
2006 Club State Tax Printer

for Club Accounting 3

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Developed by



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Please Note:

We have done the utmost to make certain that the data that appears on the tax forms produced by the Club Tax Printer software is correct as based on the data in your current Club Accounting files. Nevertheless, we do not warrant the accuracy or completeness of the data on the printed tax forms. All responsibility for accuracy and completeness rests with your investment club and with the person who handles the tax matters for your club.

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Using the 2006 Club State Tax Printer

This Tax Printer program works by reading your Club Accounting data, performing certain calculations, then generating your tax forms. The program does not alter your original club data stored in the Club Accounting software. To properly use this program, you must make sure your accounting records are up-to-date. We recommend running the year-end wizard and the 2006 Club Federal Tax Printer before preparing your state taxes.

The 2006 Club State Tax Printer is available only for the following states:

- Arizona
- California
- Georgia
- Maryland
- Massachusetts
- Minnesota
- Missouri
- New York
- Colorado — *New for 2006!*
- New Jersey — *New for 2006!*
- Pennsylvania — *New for 2006!*

System Requirements

Use of this software requires at least:

- A compatible Windows operating system (Windows 2000/Windows XP)
- 128 MB of RAM minimum (256 MB recommended).

- 30 MB of free hard drive space.
- Adobe Acrobat 6.0 (required to process PDF files). Adobe Acrobat can be downloaded free of charge from <http://www.adobe.com>.
- Club Accounting version 3.1 (CA3.1) or higher.

Installing the Club State Tax Printer

To install the program there are two installation options, CD or Download:

If you have received a CD:

- Insert the CD into your computer's CD-ROM drive. The installation program should launch automatically.

If you are downloading the program from the Internet:

- The installation program should launch automatically if you select **Open**.
- If you choose not to allow automatic installation, or choose to **Save**, you can install the program manually by clicking on the 2006 Club State Tax Printer Setup icon.

Preparing the Club Data

Skip this step if you have already run the 2006 Club Federal Tax Printer.

Before generating your tax forms, you should make sure that your club accounting data is properly prepared.

We recommend that you wait until you have all the necessary data and have performed a reconciliation of all the partnership accounts before completing your taxes. Necessary data includes your year-end brokerage firm and bank statements, including details of all buy, sell, dividend, interest, service charge and other transactions for the entire year through December 31, 2006. *It is likely that you will not have this information until mid- to late January.*

Once you have all the necessary data and the club has conducted their annual audit, close out the books for the year:

- 1) Launch Club Accounting.
- 2) Select **Tools > Year-end Tasks** from the menu. Follow the instructions to close your books for the year.
- 3) Exit the program.

Running the Club State Tax Printer



The Club State Tax Printer does not operate as a separate program on your computer. Instead, it is installed as part of your Club Accounting 3 software. To use the Club State Tax Printer, simply select **Taxes** from the Club Accounting 3 menu to prepare your tax filings.

If you have multiple clubs set up in your Club Accounting software, each time the Tax Printer is launched, you will need to select which club you wish to work with from a list of club names. If you would like to use the Tax Printer program to generate tax forms for several clubs, you will need to purchase a Tax Printer serial number for each club. See <http://www.iclub.com> for more information on how to purchase additional serial numbers.

Registration

When starting the tax printer for the first time, you will see the registration window. You must register your program over the Internet with your Tax Printer serial number before it is usable.

Your Tax Printer serial number (beginning with CXW) is proof that you purchased a license to use this program. It is included with your Tax Printer packaging.

If you purchased the downloadable version of this program, your Tax Printer serial number will be provided to you via email.

Register Online

Serial #: CXW 0123 456 789 ABC

Club: The BINC 2005 Demo Club

Your Name: First Last

Email: myname@mycompany.com

Country: United States of America

Address: 123 Four St Street
5th Floor

City: Boston

State: MA ZIP: 02138

Phone: 617-661-7582 Ext.:

Fax:

Subscribe to ICLUB Insider newsletter

Register Cancel

Entering Your Club Information

Once you have registered, you will see a screen listing the states which are included in the 2006 Club State Tax Printer. Choose your state and click OK.

On the following screens, you will be prompted to enter information about your club needed to generate your club's tax forms.

The specific questions and input required vary by state. Please refer to the help files within the program for information that is relevant to your specific state's tax return.

