



ICLUBcentral

2007 Club State Tax Printer

for Club Accounting 3

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Developed by

ICLUBcentral Inc.

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<http://www.iclub.com>

Important Notice

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 2007 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 2007 Club Federal Tax Printer before running your state taxes.

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 or higher (required to read and display PDF files). The program may be downloaded free of charge from <http://www.adobe.com>.
- Club Accounting version 3.1 (CA3) or higher.
- A current Club Accounting Maintenance contract.

Installing the Club Tax Printer

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:

- Go to <http://www.iclub.com/support/downloads.asp>.
- Click on the name of the appropriate tax printer program.
- The installation program should launch automatically if you select **Open**.
- If you choose not to allow automatic installation, or choose to **Save** the downloaded file to your computer, install the program manually by clicking on the 2007 Club Tax Printer Setup icon.

Preparing the Club Data

Note: Skip this step if you have already run the 2007 Club Federal Tax Printer.

Before generating your tax forms, 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 and bank statements; all buys, sells, dividends, interest, and service charges through December 31, 2007; and the Form 1099s issued by your financial institutions. *It is likely that you will not have this information until late January.*

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

Launch Club Accounting 3, and then:

- 1) Select **Tools > Year-end Tasks**. Follow the instructions to close your books for the year.
- 2) Exit the program.

Running the Club State Tax Printer

The Club State Tax Printer is not a separate program. It is part of Club Accounting 3. Simply select **Taxes** from the menu to start preparing your tax forms.



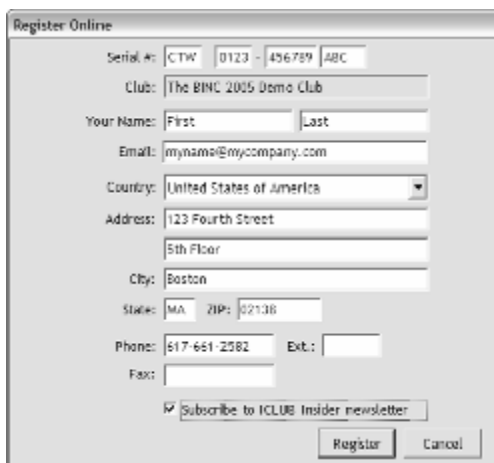
If you have multiple clubs loaded in your CA software, each time the Tax Printer is launched, you will need to select which club you wish to work with from a list of club names. If you would like to use the Tax Printer to generate tax forms for several clubs, you will need to purchase a Tax Printer serial 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 via the Internet with your specific Tax Printer serial number before it is usable.

Your Tax Printer serial number 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.



The screenshot shows a 'Register Online' window with the following fields and values:

- Serial #: CTW 0123 - 456789 ABC
- Club: The BINC 2005 Demo Club
- Your Name: First [] Last []
- Email: myname@mycompany.com
- Country: United States of America (dropdown)
- Address: 123 Fourth Street
- 5th Floor
- City: Boston
- State: MA ZIP: 02136
- Phone: 617-661-2582 Ext.: []
- Fax: []
- Subscribe to ICLUB Insider newsletter
- Buttons: Register, Cancel

Draft and Final Forms

The Club State Tax Printer is released early each year, often before final forms have been released by the states. When you initially install the program, it may display preliminary forms with a “DRAFT” watermark. **These draft forms may not be used to file a tax return with your state.** They are provided so that you may get a head-start on the preparation of your forms, diagnose any possible technical problems, and generally ensure that your tax printer and club accounting software are working properly.

The Club State Tax Printer does have an automatic updater built into the program. Each time you start the Club Tax Printer, it will check the Internet to see if any updates are available. (You must be connected to the Internet in order for the auto-updater to work.) When an update is available, the program will download and automatically install the new version.

To check the expected release schedule for your state’s returns, please check <http://www.iclub.com> regularly throughout the tax season.

Entering Your Club Information

Once you have registered, you will see a screen listing the states which are included in the 2007 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 Federal Schedule K-1, extra copies of this schedule for each member.

Check the appropriate boxes to print the:

- Main tax return.
- Additional schedules (as appropriate for 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 Need to Send to Your State Tax Agency

2007 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 Need to 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.

Individuals who withdrew from the club during the year must also be provided with the appropriate forms.

What You Need to 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.

We recommend keeping the electronic PDF files in addition to paper copies.

Common Problems and Release Notes

- 2007 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 2007 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.

The “Clubhouse” forum on StockCentral.com (<http://www.stockcentral.com>) is a community message board where many club treasurers meet to discuss topics related to investment club accounting, club taxes, club operations, and more. ICLUBcentral’s club experts may also be found on this forum. To visit, click the Community tab at <http://www.stockcentral.com>, and then select the **Clubhouse**.

Requesting Technical Support:

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
VP of Customer Care,
ICLUBcentral Inc.*

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 Maintenance Agreement. To receive full coverage, you must purchase Accounting Software Maintenance and renew it annually.

Use the following guide 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 printing.
- Note your Club State Tax Printer serial number and purchase/installation date.

About ICLUBcentral Inc.

ICLUBcentral Inc., located in Cambridge, MA, is the global leader in the development of software tools for investment clubs. We have been making club accounting and club tax software since 1989, and our products are used by more investment clubs than any other in the world.

Besides **Club Accounting 3** and **Club Accounting Online at myiclub.com**, ICLUBcentral also produces software programs for stock analysis, including **Investor's Toolkit**, **Stock Analyst**, **Classic Plus**, **Stock Prospector**, and **Take Stock**; web sites such as **StockCentral.com** (<http://www.stockcentral.com>); and newsletters such as the market-beating *Investor Advisory Service* (<http://www.iclub.com/ias/>).

For details and special offers for you and your investment club, please visit <http://www.iclub.com>.

User License and Support Agreement (ULSA)

Applicable to the 2007 Club 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.

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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 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.

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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.

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