ONESOURCE INCOME TAX DATA IMPORT EXCEL ADD-IN

USER GUIDE

PRODUCT VERSION 18.1.1

Document Version 3: September 5, 2023

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DOCUMENT HISTORY

Version Date	Summary
November 30, 2018	Revised the User Guide for ONESOURCE Income Tax Data Import Excel Add-in 14.1.3.
April 26, 2019	Revised Appendices: Late Filing Reason Codes, Foreign Persons Chapter 3 Status Codes, and Foreign Persons Chapter 4 Codes.
November 22, 2019	Revised the User Guide for ONESOURCE Income Tax Data Import Excel Add-in 15.0.0.
April 24, 2020	Revised the User Guide for ONESOURCEIncome TaxData Import Excel Add-in 15.1.1.
May 6, 2022	Added Single Sign-on Instructions 17.1.2
June 28, 2023	Updated registration information 18.1.1
September 5, 2023	Updated registration for client manager setup 18.1.1

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INTRODUCTION

With the Data Import Excel Add-in, you can open an existing or new Microsoft Excel worksheet, map the data, and then import the mapped data to tax form fields in Organizer or data entry screens in the Tax Accounting System.

The Data Import Excel Add-in enhances the efficiency of data transfer by:

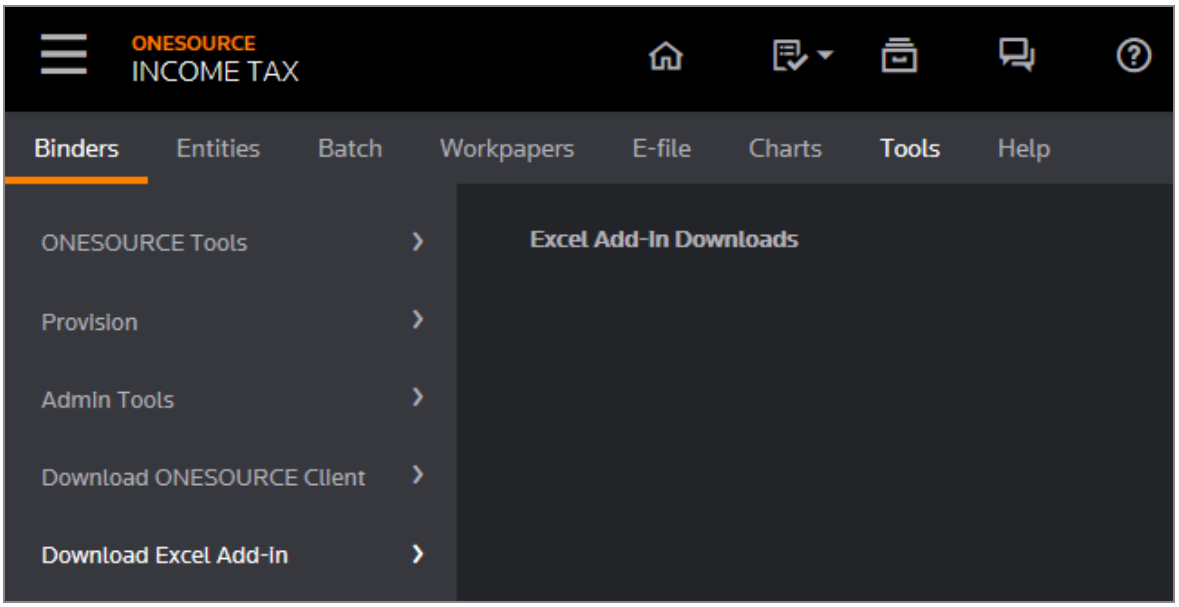
- Decreasing data transfer time.
- Eliminating transcription errors that can occur when manually transferring data.
- Incorporating tools for copying data and mapping schemas from one worksheet to another in preparation for import.
- Enhancing the control and flexibility of data transfer and management.
- Identifying worksheet errors such as duplications, incorrect codes, and miscalculations before data is loaded into the Tax Accounting System or Organizer, preventing time-consuming edits and corrections.

The Data Import Excel Add-in is currently available for 2015 forward for Organizer import. The Tax Accounting System import for adjustments is available for 2003 forward.

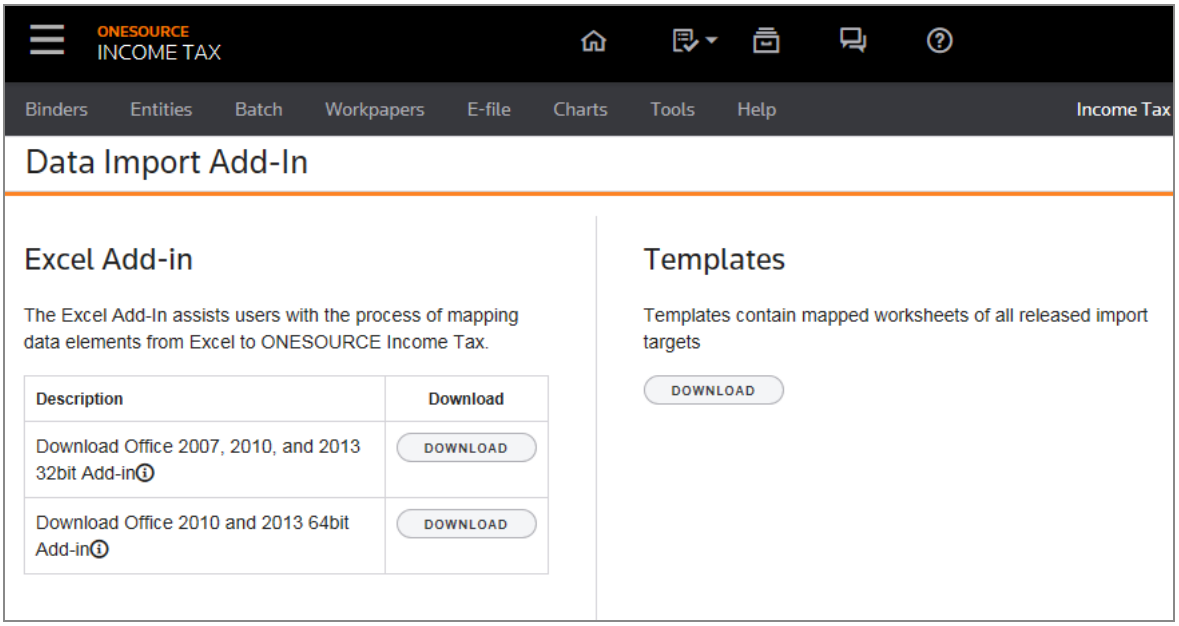
DOWNLOAD THE DATA IMPORT EXCEL ADD-IN

To download the Data Import Excel Add-in:

1. In ONESOURCE Income Tax, go to **Tools > Download Excel Add-in**, and then select **Excel Add-in Downloads**.



2. Select **Download** for the Excel Add-in appropriate for your version of Office.



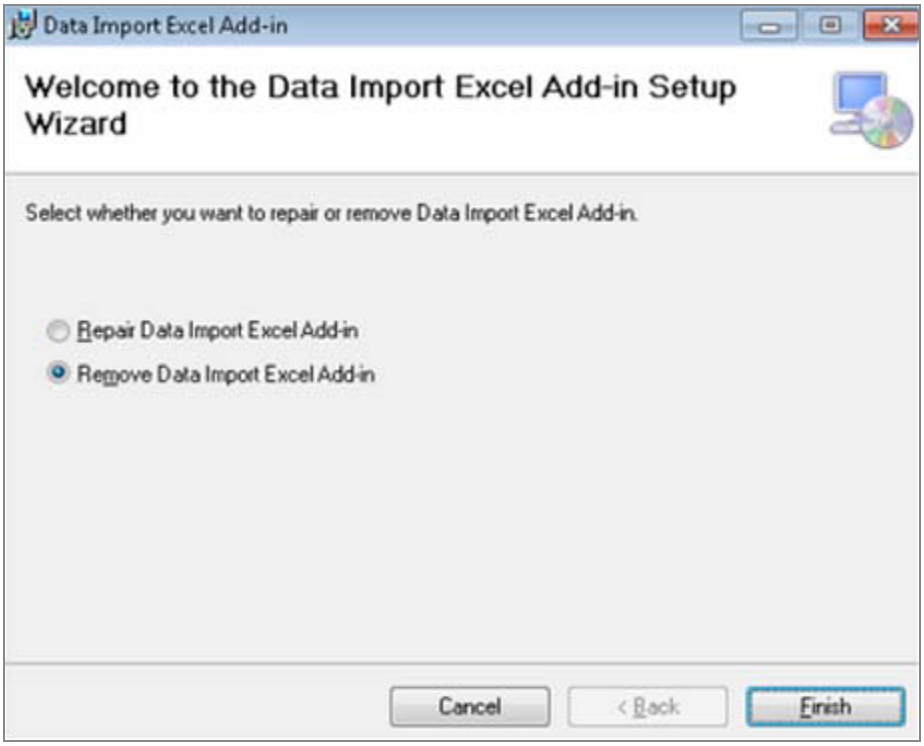
3. In the **File Download** dialog box, select **Save** and choose a directory where you can unzip the file.
4. Unzip the file.
5. Complete the steps in Installation (page 4).

INSTALLATION

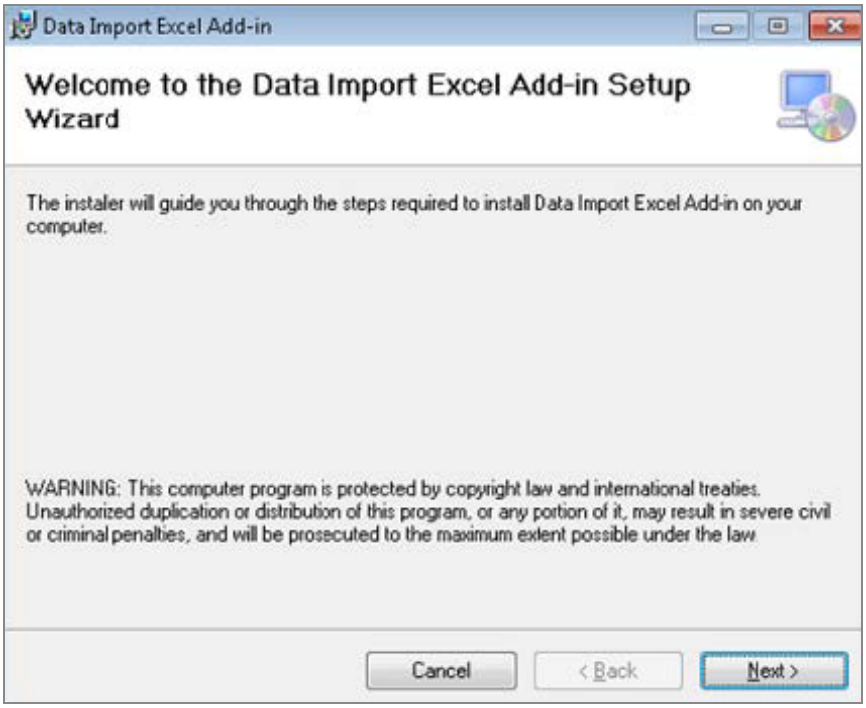
Complete the following to install the Data Import Excel Add-in:

1. Go to the location where you unzipped the Data Import Excel Add-in, and run *setup.exe*.
2. If you have an older version of the Data Import Excel Add-in, select **Remove Data Import Excel Add-in**, and then select **Finish**.

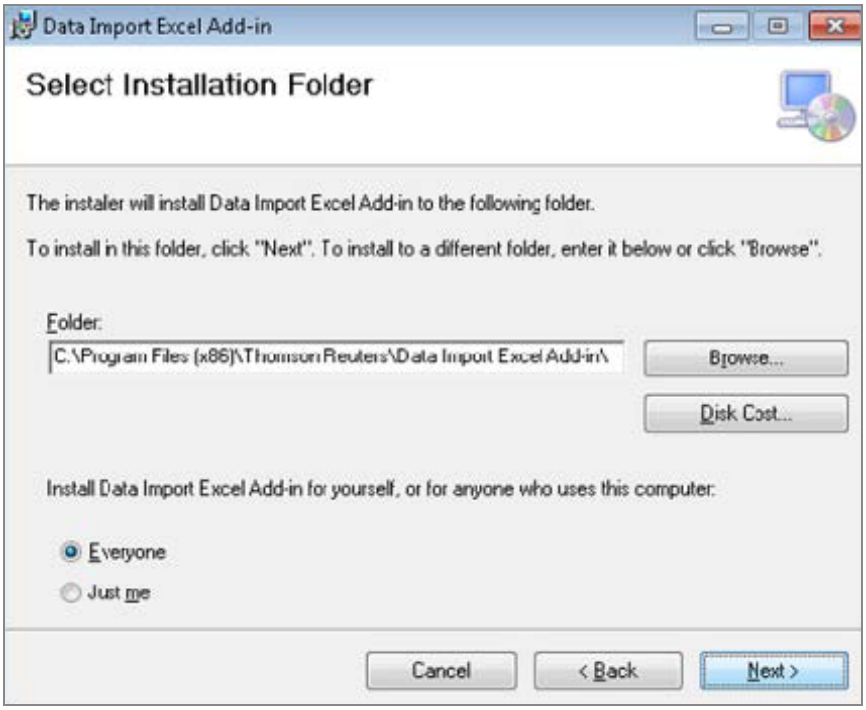
If the Data Import Excel Add-in does not allow you to remove the previous version, open your Control Panel, select **Add or Remove Programs**, and manually delete the old Data Import Excel Add-in for Microsoft Excel program.



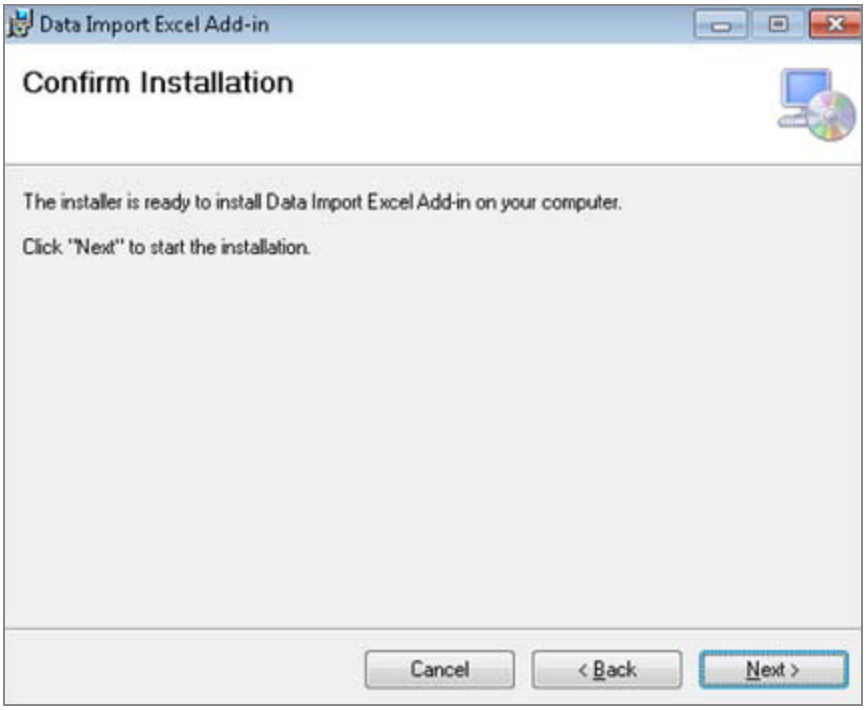
3. In **Welcome to the Data Import Excel Add-in Setup Wizard**, select **Next**.



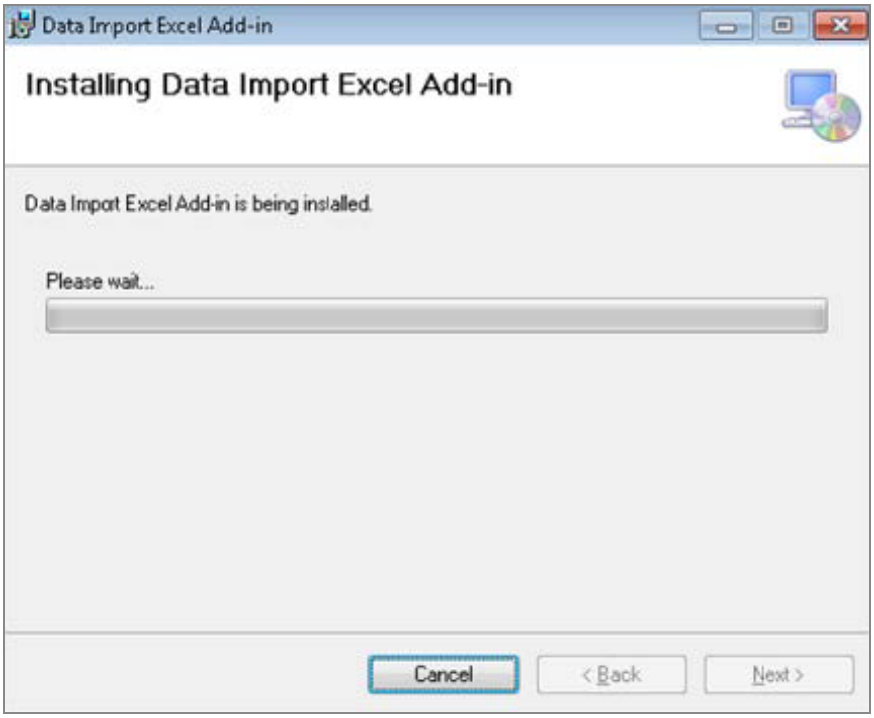
4. In the **Select Installation Folder**, select **Next** to install the Data Import Excel Add-in in the default folder location, or browse to a new save location, and then select **Next**.



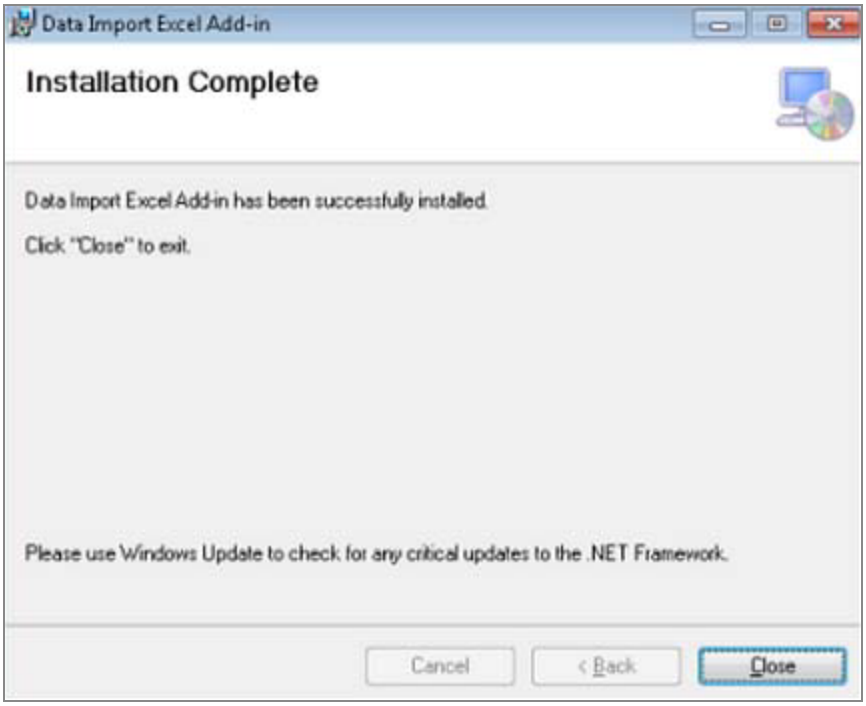
5. In **Confirm Installation**, select **Next**.



6. Wait until the Data Import Excel Add-in is fully installed.



7. When the **Installation Complete** appears, select **Close**.



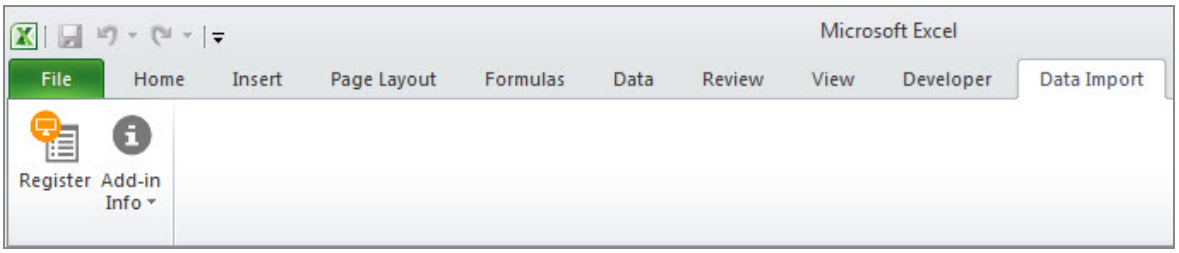
REGISTER

After installation is complete, you must register the Data Import Excel Add-in before you can access **Add-in** mapping and import functions.

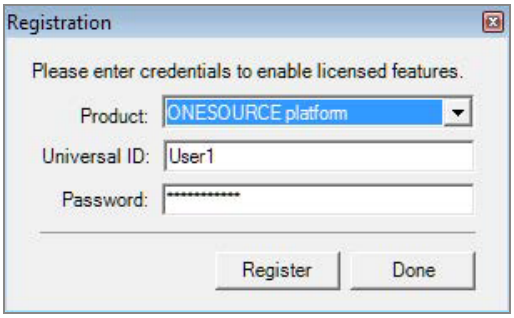
For Client Manager Accounts, Administrators must assign permissions to users in the Administration module before users can register. In Client Assignments, mark the **SYS_FIRM** and **Child Account for Import** client.

When you open an Excel spreadsheet after successfully installing the Data Import Excel Add-in, a prompt about registering the Data Import Excel Add-in does not automatically appear. You must select **Register** to activate the dialog boxes which will lead you through the registration process.

1. Open an Excel spreadsheet.
2. Select the **Data Import** tab, and then select **Register**.



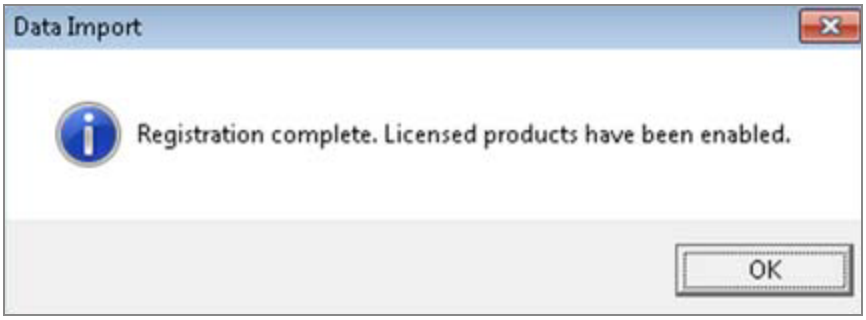
3. In the **Registration** screen, type your ONESOURCE **Universal ID** and **Password**, and then select **Register**.



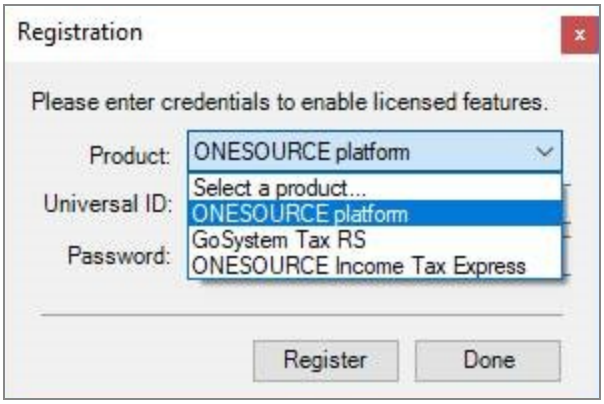
You will only be able to register if the password does not contain a space at the beginning.

4. The **Registering** screen appears while the process takes place.

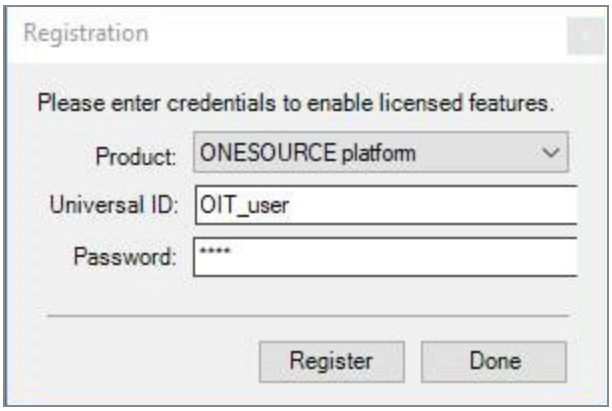
5. Select **OK** when the Data Import confirmation box appears.



6. You can also register other licensed products by selecting the **Product** drop-down in the **Registration** box and selecting the appropriate product.

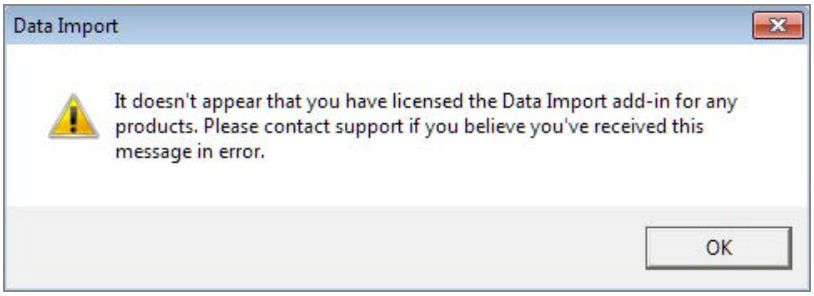


To register a product other than one licensed through ONESOURCE, you must use the ID and Password credentials provided by that product.