Generating Your Tax Forms

You are now ready to print your State Tax Return.

You should generate a complete return, and then, if your state requires a schedule similar to the IRS Schedule K-1, extra copies of this schedule for each member.

Check the appropriate boxes to print the:

- Main tax return
- Additional schedules (if appropriate to your state)

Creating PDF files:

Selecting **Finish** will launch Adobe Acrobat and generate the forms in PDF format. From Adobe Acrobat, you can save or print your tax forms.

Printing your tax forms:

To print tax forms, click on the printer icon or go to the **File > Print** menu item after you've created a PDF file copy of your club's tax return.

Saving your tax forms:

To save your tax forms in PDF format, click on the disk icon or go to the **File > Save** menu item. The files will be saved in Adobe's PDF format. You may read these at anytime using the Adobe Acrobat Reader.

Additional notes:

A "Partner's identifying number" for each member may be required for the club's tax return to be complete. If the message *No Tax ID Entered* shows up next to a member's name on the final step, or that box is empty, that member's Social Security Number was not entered in Club Accounting. Fill it out by hand after you have printed the appropriate tax form.

Select **Quit** to exit the Tax Printer.

What You Must Send to Your State Tax Department

2006 Club State Tax Printer software prints returns and schedules required for filing your club's tax return in a format acceptable to your state's Tax Department.

Instructions for what to send and where to send your return can be found on the cover sheet printed with the return.

What You Must Give to Your Members

If your state requires it, give each club member a copy of his/her state equivalent to the federal Schedule K-1. This schedule will be used in filing their personal state tax returns. This includes members who withdrew from the club during the year.

What You Must Keep for Club Records

The club should keep a copy of the full state tax return, all attached schedules and any additional supporting statements and attachments as part of its permanent records.

Common Problems and Release Notes

- 2006 Club State Tax Printer requires registration before the program can be run. Registration can be done over the Internet from within the registration screen.

- If you find the program taking a long time to load your Adobe Acrobat Reader and Tax Forms, your computer may lack sufficient memory or free hard drive space. Select fewer forms to print faster, then repeat this process for the remaining forms.
- Links to all pertinent state forms and instructions can be found within the help section of the program.
- The 2006 Club State Tax Printer software uses industry standard Adobe Acrobat software to generate your tax forms. A free copy of Adobe Acrobat Reader installs with the tax program, and can also be downloaded from <http://www.adobe.com>.

Help from ICLUBcentral

Technical Support is available on our web site at <http://www.iclub.com/support>.

You may ask specific questions via our web form and review the *Frequently Asked Questions* section of the web site as well.

If you cannot solve your problem using online help, the most efficient way to contact an ICLUBcentral Technical Support Representative is to use our web help forms located at <http://www.iclub.com/support/>. Our experts will then easily be able to retrieve and reply to your question or problem quickly and efficiently.

Answers to questions about installation of the Club State Tax Printer are included with your purchase of the software. Questions about club accounting principles, tax issues, and the Club Accounting software are covered by your Club Accounting Maintenance Agreement. To receive full coverage, you must purchase Club Accounting Software Maintenance and renew it annually.

December 2006

To our Treasurers,

Each year, your club's members look to you to make sure their taxes are filed in time. And each year, from December to March, ICLUBcentral's call volumes triple. We bring in extra help, update the FAQs, and give it our all to answer your questions. Your patience during this time is appreciated.

Here's looking forward to a successful tax season!

*Daniel R. Abraham
Director of Technical Support
ICLUBcentral Inc.*

Requesting Technical Support

Use the guide on our web site support request form to help our experts quickly answer your questions.

Write down the *precise wording* of any error message displayed when you have a problem, including the names of any files mentioned in the message.

Be familiar with:

- The version of Windows you are using.
- The make, model and amount of memory (RAM) on your computer.
- The make and model printer if you have a question regarding the printing of reports.
- Note your Club State Tax Printer serial number and purchase/installation date.

User License and Support Agreement (ULSA)

Applicable to the 2006 Club State Tax Printer. Use of this product is governed by terms of a User License and support Agreement or ULSA.

