This year you will download Account Ability Software.

Download and install Account Ability

- Go to the website http://setup.AccountAbilitySoftware.com
- Click on the 'Download' button for:

  Version 27.00 **Tax Form Preparation Software — Reporting Year 2018**
- Launch **setup.exe** that you downloaded in the previous step.
- Enter the **password**: CONSUMERPRICEINDEX, click OK
- Click **Next** to display, and accept, the **License Agreement**.
- Click **Next** to display, and complete, your **Customer Information**.
- Click **Next** to select a **Destination Folder**. *Single user installations are advised to accept the folder shown or a shared folder granting administrative rights to users of Account Ability.*

  Network installations should be to a shared folder granting administrative rights to users of Account Ability.
- Click **Install** to begin the installation *(allow a few minutes to complete)*.
- If Account Ability does not open automatically after the install, launch Account Ability and enter your **Serial # (sent via separate email – contact support@figtree.com if the email is not found)**
- *This completes the installation of your Server License*.
- To share Account Ability with other users on your network, select *Help Topics* on the **Help** menu and see the section on **Installation**.

QUICK GUIDE – Overview using Account Ability with StockTrack

You need to use a recent version (16.3.2 or above) of StockTrack and Account Ability in order to generate 2018 1099 Tax Reporting Forms with StockTrack.

1. If your version of StockTrack is not current, update StockTrack to version 16.3.2 (or above) -- See Update Instructions at www.stocktracksoftware.com/downloads.htm
2. If not done so already, follow the instructions above to install Account Ability for 2018 software.
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
   a. Enter or Roll Forward your company information
   b. Import the data file generated by StockTrack
   c. Generate your tax forms and IRS F.I.R.E. system file

DETAILS - using Account Ability with StockTrack

The 2018 version of Account Ability requires StockTrack version 16.3.2 (or above.) Find the version number on the Help | About screen. If you are using a version previous to 16.3.2, go to: www.StockTrackSoftware.com/downloads.htm and follow the StockTrack Update Instructions before proceeding

Install **Account Ability** per the instructions above, if not done so already

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.

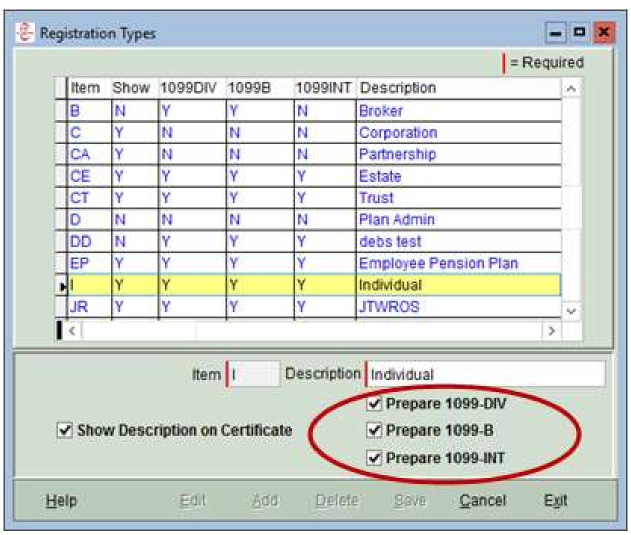
Preparation in StockTrack

Registration Types

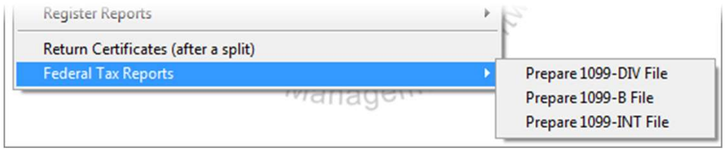
1099-DIV, 1099-B, and 1099-INT are only prepared for holders with specific Registration Types as set in **StockTrack**.

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,  **2018 Tax Form Preparation** (or find it from the Windows Start Menu.)

1. 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 **c**lick **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 will need the required special red scannable forms to submit to the IRS. (Special pricing available from Account Ability. See below.)

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**
http://www.idmsinc.com

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

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

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.

If you have any questions, please contact Debbie Sienko, dsienko@figtree.com or 973-251-9422.