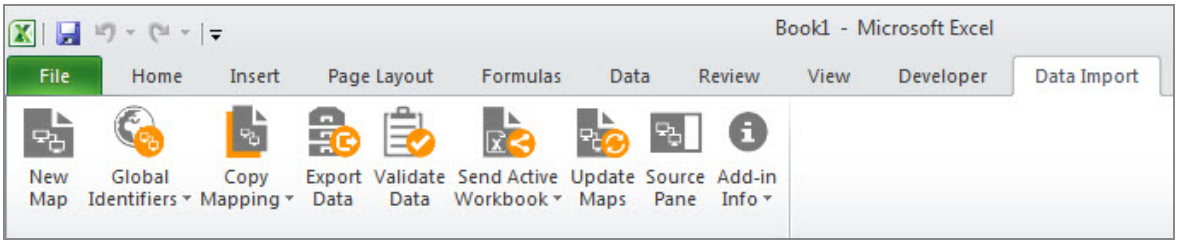


7. After all selected products are registered, select **Done**.

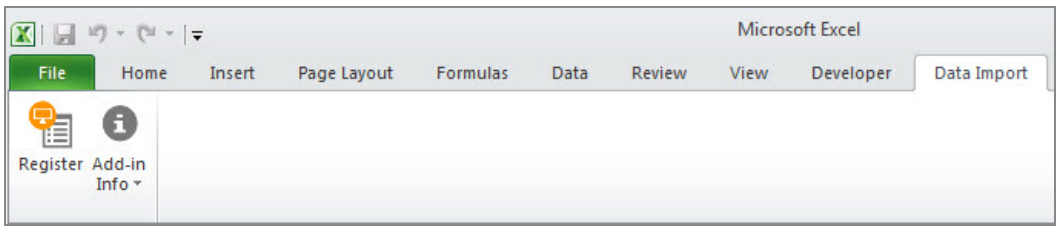
If the ONESOURCE account associated with your Universal ID and Password does not include a valid license to use the Data Import add-in for any products, a warning message appears:



8. Select the **Data Import** tab in Excel to access the data mapping, import, and setup functions.

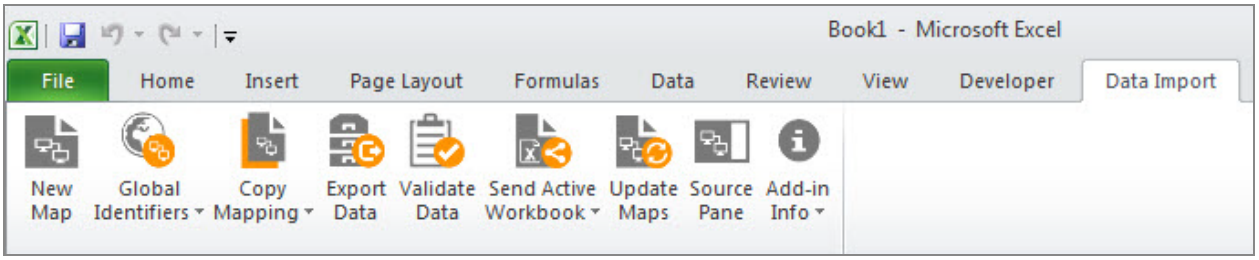


If you installed the Data Import Excel Add-in but do not have a valid license the **Data Import** tab appears on the Excel toolbar, but the Add-in mapping and import functions are not available.



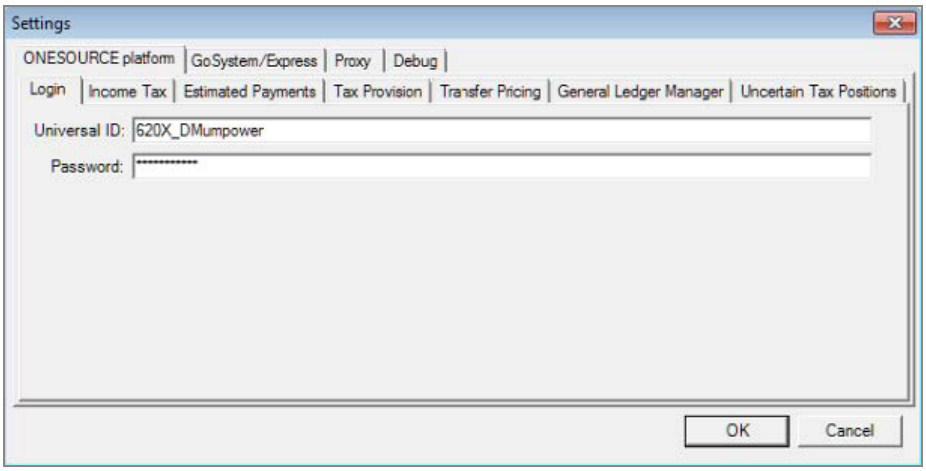
ADMINISTRATIVE TASKS

Review the sections below about accessing data mapping, importing, and setup. Select **Add-in Info** under the new Excel **Data Import** tab to access information about data mapping, import, and other administrative tasks.



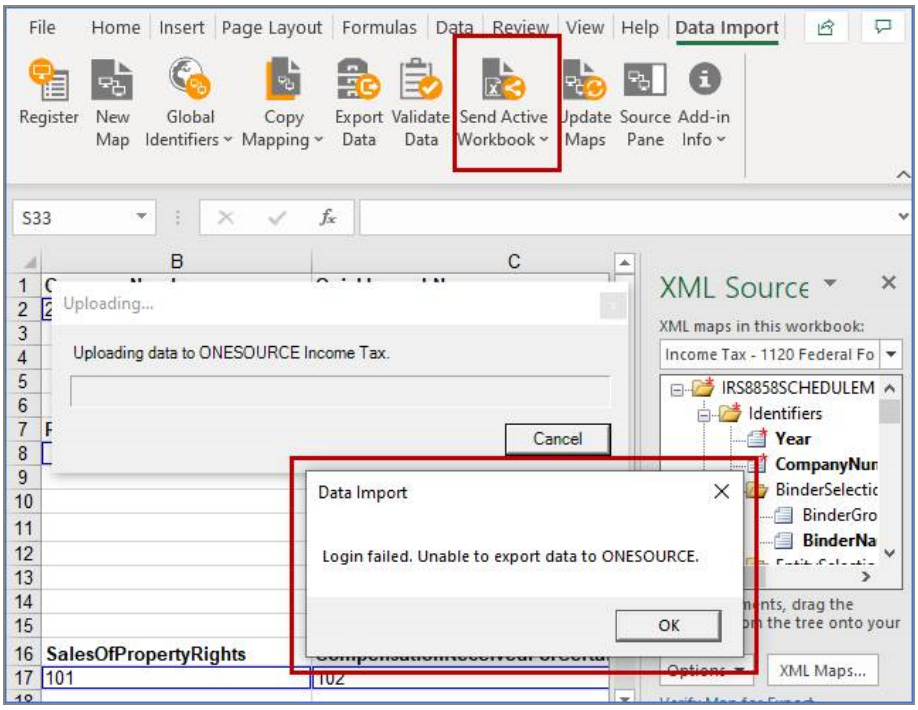
LOGINS

Under **Add-in Info**, select **Settings > Login** to edit logins.

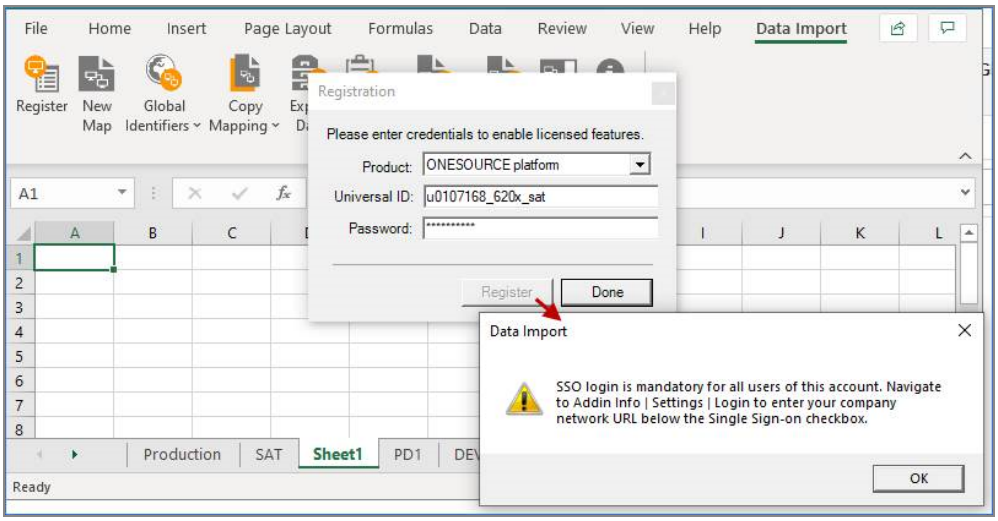


SINGLE SIGN-ON

Excel Add-in uses the Single Sign-on (SSO) setting from **Platform > User Administration > Setup**. Ensure that you have the latest version of the Excel Add-in if you are required to use SSO to access ONESOURCE Income Tax. You must re-register your product after installation. If you don't re-register after installation, you will be blocked from sending the workbook using the **Send Active Workbook** feature into Income Tax if you are required to use SSO.



If you attempt to register the Excel Add-in with the ONESOURCE login and password when you are required to use SSO, you will receive an error message:

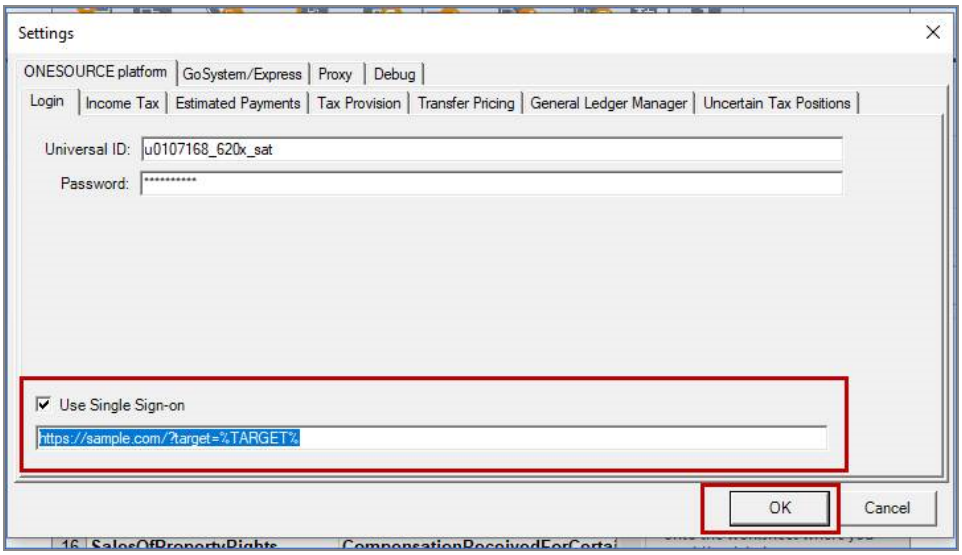


If you are a user who is included on the Exemption list, you can continue to register the Excel Add-in with your ONESOURCE login and password.

NETWORK URL

To enter the company network URL:

1. Navigate to **Addin Info > Settings > Login** tab. The **Use Single Sign-on** option is automatically checked.
2. Configure your customized Single Sign-on URL for Excel Add-in that was provided by the SSO team:
    a. Double click on the URL field.
    b. Enter your customized URL, which includes the Excel Add-in authentication (highlighted in yellow): https://customizedclientssourl.com &TargetResource=https://www.onesourcelogin.com/loginping.aspx?ostarget=sso/generatetoken.ashx?tokenTimeoutInSeconds=1800
    c. Select **OK**.

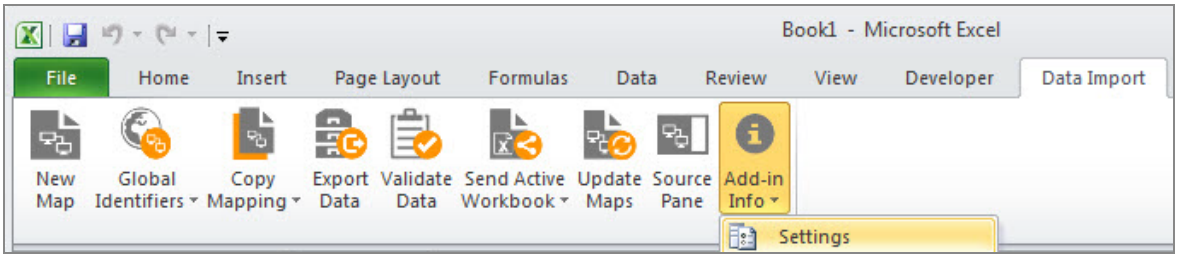


Contact Customer SSO at customer.sso@thomsonreuters.com for assistance setting up the customized SSO URL.

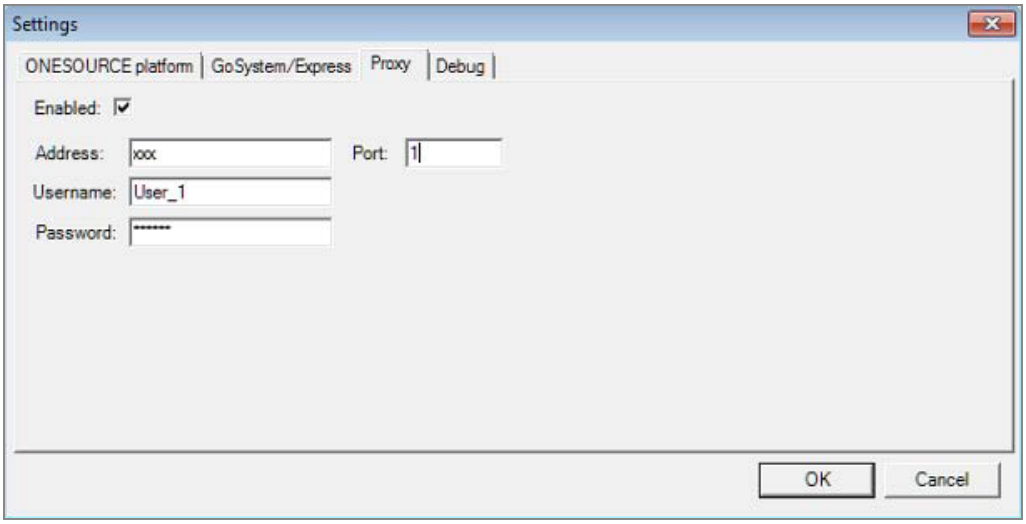
PROXY

If your company uses a proxy server to access the internet, and your company does not use Proxy Auto Config (PAC), you must enter proxy settings to successfully transfer data to ONESOURCE Income Tax.

1. Select **Add-in Info > Settings**



2. Select the **Proxy** tab.
3. Select **Enabled**.
4. Add your company's proxy server **URL Address** and **Port**.

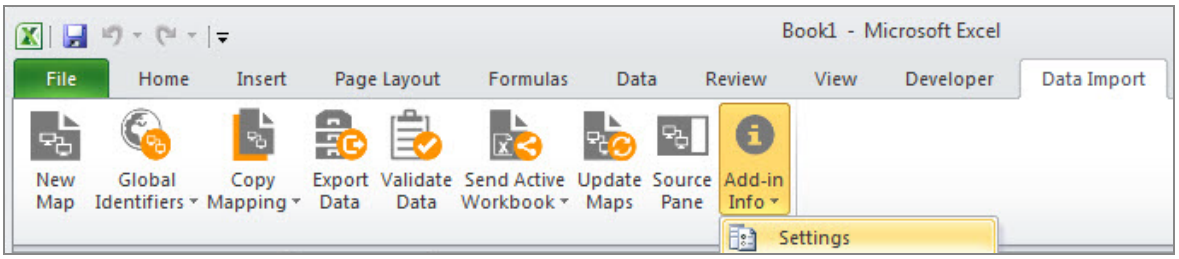


5. Type your user's domain **Username** and **Password**.
6. Select **OK**.

CLIENT MANAGER SETUP (USER WITH MULTI-CLIENT ACCESS)

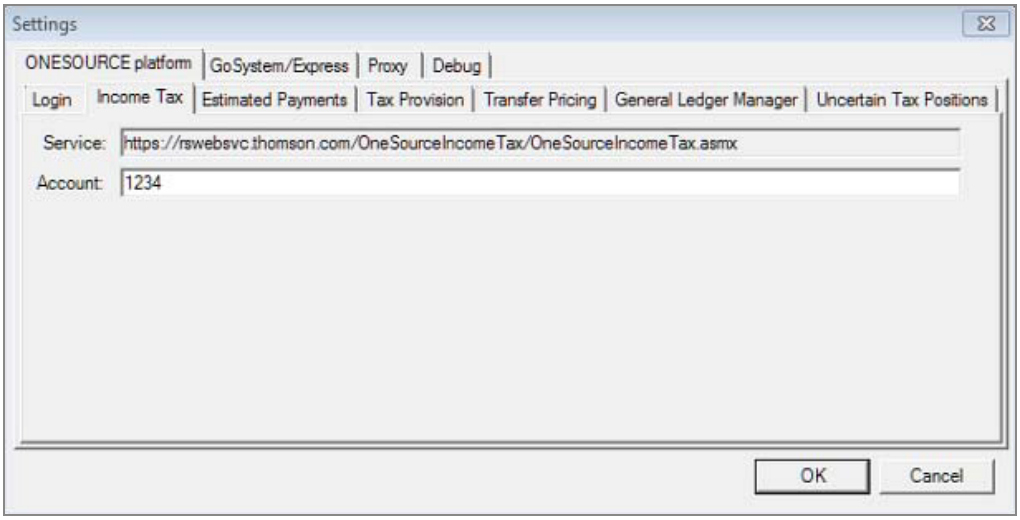
If you are a user with multi-client access, and want to import into another account, you must change the **Account** number in **Settings**.

1. Select **Add-in Info > Settings**.



2. Select the **Income Tax** tab.

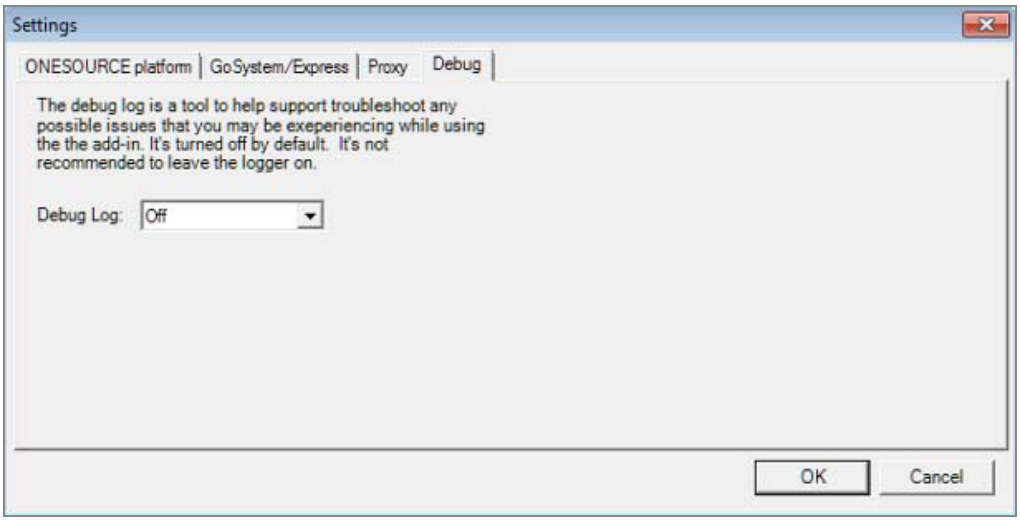
3. In the **Account** box, type the four digit child account number, and then select **OK**.



The default account is set to the **Parent** account. All accounts must be authorized to use the Data Import Excel Add-in.

DEBUG

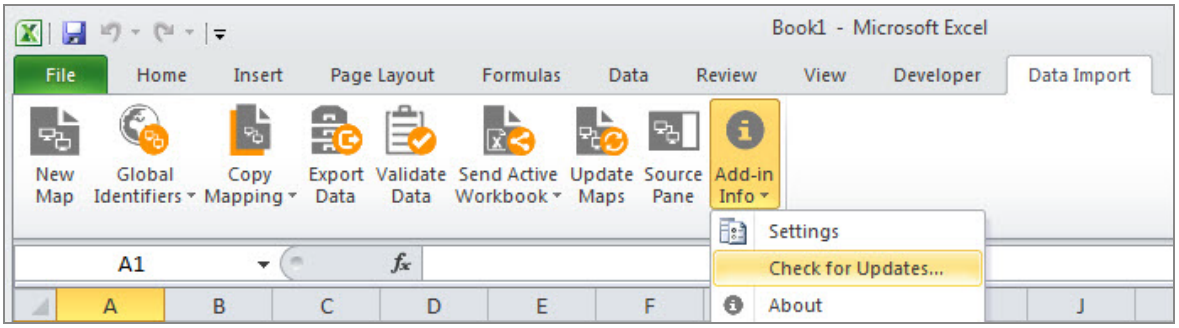
The **Debug** log is used for troubleshooting issues when using the Data Import Excel Add-in. To access the debug tool, select the **Debug** tab in **Settings**. Unless instructed by a support representative, the **Debug Log** setting should remain as **Off**.



CHECK FOR UPDATES

To check for Data Import Excel Add-in software updates:

1. Select **Add-in Info**, and then select **Check for Updates**.



2. If your Data Import Excel Add-in is up-to-date, a message box appears confirming this. If there is a new Data Import Excel Add-in update available, a dialog box appears asking you to download the new version.

BINDER GROUPS

Before using **Data Import** mapping or import functions, please review the following information about **Binder Groups**.

If you previously accessed mapping and import functions through **Quick Launch** groups, you must map to **Binder Groups** to access **Data Import** functions.

CREATE NEW BINDER GROUP

When creating a new Binder Group to use with **Data Import**:

- Do not include multiple binders for an entity in the same Binder Group. The Data Import Excel Add-in cannot differentiate various binders within an entity in a Binder Group. After the Data Import Excel Add-in sends import data (containing targeted Binders within the same Entity) to ONESOURCE Income Tax, the **Import Log** returns an error with the following explanation:

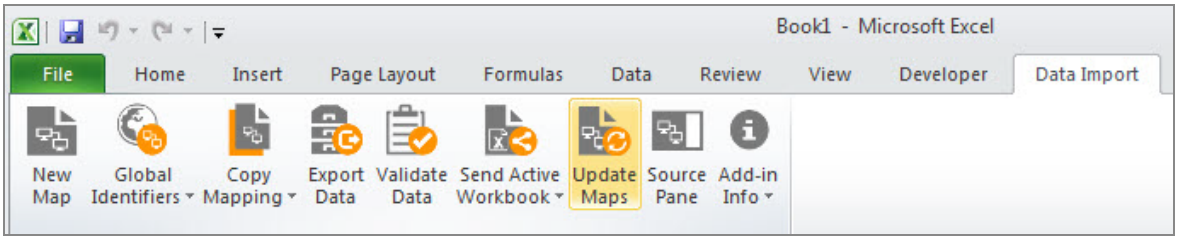
  Unable to determine binder because Binder Group contains multiple binders with the same targeted Company / Entity number.

- Do not include multiple return types in the same Binder Group. Data Import Excel Add-in has different maps for different return types (for example, 1120, 1065). Therefore, if there are different return types within the import file, the Data Import Excel Add-in sends data into only one return type.

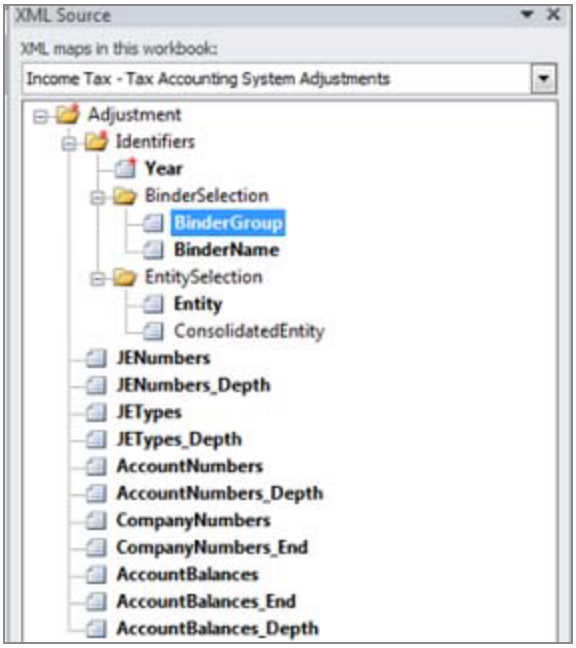
PREVIOUSLY MAPPED IMPORT FILES DATA IMPORT

When using a previously mapped import file, follow the steps below prior to importing to ONESOURCE Income Tax:

1. Select the **Data Import** tab, and then select **Update Maps**.



2. In **Update Maps**, select the appropriate spreadsheet, and then select **OK**.
3. Open the **Source Pane** and map the new Identifier for **BinderGroup**.



4. Validate and send.

XML MAPS

Review the following topics about creating XML maps.

When you export from ONESOURCE Income Tax, files are saved as .csv. When you create mapping files to import, you must save the files as .xls or .xlsx in order to import them successfully. Mapping will not save to a .csv file.

