

For myICLUB.com

# 2024

# CLUB TAX STATE USER GUIDE

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## myICLUB Club State Tax

for Arizona, California, Colorado, Georgia, Indiana, Iowa, Maryland, Massachusetts, Minnesota, Missouri, New Jersey, New York, Oklahoma, Oregon, Pennsylvania, & Wisconsin.

**Important Notice:** We have done the utmost to make certain that the data that appears on tax forms produced by Club Tax is correct as based on the data in the club's current myICLUB records. myICLUB does not warrant the accuracy or completeness of the data on the printed tax forms. All responsibility for accuracy and completeness rests with each investment club and with the person who handles the tax matters for the club.



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# Important Notes Before Starting

## State Partnership Return Requirements & Deadlines

Investing partnerships in approximately 25 states are required to file annual returns with their state tax agencies. myICLUB supports the largest 16 of those states with Club Tax State. Do not assume that because a state is not supported with Club Tax State that a return is *not* required. Confirm all filing requirements with each state's tax agency.

The IRS deadline for partnership returns, however, is **not** the April 15<sup>th</sup> date used for individual taxpayer returns. Instead, the deadline for filing IRS partnership returns and providing all partners with their Schedule K-1s is **March 15<sup>th</sup>**. If this date falls on a Saturday or Sunday, the deadline is typically moved to the next business day. Many (but not all) states also use March 15<sup>th</sup> as the filing deadline for state-level partnership filings. Check with each state to confirm their filing deadlines.



**Note:** There are significant penalties for late or missed tax filings. The penalties are often based on the number of partners in the partnership and number of months the return is late, and can compound quickly and significantly. Many states allow for an extension to the deadline which can be requested using the appropriate form.

Members of your club should not file their personal returns until they have received the appropriate information from the club.

## myICLUB Club Tax State - Basic

**Club Tax State - Basic** is suitable for all clubs regardless of the number of members or the size of the portfolio.

Clubs that have disbanded must purchase the **Club Tax State - Basic [Final]** edition to prepare their final "short-year" state returns. Note that the IRS deadline for filing a final partnership return is the 15<sup>th</sup> day of the third month following termination, and many states follow this practice. **Do not wait until the next year's filing deadline to submit a final return.** See the myICLUB.com website help section for instructions for disbanding clubs.

## System Requirements

Use of **myICLUB Club Tax** requires:

- Current myICLUB subscription, with all transactions for the year entered and verified. A club in a trial period must upgrade to a full paid subscription before using Club Tax.
- Current generation web browser, such Internet Explorer, Microsoft Edge, Google Chrome, Mozilla Firefox, Apple Safari.

- Internet access.
- Adobe Acrobat Reader 6.0 or higher, available free from [www.adobe.com](http://www.adobe.com).

## State Warnings

Some states have additional requirements beyond e-Filing mandates, including the following:

### **California**

If your investment club is organized as a Limited Liability Company (LLC) in the State of California, it must use CA Form 568 ("Limited Liability Company Return of Income") to file its required annual tax return. However, ICLUBcentral does not support CA Form 568 and so you may not use the Club Tax software. If your club is organized as an LLC in California, you may [download Form 568, related schedules, and instructions from the California Franchise Tax Board website](#).

### **New Jersey**

All clubs in **New Jersey** must file an annual tax returns. Partnerships with ten or more partners must file electronically. However, investment clubs are exempt from state filing fees and required non-resident partner payments that apply to other general partnerships in the state as long as the market value of their total assets is less than or equal to \$432,300 or \$60,600 per partner (amounts as of tax year 2024 and subject to change).

