DC Office of Tax and Revenue Taps V-Tech for Tax Processing Support

February 2007 Silver Spring, MD - During peak tax return processing periods, V-Tech is called upon to provide short-term supplemental staffing for the processing of tax returns from the citizens of the District of Columbia. Through detailed workflow analysis, our people support timely completion of all aspects of tax return processing for citizens of the District of Columbia. V-Tech has provided this support for the past three years.

In the Receiving Area, all internal and external documents, postal deliveries, courier services, lockbox deliveries, and walk-ins are monitored and controlled. The Document Preparation Unit prepares tax returns and correspondence for scanning. Tax returns are reviewed for completeness and coded for batch transmittal. The Data Management Unit monitors inventories deposited and data transcribed by various lockbox contractors. Data entry is analyzed for discrepancies and corrected when necessary.

Staff assigned to the Records Management Unit file and store processed tax records and bills in numerical order by type. For the Receipt and Payment section, V-Tech supports the Scan and Review Unit. Here staff enters batches into the imaging Inventory Database (Lotus Notes) and conducts data capture (imaging). Within the Remittance and Deposit Unit, our staff ensures timely and accurate deposits of all remittances. Remittances are balanced, encoded, and deposited to the DC custodial account. For the Data Input and & Repair Unit, we key, prioritize, and queue data for review and nightly uploading.

V-Tech Staff support the Accounting Unit by monitoring, reconciling, verifying, and systematically inputting all tax revenues collected by and wired to the District of Columbia. We also ensure that all payments collected are processed and all postings are reconciled to the original deposit and suspended batches and payments are corrected.

V-Tech staff have received multiple commendations and recognition for quality service and superior performance.

V-Tech President, Victor P. Holt, said, "We are pleased to be able to support the District in this important endeavor and we recognize the significance of the work we are performing for the people of the District."

About V–Tech

As a VA– certified Veteran–owned Small Business (VOSB), V–Tech provides high quality Data Center Services, IT Security, and Service Desk Support to our DoD, Federal, State, and Local clients. We begin by developing a "True Partnership in Excellence" with each engagement using our ISO–based FACE approach: Focus on quality, Accountability through proven service management methods, Commitment to quality, and improving systems and services with strategic Execution to deliver program improvement to our clients. Our certified IT service management system brings together the latest technologies and

seasoned industry certified professionals to provide our clients with the expertise and experience needed to minimize client risk and overcome today's IT challenges.

V–Tech provides experienced, customer–focused professionals to meet the outsourcing, consulting and staffing needs of our clients. We bring proven technical and management expertise, industry certifications, financial strength, and a unique ability to collaborate with our clients. Our company slogan, "Excellence on Display," exemplifies V–Tech's commitment to ensuring that our clients meet their program objectives as we improve their agility, cut costs, and reduce risks.

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