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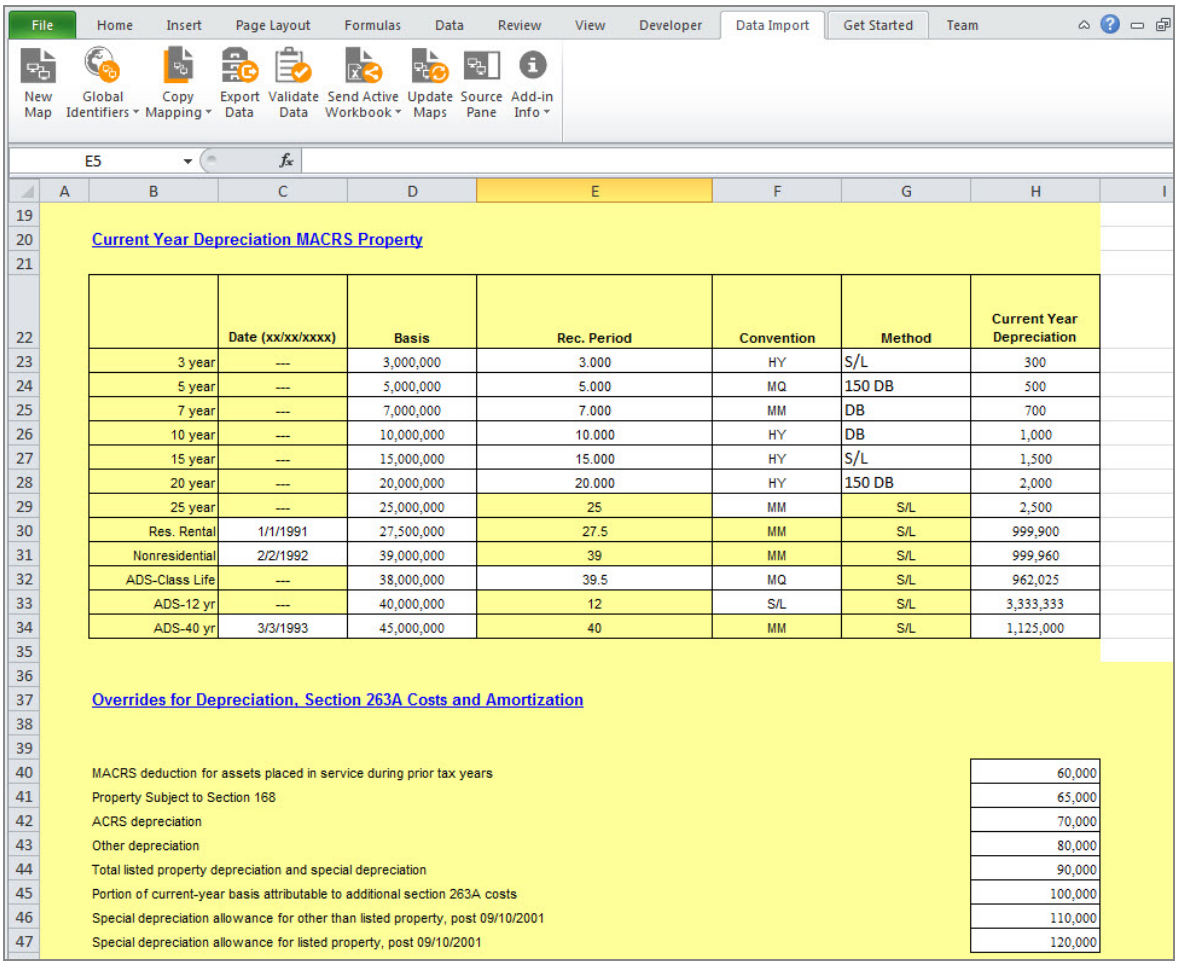
When you map a workbook, you can no longer use the Microsoft feature **Share Workbook**. If you want to share the workbook, you must remove the maps.

MAP DATA ON AN EXISTING WORKSHEET

You can open an existing Excel worksheet, map the data, and then import the mapped data into ONESOURCE Income Tax.

1. Open an existing Excel worksheet.



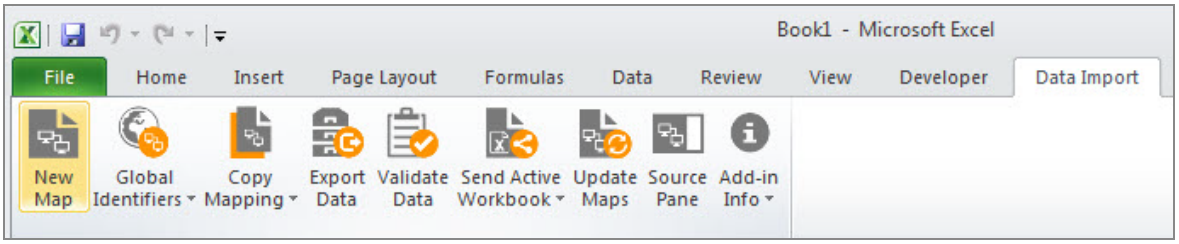
Current Year Depreciation MACRS Property

	Date (xx/xx/xxxx)	Basis	Rec. Period	Convention	Method	Current Year Depreciation
3 year	---	3,000,000	3.000	HY	S/L	300
5 year	---	5,000,000	5.000	MQ	150 DB	500
7 year	---	7,000,000	7.000	MM	DB	700
10 year	---	10,000,000	10.000	HY	DB	1,000
15 year	---	15,000,000	15.000	HY	S/L	1,500
20 year	---	20,000,000	20.000	HY	150 DB	2,000
25 year	---	25,000,000	25	MM	S/L	2,500
Res. Rental	1/1/1991	27,500,000	27.5	MM	S/L	999,900
Nonresidential	2/2/1992	39,000,000	39	MM	S/L	999,960
ADS-Class Life	---	38,000,000	39.5	MQ	S/L	962,025
ADS-12 yr	---	40,000,000	12	S/L	S/L	3,333,333
ADS-40 yr	3/3/1993	45,000,000	40	MM	S/L	1,125,000

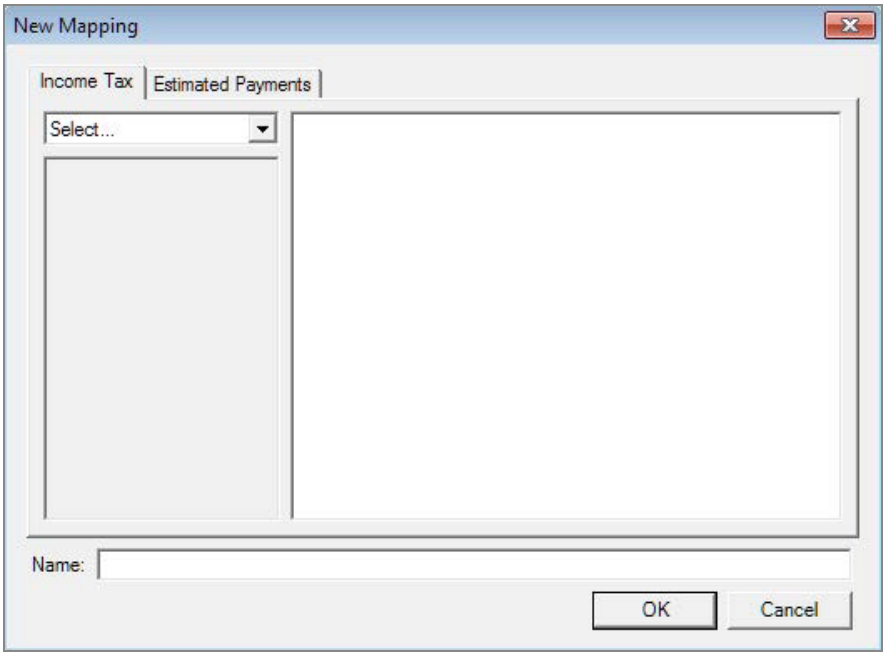
Overrides for Depreciation, Section 263A Costs and Amortization

MACRS deduction for assets placed in service during prior tax years	60,000
Property Subject to Section 168	65,000
ACRS depreciation	70,000
Other depreciation	80,000
Total listed property depreciation and special depreciation	90,000
Portion of current-year basis attributable to additional section 263A costs	100,000
Special depreciation allowance for other than listed property, post 09/10/2001	110,000
Special depreciation allowance for listed property, post 09/10/2001	120,000

2. Select **New Map**.



3. Select the **Income Tax** tab.



If your account is authorized for Income Tax, you also have access to **Estimated Payments**.

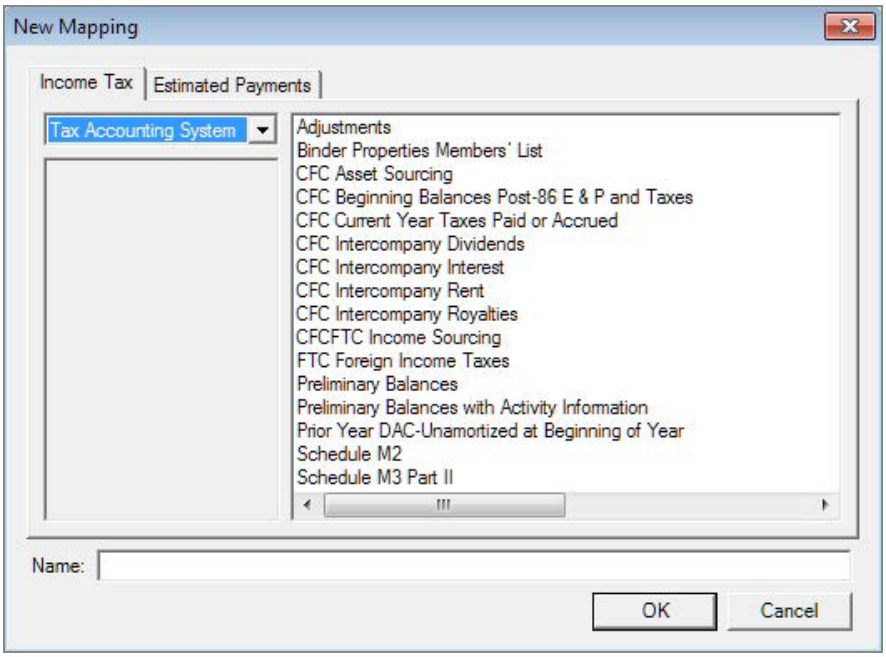
4. Select the **Select** box drop-down menu.

5. Select **Tax Accounting System** or a **Tax Return** year.

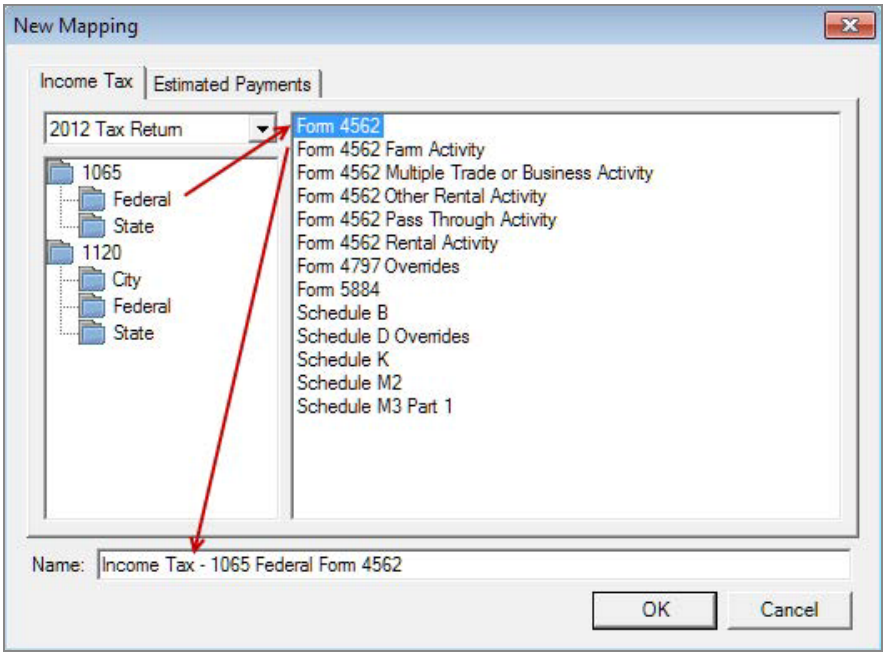
   Tax Accounting System targets are not designation-year specific, so you do not need to create a map for each **TAS** year. However, **Tax Return** targets are year specific; therefore, you must create a map for each **Tax Return** year.

   Also, when you map elements, both **TAS** and **Tax Return** targets require a **Year** element mapped by the user. The **Year** element helps define and find the ONESOURCE Income Tax binder.

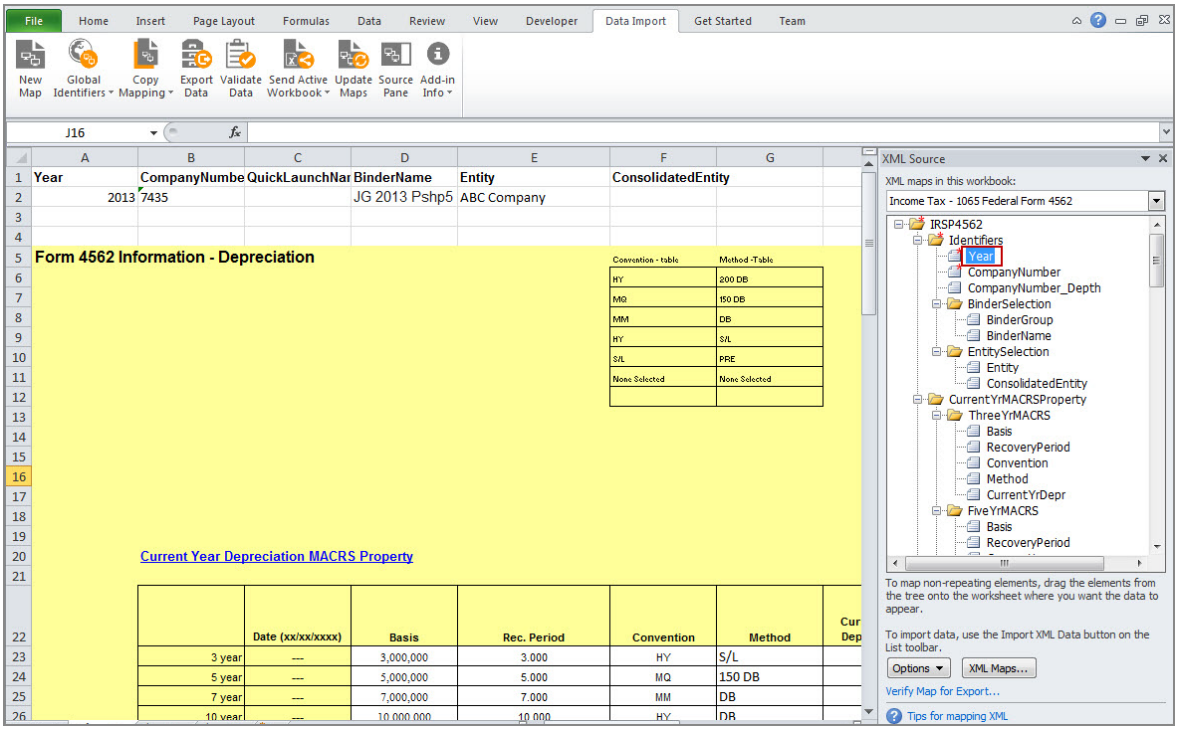
6. If you select **Tax Accounting System**, select a **Tax Accounting System** option, select the **Target Schema**, and then select **OK**.



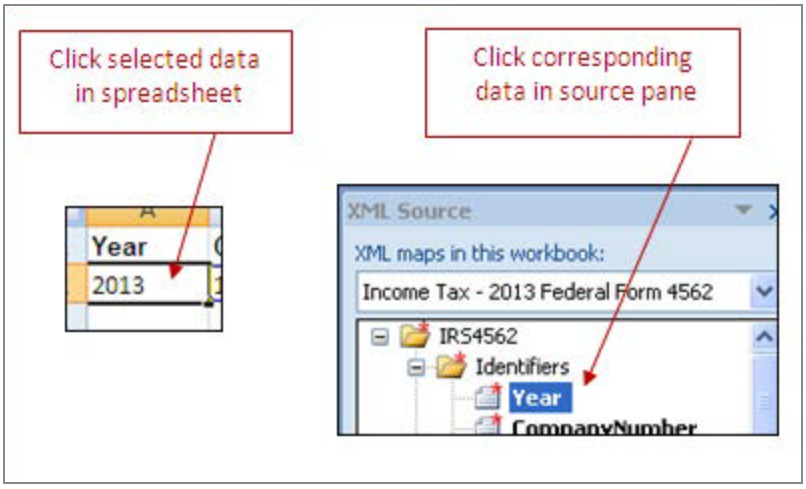
7. If you select **Tax Return**, select a tax year, return, and target (form or schedule), and then select **OK**.



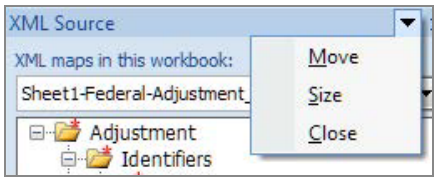
8. On the spreadsheet, select the data you want to map on the worksheet.



9. In the **XML Source** pane, select twice the corresponding data element.



As an alternative method of mapping, you can drag and drop the **XML Source** identifiers to the selected data elements. To **Move**, **Size**, or **Close** the **Source Pane**, select the arrow at the top of the pane and select an option.



10. Complete your mapping, and repeat process for subsequent worksheets.
11. Run validation and correct any errors.

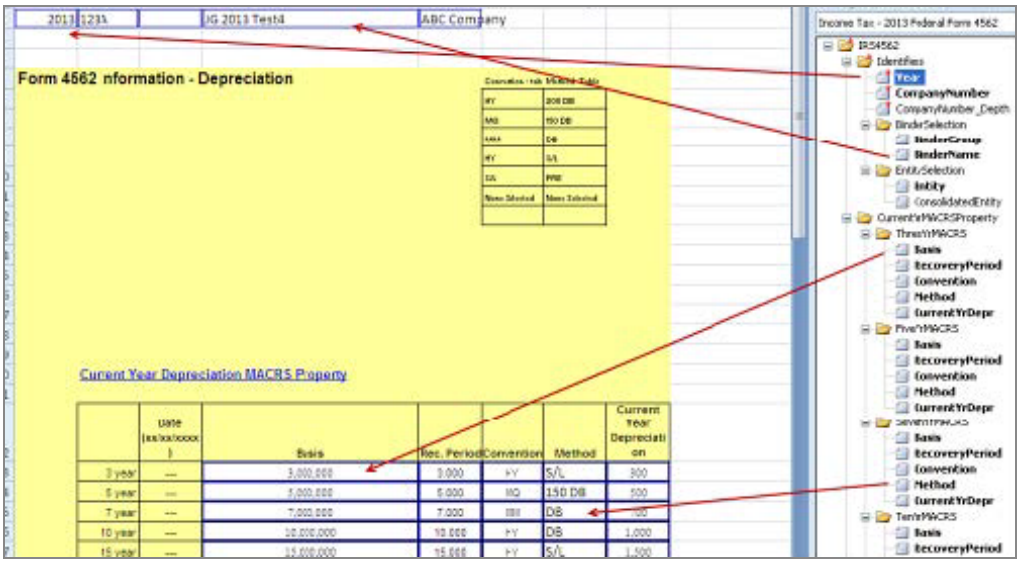
Review the following about mappings:

- A yellow box appears around the data to indicate that it is mapped to the selected value.

- A heading box appears to the right of the data.

  You can either keep an existing title or add a title generated from the **XML-Source** pane. See Manage Headings (page 33) for more information about headings.

- Blue outlines appear around the data after it is mapped.
- The mapped elements are bold in the **XML Source** pane.



MAP NEW WORKSHEET

To map a new worksheet:

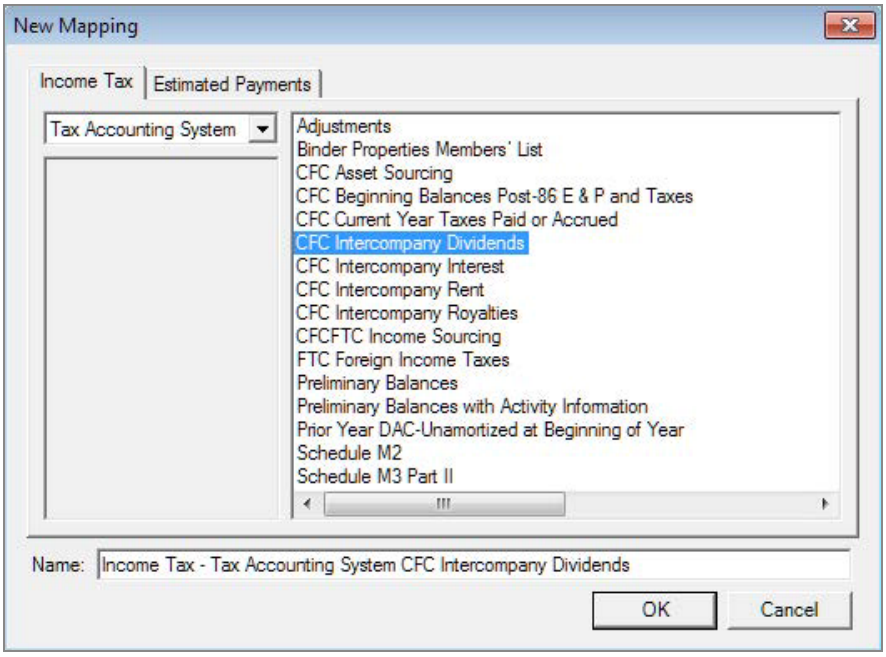
1. Open a new Excel spreadsheet.
2. Enter the new data.
3. Select **New Map**.
4. Select the **Income Tax** tab.
5. Follow the steps in Map Data on an Existing Worksheet (page 24) starting with step 4.

RENAME A NEW MAPPING

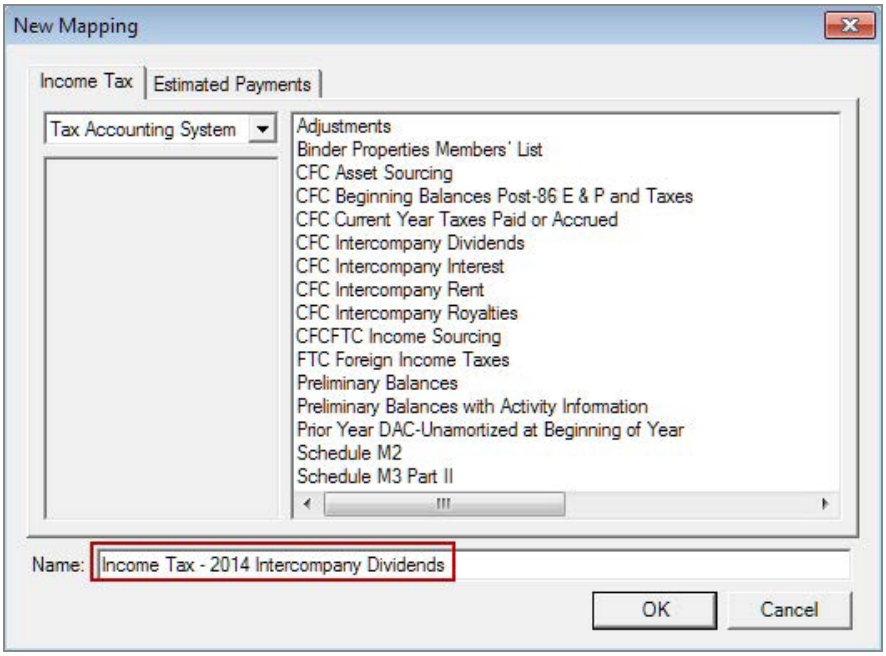
When you select the **Target Schema**, the **Name** field in the **New Mapping** dialog box is populated with a default name reflecting the selected target (a tax return or tax accounting system).

When creating a new mapping, you can edit or change the target name in the dialog box.

1. Select **New Mapping**.
2. In **New Mapping**, select the target to be renamed.



3. Select in the **Name** field and edit the name or type a new name.



The new name appears in the **XML Source Pane**.

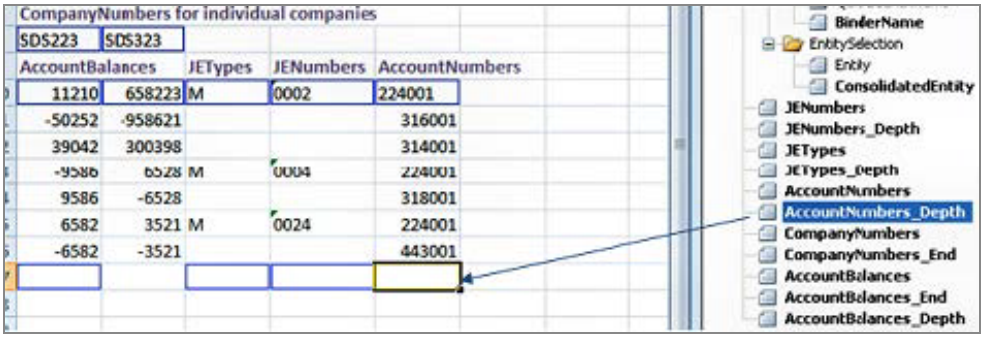
THE DEPTH ELEMENT

Certain forms require the use of the **Depth** element when mapping group data. The **Depth** element defines the last member in a data group. If a form requires the **Depth** element, the element appears in the **XML Source** pane, designated by **_Depth** at the end of the element name.

To use the **Depth** element when mapping group data:

1. After mapping group data, select the **Depth** element in the **XML Source** pane (for example, **AccountNumbers_Depth**).

2. In the column on the worksheet where the group data is mapped, drag the **Depth** element to the row directly below the bottom row of the group data.

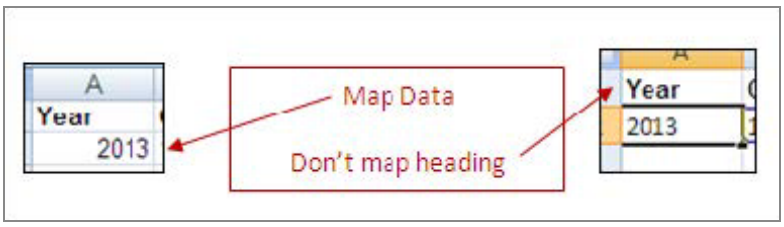


See Examples (page 77) for additional information on Group Data Formats.

MANAGE HEADINGS

You can either retain an existing heading on your worksheet, or use the Data Import Excel Add-in feature to add headings to groupings of data. If you keep an existing heading, it does not affect the data mapping or importing processes.