*[2024 Instructions for NJ-1065](#): "If an investment club meets the following criteria, it will be exempt from the \$150 per owner annual partnership filing fee and from the requirement that a partnership make payments on behalf of its nonresident owners. The investment club must be an entity that is classified as a partnership for federal income tax purposes, all of the owners are individuals, and all of the assets are securities, cash, or cash equivalents. The market value of the total assets do not exceed, as measured on the last day of its privilege period, an amount equal to the lesser of \$432,300 or \$60,600 per owner of the entity. The investment club is not required to register itself or its membership interests with the federal Securities and Exchange Commission."*

### **Other States**

Check current requirements for these and other states on [myICLUB.com](http://myICLUB.com) at:


[https://www.myiclub.com/state\\_warning.aspx](https://www.myiclub.com/state_warning.aspx)

## Club and Treasurer Responsibilities

**Club Tax** works with data from **myICLUB** to perform certain calculations and then generate completed tax forms with those calculated values. The program does not alter any original stored data.

To use this program, all of the club's accounting records must be completely accurate and up-to-date. All security and member settings in the myICLUB must be set appropriately.

If a club's records are incomplete or erroneous, the results generated in the tax returns may be



incomplete or erroneous. If myICLUB is not used to maintain a club's books, then Club Tax cannot be used to generate the club's tax returns.

It is important to understand the limitations of myICLUB and Club Tax. Not all conceivable investment transactions and partnership investment scenarios are supported by the program. Supplemental forms may need to be prepared manually or a professional tax preparer consulted.

In all cases, it is *the user's responsibility* to ensure that the underlying data and the generated tax forms are accurate and complete. myICLUB assumes no responsibility for errors or omissions in the generation and transmission of tax forms generated by its programs.

A careful review of this **User Guide** will answer most questions and help ensure that a club's tax returns are accurate and complete.

## Installing, Registering, and Running Club Tax

No installation or registration is needed for **myICLUB Club Tax** after it has been purchased.

Visit the **Taxes** tab of a **myICLUB** club website and click the appropriate button to run the program to generate the club's tax returns. Complete help is available in the Taxes tab.

## Understanding “Draft” and “Final” Forms

**myICLUB Club Tax** may be distributed before final forms have been released by the IRS or supported states. As a result, generated forms may initially display “**DRAFT**” watermarks.

**However, “draft” forms may not be used to file a return with the IRS or state.** They are provided to allow users to get started using Club Tax, diagnose technical problems or transaction errors, and generally ensure that Club Tax and myICLUB are working properly prior to preparing a return.

To check the release status for IRS and state forms, visit the **Taxes** page of [www.myICLUB](http://www.myICLUB) regularly through the tax season. Do not contact customer support to ask about the status of forms, as the release schedule is dependent on IRS and state tax agencies' approval processes, and support representatives will typically have no additional information.


**myICLUB Club Tax** is updated automatically with form updates and any changes to the filing process. Whenever the program is run from the **Taxes** tab, it always is the most current release.

## Unsupported Partner Types

myICLUB Club Tax **does not support** the filing requirements, including tax withholding, of general partnerships that include foreign (non-U.S.) individuals or corporations as partners. Consult a professional tax preparer to understand how to accommodate these types of partners.

## Avoiding “Problem Securities”

Some securities pose problems for investment clubs due to the additional complexity required to accommodate them in partnership accounting. Some of these securities are relatively easy to



manage, and require just a bit of additional work by the treasurer. Others, though, require work-arounds, manual calculations, and hand-entries on printed forms in order to properly report required tax items.

Another concern is that some of these securities may not report to their shareholders until March 15<sup>th</sup>—the same deadline on which a club is required to file its own tax returns. Holding these more complex securities could cause a club and all members to request filing extensions from the IRS and state tax agencies.

myICLUB recommends that investment clubs avoid the following securities:

- Real Estate Investment Trusts (REITs).
- Business Development Companies (BDCs).
- Special Purpose Acquisition Companies (SPACs).
- Royalty Trusts.
- Publicly Traded Partnerships (PTPs).
- Master Limited Partnerships (MLPs).
- Commodities.
- Precious metals.
- Options.
- Exchange-Traded Funds (ETFs) that hold precious metals or commodities directly.
- Cryptocurrencies.