THIS LICENSE AND SUPPORT AGREEMENT (THE "AGREEMENT") IS A LEGAL CONTRACT BETWEEN YOUR INVESTMENT CLUB OR YOU IN YOUR INDIVIDUAL CAPACITY, AS THE CASE MAY BE AS INDICATED IN THE PRECEDING PARAGRAPH (COLLECTIVELY, "YOU") AND ICLUBCENTRAL INC. ("ICLUBCENTRAL"). BY CLICKING ON "ACCEPT" WHEN YOU INSTALL THE SOFTWARE, YOU ARE AGREEING TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT, INCLUDING WITHOUT LIMITATION THE CUSTOMER SUPPORT PROVISIONS SET OUT BELOW. IF YOU DO NOT AGREE TO SUCH TERMS AND CONDITIONS, YOU MUST PROMPTLY RETURN THE SOFTWARE ICLUBCENTRAL OR ITS SOFTWARE DISTRIBUTOR, IN ORDER TO RECEIVE A FULL REFUND OF THE LICENSE AND CUSTOMER SUPPORT FEES THAT YOU HAVE PAID. If You should have any difficulty in obtaining such refund, please contact ICLUBcentral at 1430 Massachusetts Ave, 3rd Floor, Cambridge, MA 02138.

THE ENCLOSED COPY OF THE 2006 Club State Tax Printer, INCLUSIVE OF ALL ADD-ONS AND FUTURE RELEASES, (the "SOFTWARE"), AND THE RELATED DOCUMENTATION, INCLUSIVE OF ALL FUTURE RELEASES (the "DOCUMENTATION"), ARE EACH LICENSED TO YOU WITH A NON-EXCLUSIVE AND NON-TRANSFERABLE RIGHT, EXCEPT AS ALLOWED BELOW UNDER 'PERMITTED USES', TO USE ONLY UNDER THE FOLLOWING TERMS AND CONDITIONS:

PERMITTED USES

You MAY: Install the Software on a storage device in Your computer, as set forth in the instructions contained in the Documentation. Note: The Software has been designed to only allow it to be used for a single individual in Your investment club on a single personal computer.

NON-PERMITTED USES

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- Make any copies of the Documentation.
- Disclose, rent, license, sublicense, lease, sell, lend, disseminate or otherwise distribute the Software or the Documentation.
- Network the Software or otherwise use it on more than one computer or computer terminal at the same time.
- Use the Software to conduct a service bureau, application service provider ("ASP") business or similar business for the benefit of third parties.
- Transfer Your rights under this Agreement.
- Alter, enhance, supplement, create derivative work therefrom, translate, decompile, disassemble, reverse engineer or otherwise reduce the Software to human readable form.
- Remove or obscure the copyright and trademark notice on the label of the storage medium containing the Software or in the Documentation.

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This Agreement and Your license to use the Software and the Documentation will automatically terminate without notice from ICLUBcentral and without any pro rata abatement of the license and customer support fees You have paid if You fail to comply with any term or condition of this Agreement or upon your giving written notice of termination to ICLUBcentral.

This Agreement is effective from the day upon which You indicate acceptance of this Agreement. In order to be granted license to use this Software, you must register this Software fully and accurately with ICLUBcentral and receive a valid confirmation of registration from ICLUBcentral. The license then granted will continue until either You terminate this Agreement by giving written notice of termination to ICLUBcentral; or this Agreement is terminated by ICLUBcentral, as provided in the immediately preceding paragraph.

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Included in the total fee that You have paid for the Software and the Documentation is an amount that covers limited customer support services as described in this Agreement (the "Customer Support Services"). ICLUBcentral will provide limited Customer Support Services for the length of time described below in the section headed "Support Termination/Duration" during the term of this Agreement.

Customer Support Obligations of ICLUBcentral:

Provide customer support for the Software only if (i) You have performed the online Product Registration as provided by ICLUBcentral in order to register the Software; and (ii) Your copy of the Software is identified with a valid serial number, and Registration Code.

Investigate and identify any problem reported by You to ICLUBcentral that is related to the then current release of the Software, and correct or provide within an appropriate time, as determined by ICLUBcentral, either (i) a workaround for any programming error in the then current release of the Software which You have identified, provided that the error is directly attributable to ICLUBcentral, or (ii) a resolution to the problem which You have identified (collectively the "Code Correction Services").

Related Obligations of End-User:

- Use only the then current release of the Software during the term of this Agreement.
- In the event of (i) a problem with the Software that results in either a system crash or loop; or (ii) a situation where You can reasonably demonstrate that the Software produces an erroneous arithmetic result that is not a function of incorrect or improper input data, then You must submit to ICLUBcentral a written report of all input and keystrokes to the Software giving rise to the problem.

