# **Online Mutual Fund Tax Guide**

# User Guide

To login to the Mutual Fund Tax Guide:

- 1. Go to <u>www.mfpco.com</u>
- 2. Click on the "Online Taxguide" link at the top of the toolbar
- 3. Choose 2006 Tax Guide (or the respective year you want)

This will take you to the login page.

Enter your Login ID and Password. Click on the Submit button.

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### **US Treasury Reference Program (US Treasury)**

The US Treasury section provides the % of earnings from US Government Obligations earned in Mutual Funds.

### **Municipals Reference Program (Municipals)**

The Municipals section provides the % of earnings from municipal bond funds by state and the % of earnings subject to AMT.

### **Dividend Received Deduction Reference Program (DRD)**

The DRD section provides the % of earnings from mutual funds that qualify for the corporate dividend received deduction.

### Foreign Income Reference Program (Foreign)

The Foreign section provides the % of earnings from mutual funds that represent foreign income and if provided, qualified foreign dividend income. This information is used to calculate the foreign tax credit.

### Abbreviations

If you don't know what certain abbreviations used mean, click on the Abbreviations link to see the definitions.

### Making your state selections...

US Treasury - When you first enter the tax guide, you should enter the settings for selecting the appropriate government and agency categories that are applicable in the state returns you are preparing (Administrators of a multi-user license see "Administrator Features for Multi-User Licenses" below). You may enter up to 3 different settings. Once you've done this, hit the submit button to save those settings. You will not have to re-enter these again, however you may change them at any time and save those changes by hitting the submit button again.

Municipals - When you first enter the muni section, you should enter the settings for selecting the appropriate states and territories that are exempt in the state returns you are preparing (Administrators of a multi-user license see "Administrator Features for Multi-User Licenses" below). You may enter up to 3 different states. Once you've done this, hit the submit button to save those settings. You will not have to re-enter these again, however you may change them at any time and save those changes by hitting the submit button again.

#### Choosing a fund...

Choose the fund by clicking on the binoculars icon (new for 2006). Either search by keyword(s) or scroll through the list to find your fund. Once found, double click your choice or click the fund and the "select" button.

#### Enter 1099 Earnings...

To use the tax guide as a calculator, enter the 1099 earnings from box 1a of the funds 1099 in the "1099 Earnings" column.

## **Retrieve information...**

Once you've chosen the funds and if desired, entered the 1099 earnings, click on the submit button. A print friendly page will pop up that provides all of the applicable information for those funds. A sample screenshot of the data entry screen and the resulting information page is below (2005 US Treasury).

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2005 U.S. Treasury Reference Program Fund Family Name % Applicable in Your State 1099 Earnings Exempt Earnings 253.54 8.72 22.11 American Cash Mgmt Trust of America Fidelity Advisor Govt Investment 157.86 40.65 64.17 53.24 200.07 Dreyfus US Treasury Reserves 375.78 Schwab US Treasury Money 1,050.20 100.00 1,050.20 1,837.38 Total 1,336.54 Categories Applicable in Your State MO**V V V V V ~** Fund Family Name FFCB SLMA FHLB FNMA FHLMC REPO UST FAB TVA Other Other% GNMA American Cash Mgmt Trust of America 8.72 Fidelity Advisor Govt Investment 40.65 Dreyfus US Treasury Reserves 53.24 Schwab US Treasury Money 100.00

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#### Close Window

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Fidelity Advisor Govt Investment					
Dreyfus US Treasury Reserves					
Schwab US Treasury Money					100.00

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# **Administrator Features for Multi-User Licenses**

The licensing for the Mutual Fund Tax Guide is not a concurrent user license. If more than one individual is using the tax guide you must have a multiple user license for the total # of users using the guide. You will be assigned an administrator user ID and password. That user ID and password will access an "Administrators" page (click on "Admin" on the far right of the navigator bar). From this page, the administrator will be able to set "default" settings for the US Treasury and Municipals sections of the tax guide. The administrator will also be able to create user IDs and passwords in an amount up to your licensed # of users. A screen shot of the Administrators page is below.

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# **Contact Us**

If you have any questions regarding the online tax guide or to upgrade your license(s), please call us toll free at 888-469-7007 or email us @ customerservice@mfpco.com.