If a club owns any of these kinds of securities (including securities that hold any of the above securities), we advise selling all shares prior to the end of the calendar year, thus eliminating the need to accommodate them in tax returns in future years. **myICLUB can only provide limited support on dealing with these securities in a partnership.**

The myICLUB accounting engine may be able to accommodate these securities, but services of a professional tax preparer may well be required in order to generate the required tax filings.

# Closing the Books for the Tax Year

In order to ensure an accurate tax return, a series of “Closing the Books” procedures must be completed each year, including allocating the club’s income and expenses for the year. These steps help to ensure the accuracy of the club’s records before attempting to generate tax returns.

## 1. Has the club treasurer reviewed myICLUB’s annual webinar on Closing the Books?

Every year, our team presents a webinar on closing the club’s books for the year. These webinars provide details of changes to tax code as well as common problems to be avoided by clubs. Find signup information for the webinars, or view the replay on demand, in the following locations:

- On myICLUB.com, in the Videos section ([www.myICLUB.com/webinars/](http://www.myICLUB.com/webinars/)).
- On YouTube.com, in the ICLUBcentral channel ([www.YouTube.com/ICLUBcentral/](http://www.YouTube.com/ICLUBcentral/)).
- On the BetterInvesting website, in the Events or Video Learning Library section ([www.BetterInvesting.org](http://www.BetterInvesting.org), log-in required).



We recommend viewing the “Closing the Books at Year-End” webinar video available in the **Videos** area of a club’s myICLUB website. Even for experienced club treasurers, this presentation is a good refresher and provides important information about changes to club accounting procedures or tax law changes.

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## 2. Are all transactions entered correctly and all accounts balanced as of December 31<sup>st</sup>?

Do not enter any withdrawals or other transactions on December 31<sup>st</sup> – move them to December 30<sup>th</sup>.

If distributions paid by a security are received after January 1<sup>st</sup> but are explicitly deemed to be taxable in the previous year, enter them in the books as of December 30<sup>th</sup>.

Ensure all distribution ex-dividend dates are accurate in the club’s books. If they are not accurate, the amount of qualifying vs. non-qualifying dividends may not be reported correctly to the club tax returns.

Withdrawals may not be entered on a Valuation Date. Delete any partial or full member withdrawals and re-enter them as of the day after the Valuation.

## 3. Does the club own a Real Estate Investment Trust (REIT)?

In the myICLUB club website, go to **Accounting > Edit Security Profile** and edit the security to change the **Type** to **Common Stock-REIT**.

Contact the REIT after year-end to learn the classification of distributions paid in the prior tax year (usually available on its website), which could include dividends, return of capital, or short- or long-term capital gains. Edit the distributions that were recorded in the club’s books during the year to change the classification so that each transaction matches the percentages of the categories as announced by the REIT. Make sure that the total amounts all match for the year



and equal the total amount that the club received from the REIT. Some values may need to be rounded.

If **Section 199(A) dividends** are received, no special action is required – the Club Tax will determine the amount based on the entry of **Qualified Dividends** during the **Allocation**. Note: Total dividends are the sum of Qualified Dividends and Section 199(a) Dividends.

If **Section 1250 Unrecaptured gains** are received, enter this amount during the Allocation. Note: Total Long-Term Gains are the sum of Long-Term Gains Distributions and Section 1250 Unrecaptured gains.

**myICLUB.com recommends that investment clubs avoid holding REITs due to the above additional complications in recordkeeping and tax preparation.**

#### 4. Does the club own a mutual fund or Exchange Traded Fund (ETF)?

For mutual funds, go to **Accounting > Edit Security Profile** in the myICLUB club website, and edit the security to change the **Type** to **Mutual Fund**.

For ETFs, in **Accounting > Edit Security Profile**, edit the security to change the **Type** to **Other**.

