to directly enter new profile information about taxpayers into the system.
	Provides the capability for viewing taxpayer profile information.
	Provides an online taxpayer service component, including the ability for: registration, account updates, online filing of returns, online responses, account verification, reviewing of account status, acceptance of electronic payments, taxpayer communication and controlled access by taxpayers to their account information.
	Provides the capability for online filers or applicants to attach electronic documents or files to their online filings.
	Provides online help and/or tutorials to support the various online transactions.
	Provides the capability for taxpayers to save a partially completed form online and return to it later.
	Provides the capability for the taxpayer to file an amended return online.
	Provides the capability to process, reject or place in pending status, a customer's online transaction.
	Provides an interface for authorized users to print a payment confirmation.
	Provides the ability for customers to view the total amount due for a liability including penalty and interest calculation.
	Provides the ability for tax office staff to immediately view customers' online activity (i.e., not have to wait for overnight or batch processing).
	Ability for taxpayer to specify accountant, payroll provider and other third party individuals to act on their behalf.
	Allow the taxpayer to select how they would like correspondence to be sent to them. (mail, email, text, combination)
	Allow taxpayer the ability to securely retrieve portal user name and reset password.
	Provides secure method with verification to retrieve account numbers.
	Provides the ability to receive electronic W2 submissions
	Ability to accept credit cards and ACH payments including calculating charges/fees for payment method
	Forgot password automatically reset
	E-mail acknowledgement for online filing/payment