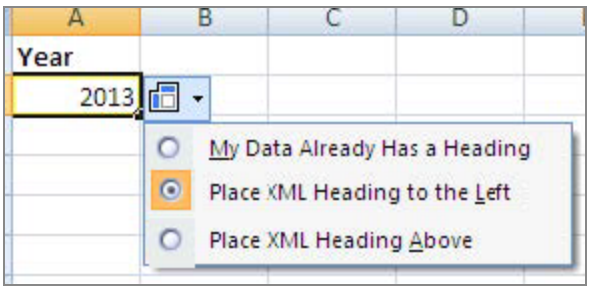
If you use **XML Source** headings, be sure to map to the data and not to an existing heading if one is already on the spreadsheet.



The **Heading Options** box provides the option to add headings above the data or to the left of the data.

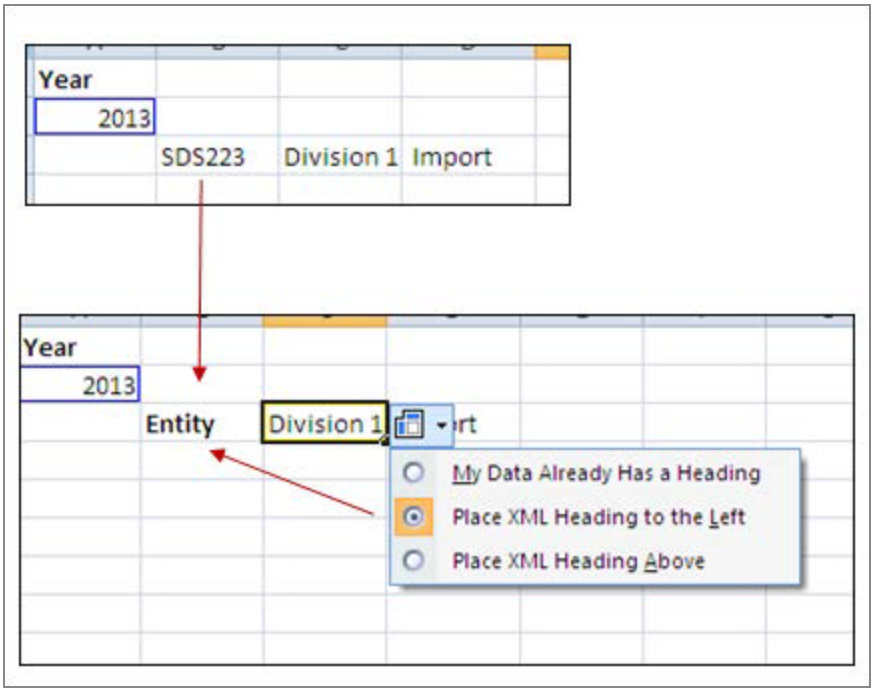
ADD HEADING TO THE LEFT OF DATA

1. After mapping data on the worksheet, select the heading box to the right of the mapping indicator lines.
2. Select **Place XML Heading to the Left**.

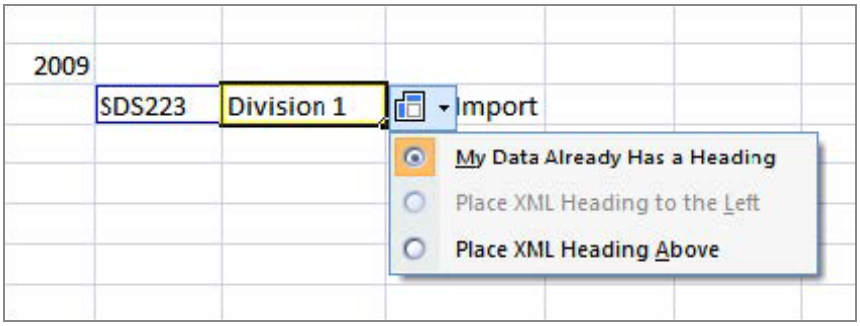


If you do not want to lose existing data when placing a header, ensure the target heading cell is blank or previously mapped.

3. If you select **Place XML Heading to the Left**, and the data to the left of the element has not been previously mapped, the new heading will replace the existing data.

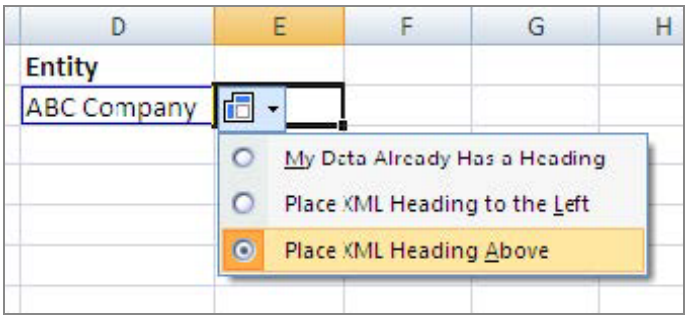


4. If the data to the left has already been mapped, the **Place XML Heading to the Left** option is unavailable and dimmed on the menu. You cannot overwrite the data with a heading.

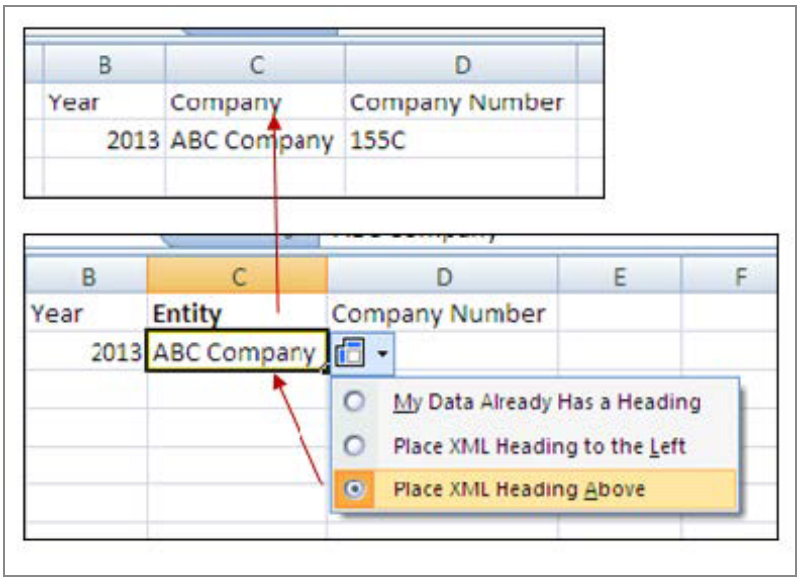


ADD HEADING ABOVE DATA

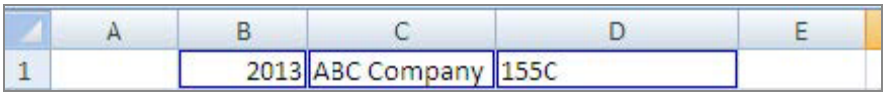
1. Map data and select **Place XML Heading Above**. If there is no heading on the worksheet, the title from the corresponding **XML Source** pane element appears.



2. If there is an existing title, it will be replaced by the title from the **XML Source** pane.



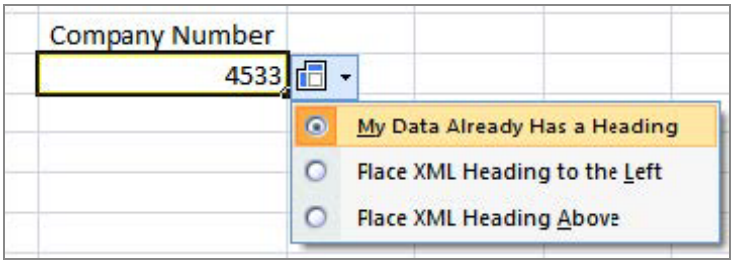
3. There must be a row above the data in order to place headings above the elements. Otherwise, only the blue lines indicating the data is mapped appear.



Select and drag column borders to expand columns to see complete heading names.

RETAIN EXISTING HEADINGS

If there are already headings on the worksheet, and you want to keep them, select **My Data Already Has Headings**, or simply map the next data selection. If you do not open the **Heading Options** box when you map data, and then proceed to map another element, the **Heading Options** box closes for the previous element.



IDENTIFY MAPPED ELEMENTS

You can open a spreadsheet you have mapped previously and verify which elements your data is mapped to. This could be particularly helpful if you have kept your worksheet headings instead of applying the **XML Source** pane headings.

To identify how element data is mapped:

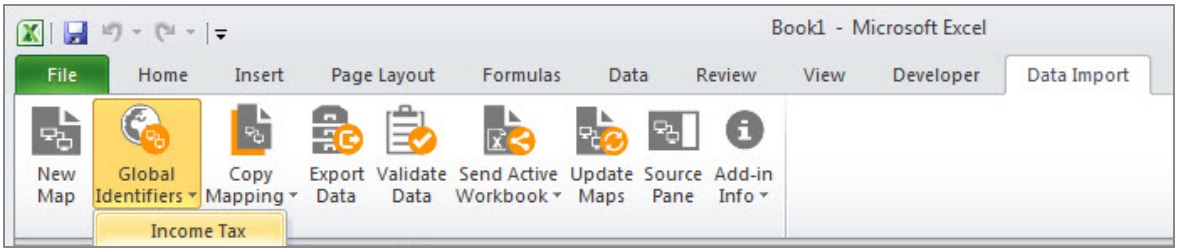
1. Open a mapped worksheet.
2. Blue lines appear around mapped data.
3. Select within the boundary of a blue line.

4. The element to which it is mapped is highlighted in the **XML Source** pane.

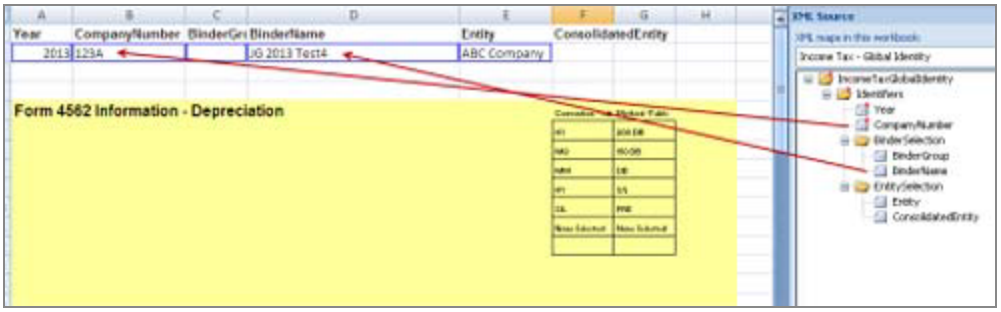
GLOBAL IDENTIFIERS MAP

If you have multiple worksheets within a workbook that have the same identifiers (Year, Company Number, Entity, and so forth) in the same configuration, you can use **Global Identifier** to map the identifiers for all worksheets at one time.

1. In a workbook, open the sheet you want to map with global identifiers.
2. Select **Global Identifiers**, and then select **Income Tax**.



3. Using the **Income Tax - Global Identity** in the **XML Source** pane, map the identifier elements. All worksheets in the workbook are mapped to the same global identifiers.



If an individual worksheet within a workbook is already mapped with other identifiers, the global identifiers will not overwrite the elements already mapped. That worksheet retains the initial mapping schema.

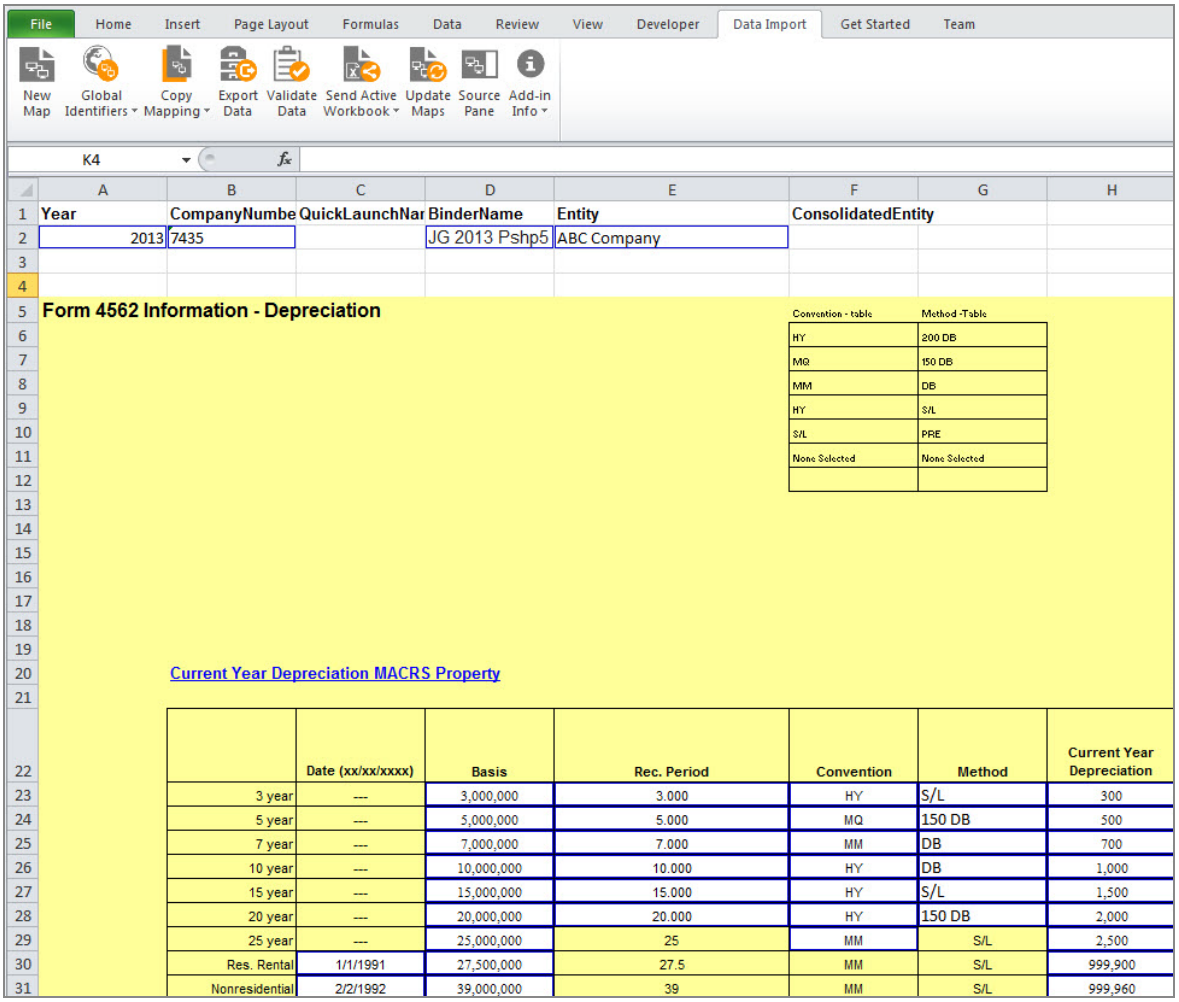
COPY MAPPING

If you have multiple worksheets with the same data formats, you can copy the mapped element selections from one worksheet to another instead of mapping each worksheet individually.

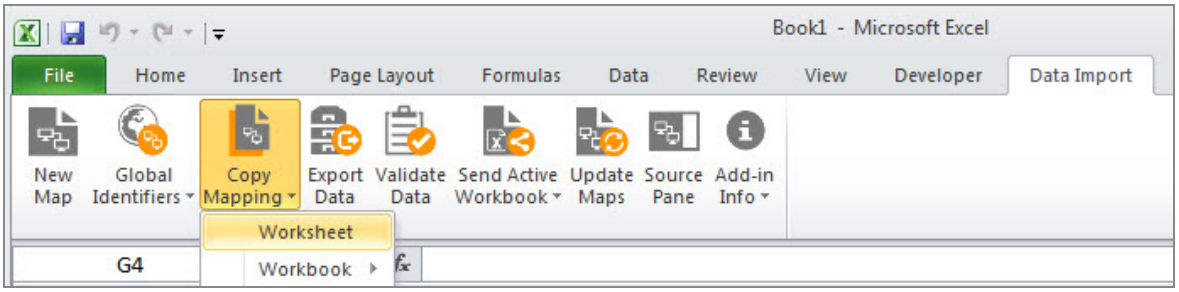
All worksheets must have the same data configuration and the same mapping target. For example, you can only copy mapped elements on a **Schedule D** worksheet to another **Schedule D** worksheet.

To copy mapping configuration from one worksheet to another:

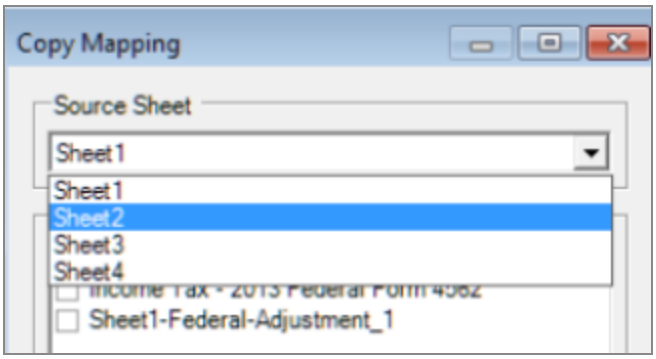
1. Open a mapped worksheet.



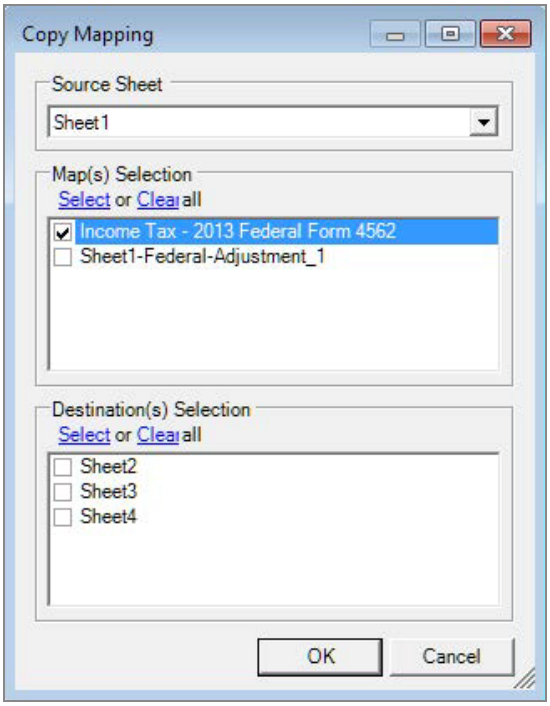
2. Select **Copy Mapping**, and then select **Worksheet**.



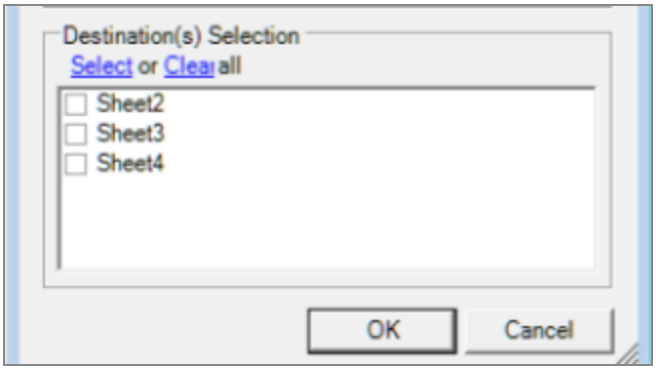
3. If you want to copy a different worksheet in your workbook, select the drop-down in **Source Sheet**, and then select that worksheet.



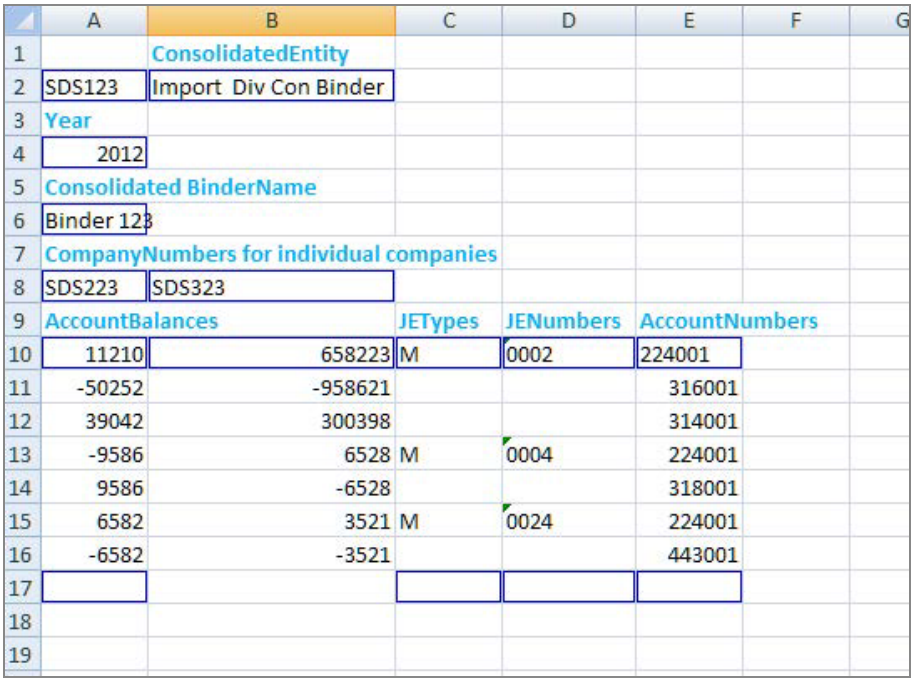
4. In the **Map(s) Selection** box, select the Source maps or mapped schemas to copy.



5. In the **Destination(s) Selection** box, select the **Destination** sheets to copy.

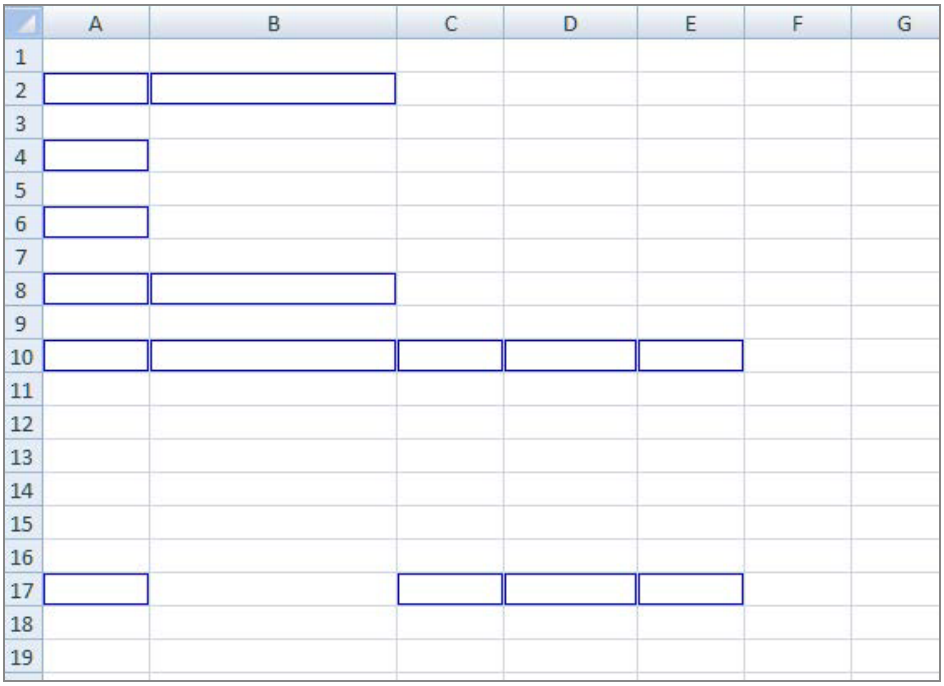


6. If you select a specific mapped schema from your source map, the mapping schema is copied to the **Destination** sheet.



	A	B	C	D	E	F	G
1		ConsolidatedEntity					
2	SDS123	Import Div Con Binder					
3	Year						
4	2012						
5	Consolidated BinderName						
6	Binder 123						
7	CompanyNumbers for individual companies						
8	SDS223	SDS323					
9	AccountBalances		JETypes	JENumbers	AccountNumbers		
10	11210	658223	M	0002	224001		
11	-50252	-958621			316001		
12	39042	300398			314001		
13	-9586	6528	M	0004	224001		
14	9586	-6528			318001		
15	6582	3521	M	0024	224001		
16	-6582	-3521			443001		
17							
18							
19							

7. If you select all maps from your source map, the mapping schema is copied—but not the data. If there is existing data on the second worksheet, it is then mapped to the same elements as the first sheet, or you can add new data.

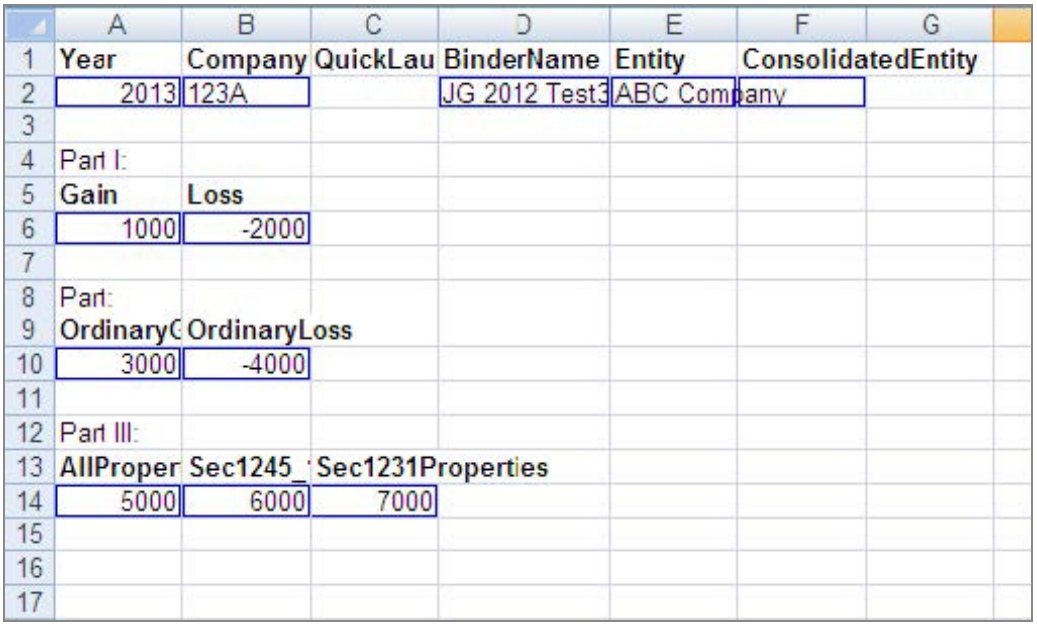


COPY MAPPED ELEMENTS TO WORKBOOKS

If you have multiple workbooks with the same data format, and tab names in the target workbooks match those in the original workbook, you can copy the mapped element selections from one workbook to another instead of mapping each workbook individually.