If shares have been or are expected to be sold using the **Average Cost Basis** method (instead of specific lots or First-In-First-Out), check the box to use the **Average Cost Basis** method. (Once used, no other method can be used for sold lots of that ETF or mutual fund.) If necessary, edit in myICLUB.com any Sell transactions in the year that used the wrong method of identifying lots.

Contact the ETF or mutual fund sponsor after year-end to learn the classification of distributions paid in the year, which could include dividends, return of capital, or short- or long-term capital gains. Edit the distributions that were recorded in the club's books during the year to change the classification so that each transaction matches the percentages of the categories as announced by the fund or ETF. Make sure that the total amounts all match for the year and equal the total amount received. Some values may need to be rounded.

All **Qualifying Dividend** amounts will be entered when the **Allocation** for the year is created.



**Note:** Any ETF that holds an underlying commodity directly (such as gold, silver, livestock, coffee, or sugar) are considered by the IRS as if the taxpayer owned the commodity directly, and thus are not subject to the same rules as a stock or other investment security. **myICLUB.com does not support the transactions or tax forms required for these commodity ETFs.**

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**myICLUB.com recommends that investment clubs avoid holding ETFs or mutual funds holding commodities, precious metals, or cryptocurrencies due to the above additional complications in recordkeeping and tax preparation.**

#### 5. Does the club own a Master Limited Partnership (MLP), Limited Partnership (LP), Publicly Traded Partnership (PTP), or Royalty Trust?

In the myICLUB.com club website, go to **Accounting > Edit Security Profile** and edit the security

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to change the **Type** to **Other** (*not* Common Stock or Common Stock-Other).

**These securities are not supported directly by myICLUB.com. e-Filing the club tax return using myICLUB Club Tax will not be possible, and the treasurer may have to make manual calculations and hand-enter values in fields on printed tax forms.**

On a resource-available basis, we *may* be able to assist with these unsupported securities. Contact myICLUB support with complete details: the name and symbol of the security, all transactions made in the year, and amounts reported on the 1099 or Schedule K-1. An extension to the IRS filing deadline may need to be requested in order to be compliant with IRS rules as these types of securities do not need to report to partners and unit holders until March 15<sup>th</sup>.

**myICLUB.com recommends that investment clubs avoid holding partnerships or trusts due to the above additional complications in recordkeeping and tax preparation.**

**6. Does the club own a Foreign Security (one that is incorporated outside the United States)?**

According to the IRS, any company that is incorporated outside the U.S. is considered a **Foreign Corporation**. Income from foreign sources must be reported to the IRS separately from domestic income on partnership and individual tax returns.

In the club’s myICLUB.com website, go to **Accounting > Edit Security Profile** and edit the security to change its **Country** to reflect the country in which the security is incorporated.

Any Foreign Tax that is withheld from these securities must also be entered appropriately in the myICLUB books.

**7. Has the club created a Securities Valuation for each month, and for 12/31?**

The club should have a Securities Valuations created (typically) for each month of the year, on a date and schedule as determined by the investment club’s operating documents.

In addition, the club should create a year-end valuation in the club’s myICLUB website at **Accounting > Securities > Create new valuation** with prices as of 12/31. Prices from the close of the most final trading day of the year on or before 12/31 should be used to create the Valuation.

**8. Has the club conducted its annual audit?**

Instructions for conducting a member audit of the investment club books can be found in the **File Storage** section of the club’s myICLUB website (in the **Resources from myICLUB** folder). These procedures help to ensure the accuracy of the club’s records and catch errors that may later compound and be much more difficult to track down.



We recommend viewing the “Auditing the Investment Club’s Books” webinar video available in the **Videos** area of a club’s myICLUB website. A copy of the myICLUB “**Investment Club Audit Procedures Checklist**” is also downloadable from the File Storage area of each club’s website and is an invaluable resource in carrying out an audit of a club’s books.

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There are many other benefits of conducting an annual audit, so do not overlook this step.

