



# Instructions: Year End 2016 Tax Reporting for StockTrack

## **QUICK GUIDE -- Overview**

You need to use the latest versions of StockTrack and Account Ability in order to generate 2016 1099 Tax Reporting Forms with StockTrack.

1. Update StockTrack to version 15.95 (or above) -- See Update Instructions at [www.stocktracksoftware.com/downloads.htm](http://www.stocktracksoftware.com/downloads.htm)
2. Install Account Ability for 2016 software. (*You will need the serial number located on the sticker on the outside package label.*)
3. Run StockTrack. Go to *Divs/Splits+Checks | Federal Tax Reports | Prepare 1099-B, Prepare 1099-DIV, and/or Prepare 1099-INT*. Prepare and review the proof of your 1099 data.
4. Run Account Ability and follow Account Ability instructions
  - Enter or *Roll Forward* your company information
  - Import the data file generated by StockTrack
  - Generate your tax forms and IRS F.I.R.E. system file

***See detailed instructions on the following two pages***

## DETAILS

The 2016 version of Account Ability requires StockTrack version 15.95 (or above.) Find the version number on the *Help | About* screen. If you are using a version previous to 15.95, go to: [www.StockTrackSoftware.com/downloads.htm](http://www.StockTrackSoftware.com/downloads.htm) and follow the StockTrack Update Instructions before proceeding.

Install **Account Ability** from the setup program on the CD. (You will need the serial number located on the sticker on the outside AA package label.)

**Check if there is an update to Account Ability.** Use Account Ability *Help | About Account Ability | (Check for updates)*. We suggest that you turn on the *Check for Updates at Startup* option. This option is on the *Preferences* menu.

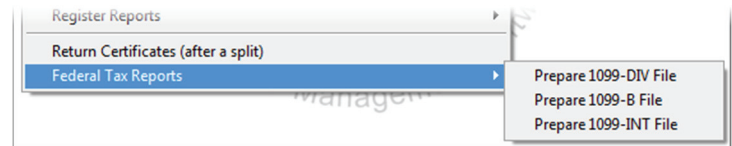
### Preparation in StockTrack

#### Registration Types

1099-DIV, 1099-B, and 1099-INT are only prepared for holders with specific Registration Types as set in **StockTrack**.

You can review registration Types and their settings on the *Maintain | Codes and Reservations | Registration Types* screen.

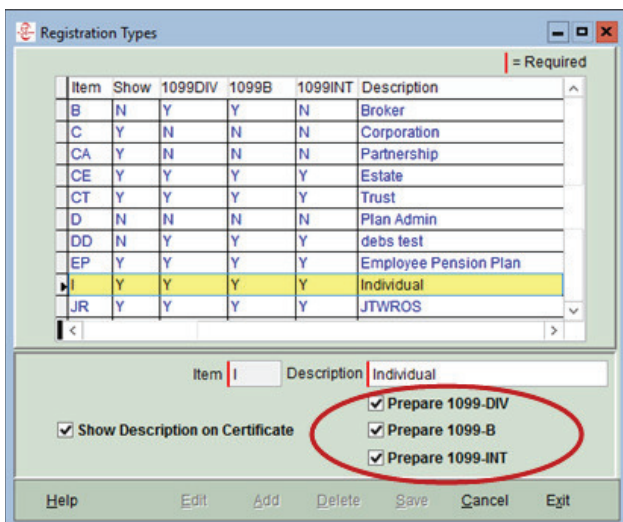
Consult your tax or legal advisor regarding which registration types you are required to file 1099 information returns.



Select **Federal Tax Reports** under the **Dividends/Splits+Checks** menu. Select **Prepare 1099-DIV, Prepare 1099-B, or Prepare 1099-INT** files as appropriate.

After you select the **Prepare File** button, write down the file path and file name that appears on the screen.

Select *Print Proof* to see the information that will be transferred to Account Ability.



## Run Account Ability



Use the desktop shortcut, **2016 Tax Form Preparation** (or find it from the Windows Start Menu.)

1. At the prompt, enter the serial number from the package label – include dashes. Select **Client Filer Management** from the **Module** menu.
2. If you used Account Ability last year, you can roll forward your company information. To do this, open the **Client (Filer) Management** screen and select *Roll Forward* under the *Import/Export* section.  
  
If you did not use Account Ability last year or no longer have it installed, open the **Client (Filer) Management** screen, select *New*, and enter your company's information. Click **OK**.
3. **Select** the client (the issuer company.) A list of forms will appear on the right side of the screen.
4. Click on **1099-DIV**, **1099-B**, or **1099-INT**.
5. From the Main Menu select **File | Import | ASCII text file**.  
  
Browse to find the .TXT file you created in StockTrack. (This will be in the **StockTrack** folder and will include your company ID.)
6. Click **Open** and then click **YES** on the confirm message.
7. Select **Append** and **Erase Existing Records**.  
  
The import will be completed. You can print the *Control Report* to check totals.

Account Ability supports direct electronic transmission using the IRS F.I.R.E. system. (See IRS F.I.R.E. system in Account Ability.)

If you elect to submit paper forms instead, you can order the special red scannable forms to submit to the IRS.

Account Ability will print the recipient copies of 1099 forms on plain paper or on preprinted forms. They also sell laser and dot matrix forms.

For questions about using Account Ability, call IDMS at **(888) 436-7462**

For questions about using StockTrack to transfer data to Account Ability, contact Figtree Software at **(973) 539-9311**

For additional Account Ability user seats, forms, envelopes, or other supplies, contact IDMS at **(800) 582-5831**

<http://www.idmsinc.com>

<http://www.AccountAbilityTaxForms.com>

Use Priority Discount Code **FIGTREE**  
(all uppercase, no spaces)

All orders for FORMS, ENVELOPES, FOLDERS, etc. of at least \$25.00, will be discounted by 10% with the FIGTREE discount code.

Account Ability provides many other features in addition to the ability to produce 1099-reports, and electronic reporting from StockTrack dividends. Your license entitles you to use all of the Account Ability features.