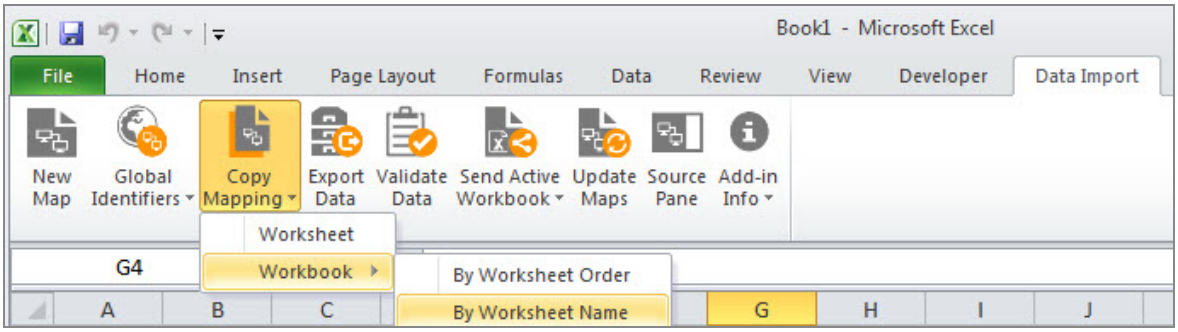
To copy mapped elements from one workbook to another:

1. Open a mapped Excel workbook.

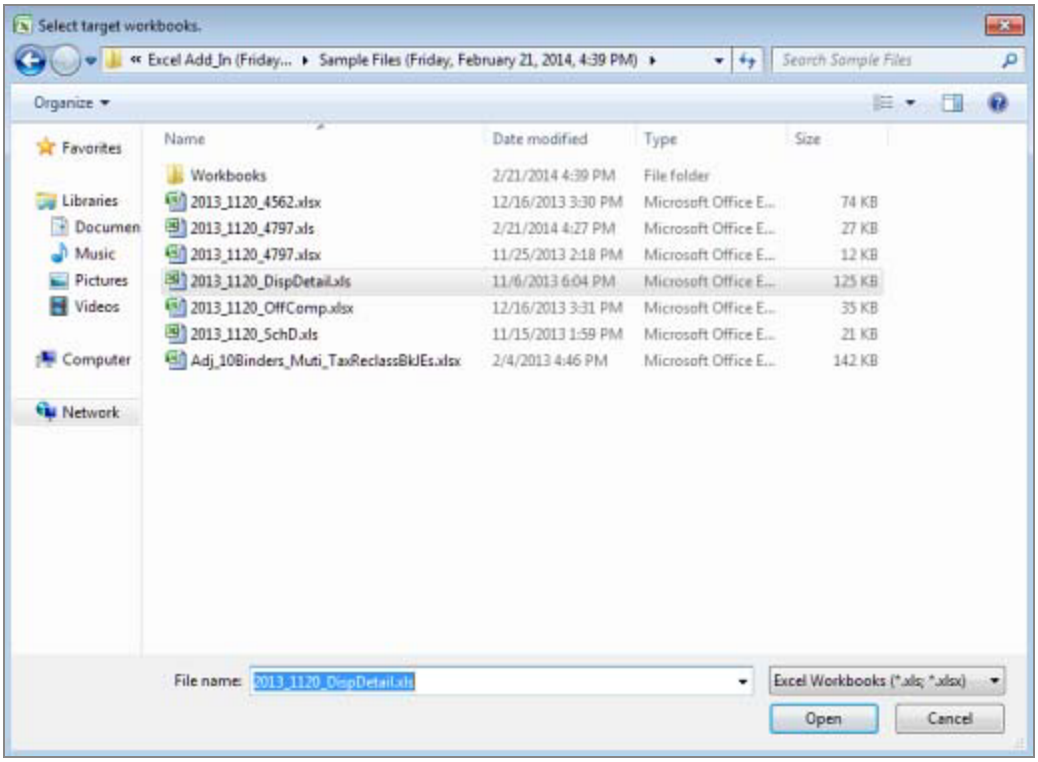


	A	B	C	D	E	F	G
1	Year	Company	QuickLau	BinderName	Entity	ConsolidatedEntity	
2	2013	123A		JG 2012 Test3	ABC Company		
3							
4	Part I:						
5	Gain	Loss					
6	1000	-2000					
7							
8	Part:						
9	OrdinaryC	OrdinaryLoss					
10	3000	-4000					
11							
12	Part III:						
13	AllProper	Sec1245_	Sec1231Properties				
14	5000	6000	7000				
15							
16							
17							

2. Select **Copy Mapping > Workbook > By Worksheet Order** or **By Worksheet Name**.

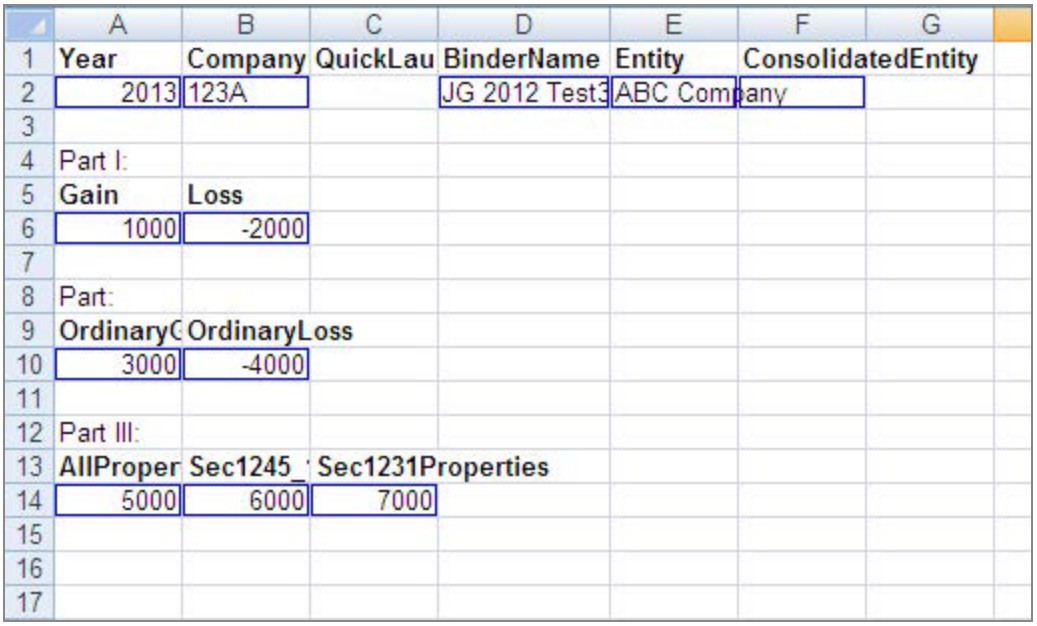


3. In **Select target workbooks**, browse to and select the workbook you want to copy the data to.



4. Select **Open**.

5. The selected workbook opens, and its existing data elements are mapped with the same schema as the first workbook.

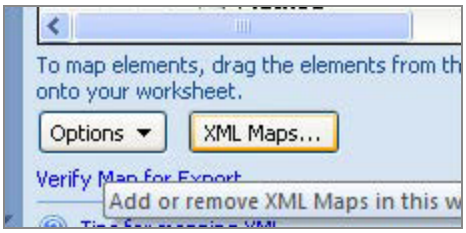


	A	B	C	D	E	F	G
1	Year	Company	QuickLau	BinderName	Entity	ConsolidatedEntity	
2	2013	123A		JG 2012 Test3	ABC Company		
3							
4	Part I:						
5	Gain	Loss					
6	1000	-2000					
7							
8	Part:						
9	OrdinaryG	OrdinaryLoss					
10	3000	-4000					
11							
12	Part III:						
13	AllProper	Sec1245_	Sec1231Properties				
14	5000	6000	7000				
15							
16							
17							

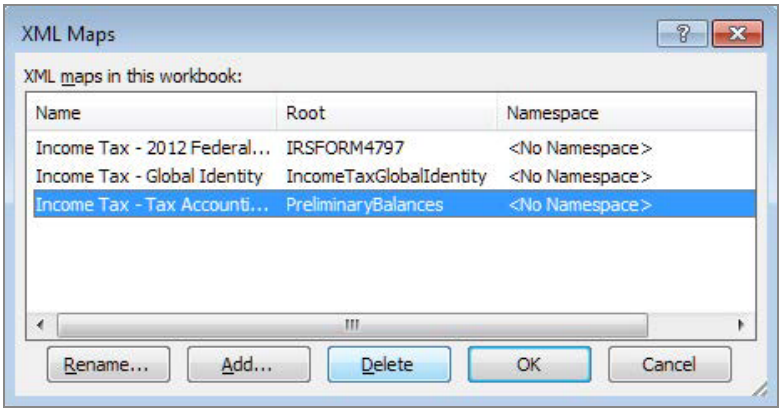
DELETE AN XML MAP IN EXCEL

To delete an existing XML map:

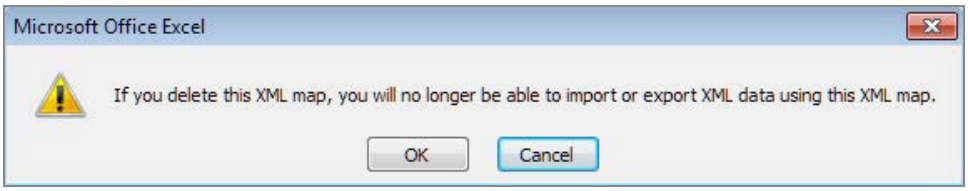
1. In the **XML Source**, select **XML Maps**.



2. Select the workbook maps to delete, and then select **Delete**.



3. When the warning box appears, select **OK** to continue with the deletion.



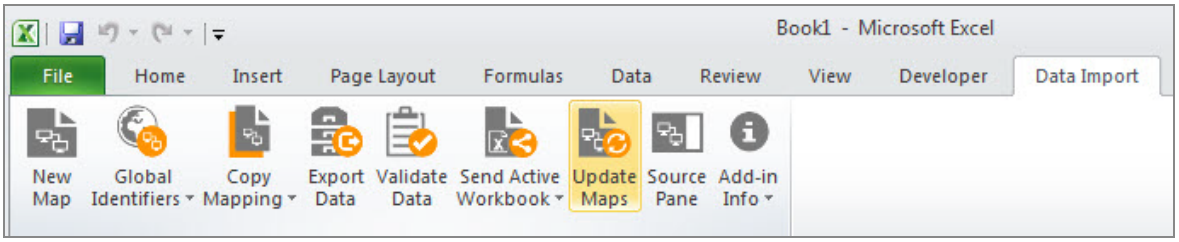
AUTO UPDATE FEATURE FOR EXISTING MAPS

If you have a workbook containing targets from a previous release that have had new fields exposed, you can use the **Map Version** feature to automatically update the targets, eliminating the need to re-map the workbooks to reflect those changes.

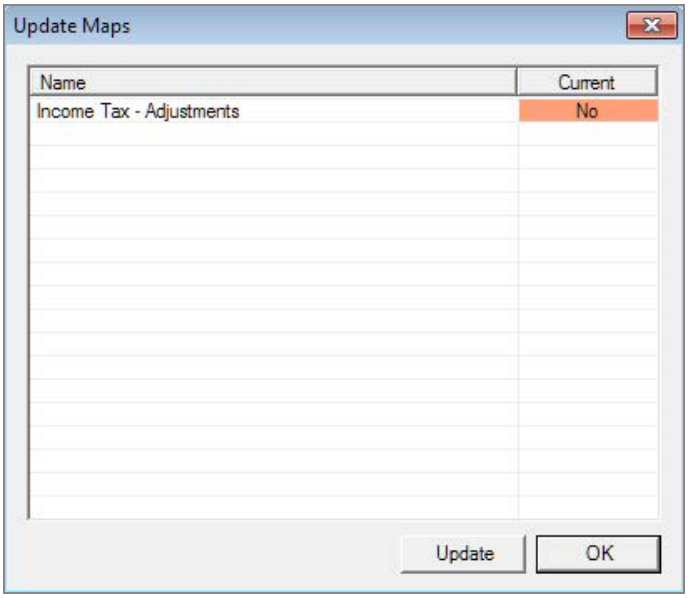
There are two options to trigger the update.

OPTION 1

1. Open the previously mapped worksheet that contains the old version of the map.
2. Select **Update Maps** to see a list of all maps in the worksheet.

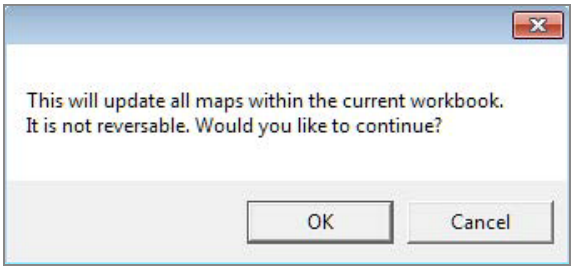


3. Note the update status of **Yes** or **No** in the **Current** column.



4. If the status is **No**, and you want to update the maps, select **Update**.

5. Select **OK** to update all maps in the current workbook.

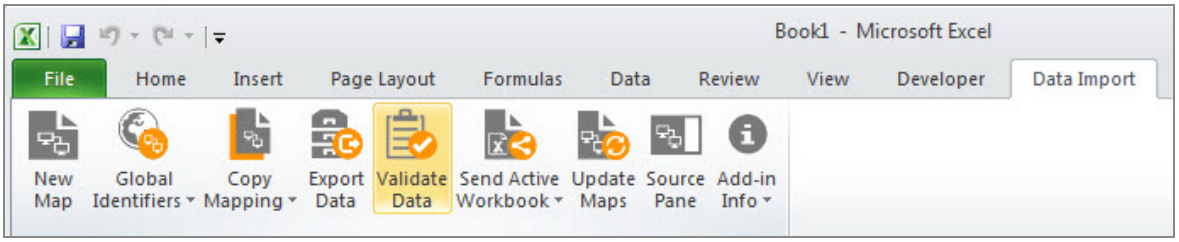


6. The maps for all sheets in the workbook are updated and the new fields appear in the **Source** pane.

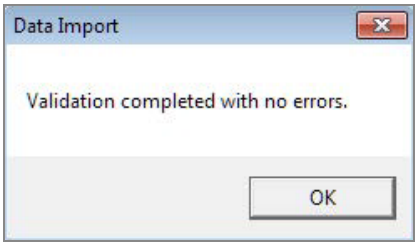
You can select the **Update Maps** option at any time to review or select versions of a mapped file.

OPTION 2

1. Open the previously mapped worksheet that contains the old version of the map.
2. Select **Validate Data**.



3. If there are no errors, a validation message appears. Select **OK**.



4. The maps for all sheets in the workbook are updated and the new fields appear in the **Source** pane.

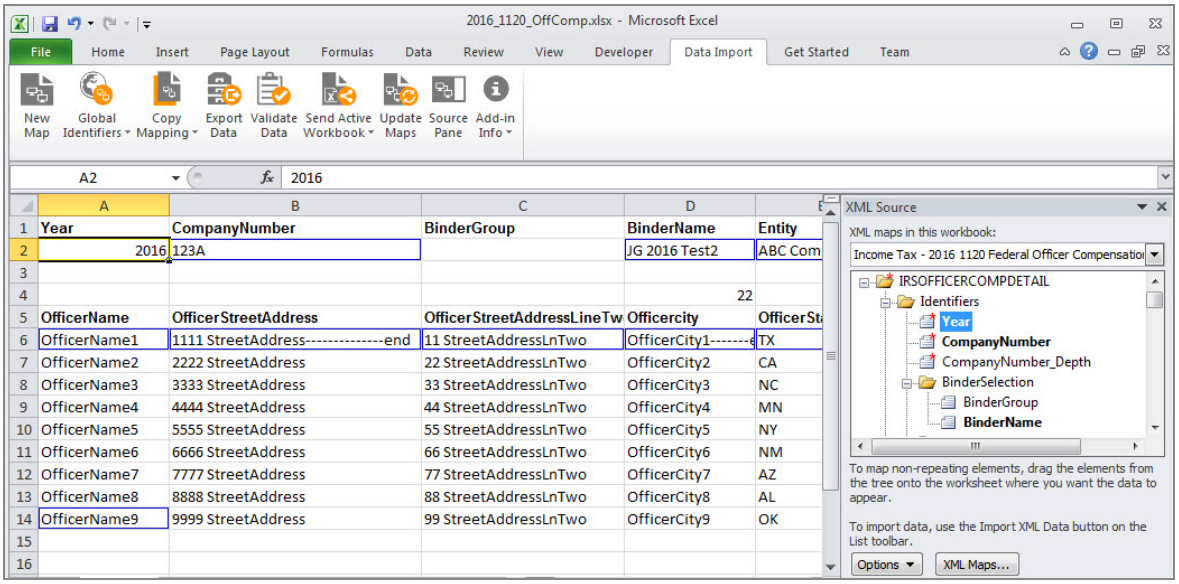
ROLL OVER MAPPING

You can rollover worksheet mapping from one year to the next without having to add a new current year map (and remap all existing cells).

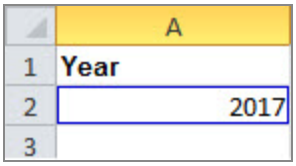
We recommend that you create a backup copy of the workbook prior to performing these steps.

To rollover mapping configuration from one year to another:

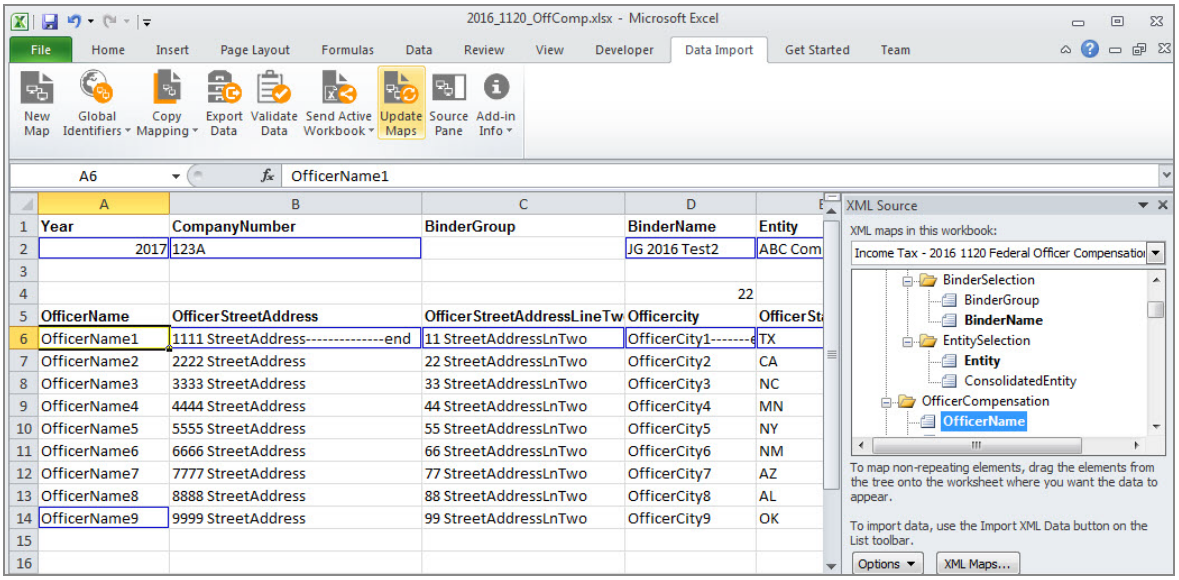
1. Open a mapped worksheet.



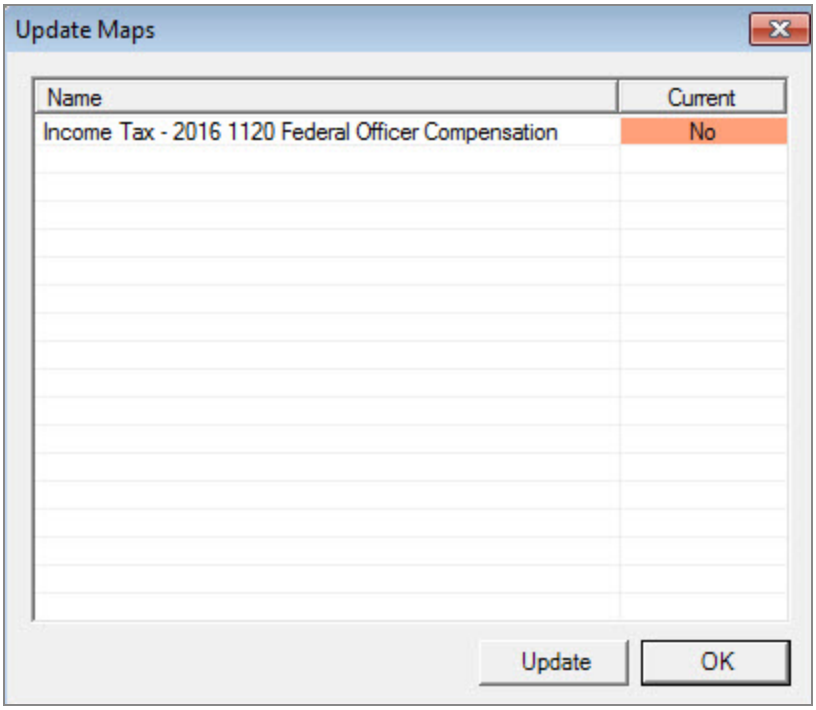
2. Change the data in the **Year Identifier** cell to the year after the current year (for example, if the current year is 2016, change to 2017).



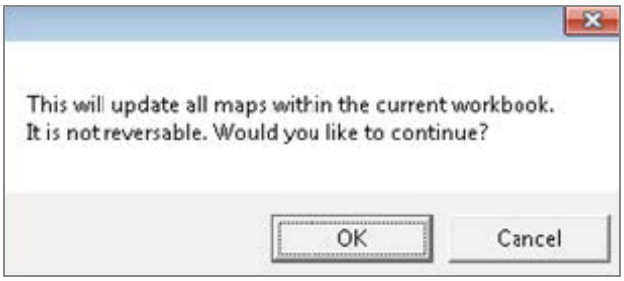
3. Select **Update Maps**.



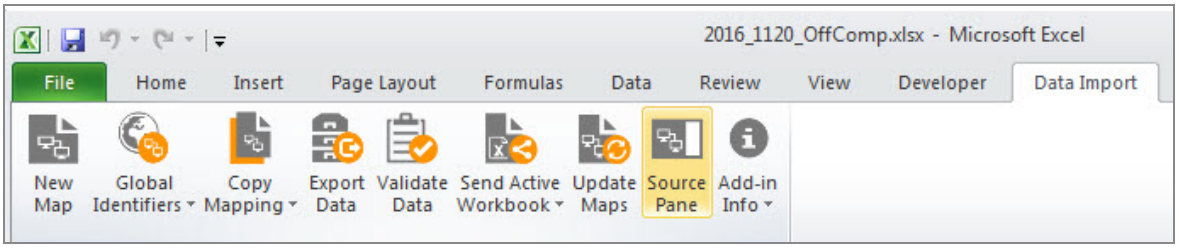
4. On **Update Maps**, select **OK**.



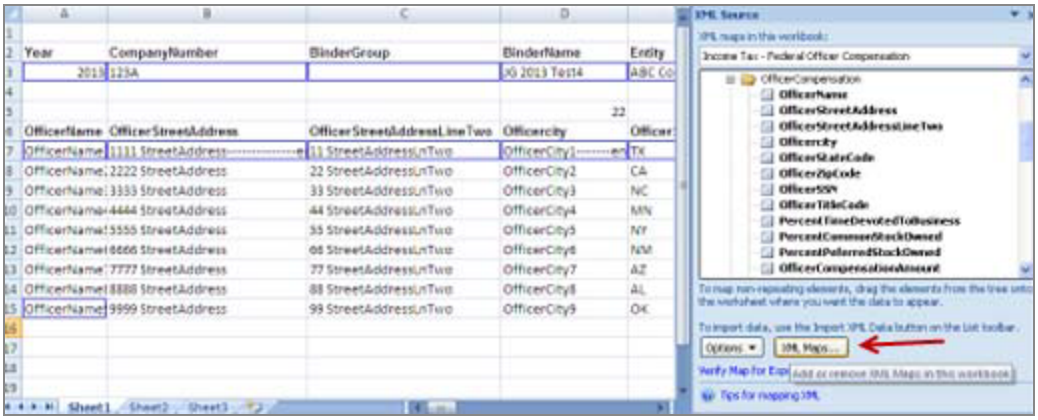
5. When the warning message appears, select **OK**. The worksheet mapping is updated with elements for the new year.



6. Although it is not required, we recommend that you rename the rolled-over target map to reflect the new year. To rename the worksheet map name, select **Source Pane**.