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## 9. Has the club's data been backed up for the year?

Backups should be made regularly. Go to the **Backup Manager** in **Accounting > Utilities** and make a backup that will be saved online. Periodically download a backup to a local computer for safe-keeping.

## 10. Has the club's income and expenses been allocated for the year?

Each year, after completing all of the "Closing the Books" tasks and confirming that the books are accurate, the club must allocate its income and expense to partners. This determines how tax-related items are shared to club members according to IRS rules.



**Important:** If any transactions in the year are edited or new entries made after the Allocation has been done, the **Allocate Income & Expenses** function must be re-generated. Re-run the Allocation function as often as necessary until the point in time that the final tax return is generated.

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To allocate income and expenses, to go **myICLUB.com > Accounting > Utilities**, then select **Allocate Income & Expenses** and follow the prompts. Share the Allocation of Income & Expenses Report with members, letting them know if it is preliminary and subject to change.

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**Tip:** The Allocation Report includes the details of each member's tax impact for the year. The **Member's Tax Summary Report** also includes these details but in a more accessible format, and members can use this report to get a head start on their personal tax returns while they await their Schedules K-1 and K-3 from the club which will include the final figures.

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# Getting Ready to Generate a Return

**All investment clubs must file a Federal return each year.** There are no exceptions or exemptions to this rule, and the IRS will levy substantial fines for late or non-received filings.

The IRS deadline for partnership tax filings is **March 15** (this date is typically adjusted if it falls on a weekend day or holiday). This is also the deadline for clubs to provide partners with their personal Schedules K-1 and K-3 forms from the club, which are required to complete their personal tax returns.

In order to ensure an accurate tax return, follow the steps below to ensure the accuracy of a club's records *before* attempting to complete a Federal or state tax return.

## 1. Has Club Tax State been purchased at myICLUB.com?

**Club Tax State** must be purchased each year since tax forms and rules change annually.

Be sure to use the myICLUB.com login and password to complete the purchase so that the purchase is credited to the correct club and account.

The purchase will show in the club's myICLUB.com website in the **Taxes** tab as soon as payment is received (which is immediately after credit card payments are received, while check payments must be received and processed before the Club Tax will be released to the club).

If the purchase was completed, but Club Tax does not show as "Purchased" in the Taxes tab, contact myICLUB.com Support immediately so the records can be adjusted. Chances are that good that there are multiple user accounts in the database and the wrong username and password was used to complete the purchase. Our staff can adjust the records accordingly.

## 2. Has the myICLUB.com annual webinar on "Preparing The Investment Club Taxes" been reviewed?


Every year, our team presents a webinar on preparing the club's federal and state club tax returns using myICLUB.com Club Tax. These webinars provide details of changes to tax code as well as common problems experienced by clubs. Find signup information for the webinars, or view the replay on demand, in the following:

- On myICLUB.com, in the Club Webinars or Videos page ([www.myiclub.com/webinars](http://www.myiclub.com/webinars)).
- On YouTube.com, in the ICLUBcentral channel ([www.YouTube.com/ICLUBcentral/](http://www.YouTube.com/ICLUBcentral/)).
- On the BetterInvesting website, in the Events or Video Learning Library section after logging in.

## 3. Does each member and the club itself have IRS Taxpayer Identification Numbers?

The club must have an **Employer Identification Number (EIN)** in order to file a return. This must not be a member's Social Security Number. EIN can be requested on the Internal Revenue Service website.

A **Social Security Number (SSN)** is also required for each member. These can be saved in the



Member Profiles in the myCLUB.com website or entered during the tax generation process. If the numbers are not entered during the tax preparation process, they may be manually entered on the appropriate forms and schedules after being printed. e-Filing is not permitted if member SSNs are not provided during the tax generation process.

Returns filed without all partner SSNs are considered by the IRS as not filed, and thus will result in late filing penalties levied against the club.

