

- **The Future of Property Tax Document and Process Management Has Arrived**
- **Automate Tax Processes and Manage Documents with PTMS**



## Capture FOR PTMS

Data entry poses one of the most significant challenges facing corporate tax departments due to the paper-intensive manner in which state and local tax authorities communicate taxable value and the resulting taxes they levy (i.e., assessment notices and tax bills). As a result of jurisdictions' reliance on paper and the lack of standards for the layout of notices and bills, taxpayers spend an inordinate amount of time manually:

- Reconciling assessment notices and tax bills to property sites, parcels, and accounts
- Entering data from documents into their tax management systems
- Correcting transcription errors

### Minimize Manual Data Entry Tasks and Save Time and Money with Capture for PTMS

Capture uses OCR technology to read tax data from scanned tax bills and assessment notices and uploads the data to PTMS. Capture:

- Reconciles tax bills and assessment notices with sites and parcels
- Catalogs scanned tax bills and assessment notices for easy access
- Reduces time spent manually entering data from tax bills and assessment notices
- Minimizes transcription errors

## Document FOR PTMS

When facing overwhelming deadlines it is easy to lose track of critical documents such as returns, correspondence with taxing authorities, notices, bills, appeal and audit documentation, and other tax department paperwork. In addition to the countless hours wasted searching for missing documents, manual document management can also result in failed audits, document replacement costs, and other painful consequences. That's why we developed Document.

### Save Money with Easier Document Management with Document for PTMS

Document integrates with PTMS to create a central document repository and automatically links relevant documents to their corresponding data records (sites, parcels, accounts) for easy archiving. Document:

- Creates a central document repository
- Catalogs all documents for easy search and retrieval
- Links property tax documents to PTMS records
- Secures documents for easier audits and strengthens SOX controls
- Reduces document storage costs
- Requires no IT investment

*For additional information on how to improve your property tax processes with Capture and Document, call us today at 858-547-4100, or visit [www.taxcomp.com](http://www.taxcomp.com).*