

A cloud-based solution to help you electronically manage the receipt, processing and archival of all documentation relating to Deduction forms.

Key Features



Deduction Form Receipt

- ✓ Deduction forms can be digitally filled and submitted by citizens or auditor department staff can fill on their behalf
- ✓ Low cost all in one computers can be used as Kiosks to make it easy to submit
- ✓ Property information can be cut and pasted from other system
- ✓ Submitters can electronically sign the form using a signature pad at the front desk



Processing of Deduction Forms

- ✓ Staff can electronically complete the needed sections to complete the documentation
- ✓ Electronic signature stamp can be used to place the auditor signature on the form
- ✓ Deduction forms can be staged for receipt of other supporting information
- ✓ Form can be electronically routed to other department for review
- ✓ Status of form can be checked even when the form is in other departments



Records Storage and Archival

- ✓ Deduction forms can be directly stored in digital file cabinets in the portal
- ✓ Data from the forms will be captured as index data thus reducing duplicate data entry
- ✓ Department staff can access this file cabinet at any time
- ✓ Inquiries on deduction forms can be easily responded by searching the file cabinet



Benefits

- ✓ Eliminates the need to physically store paper documentation
- ✓ Meet all retention mandates efficiently
- ✓ Quickly respond to inquiries with less resources
- ✓ One single system to manage all deduction documentation
- ✓ You can access deduction documents from any other software using a single click
- ✓ The entire process of deduction form processing becomes digital increasing departmental efficiency, responsiveness, accountability and transparency