#### 4. Are Foreign Members in the investment club?

Foreign partners should be identified as such in their myCLUB.com profile in the People section.

U.S. resident aliens who have an SSN are *not* considered Foreign Partners.

If a foreign citizen (any member who is not a US citizen, or is a resident alien, also known as a green card holder) is a partner in a club, the club will be required to manually prepare additional forms and supplements in order to generate the club's returns. **myCLUB.com and the Club Tax do not support the required tax withholding and reporting requirements for foreign partners.**

#### 5. Have all Form 1099s and Schedule K-1s been provided by the brokerage or other financial institution?

Do not file a final return before receiving all required forms from the bank, brokerage, or other financial institutions or accounts. *It is unlikely that this required information will be available before mid-February.*

One or more **Form 1099s** will be generated from the bank, brokerage account, or other financial institution account and provided to both the club and to the IRS. These forms document the amounts of dividends (both qualifying and non-qualifying), capital gains (short- and long-term), returns of capital, the basis of sold securities (if known), and other information.

If brokerage or bank firms are changed in the year, or multiple brokerage or bank accounts are active at any point, then Form 1099s will be delivered from each institution.

Most Form 1099s must be provided by January 31 each year, but if securities were sold in the year, Form 1099-B or a consolidated Form 1099 must be provided by February 15. It is important that tax returns reconcile any discrepancies between the club's records and these forms, so a final return should not be filed until all forms have been received.

If a publicly-traded partnership (PTP) such as a Master Limited Partnership (MLP) or Limited Partnership (LP) is owned, the club will receive a **Schedule K-1** for these investments by a deadline of March 15<sup>th</sup> (though many will try to deliver them to partners before this deadline). If a K-1 is not received before March 15<sup>th</sup>, an extension for filing may need to be requested.

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# Generating the Club's State Tax Return

To start generating the return, go to the **Taxes** tab of the club's myICLUB.com website, and then click the **Go** button for the **State** return.



We recommend viewing the current year's "Preparing Club Taxes" webinar video available in the **Videos** area of a club's myICLUB website for complete details on the tax preparation process for investment clubs. As procedures and regulations change from year-to-year, it's a good idea to view each year's webinar as a refresher even for experienced club treasurers.

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## The Club Tax Wizard

Club Tax uses a question-and-answer format to generate returns, alongside data pulled from the club's myICLUB.com records. Most questions are self-explanatory.

On the **Club Tax** screens, enter the requested information about your club and members. The specific questions and input required vary by state. Please refer to the help documentation contained in **Club Tax** for information that is relevant to your specific state's tax return forms.

If necessary, you may use **Club Tax State** to complete the forms for more than one state for a single club at a discounted cost. (Each investment club must purchase its own **Club Tax State**, however.)

States that require a return if any member is a resident of that state, regardless of where the partnership is domiciled, include Georgia, Indiana, Missouri, New Jersey, New York, Oregon, Pennsylvania, and West Virginia. If your investment club has members that live in one of those states, you must file a return with those states even if your club is officially located in another state, even one that does not require a state level filing.

Tax laws change frequently, so confirm regulations with all states in which your partners reside.

A Social Security or other IRS tax identification number is required for each partner.



If the message "**No Tax ID Entered**" appears next to a member's name on the tax forms, that member's Social Security Number was not entered in their myICLUB member Profile. Any missing tax ID numbers can be hand-entered after tax forms have been printed for a mailed return, **but e-Filing will not be possible permitted if members' Tax ID numbers are not entered in myICLUB or added by the club treasurer when generating the club's tax return.**

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Once you have completed the questionnaire, you may finalize your state tax return by clicking the **Continue** button, then click the **Show Reports** button.

Your state return will include a complete return that may be submitted by U.S. mail, saved/printed for the club's files, and/or e-Filed with the state.

If your state requires a schedule similar to the Federal Schedule K-1, a copy of this schedule for each member is also generated.