Support Termination/Duration:

Answers to questions about installation of the Club State Tax Printer are included with your purchase of the software. Questions about club accounting principles, tax issues, and the Club Accounting software are covered by your Club Accounting Maintenance Agreement. To receive full Customer Support coverage, you must purchase a Club Accounting Maintenance Agreement and renew it annually.

LIMITED WARRANTY

ICLUBcentral does not have control over the conditions under which You use the Software and does not and cannot warrant the performance or results that may be obtained by its use. However, ICLUBcentral warrants that the Software will perform substantially in accordance with the Documentation for a period of ninety (90) days from the date the product was shipped to You, provided that the Software is used on the computer equipment, operating system and in the environment for which it was designed and configured. Your sole remedy and ICLUBcentral's exclusive liability under the foregoing limited warranty will be the furnishing by ICLUBcentral, within a reasonable period of time and without charge, of the Customer Support Services pursuant to the Customer Support Services provisions of this Agreement. To bring a claim under this limited warranty, You should contact Support Department at ICLUBcentral, 1430 Massachusetts Ave, 3rd Floor, Cambridge, MA 02138 to obtain information on warranty performance; You must be given a Return Authorization Number by ICLUBcentral before returning the Software to ICLUBcentral. Some jurisdictions do not allow the exclusion or limitation of relief, incidental or consequential damages, so the above limitation or exclusion may not apply to You.

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The Software and Documentation are “commercial computer software” or “commercial computer software documentation.” Absent a written agreement to the contrary, the U.S. Government’s rights with respect to such Software or Documentation are limited by the terms of this Agreement, pursuant to FAR 12.212(a) and/or DFARS 227.7202-1(a), as applicable.

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The rights and obligations under this Agreement will be governed by, and any arbitration or court action hereunder shall apply, the laws of the Commonwealth of Massachusetts, excluding its conflicts of law rules, and will not be governed by the United Nations Convention of Contracts for the International Sale of Goods, the 1974 Convention on the Limitation Period in the International Sale of Goods (the "1974 Convention") and the Protocol amending the 1974 Convention, done at Vienna April 11, 1980, the application of which is expressly excluded.

Any dispute, controversy or claim arising out of or relating to this Agreement or to a breach hereof, including its interpretation, performance or termination, shall be resolved in the courts of Massachusetts.

The parties irrevocably submit to the exclusive jurisdiction of the federal and state courts of Massachusetts. Notwithstanding anything contained in this paragraph to the contrary, ICLUBcentral shall have the right to institute judicial proceedings against You or anyone acting by, through or under You, in order to enforce ICLUBcentral's rights hereunder through reformation of contract, specific performance, injunction or similar equitable relief.

If any term or condition in this Agreement is invalid or unenforceable in any respect under any applicable statute or rule of law, then such term or condition is modified to have the most nearly similar permissible economic or other effect in order to be valid and enforceable under such applicable statute or rule of law.

YOU ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT, UNDERSTAND IT, AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. YOU FURTHER AGREE THAT THIS AGREEMENT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE RELATIONSHIP BETWEEN YOU AND ICLUBCENTRAL, AND SUPERSEDES ALL PRIOR OR CONTEMPORANEOUS PROPOSALS, ORAL OR WRITTEN, UNDERSTANDINGS, REPRESENTATIONS, CONDITIONS, WARRANTIES, AND ALL OTHER COMMUNICATIONS BETWEEN YOU AND ICLUBCENTRAL OR BETWEEN YOU ANY OTHER PERSON INVOLVED IN THE CREATION, PRODUCTION OR DISTRIBUTION OF THE SOFTWARE, THE DOCUMENTATION OR THE CUSTOMER SUPPORT SERVICES; AND THIS AGREEMENT MAY NOT BE EXPLAINED OR SUPPLEMENTED BY CUSTOM OR USAGE OF TRADE OR ANY PRIOR COURSE OF DEALINGS BETWEEN YOU AND ANY OTHER PERSON.

IF THERE ARE ANY CONCERNS REGARDING THIS AGREEMENT, PLEASE CONTACT: ICLUBCENTRAL, 1430 MASSACHUSETTS AVE, 3rd FLOOR, CAMBRIDGE, MA 02138.



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