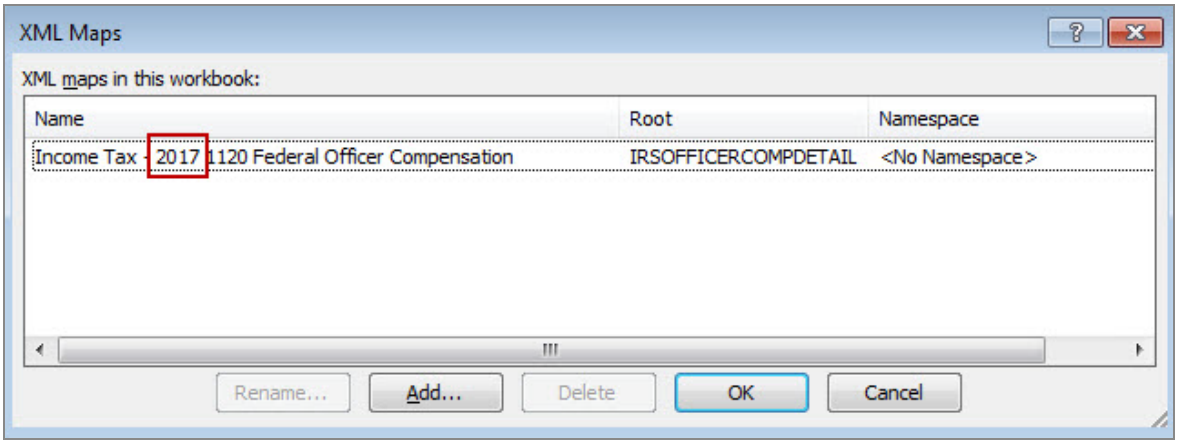


7. In the **XML Source** pane, select **XML Maps**.



8. Select the map name and select **Rename**.

9. Rename the map, and then select **OK**.



MAPPING TIPS

Use the following tips to ensure a successful transfer of mapped data into ONESOURCE Income Tax.

IDENTIFIERS

It is extremely important that you include identifiers with the data being mapped on a worksheet. These identifiers are required for an import into ONESOURCE Income Tax. Identifiers are marked with red asterisk in the schema **XML Source** pane.

- If **Binder Group** is used as an identifier, you must include a **CompanyNumber** and **Year**, and they must be mapped. You can include more than one entity, but there can be only one binder per entity.
- If the **Binder Name** is used as an identifier, the **Consolidated Entity** or **Entity** name must be included, and they must be mapped. You can include multiple binders per entity; however, additional identifiers could be required.

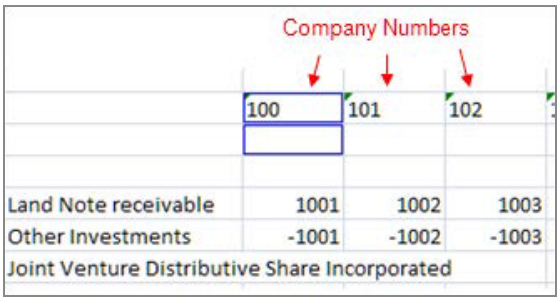
JOURNAL ENTRIES

Journal entries must balance. Journal entries must match exactly on the worksheets, and match to the input criteria designated by the import location in ONESOURCE Income Tax. The following are examples of journal entry errors that could prevent the transfer of data from a worksheet to ONESOURCE Income Tax.

- **Incorrect Text Type** (For example, data is entered as text when it should be numeric.)
- **Incorrect Codes** (For example, a journal entry type or form code is incorrect.)
- **Matches Not Found** (For example, within a Binder Group in Excel, a company number is not found in the corresponding Binder Group in ONESOURCE Income tax.)
- **Duplicate Numbers** (For example, company numbers are found in more than one binder.)

DATA FORMAT

Data must be in a columnar format. An exception is in **Adjustments**, where the company identifier (entity name, company number) must be entered horizontally across the top of the rest of the data.



EXPAND NUMERICAL COLUMNS

Before transferring a worksheet to ONESOURCE Income Tax, you must expand columns with numerical data until the data can be seen in its entirety.

Short Term:	
CapitalGain	CapitalLoss
1001	####
Long Term:	
CapitalGain	CapitalLoss
3001	####

Short Term:	
CapitalGain	CapitalLoss
1001	-2001
Long Term:	
CapitalGain	CapitalLoss
3001	-4001

EXTRA/BLANK MAPS

Extra/blank maps can cause a **Could Not Load Target** message during validation.

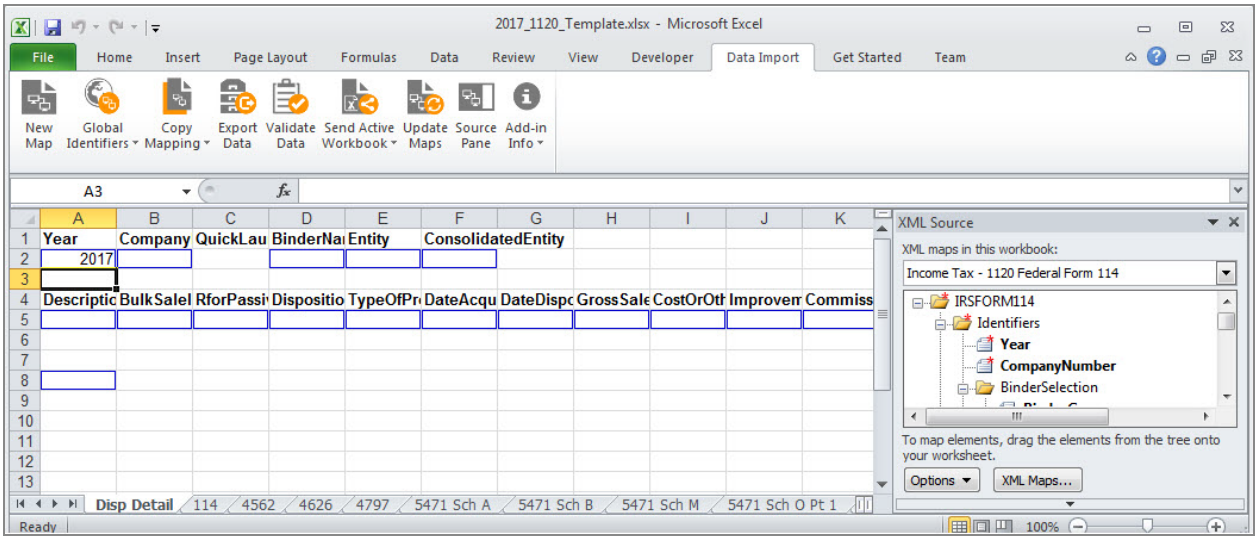
Verify that your workbook has no extra/blank maps.

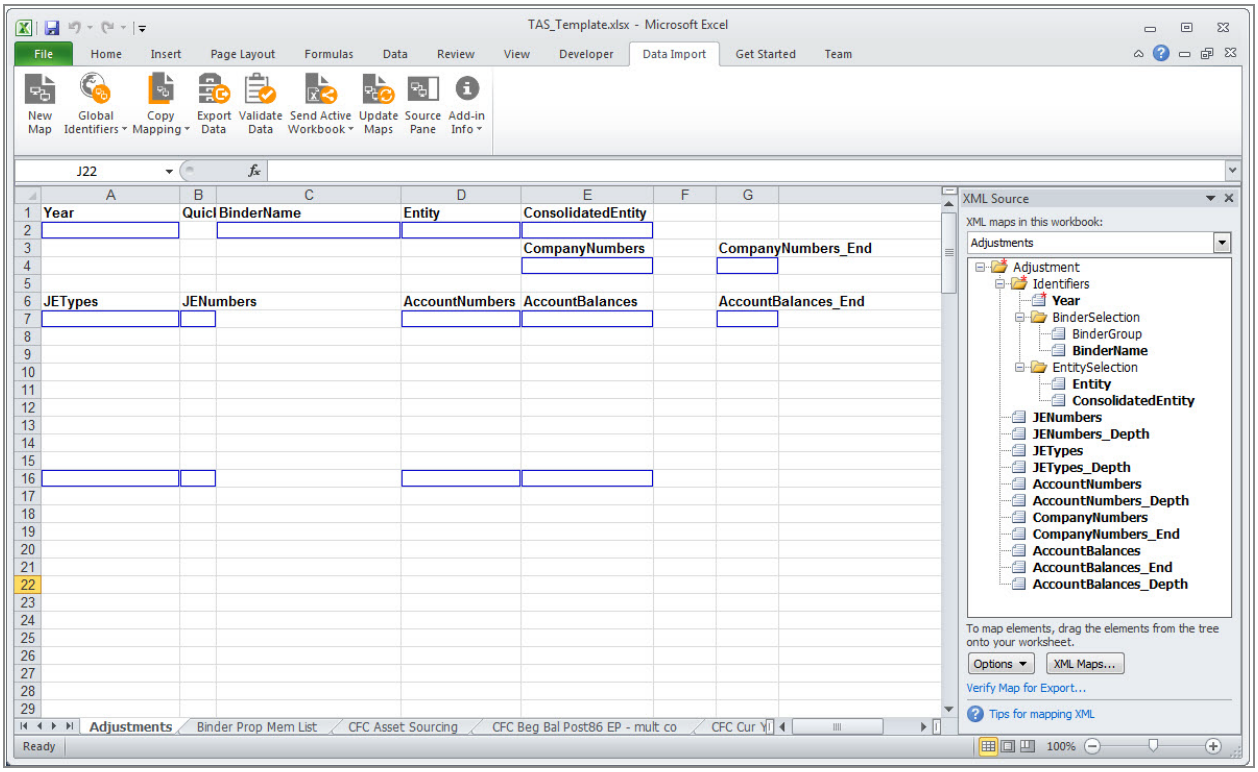
1. Select **XML Maps** in the **XML Source** pane.
2. Select to highlight the extra/blank map.
3. Select **Delete**, and then select **OK**.
4. Select **OK** to close the window.

TEMPLATES

The **Templates** download contains mapped worksheets of all released Data Import Excel Add-in import targets. **Tax Return Templates** are available by tax type (1120 and 1065) and year (2014 -2016). There is also a template for **Tax Accounting System**.

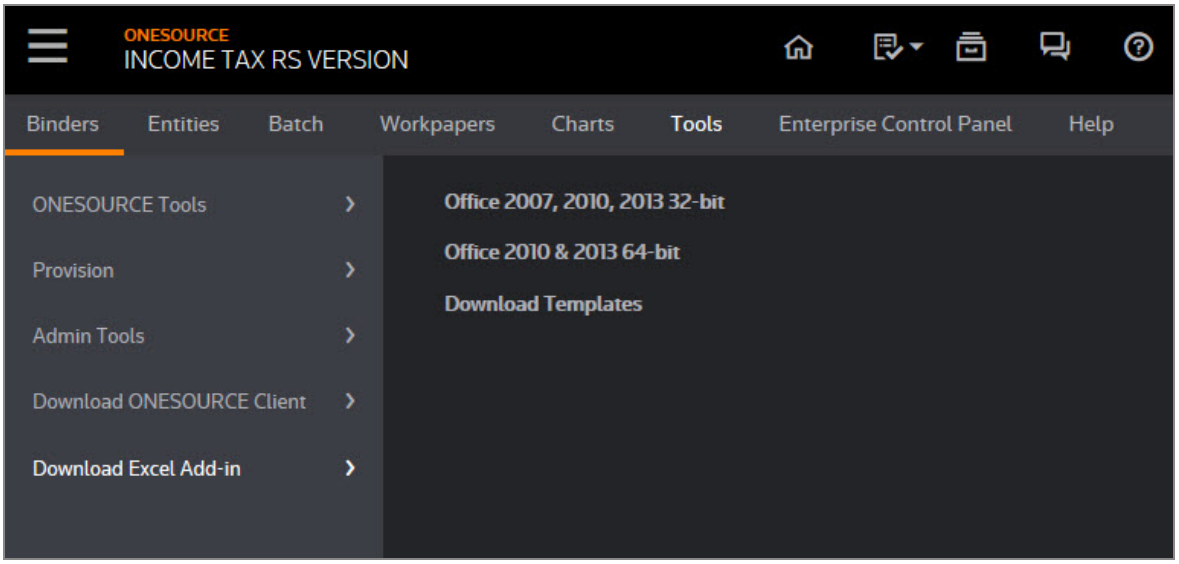
Each **Tax Return** and **Tax Accounting System** Excel workbook contains a mapped target on separate worksheets. You can use the mapped worksheets for import or copy.



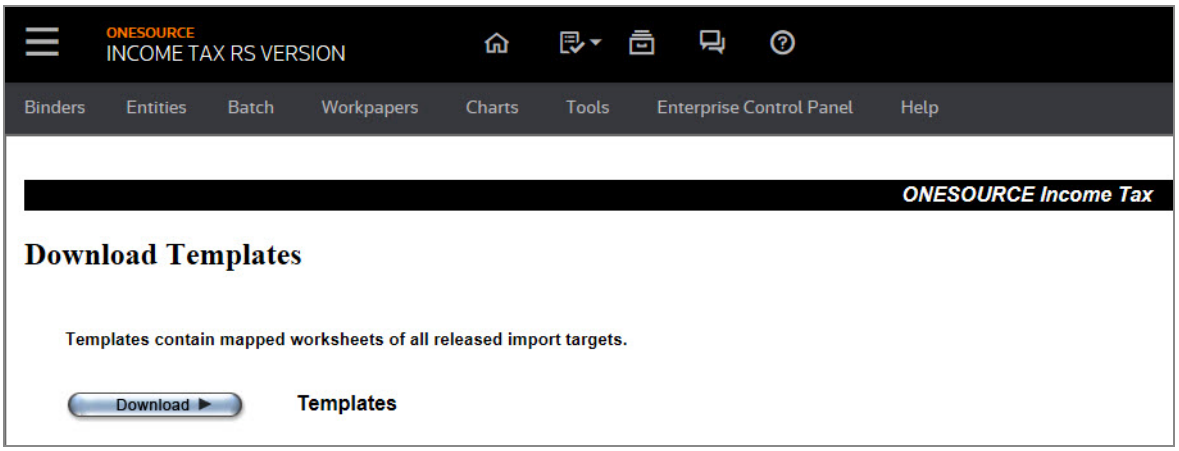

TAS_Template.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Data Import
Get Started
Team
New Map
Global Identifiers
Copy Mapping
Export Data
Validate Data
Send Active Workbook
Update Maps
Source Pane
Add-in Info
J22
Year
QuicI
BinderName
Entity
ConsolidatedEntity
CompanyNumbers
CompanyNumbers_End
JETypes
JENumbers
AccountNumbers
AccountBalances
AccountBalances_End
XML Source
XML maps in this workbook:
Adjustments
Adjustment
Identifiers
Year
BinderSelection
BinderGroup
BinderName
EntitySelection
Entity
ConsolidatedEntity
JENumbers
JENumbers_Depth
JETypes
JETypes_Depth
AccountNumbers
AccountNumbers_Depth
CompanyNumbers
CompanyNumbers_End
AccountBalances
AccountBalances_End
AccountBalances_Depth
To map elements, drag the elements from the tree onto your worksheet.
Options
XML Maps...
Verify Map for Export...
Tips for mapping XML
Adjustments
Binder Prop Mem List
CFC Asset Sourcing
CFC Beg Bal Post86 EP - mult co
CFC Cur Y
Ready
100%

To download the Templates:

1. In ONESOURCE Income Tax, navigate to **Tools > ONESOURCE Tools > Download Excel Add-in > Download Templates**.



2. On the **Download Templates** screen, select **Download**.



3. In the **File Download** dialog box, select **Open** and select templates to save, or select **Save** to save the template .zip file.

4. After saving, browse to save location to access the templates.

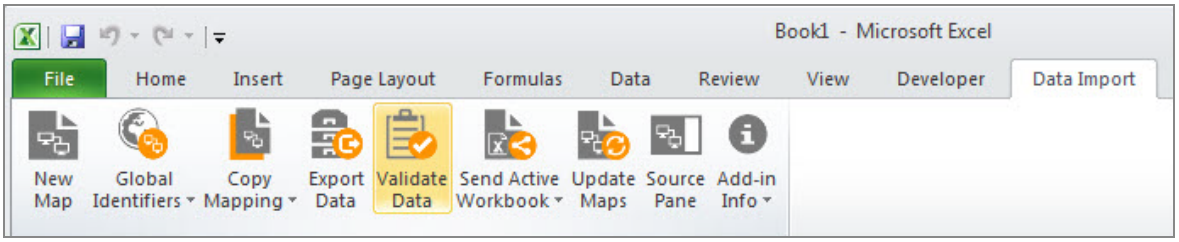
VALIDATE WORKSHEETS

The following sections explain verification and sample import errors.

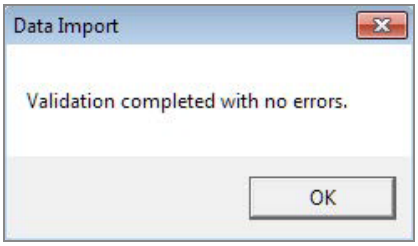
VERIFY WORKSHEET INPUT FOR IMPORT

To validate a worksheet before importing it to ONESOURCE Income Tax:

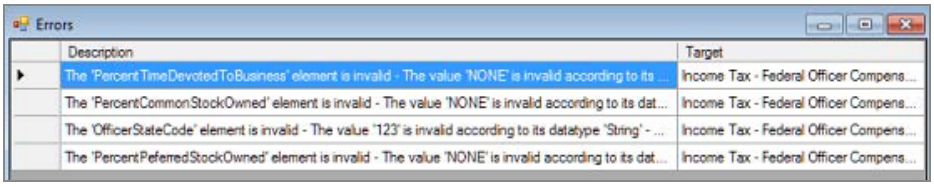
1. Open the mapped worksheet.
2. Select **Validate Data**.



3. If the worksheet is ready to import to ONESOURCE Income Tax, a confirmation message appears.



4. If there are errors on the worksheet, an **Errors** list appears. Correct the errors, and then select **Validate** again.



All organizer targets must have an entry for the **Year Identifier** element (for example, 2014, 2015). If a year does not exist, the target fails validation with an error: **Could not load target**.

SAMPLE IMPORT ERRORS

Various types of errors can prevent a worksheet from being imported into ONESOURCE Income Tax. Sample validation errors include:

- **Incorrect Text Type** (For example, data is entered as text when it should be numeric.)
- **Incorrect Codes** (For example, a journal entry type or form code is incorrect.)

See Mapping Tips (page 55) for additional information about preventing import errors.

The **Validation** feature might not catch all import errors. After transferring data to ONESOURCE Income Tax, always check the Import Log for **Status** to verify the import was completed. Also, open the ONESOURCE Income Tax target area and verify data was imported properly.

IMPORTS

After a worksheet or workbook is mapped and validated, you can transfer the data to ONESOURCE Income Tax.

This section includes the following topics about importing data into Income Tax:

Import Data into ONESOURCE Income Tax 65
Successful Imports 68
Unsuccessful Imports 68
Verify Imports in ONESOURCE Income Tax 69
Verify Organizer Imports 69
Verify Adjustment Imports 69
Import Troubleshooting 70
Problem 1: Missing Data in Binder 70
Problem 2: Unable to Determine a Binder from the Identity 71
Import Log Usage 72

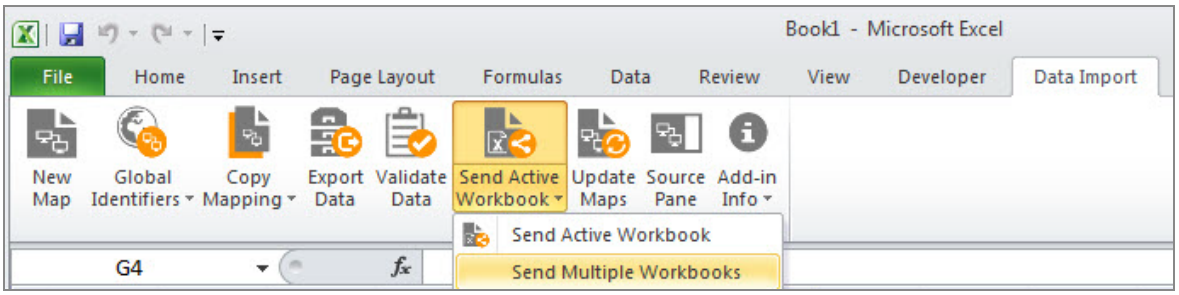
IMPORT DATA INTO ONESOURCE INCOME TAX

To import the data from a mapped worksheet into ONESOURCE Income Tax:

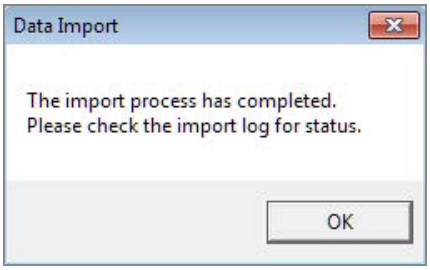
1. Open the worksheet.
2. Select the bottom half of the **Send Active Workbook** button.

3. Select one of the following options:

    - **Send Active Workbook** (sends the workbook currently open)
    - **Send Multiple Workbooks**



4. If you select **Send Active Workbook**, select **OK** on the confirmation.



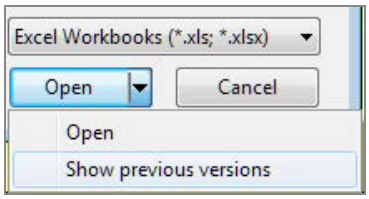
5. If you select **Send Multiple Workbooks**, do the following in the **Select workbooks to send**:

    - Browse to location of the workbooks to send to ONESOURCE Income Tax.
    - Select workbooks, and then select **Open**.

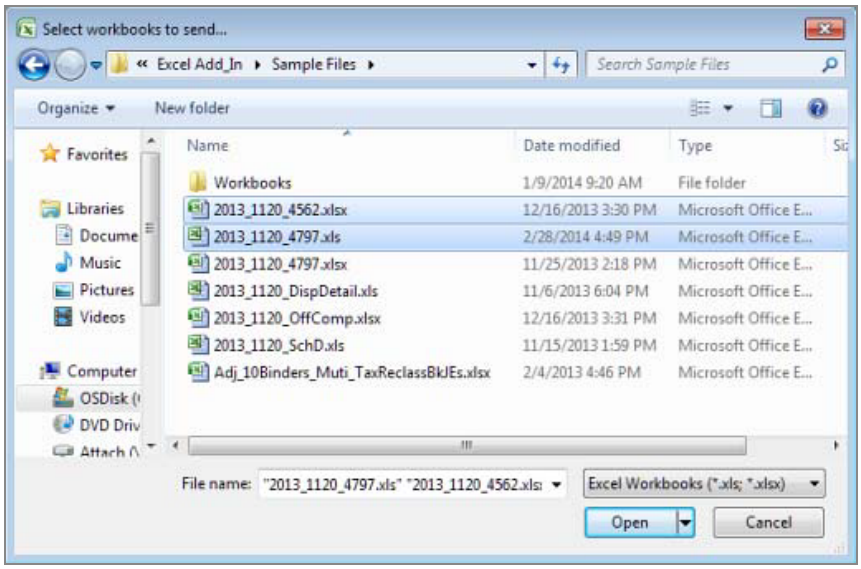
6. Complete the steps in one of the following based on your results:

   - Successful Imports (page 68)
   - Unsuccessful Imports (page 68)

To access previous versions of workbooks, select the drop-down **Open**, and then select **Show** previous versions.

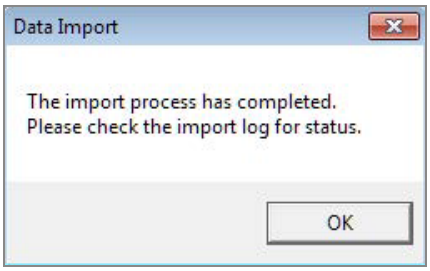


A list of previous version Workbooks and modification dates opens in the **Select workbooks to send** dialog box.



SUCCESSFUL IMPORTS

1. If the transfer to ONESOURCE Income Tax is successful, select **OK** on the confirmation message.

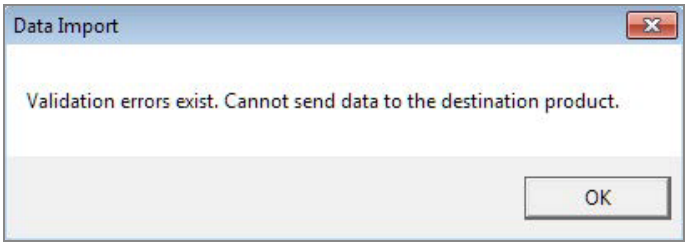


2. To validate the transfer, open the **Import Log**. The status of the transfer is indicated in the **Status** column. If the transfer was successful, the log will designate the status as **Complete**.

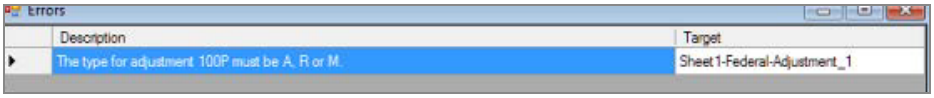
3. If the transfer status is **Complete**, go to ONESOURCE Income Tax to verify that the information was imported to the correct place and is in the correct format.

UNSUCCESSFUL IMPORTS

1. If there is a problem importing the data to ONESOURCE Income Tax, select **OK** on the message **Validation errors exist**.



2. Correct the errors on the **Errors** list.



3. After the corrections are made, start the import process again.

If your import fails because of a login problem, verify the following:

- In **Add-In Settings**, the account number, user name, and password entered match the ONESOURCE Income Tax credentials you use to log in.
- The ONESOURCE Income Tax credentials you have supplied has rights to import into the binder to which you are sending data.
- If your company has a proxy in place, and your company does not use **Proxy Auto Config** (**PAC**), verify the proxy settings on the **Add-In Info Settings** dialog box are correct (this information comes from your IT department).

VERIFY IMPORTS IN ONESOURCE INCOME TAX

For organizer imports, you can view the binder history within ONESOURCE Income Tax to verify an import. For adjustments, use **Audit Trail** inside the binder to verify the import.

VERIFY ORGANIZER IMPORTS

1. Open ONESOURCE Income Tax.
2. Select the binder to which the data was imported.
3. In the left menu, select **History** to see the **Organizer History**.