**Note:** The club tax return can be regenerated as many times as necessary before preparing the final return. In fact, we recommend doing one or more “trial runs” before generating a final return. Be sure to save the work between sessions.

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## Finalizing & Filing the Tax Return

After completing the Club Tax wizard, the return is ready to be finalized. Once a complete return has been generated, click the links to download and/or print the returns to review the details.



**Remember:** The club's tax return can be regenerated as often as required before filing. In fact, it can be a good idea to carry out one or more "practice runs" before finalizing the return, verifying that the details on the club's return are correct after each run.

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We recommend that you generate a complete return, then click the links to download and/or print the returns.

Once you have double-checked all information on your return and verified it for accuracy, you are ready to submit your return to the appropriate state.

**What to Send to the State Tax Agency.** For states for which e-Filing is not available, Club Tax State 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 to Give to Members.** If your state requires, give each member a copy of their state equivalent to Federal Schedule K-1. You may direct members to log in to myICLUB.com and download their own schedules from the Taxes tab. These schedules are used in filing personal state tax returns.

*Individuals who withdrew from the club during the year must also be provided with the appropriate tax forms as well as their final **Withdrawal Report**.*

**What to Keep for Club Records.** The club should keep a copy of the full state return, all attached schedules, and any supporting statements and attachments as part of its permanent records. We recommend keeping electronic PDF files in a secure location, in addition to or in lieu of paper copies. Copies of each year's tax returns are saved to your myICLUB.com File Storage area and can also be accessed via the Taxes tab.

### e-Filing the Return

Once the tax preparation wizard has been completed, users may proceed to e-File their returns if myICLUB offers e-Filing for the selected state. Some states require that state and IRS forms be submitted simultaneously.

myICLUB is an Approved e-Filing Provider for states for which it provides electronic filing, and does not typically provide paper filing options for these states pursuant to state regulations. You may print a hard copy for the club's records, but these forms may not be used to file.

To e-File, look for the button that will appear at the bottom of the Club Tax State screen on myICLUB.com to allow access to the e-Filing application. Follow the prompts on the five pages



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that appear to confirm data, and once satisfied that the return is complete, click the button to e-File.

A Submission ID number will be provided once your return is accepted, which may take 24 hours or longer. The status of your submission will be shown in the Taxes pages of your myICLUB.com website.

## Mailing The Return

If e-Filing is not available for a supported state, myICLUB Club Tax generates acceptable schedules required for filing the return by mail.

## What to Give to Members

State requirements vary. Some states require that partners are provided with a copy of the state's version of the Federal Schedule K-1.

**myICLUB** members may download their own personal schedules by logging in to their club website and going to the Taxes tab, then looking for their personal download link.



**Note:** Members who withdrew during the year must also be provided with these partner documents, and a copy of the Withdrawal Report for their final distribution. Since they will not be able to access the club's website, the treasurer should arrange for delivery of these forms using an alternative method.

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## What to Keep for Club Records

The club should keep a copy of the state partnership return, all accompanying forms and schedules, and any supporting statements as part of its permanent records, as well as proof of receipt of mailing. We recommend keeping electronic PDF files in addition to paper copies.



# Club Tax Help and Support

## Common Problems and Release Notes

- In accordance with state guidelines, values on tax forms may be rounded to the nearest whole dollar amounts. Spaces on forms typically do not include zeros (0) for values that are zero and are thus left blank.
- Many fields on tax forms will intentionally be left blank. The same forms that clubs use are used by partnerships that own property and have payrolls, for instance, neither of which applies to typical investment clubs.
- myICLUB Club Tax will correctly allocate qualifying and non-qualifying dividends **only if all of the following conditions are met:**
  - All dividends linked to securities are entered properly in the books.
  - Ex-dividend dates are entered correctly for all common stock dividends.
  - REITs, mutual funds, and “other” (Limited and Publicly Traded Partnerships, etc.) securities are correctly identified.
- myICLUB Club Tax uses industry standard Adobe Acrobat Reader software to generate tax forms. A free copy of Adobe Acrobat Reader can be downloaded from [www.adobe.com](http://www.adobe.com).
- If the program takes a long time to load forms in Adobe Acrobat Reader, a computer may lack sufficient memory or free hard drive space. Select fewer forms to print faster, then repeat for remaining forms.


