NOTICENINJA
DIGITAL NOTICE COMPLIANCE

Notice Workflow Readiness Framework

A 10-QUESTION SCORECARD AND RISK-CHECK FOR TEAMS MANAGING HIGH-VOLUME TAX NOTICES

Tax notice resolution involves defined ownership, accurate tracking, and alignment across departments, not just a faster response. Use this framework to identify where work is stalling and whether your team is truly ready to automate.

Readiness Scorecard

Rate each statement from 1 (No process) to 4 (System-driven)

INTAKE & ASSIGNMENT

_____ Are notices consistently logged and classified?

_____ Is there a defined owner for intake by fund or notice type?

_____ Are assignments tied to workflow stage or risk level?

WORKFLOW & OWNERSHIP

_____ Can any team member see what has been done and by whom?

_____ Are recurring or sequential notices linked across cycles?

_____ Can ownership transfer cleanly when someone exits or roles change?

DOCUMENTATION & AUDIT

_____ Is every update and escalation tracked centrally?

_____ Can you pull a full audit trail for refunds, POAs, or amended returns?

REPORTING & ALERTS

_____ Can notices be viewed by fund, partner, or cost center?

_____ Do urgent items reliably reach the right team members?

YOUR TOTAL SCORE: _____ / 40

Score Range	Readiness Level	Interpretation
12–20	Early	Workflow breakdowns likely; needs baseline clarity
21–30	Developing	Core process exists but lacks consistency or scale
31–40	Ready	Structured enough to automate or expand workflows

Triggers to Watch For

Each scenario showcases common patterns within tax and finance teams in corporate and private equity environments. Spot the signals before automation magnifies the problem.

SCENARIO	TRIGGER	RISK	SOLUTION
Manual data entry	Rekeying data from CP2100As, IL-W-3s, refund checks	Inconsistent inputs delay action	Validated subtype intake via NOTICENINJA
Entity confusion	EIN reuse, dissolutions, shared IDs	Duplicate or missed responses	Duplicate detection + entity mapping
Unclear task ownership	Assignments via email or spreadsheets	Missed deadlines, unclear accountability	Role-based routing and standardized actions
No notice history	Sequential notices treated as new	Duplicate effort, lost visibility	Linked workflows and resolution reporting
Missed alerts or overexposure	All notices go to one or two users	Refunds delayed, escalations missed	Permissioned access and group notifications

Internal Process Mapping Template

Use this worksheet to document how tax notice work moves or stalls inside your organization.

STEP IN WORKFLOW	YOUR CURRENT APPROACH
Notice Type	e.g., CP504, Amended Return, Refund Check, CA DE 9
Entity / Fund	e.g., Growth Fund III, Portfolio A
Who receives it	e.g., Shared mailbox, outsourced mailroom
Where it's stored	e.g., Email folder, local drive, SharePoint
Who assigns it	e.g., Staff analyst, tax manager, no formal step
How it's tracked	e.g., Excel log, Outlook task, central system
Escalation route	e.g., Sent to VP of Tax after 45+ days unresolved
Who resolves it	e.g., In-house, vendor, varies by notice
Where resolution lives	e.g., Attached to task, saved separately, unknown
Who it's reported to	e.g., Controller, PE finance team, fund reporting lead

Highlight the fields where answers vary by entity, staff member, or jurisdiction. These are key breakdown points to address before implementing automation, AI or OCR technology.

Book a workflow review call to map out your highest-risk gaps.