VERIFY ADJUSTMENT IMPORTS

1. Open ONESOURCE Income Tax.
2. Open the binder to which the data was imported.
3. On the **Tax Accounting System** tree, select **Audit Trail**.
4. For **Data Type**, select **Adjustments**.
5. Select the various adjustment types to be verified.
6. Clear the box **Show only records where the amount changed**.

7. Select **Run Query**.

You can filter queries by using dates, user names, and adjustment types.

IMPORT TROUBLESHOOTING

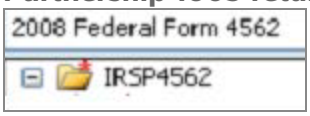
If you have problems with your import, see if you have one of the two common issues below, or you can follow the instructions in Import Log Usage (page 72).

PROBLEM 1: MISSING DATA IN BINDER

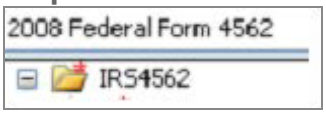
If Excel says your import was sent, but you do not see the data in your binder, verify the map you are using is for the correct return type. For example:

- **Form 4562** maps exist for both **1120** and **1065** returns but are not interchangeable. The **1120 Form 4562** map only imports to **1120** return types and the **1065 Form 4562** only imports to **1065** return types.
- Partnership maps contain the letter **P** in the name. **Form 4562** for **1065** return types is called **IRSP4562** and for **1120** return types it is **IRS4562**.

Partnership 1065 return type



Corporate 1120 return type



PROBLEM 2: UNABLE TO DETERMINE A BINDER FROM THE IDENTITY

If you receive the import error **Unable to Determine a Binder from the Identity**, review the following:

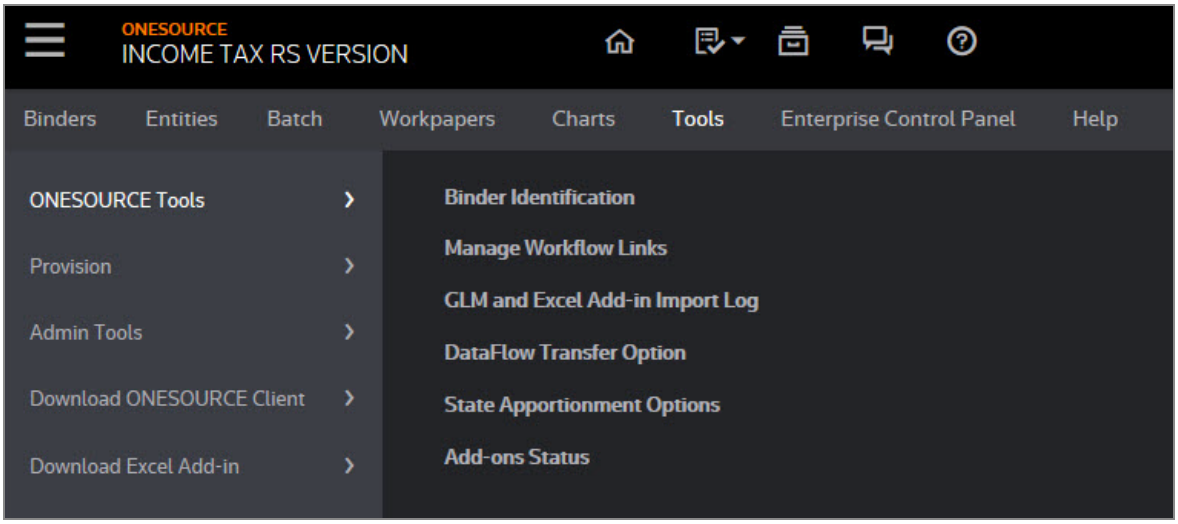
- The year, company number, entity name, or binder name is incorrect or does not exist in ONESOURCE Income Tax.
- The binder has been created in ONESOURCE Income Tax, but it has not been opened or computed.
- The binder is not part of the **BinderGroup** or the **Consolidated Entity** in batch import.

IMPORT LOG USAGE

The **Import Log** provides information on the status and history of imports.

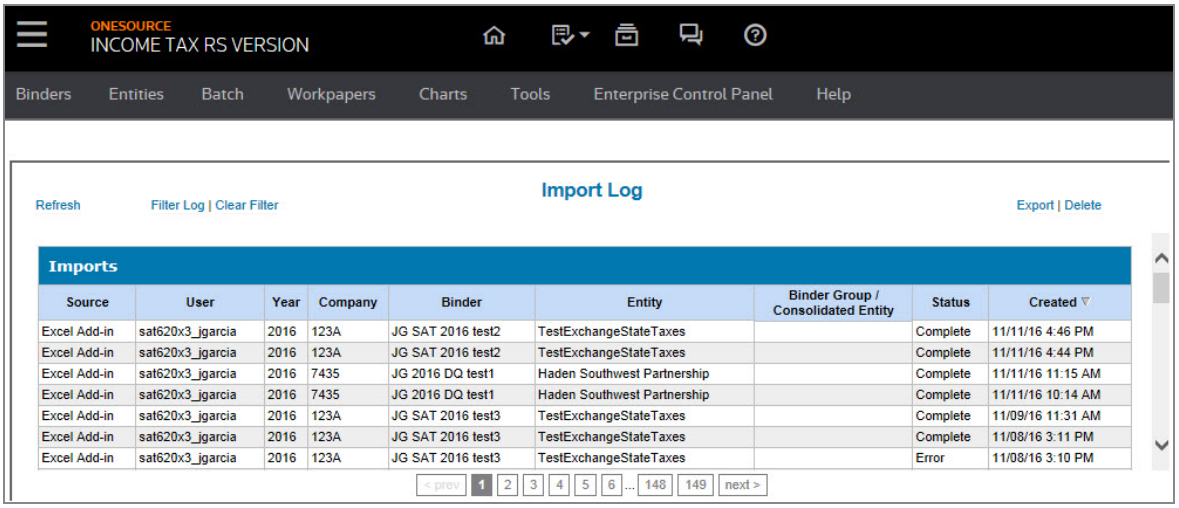
Review the Log

1. To open the **Import Log**, go to **Tools > ONESOURCE Tools > GLM and Excel Add-in Import Log**.



2. Review the **Status** column to determine what happened during the import. Here are some common **Status** types:

    - Complete
    - Received
    - Processing
    - Queued
    - Error



3. If you see a **Received**, **Processing**, or **Queued** status, check back at a later time for the final status. If you see an **Error** status, the transfer to ONESOURCE Income Tax was not successful. Correct the errors and try the import again.

To see more information about the import status, including error information, select anywhere in the line of an import, and additional information opens below the line.

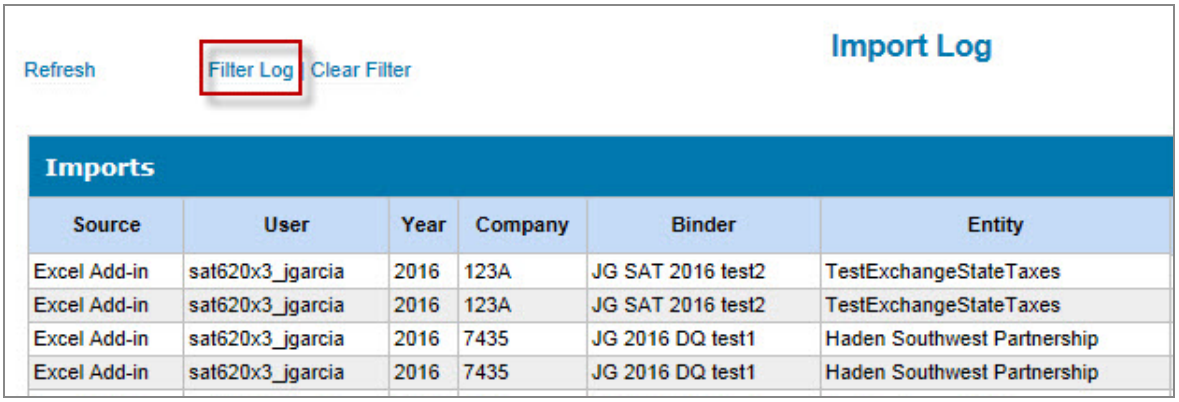
4. To navigate back and forth between log pages, select **Previous** or **Next**, or select a specific page number in the boxes at the bottom of the screen.

Filter Error Reports

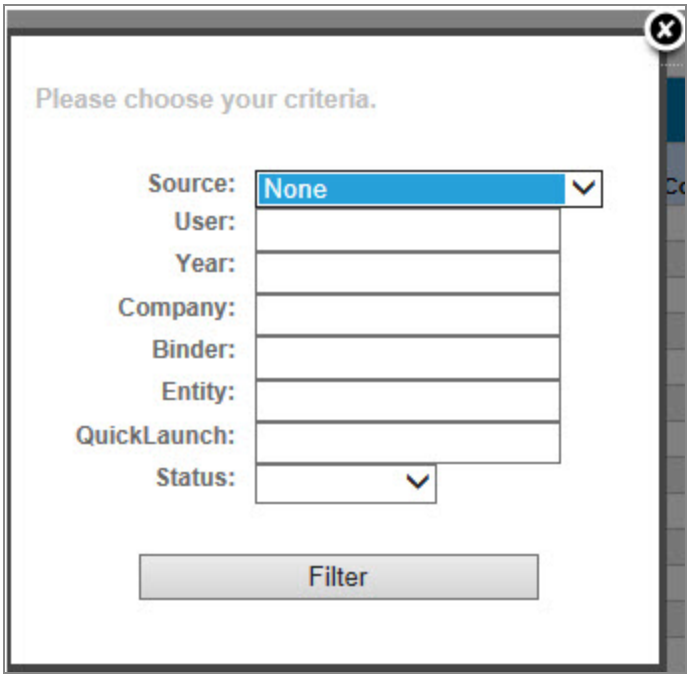
You can filter the import criteria to produce a more data-specific report.

To filter data in the **Import Log**:

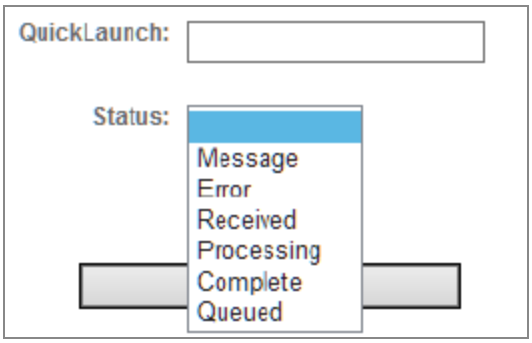
1. On the **Import Log** screen, select **Filter Log**.



2. Enter filter criteria (for example, **User**, **Year**, **Company**, **Binder**, **Entity**, **Quick Launch**, and **Status**. You can choose one field or a combination of criteria fields. Generally, the more criteria fields you filter, the narrower the search results.



If you want to select a **Status** as a filter, select the **Status** drop-down, and select an option on the list.



3. After you enter criteria, select **Filter**.

4. The filtered report appears on the **Import Log** screen.

5. To remove defined criteria and return to an unfiltered report, select **Clear Filter**.

Download the Import Log

You can generate a file that contains all of the results in the **Import Log**, or a specific report you create using filter criteria.

To create a Microsoft Office Excel Comma Separated Value (.csv) file of the **Import Log**:

1. On the **Import Log** screen, select **Export**.

2. In **File Download**, select **Open**, and then select **Save** and browse to the save location.

Delete the Import Log

To delete all the results in the Import log:

1. On the **Import Log** screen, select **Delete**.

2. Select **OK** on the warning message to continue the deletion.

We recommend that you export and save the **Import Log** prior to deleting all the import results.

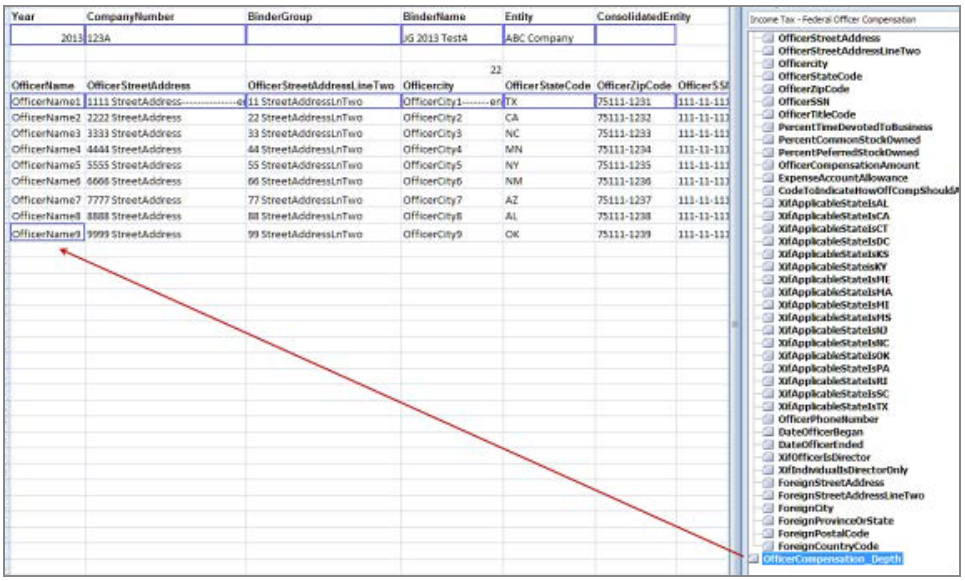
EXAMPLES

The following are selected use cases.

Group Data Format 77
Multi-Level Group Data Format 78
Multi-Company/Group Data Format for Tax Accounting System Targets 79
Multi-Company/Group Data Format for Tax Return Targets 80
Form 1065 81
Form 1120 81
Tax Accounting System (TAX) Intercompany Targets 82
1165/1120 Tax Return Targets 84

GROUP DATA FORMAT

You must format group data for **1120** and **1065 Tax Return** targets in rows. Map a group's individual **Data** elements as column headings, with its **Depth** element defining the last row of **Organizer** import data. The sample below shows group data for the **1120 Officer Compensation Tax Return** target.



MULTI-LEVEL GROUP DATA FORMAT

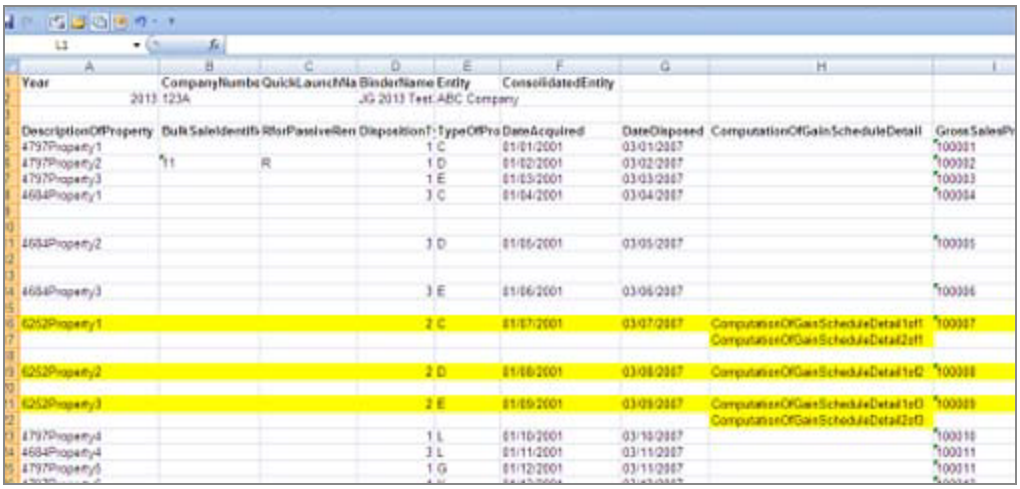
The following **1120 Tax Return** targets contain multi-level group data (group data within another group):

- Disposition Detail
- Schedule D Detail Form 5472
- Form 5713 (Schedules A and B only)
- Form 8621

As previously stated, all Tax Return group data must be formatted in rows. In order to maintain the alignment of group data within a group, the inside **Organizer** group data must be completed (last row) before a new outside group is started (new row of the outside group). The result is all inside group detail will be imported into the outside group of the previous row of the outside group.

The sample below shows multi-level group data for the **1120 Disposition Detail** target. The group detail **ComputationOfGainScheduleDetail** (inside group) is part of **DispositionDetail** (outside group). Successfully importing this sample data would result in the following:

- **ComputationOfGainScheduleDetail1of1**, **ComputationOfGainScheduleDetail2of1**, and **ComputationOfGainScheduleDetail3of1** will be included within the **6252Property1** group.
- **ComputationOfGainScheduleDetail1of2** and **ComputationOfGainScheduleDetail2of2** will be included within the **6252Property2** group.
- **ComputationOfGainScheduleDetail1of3**, **ComputationOfGainScheduleDetail2of3**, and **ComputationOfGainScheduleDetail3of3** will be included within the **6252Property3** group.



	A	B	C	D	E	F	G	H	I
1	Year	CompanyNumbe	QuickLaunchNa	BinderName	Entity	ConsolidatedEntity			
2	2013	123A		JG 2013 Test	ABC Company				
3									
4	DescriptionOfProperty	BulkSaleIdentifi	RforPassiveRen	Disposition?	TypeOfPro	DateAcquired	DateDisposed	ComputationOfGainScheduleDetail	GrossSalesPr
5	4797Property1				1 C	01/01/2001	03/01/2007		100001
6	4797Property2	11	R		1 D	01/02/2001	03/02/2007		100002
7	4797Property3				1 E	01/03/2001	03/03/2007		100003
8	4684Property1				3 C	01/04/2001	03/04/2007		100004
9									
10									
11	4684Property2				3 D	01/05/2001	03/05/2007		100005
12									
13									
14	4684Property3				3 E	01/06/2001	03/06/2007		100006
15									
16	6252Property1				2 C	01/07/2001	03/07/2007	ComputationOfGainScheduleDetail1of1	100007
17								ComputationOfGainScheduleDetail2of1	
18									
19	6252Property2				2 D	01/08/2001	03/08/2007	ComputationOfGainScheduleDetail1of2	100008
20									
21	6252Property3				2 E	01/09/2001	03/09/2007	ComputationOfGainScheduleDetail1of3	100009
22								ComputationOfGainScheduleDetail2of3	
23	4797Property4				1 L	01/10/2001	03/10/2007		100010
24	4684Property4				3 L	01/11/2001	03/11/2007		100011
25	4797Property5				1 G	01/12/2001	03/11/2007		100011

MULTI-COMPANY/GROUP DATA FORMAT FOR TAX ACCOUNTING SYSTEM TARGETS

The **Tax Accounting System** targets listed below have multi-company import capability. You can use the **BinderGroup** or **ConsolidatedEntity Identifiers** for this type of import.

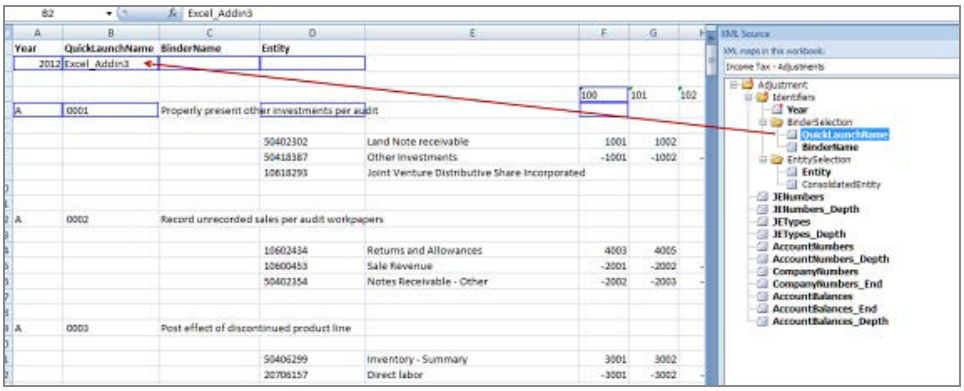
With the **BinderGroup**, you can import to any **Binder** or **Binders** in the corresponding **Binder Group** in ONESOURCE Income Tax. With the **ConsolidatedEntity**, you can import to any **Member** or **Members of a Top Consolidation**, **Sub Consolidation**, or **Divisional Consolidation**.

Multi-company import targets have two elements called **CompanyNumbers** and **CompanyNumbers_End** that (once mapped) define the **Binders/Members** of a **BinderGroup** or **Consolidated Entity**.

- Adjustments
- Binder Properties Member's List
- CFC Asset Sourcing
- CFCFTC Income Sourcing
- Insurance Workpaper - Schedule F and G

- Preliminary Balances
- Preliminary Balances with Activity Information
- Prior Year DAC-Unamortized at Beginning of Year
- State A & A
- State Tax Expense
- State Tax Payments
- State TI - Modifications and Apportioned Inc Adj
- Schedule M2

The sample below shows how to import several **Adjustments** to three separate binders of a **Quick Launch Group** called **Excel Add-in3**.



MULTI-COMPANY/GROUP DATA FORMAT FOR TAX RETURN TARGETS

The Tax Return targets listed below have multi-company import capability. You can use the **BinderGroup** or **ConsolidatedEntity** Identifiers for this type of import.

With the **BinderGroup**, you can import to any Binder or Binders in the corresponding Binder Group in ONESOURCE Income Tax. With the **ConsolidatedEntity**, you can import to any Member or Members of a Top Consolidation, Sub Consolidation, or Divisional Consolidation.

Multi-company import targets have two elements called **CompanyNumbers** and **CompanyNumbers_End** that (once mapped) define the Binders/Members of a **BinderGroup** or **ConsolidatedEntity**.

FORM 1065

Federal

- Capital Gains and Losses
- Form 4562
- Partner Information
- Sales of Bus Prop and Gains and Losses with Section 179 Exp
- Form 8975 Part II
- Form 8975 Schedule A Parts I, II, III

FORM 1120

Federal

- Disposition Detail (Forms 4797, 6252, 4684)
- Form 4562
- Form 4626
- Form 4797 Overrides
- Form 8883
- Officer Compensation
- Reference ID Numbers for 5471, 8858, and 8865
- Schedule D Detail

- Form 8865 Schedules A, A-1, and A-2
- Withholding for Foreign Persons
- Form 851 Part II Voting Stock Information
- Form 8975 Part II
- Form 8975 Schedule A Parts I, II, III
- Form 8082

State

- 4562 Overrides – Adopts Expanded 179
- 4562 Overrides – Non Adopting
- A & A Detail, Other Adjustments, and Credits
- Common State Bank Info-Authorization to Debit Funds
- Illinois State Adjustments – Additions and Subtractions
- State & City ID Numbers
- Texas Combined Return Information
- New York Investment and Other Exempt Income and Investment Capital
- New York State Adjustments

TAX ACCOUNTING SYSTEM (TAX) INTERCOMPANY TARGETS

You can use all of the **International** targets (**Dividends**, **Interest**, **Rent**, and **Royalties**) to map intercompany payments and receipts for a given type of transaction. For example, you can map intercompany payments and receipts for dividends using the **CFC Intercompany Dividends** target.

However, each row of mapped data must be either a payment or a receipt. A validation error is generated if this condition is not met. You cannot transmit the mapped data to ONESOURCE Income Tax until the error is corrected.

The import target entity company number is determined programmatically. If a **RecipientAmount** is entered, the **RecipientEntityCompanyNumber** is used to determine the import target entity. If a **PayorAmount** is entered, the **PayorEntityCompanyNumber** is used to determine the import target entity.

If you use **BinderGroup** or **ConsolidatedEntity** and **BinderName** in the **Identifiers** section, you can include intercompany payments or receipts for multiple binders on one Excel worksheet.

Worksheets can contain data for intercompany payments or intercompany receipts, or both, for a single company or multiple companies. An entire row must be valid for the row to import (no partial import permitted). Invalid recipient entities (where entity type equals **Division** or **Eliminations**) will be logged as error.

Delete any existing data for the selected binder for the transaction and look-through type being imported. Sending an import without valid rows will delete any existing data for that transaction and look-through type.

XML submitted to Web Service does not need to contain data designated as **default**; for example, the **Related Other Expenses** for an **Intercompany Receipts – Interest** import, or the **Spot Rate to US$ for Pre '87 DPC or PTI Exchange G/L** for **Intercompany Payments – Dividends** import.

Duplicate entries between a payer-recipient pair are allowed. For example, if you are importing to Company A, you can have multiple receipts of the same transaction and look-through type from Company B.

Valid rows of data will import. Invalid rows of data will not import. For example, if you have two interest intercompany payments from two different companies, and the data from the first company validates but the data from the second company does not, the data from the first company will import. The data from the second company will not import. Send comprehensive, user-friendly messaging to the second company about the errors. Provide feedback for each of the items within the row being rejected, not just the first error encountered.

1165/1120 TAX RETURN TARGETS

A worksheet previously mapped with a **1120 Tax Return** target (for example, Form 4562, Schedule D Overrides) cannot be used for a **1065 Tax Return** target (and vice versa). For example, individually mapped cells of a worksheet (that is, **New Mapping** defined as **Tax Return > 2015 > 1120 > Federal > Form 1120**) only correspond to **Organizer** fields in the **1120 Tax Application**.

You cannot simply change the **Identifiers** data to that of a 1065 binder and successfully import to fields in the **1065 Tax Application**. A new **1065 Tax Return Target** must be defined and mapped.