## Helpful Web Links

For more information about club tax filing, using myICLUB Club Tax, and year-end accounting tasks, see the following pages on the ICLUB.com web site:

- **Club Tax Product Info** [www.myICLUB.com/taxes/](http://www.myICLUB.com/taxes/)
- **Frequently Asked Questions** [www.myICLUB.com/faq/](http://www.myICLUB.com/faq/)
- **Club Tax Principles** [www.myICLUB.com/general\\_tax\\_principles.aspx](http://www.myICLUB.com/general_tax_principles.aspx)
- **Investment Club Learning Center** [www.myICLUB.com/clubhub/](http://www.myICLUB.com/clubhub/)
- **Free Club Webinars** [www.myICLUB.com/webinars/](http://www.myICLUB.com/webinars/)

## If You Need Help

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, myICLUB’s call volumes triple. We bring in extra help, update the FAQs, and give it our all to answer your questions. Your patience is appreciated. Here’s looking



forward to a successful tax season!

If experiencing issues in closing the books or generating tax forms, please follow these steps:

1. Review the steps in this **Club Tax User Guide**, which is available from the Taxes tab of myICLUB.com.
2. Review the webinar video replays for myICLUB.com’s **“Closing the Books,” “Auditing the Clubs Books,”** and **“Preparing Club Taxes”** presentations. These provide step-by-step demonstrations of the required tasks.
3. Review the answers in the myICLUB.com **Frequently Asked Questions (FAQ)** at [www.myICLUB.com/faq/](http://www.myICLUB.com/faq/). Chances are good that others have had the same question and the answer can be found here.
4. Click the green **“Get Help”** interactive chat button on any myICLUB.com page to chat directly with a staff member (during business hours).
5. Contact our Support team **online** at [www.myICLUB.com/support.aspx](http://www.myICLUB.com/support.aspx). Please provide as much detail as possible when submitting your question.
6. Contact our Support team by **telephone** at 1-877-33-ICLUB, Monday-Friday 9:30 am – 6:00 pm ET (Thursdays 9:30 am – 9:00 pm ET).

## Terms Of Service (TOS)

**Use of this product is governed by Terms Of Service**, linked at the bottom of each page of the myICLUB website. These Terms Of Service are a legal contract between an investment club or its representative in their individual capacity, as the case may be, and ICLUBcentral, Inc.

By using the software, users are agreeing to be bound by the terms and conditions of this agreement, including without limitation the customer support provisions set out in the agreement.

If users do not agree to such terms and conditions, they must discontinue use of the website and contact myICLUB.

For more information, please write to myICLUB at 570 Kirts Blvd., Suite 237; Troy, MI 48084.

## About myI CLUB

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

Besides **myI CLUB** ([www.myI CLUB](http://www.myI CLUB)), our parent, I CLUBcentral, Inc., also produces:

- The award-winning, market-beating **Investor Advisory Service** newsletter ([www.investoradvisoryservice.com](http://www.investoradvisoryservice.com)).
- The small-cap market-beating **SmallCap Informer** newsletter ([www.smallcapinformer.com](http://www.smallcapinformer.com)).
- The dividend-focused **Dividend Informer** newsletter ([www.dividendinformer.com](http://www.dividendinformer.com));
- An online stock screener, **MyStockProspector.com** ([www.mystockprospector.com](http://www.mystockprospector.com)).
- A complete suite of online tools, data, and community for investors, **StockCentral.com** ([www.stockcentral.com](http://www.stockcentral.com)).

