

**Resource Management Associates**

**PRINTING SHAREHOLDER LABELS**

Our stockholder accounting program has a built-in report writer to generate mailing labels for your shareholders.  Here are the steps:

1. Open your program.
2. Go to the Reports Menu
3. Select #2 User Reports
4. Click on File
5. Click Open
6. Double Click on #1 Laser Mailing Labels
7. Select Print
8. There you will have several options as to the criteria for your data for the labels. For example, if you want to print labels for your all of your shareholders double click on All Shareholders
9. Then proceed to either print or preview

**SETUP PROXY REPORTING**

Our stockholder accounting program has a system to monitor proxy voting.  Here are the steps:

1. Open your program.
2. Go to the Processing Menu
3. Select #4 Proxy Reporting, then Select #1 Enter Proxy Questions – Here you double click on the blank field adjacent to the question numbers and enter your questions. On this screen you must also enter the proxy date.
4. Select #4 Proxy Reporting, then Select #2 Initialize Voting – Selecting this option clears any prior voting from any prior proxy periods.
5. Select #4 Proxy Reporting, then Select #3 To Record Proxy Votes. This opens the stock proxy voting window. The Proxy Questions will be listed. There are buttons on the right side of the window to select Vote for All; Vote Against All or Abstain All. Otherwise you may select the questions individually and enter FOR, AGAINST or ABSTAIN under the vote column. If selecting votes per individual question then you must press ENTER after each vote to record the vote.
6. Select #4 Proxy Reporting, then Select #4 Review Voting Results – this option generates a report which shows each proxy question and the votes for, against and abstentions as all represented as a percentage of outstanding shares. This is a view only report.
7. Select #4 Proxy Reporting, then Select #5 Proxy Reports
   * 1. Report 1 – Proxy Voting Results
        1. This report can be printed in detail (by shareholder) or summary; and can include all or selected questions.
     2. Report 2 – Proxies Received
        1. This report shows all shareholder ids, shareholder names, shares owned and proxies received.
     3. Report 3 – Proxies Outstanding
        1. This report shows all shareholders and their number of shares owned who have not voted.

**PROCESS FOR PROCESSING 1099 DVD IN STOCKHOLDER ACCOUNTING PROGRAM**

**Definitions:**

1. TCC Code – (Transmitter Control Code) This is required to submit information returns (the 1099s) to the IRS through the FIRE upload system. The law requires any corporation or other entity that is required to file more than 250 returns to do so electronically. If the Bank does not have a TCC you must file Form 4419 with the IRS to get one. You should do this NOW because it can take up to 30 days and you will need the TCC to both create the electronic file in the software and to file through the IRS website FIRE. See the process below.
2. FIRE – (The Filing Information Returns Electronically (FIRE) Production and Test System. You will need to create an account in the FIRE system prior to submitting the electronic 1099 file. See the process below.

**Form 4419 - Application for Filing Information Returns Electronically (FIRE)**

New users are required to submit [Form 4419](https://www.irs.gov/pub/irs-pdf/f4419.pdf), *Application for Filing Information Returns Electronically*, to request authorization to file Information Returns with the IRS. Mail your completed Form 4419 to:  
  
Internal Revenue Service  
Information Returns Branch  
230 Murall Drive, Mail Stop 4360  
Kearneysville, WV 25430  
  
Or fax your completed Form 4419 to:

877-477-0572 (toll-free)

304-579-4105 (not toll-free)

Upon approval, a five-character alpha/numeric Transmitter Control Code (TCC) will be assigned and mailed to you. **Form 4419 should be submitted to IRS at least 30 days before the due date of the returns for current year processing.**

### Create your account

We ask you to provide the following information to create your FIRE system account: company name, company address, company phone number, contact name and email address.  (Note:  This step can be done while waiting for approval of Form 4419.)

### Are You Ready to Logon to FIRE?

* Do you have the required software to create the file?
* Have you filed Form 4419?
* Have you received your Transmitter Control Code (TCC)?
* Have you created your FIRE system account?

If you answered YES to all of the above questions, you are now ready to [logon](https://fire.irs.gov/firev1r/) to the FIRE system.

In RMA:

Under the Processing Menu

Item 5 – End of Year

1. Initialize 1099 Reporting
2. Print Paper 1099s
3. Create IRS 1099 Dividend File
   1. This step will generate the file that will be uploaded to the IRS FIRE system in the next step

FIRE:

Sign on to FIRE at <https://fire.irs.gov>

**End of Year Processing**

1. Prior to performing end of Year Processing You Should Make a Backup of your Year End Data. Put that data in a folder and clearly mark it End of Year Backup 2016.
2. Print Your 1099s for 2016. This is done under the processing Menu #5, End of Year Processing
   1. Select #1 Initialize 1099 Dividend Reporting
   2. Enter Tax Year 2016
   3. Click Initialize
   4. After that you may either review the individual shareholder 1099 dividend information or print out a report with the same data.
   5. Select #2 Print 1099 Dividend Forms
   6. If you have over 250 shareholders, the 1099s must be submitted to the IRS electronically through the creation of an electronic file and uploaded through the IRS electronic FIRE site. The electronic file is created under #3
   7. Chose #5, End of Year Processing. This zero’s out all dividends and gets the data ready for 2017. This must be performed prior to the issuance of any dividends in 2017.