APPENDIX - AVAILABLE IMPORT TARGETS

TAX ACCOUNTING SYSTEM

Import Target	Import Path
Adjustments	Tax Accounting System > Adjustments
Binder Properties Members' List	Binder Properties > Members tab
CFC Asset Sourcing	Tax Accounting System > Foreign Entity > Asset Sourcing
CFC Intercompany Dividends	Foreign Entity > Look-Thru Transactions > Intercompany Payments or Intercompany Receipts
CFC Intercompany Interest	Foreign Entity > Look-Thru Transactions > Intercompany Payments or Intercompany Receipts
CFC Intercompany Rent	Foreign Entity > Look-Thru Transactions > Intercompany Payments or Intercompany Receipts
CFC Intercompany Royalties	Foreign Entity > Look-Thru Transactions > Intercompany Payments or Intercompany Receipts
CFCFTC Income Sourcing	Tax Accounting System > Foreign Entity or Foreign Tax Credit > Income Sourcing
Insurance Workpaper - Schedule F and G	Tax Accounting System > Insurance Workpaper (Schedule F and G tabs)
Preliminary Balances	Tax Accounting System > Balances
Preliminary Balances with Activity Information	Tax Accounting System > Balances

Import Target	Import Path
Prior Year DAC-Unamortized at Beginning of Year	Tax Accounting System > Insurance Workpapers > Prior Year DAC tab
Schedule M2	Tax Accounting System > Schedule M-2
Schedule M-3 Part II Detail (lines 1-12)	Tax Accounting System > Schedule M-3
State A & A	Tax Account System > State Workpapers > Data Entry > State A&A > Corporate Entity (excluding Partnerships) > Property, Payroll, Sales, Allocation, or All State A&A
State Tax Expense	Tax Accounting System > State Workpapers > Data Entry > Taxable Income and Taxes > Tax Expense
State Tax Payments	Tax Accounting System > Tax Payments
State TI – Modifications and Apportioned Inc Adj	Tax Accounting System > State Workpapers > Data Entry > Taxable Income and Taxes > Modifications and Apportioned Income Adjustments

CORPORATE

FEDERAL

Import Target	Years Avail-able	Import Path
Disposition Detail (Forms 4797, 4684 and 6252)	2019, 2020, 2021	Gains and Losses > Disposition of Property > Disposition Detail
Form 114	2019, 2020, 2021	Foreign Information > Foreign Bank Account

Import Target	Years Available	Import Path
Form 4562	2019, 2020, 2021	Income and Deductions > Deductions > Depreciation and Amortization > General Depreciation and Amortization > Form 4562 Information > 4562 Overrides
Form 4797 Overrides	2019, 2020, 2021	Gains and Losses > Compute and Print Options > Summary Overrides
Form 5471, Schedule A	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule A {note: xxx is Foreign Corporation Name specified by import/user}
Form 5471, Schedule B	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule B {note: xxx is Foreign Corporation Name specified by import/user}
Form 5471, Schedule M	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule M {note: xxx is Foreign Corporation Name specified by import/user}
Form 5471, Schedule O, Part I	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part I {note: xxx is Foreign Corporation Name specified by import/user}
Form 5471, Schedule O, Part II Section A	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part II, Section A {note: xxx is Foreign Corporation Name specified by import/user}
Form 5471, Schedule O, Part II Section B	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part II, Section B {note: xxx is Foreign Corporation Name specified by import/user}
Form 5471, Schedule O, Part II Section C	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part II, Section C {note: xxx is Foreign Corporation Name specified by import/user}

Import Target	Years Available	Import Path
Form 5471, Schedule O, Part II Section D	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part II, Section D {note: xxx is Foreign Corporation Name specified by import/user}
Form 5471, Schedule O, Part II Section E	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part II, Section E {note: xxx is Foreign Corporation Name specified by import/user}
Form 5471, Schedule O, Part II Section F	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporation > xxx > Schedule O > Schedule O, Part II, Section F {note: xxx is Foreign Corporation Name specified by import/user}
Form 5472	2019, 2020, 2021	Foreign Information > 25% Foreign Owned Corporation > xxx > Mandatory Entry – Related Party and Foreign Information > 25% Foreign Owned Corporation > xxx > Monetary Transactions {note: xxx is Foreign Corporation Name specified by import/user}
Form 5713	2019, 2020, 2021	Foreign Information > International Boycott Report > International Boycott Report Information
Form 5884	2019, 2020, 2021	Credits > Work Opportunity Credit
Form 6765	2019, 2020, 2021	Credits > Credit for Increasing Research > Credit for Increasing Research
Form 7004	2019, 2020, 2021	Payments and Extension > Automatic Extensions > 7004 Basic Data > and the two group screens “Subsidiary – No Transfer” and “Inactive Subsidiaries”
Form 8082	2019, 2020, 2021	Information Forms > Inconsistent Treatment > General Information

Import Target	Years Available	Import Path
Form 851	2019, 2020, 2021	Informational Forms > Affiliation Schedule > 851
Form 851 Multi-tiered Consolidations	2019, 2020, 2021	Informational Forms > Affiliation Schedule > Multi-tiered Consolidations
Form 851 Part II Voting Stock Information	2019, 2020, 2021	Informational Forms > Affiliation Schedule > Part II Enter on the sub (Multi-tier)
Form 8594	2019, 2020, 2021	Informational Forms > Asset Acquisition
Form 8621	2019, 2020, 2021	Foreign Information > PFIC and QEF
Form 8824	2019, 2020, 2021	Gains and Losses > Like - Kind Exchanges
Form 8858 Books and Records	2019, 2020, 2021	Foreign Information > FDE and FB > Foreign Disregarded Entity > xxx > Books and Records {note: xxx is Foreign Disregarded Entity Name specified by import/ user}
Form 8858 Direct Owner of FDE	2019, 2020, 2021	Foreign Information > FDE and FB > Foreign Disregarded Entity > xxx > Direct Owner of FDE {note: xxx is Foreign Disregarded Entity Name specified by import/ user}
Form 8858 Filer Information	2019, 2020, 2021	Foreign Information > FDE and FB > Foreign Disregarded Entity > xxx > Filer Information {note: xxx is Foreign Disregarded Entity Name specified by import/ user}
Form 8858 General Information	2019, 2020, 2021	Foreign Information > FDE and FB > Foreign Disregarded Entity > xxx > General Information (General Information, Branch Office or Agent in the US, and Tax Owner of FDE tabs) {note: xxx is Foreign Disregarded Entity Name specified by import/ user}

Import Target	Years Available	Import Path
Form 8858 Organization Chart	2019, 2020, 2021	Foreign Information > FDE and FB > Foreign Disregarded Entity > xxx > Organization Chart {note: xxx is Foreign Disregarded Entity Name specified by import/user}
Form 8858 Schedule M	2019, 2020, 2021	Foreign Information > FDE and FB > xxx > Schedule M {note: xxx is Foreign Disregarded Entity Name specified by import/user}
Form 8865 Schedule N	2019, 2020, 2021	Foreign Information > Foreign Partnership > xxx > Foreign Partnership Information > Foreign Partnership Transactions {note: xxx is Foreign Corporation Name specified by import/user}
Form 8865 Schedules A, A-1, and A-2	2019, 2020, 2021	Foreign Information > Foreign Partnership > xxx > Foreign Partnership Information > Constructive Ownership of PtrshipInt, Certain Partners of Foreign Partnership, and Affiliation Schedule {note: xxx is Foreign Partnership Name specified by import/user}
Form 8883	2019, 2020, 2021	Information Forms > Asset Allocation Statement
Form 8903	2018, 2019, 2020	Income and Deductions > Deductions > Domestic Production Activities Ded
Form 8975 Part II	2019, 2020, 2021	Foreign Information > Country-by-Country Reporting > Country-by-Country Report
Form 8975 Schedule A Parts I, II, III	2019, 2020, 2021	Foreign Information > Country-by-Country Reporting > Tax Jurisdiction and Constituent Entity Info NOTE: You can import Organizer data for all screens within the *Tax Jurisdiction and Constituent Info* folder except for the "Identification number type description" (which is in the *Additional Identification Numbers* folder).
Officer Compensation	2019, 2020, 2021	Income and Deductions > Deductions > Officers' Compensation > Individual Officers

Import Target	Years Available	Import Path
Pass-Through Entity for Ordinary Activity Type	2019, 2020, 2021	Income and Deductions > Pass-Through Entity > Pass-Through Entity
Reference ID Numbers for 5471, 8858, and 8865	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporation > xxx > General Information or Foreign Information > Foreign Disregarded Entity > General Information or Foreign Information > Foreign Partnership Info > General Information
Schedule D Detail	2019, 2020, 2021	Gains and Losses > Capital Gains and Losses > Capital Assets Sales Detail
Schedule D Overrides	2019, 2020, 2021	Gains and Losses > Compute and Print Options > Summary Overrides
Schedule K	2019, 2020, 2021	General Information > Questions > Schedule K
Schedule M-2	2019, 2020, 2021	Balance Sheet/M1-M2-M3 > Schedule M1 /M2 > Ret. Earnings (M-2) tab
Schedule M-3, Part I	2019, 2020, 2021	Balance Sheet/M1-M2-M3 > Schedule M-3 > Sch M-3, Part I tab
Schedule N	2019, 2020, 2021	General Information > Miscellaneous Information > Schedule N
Schedule O	2019, 2020, 2021	Taxes > Consent Plan and Apportionment Sch Taxes > Group Member Information
Uncertain Tax Position	2019, 2020, 2021	General Information > Questions > Schedule UTP
Withholding for Foreign Persons	2019, 2020, 2021	Informational Forms > Withholding for Foreign Persons > Withholding for Foreign Persons

STATES

Import Target	Years Available	Import Path
4562 Overrides - Adopts Expanding 179	2019, 2020, 2021	Income and Deductions > Deductions > Depreciation and Amortization > General Depreciation and Amortization > Form 4562 Information > 4562 Overrides > State - Adopts Expanding 179 tab
4562 Overrides - Non Adopting	2019, 2020, 2021	Income and Deductions > Deductions > Depreciation and Amortization > General Depreciation and Amortization > Form 4562 Information > 4562 Overrides > State - Non Adopting tab
A&A Detail, Other Adjustments, and Credits	2019, 2020, 2021	States > Alaska > State Adjustments > Dividend Received Deduction tab or California > Allocation & Apportionment > Allocation & Apportionment or Mississippi > Allocation & Apportionment or Nebraska > Credits
Alabama Intangible and Interest Exp Add Back	2019, 2020, 2021	States > Alabama > Intangible/Interest Expense Add Back
Allocation Data Entry	2019, 2020, 2021	States > Allocation and Apportionment > Data Entry > Allocation Data Entry > Dividend, Interest, Rents, Royalties, Capital Gain and Loss, Sales of Assets, Other
Common State: Bank Info-Authorization to Debit Funds	2019, 2020, 2021	States > Common State > General Information > Bank Information > Direct Debit tab
General Information	2019, 2020, 2021	States > Common State > General Information > Basic Return Information, various tabs
Illinois State Adjustments – Additions and Subtractions	2019, 2020, 2021	States > Illinois > State Adjustments > Additions and Subtractions States > Illinois > State Adjustments > Special Depreciation

Import Target	Years Available	Import Path
Installment Payments for Next Years Estimated Tax	2019, 2020, 2021	Common State > Estimates and Extensions > Estimate options > Overrides
Miscellaneous Dividend Information	2019, 2020, 2021	States > IL or IN or NE or NJ or CA > state specific Dividend Organizer or Tax Form screen
Miscellaneous State Information	2019, 2020, 2021	States > Common State > General Information > Paid Preparer Information States > Common State > General Information > Books and Records
New York A & A - MCT Overrides	2019, 2020, 2021	States > Allocation and Apportionment > Organizer/Overrides > New York > Property - MCT (and Payroll and Sales - MCT)
New York Investment and Other Exempt Income and Investment Capital	2019, 2020, 2021	States > New York > Exempt Income and Capital
New York State Adjustments	2019, 2020, 2021	States > New York > State Adjustments
NOL Carryover from Prior Year	2019, 2020, 2021	States > Common State > State NOL Tracking > click State link
Other State & City Information	2019, 2020, 2021	States > CT, IL, MI, NY, NYC, NY Bank, OH, WV > state specific Organizer input
Other Tax Base & Franchise Information	2019, 2020, 2021	States > MI Financial, AL Privilege Tax, LA, MS, NC > state specific Organizer input
Pennsylvania Depreciation Adjustments	2019, 2020, 2021	States > Pennsylvania > State Adjustments > Depreciation Adjustments

Import Target	Years Available	Import Path
State & City Numbers	2019, 2020, 2021	States > Common State > General Information > State/City ID Numbers
Texas Combined Return Information	2019, 2020, 2021	State Franchise Tax > Texas Franchise > Combined Return Information

CITY

Import Target	Years Avail-able	Import Path
New York City A & A Overrides	2019, 2020, 2021	States > Allocation and Apportionment > Organizer / Overrides > New York City

CORPORATE - HOMEOWNERS ASSOCIATION (1120H)

FEDERAL

Import Target	Years Available	Import Path
Other Info – Homeowners Assoc	2019, 2020, 2021	Income and Deductions > Other Info – Homeowners Associations

PARTNERSHIP

FEDERAL

Import Target	Years Available	Import Path
Capital Gains and Losses	2019, 2020, 2021	Gains and Losses > Capital Gains and Losses > Gains Distributions, Stocks, and Bonds
Form 114	2019, 2020, 2021	Foreign Information > Foreign Bank Account
Form 4562	2019, 2020, 2021	Ordinary Income and Deductions > Depreciation and Amortization > xxx > 4562 Information > 4562 Overrides {note: xxx is the name of the Entity and is not generated by the import}
Form 4562 Farm Activity	2019, 2020, 2021	Activity Information > Farm > xxx > Depreciation and Amortization > 4562 Information > 4562 Overrides {note: xxx is the Farm name specified by import/user}
Form 4562 Multiple Trade or Business Activity	2019, 2020, 2021	Activity Information > Multiple Trade or Business > xxx >Depreciation and Amortization > 4562 Information > 4562 Overrides {note: xxx is the Multiple Trade or Business name specified by import/user}
Form 4562 Other Rental Activity	2019, 2020, 2021	Activity Information > Other Rental > xxx > Depreciation and Amortization > 4562 Information > 4562 Overrides {note: xxx is the Other Rental name specified by import/user}
Form 4562 Pass Through Activity	2019, 2020, 2021	Activity Information > Pass Through Entity > xxx > Depreciation and Amortization > 4562 Information > 4562 Overrides {note: xxx is the Pass Through Entity name specified by import/user}
Form 4562 Rental Activity	2019, 2020, 2021	Activity Information > Rental Real Estate > xxx > Depreciation and Amortization > 4562 Information > 4562 Overrides {note: xxx is the Rental Real Estate name specified by import/user}
Form 4797 Overrides	2019, 2020, 2021	Gains and Losses > Summary Overrides

Import Target	Years Available	Import Path
Form 5471 Schedule A	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule A
Form 5471 Schedule B	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule B
Form 5471 Schedule M	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule M
Form 5471 Schedule O, Part I	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O, Part I
Form 5471 Schedule O, Part II Section A	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part IIA
Form 5471 Schedule O, Part II Section B	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part IIB
Form 5471 Schedule O, Part II Section C	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part IIC
Form 5471 Schedule O, Part II Section D	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part IID
Form 5471 Schedule O, Part II Section E	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part IIE
Form 5471 Schedule O, Part II Section F	2019, 2020, 2021	Foreign Information > Foreign Corporation > Foreign Corporate Name > Schedule O > Schedule O, Part IIF
Form 5884	2019, 2020, 2021	Credits > Work Opportunity Credit

Import Target	Years Available	Import Path
Form 8621	2019, 2020, 2021	Foreign Information > PFIC or QEF
Form 8975 Part II	2019, 2020, 2021	Foreign Information > Country-by-Country Reporting > Country-by-Country Report
Form 8975 Schedule A Parts I, II, III	2019, 2020, 2021	Foreign Information > Country-by-Country Reporting > Tax Jurisdiction and Constituent Info NOTE: You can import Organizer data for all screens within the *Tax Jurisdiction and Constituent Info* folder except for the "Identification number type description" (which is in the *Additional Identification Numbers* folder).
Partner Information	2019, 2020, 2021	Partner Information > Partner by Partner Data > Partner Name (Partner Information tab)
Sales of Bus Prop and Gains and Losses with Section 179 Exp	2019, 2020, 2021	Gains and Losses > Sales of Business Property > Property Descriptions
Schedule B	2019, 2020, 2021	General Information > Questions and hyperlinks
Schedule D Overrides	2019, 2020, 2021	Gains and Losses > Summary Overrides
Schedule K	2019, 2020, 2021	Sch K > we import into each of the various screens under Sch K folder
Schedule M-2	2019, 2020, 2021	Balance Sheet and Reconciliation > Sch M-2
Schedule M-3, Part I	2019, 2020, 2021	Balance Sheet and Reconciliation > Sch C, Sch M-3 and Form 8916-A > Sch C, Sch M-3 and Form 8916-A > Sch M-3, Part I tab

STATE

Import Target	Years Available	Import Path
Schedule K	2019, 2020, 2021	States > Common State > State Schedule K

APPENDIX - DATA SPECIFICATIONS

To access the spreadsheet *Data Import Excel Add-in Input Data Specifications for Worksheets Imported into ONESOURCE*, please go to Customer Center:

https://tax.thomsonreuters.com/support/onesource/customer-center/

You can access this spreadsheet as a separate Excel document.

APPENDIX - INCOME TAX RETURN FOREIGN COUNTRY CODES

Country Codes	Code
Afghanistan	AF
Akrotiri	AX
Albania	AL
Algeria	AG
American Samoa	AQ
Andorra	AN
Angola	AO
Anguilla	AV
Antarctica	AY
Antigua and Barbuda	AC
Argentina	AR
Armenia	AM
Aruba	AA
Ashmore and Cartier Islands	AT
Australia	AS
Austria	AU
Azerbaijan	AJ
Bahamas	BF

Country Codes	Code
Bahrain	BA
Baker Island	FQ
Bangladesh	BG
Barbados	BB
Belarus	BO
Belgium	BE
Belize	BH
Benin	BN
Bermuda	BD
Bhutan	BT
Bolivia	BL
Bosnia-Herzegovina	BK
Botswana	BC
Bouvet Island	BV
Brazil	BR
British Indian Ocean Territory	IO
British Virgin Islands	VI
Brunei	BX
Bulgaria	BU
Burkina Faso	UV
Burma	BM

Country Codes	Code
Burundi	BY
Cambodia	CB
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	CJ
Central African Republic	CT
Chad	CD
Chile	CI
China	CH
Christmas Island	KT
Clipperton Island	IP
Cocos (Keeling) Islands	CK
Colombia	CO
Comoros	CN
Congo (Brazzaville)	CF
Congo (Kinshasa)	CG
Cook Islands	CW
Coral Sea Islands	CR
Costa Rica	CS
Cote D'Ivoire (Ivory Coast)	IV

Country Codes	Code
Croatia	HR
Cuba	CU
Curacao	UC
Cyprus	CY
Czech Republic	EZ
Denmark	DA
Dhekelia	DX
Djibouti	DJ
Dominica	DO
Dominican Republic	DR
East Timor	TT
Ecuador	EC
Egypt	EG
El Salvador	ES
Equatorial Guinea	EK
Eritrea	ER
Estonia	EN
Ethiopia	ET
Falkland Islands (Islas Malvinas)	FK
Faroe Islands	FO
Federated States of Micronesia	FM

Country Codes	Code
Fiji	FJ
Finland	FI
France	FR
French Polynesia	FP
French Southern and Antarctic Lands	FS
Gabon	GB
The Gambia	GA
Georgia	GG
Germany	GM
Ghana	GH
Gibraltar	GI
Greece	GR
Greenland	GL
Grenada	GJ
Guam	GQ
Guatemala	GT
Guernsey	GK
Guinea	GV
Guinea-Bissau	PU
Guyana	GY
Haiti	HA

Country Codes	Code
Heard Island and McDonald Islands	HM
Holy See	VT
Honduras	HO
Hong Kong	HK
Howland Island	HQ
Hungary	HU
Iceland	IC
India	IN
Indonesia	ID
Iran	IR
Iraq	IZ
Ireland	EI
Israel	IS
Italy	IT
Jamaica	JM
Jan Mayen	JN
Japan	JA
Jarvis Island	DQ
Jersey	JE
Johnston Atoll	JQ
Jordan	JO

Country Codes	Code
Kazakhstan	KZ
Kenya	KE
Kingman Reef	KQ
Kiribati	KR
Korea, Democratic People's Republic of (North)	KN
Korea, Republic of (South)	KS
Kosovo	KV
Kuwait	KU
Kyrgyzstan	KG
Laos	LA
Latvia	LG
Lebanon	LE
Lesotho	LT
Liberia	LI
Libya	LY
Liechtenstein	LS
Lithuania	LH
Luxembourg	LU
Macau	MC
Macedonia	MK
Madagascar	MA

Country Codes	Code
Malawi	MI
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Man, Isle of	IM
Marshall Islands	RM
Mauritania	MR
Mauritius	MP
Mexico	MX
Midway Islands	MQ
Moldova	MD
Monaco	MN
Mongolia	MG
Montenegro	MJ
Montserrat	MH
Morocco	MO
Mozambique	MZ
Namibia	WA
Nauru	NR
Navassa Island	BQ

Country Codes	Code
Nepal	NP
Netherlands	NL
New Caledonia	NC
New Zealand	NZ
Nicaragua	NU
Niger	NG
Nigeria	NI
Niue	NE
Norfolk Island	NF
Northern Mariana Islands	CQ
Norway	NO
Oman	MU
Other Country	OC
Pakistan	PK
Palau	PS
Palmyra Atoll	LQ
Panama	PM
Papua-New Guinea	PP
Paracel Islands	PF
Paraguay	PA
Peru	PE

Country Codes	Code
Philippines	RP
Pitcairn Islands	PC
Poland	PL
Portugal	PO
Puerto Rico	RQ
Qatar	QA
Romania	RO
Russia	RS
Rwanda	RW
Saint Barthelemy	TB
Saint Martin	RN
Samoa	WS
San Marino	SM
Sao Tome and Principe	TP
Saudi Arabia	SA
Senegal	SG
Serbia	RI
Seychelles	SE
Sierra Leone	SL
Singapore	SN
Sint Maarten	NN

Country Codes	Code
Slovakia	LO
Slovenia	SI
Solomon Islands	BP
Somalia	SO
South Africa	SF
South Georgia and the South Sandwich Islands	SX
South Sudan	OD
Spain	SP
Spratly Islands	PG
Sri Lanka	CE
St. Helena	SH
St. Kitts and Nevis	SC
St. Lucia Island	ST
St. Pierre and Miquelon	SB
St. Vincent and the Grenadines	VC
Sudan	SU
Suriname	NS
Svalbard	SV
Swaziland	WZ
Sweden	SW
Switzerland	SZ

Country Codes	Code
Syria	SY
Taiwan	TW
Tajikistan	TI
Tanzania	TZ
Thailand	TH
Togo	TO
Tokelau	TL
Tonga	TN
Trinidad and Tobago	TD
Tunisia	TS
Turkey	TU
Turkmenistan	TX
Turks and Caicos Islands	TK
Tuvalu	TV
Uganda	UG
Ukraine	UP
United Arab Emirates	AE
United Kingdom (England, Northern Ireland, Scotland, and Wales)	UK
Uruguay	UY
Uzbekistan	UZ
Vanuatu	NH

Country Codes	Code
Venezuela	VE
Vietnam	VM
Virgin Islands	VQ
Wake Island	WQ
Wallis and Futuna	WF
Western Sahara	WI
Yemen (Aden)	YM
Zambia	ZA
Zimbabwe	ZI

Financial Crimes Enforcement Network (FinCEN) Form 114 Foreign Country Codes

***Does not apply to General Information | Country of Issue; Financial Institution's country in Parts II, III, IV & V.

Foreign Country	Code
AFGHANISTAN	AF
ÅLAND ISLANDS	AX
ALBANIA	AL
ALGERIA	DZ
AMERICAN SAMOA	AS
ANDORRA	AD
ANGOLA	AO
ANGUILLA	AI

Foreign Country	Code
ANTARCTICA	AQ
ANTIGUA AND BARBUDA	AG
ARGENTINA	AR
ARMENIA	AM
ARUBA	AW
AUSTRALIA	AU
AUSTRIA	AT
AZERBAIJAN	AZ
BAHAMAS	BS
BAHRAIN	BH
BANGLADESH	BD
BARBADOS	BB
BELARUS	BY
BELGIUM	BE
BELIZE	BZ
BENIN	BJ
BERMUDA	BM
BHUTAN	BT
BOLIVIA, PLURINATIONAL STATE OF	BO
BONAIRE, SINT EUSTATIUS AND SABA	BQ
BOSNIA AND HERZEGOVINA	BA

Foreign Country	Code
BOTSWANA	BW
BOUVET ISLAND	BV
BRAZIL	BR
BRITISH INDIAN OCEAN TERRITORY	IO
BRUNEI DARUSSALAM	BN
BULGARIA	BG
BURKINA FASO	BF
BURUNDI	BI
CAMBODIA	KH
CAMEROON	CM
CANADA	CA
CAPE VERDE	CV
CAYMAN ISLANDS	KY
CENTRAL AFRICAN REPUBLIC	CF
CHAD	TD
CHILE	CL
CHINA	CN
CHRISTMAS ISLAND	CX
COCOS (KEELING) ISLANDS	CC
COLOMBIA	CO
COMOROS	KM

Foreign Country	Code
CONGO	CG
CONGO, THE DEMOCRATIC REPUBLIC OF THE	CD
COOK ISLANDS	CK
COSTA RICA	CR
CÔTE D'IVOIRE	CI
CROATIA	HR
CUBA	CU
CURAÇAO	CW
CYPRUS	CY
CZECH REPUBLIC	CZ
DENMARK	DK
DJIBOUTI	DJ
DOMINICA	DM
DOMINICAN REPUBLIC	DO
ECUADOR	EC
EGYPT	EG
EL SALVADOR	SV
EQUATORIAL GUINEA	GQ
ERITREA	ER
ESTONIA	EE
ETHIOPIA	ET

Foreign Country	Code
FALKLAND ISLANDS (MALVINAS)	FK
FAROE ISLANDS	FO
FIJI	FJ
FINLAND	FI
FRANCE	FR
FRENCH GUIANA	GF
FRENCH POLYNESIA	PF
FRENCH SOUTHERN TERRITORIES	TF
GABON	GA
GAMBIA	GM
GEORGIA	GE
GERMANY	DE
GHANA	GH
GIBRALTAR	GI
GREECE	GR
GREENLAND	GL
GRENADA	GD
GUADELOUPE	GP
GUAM	GU
GUATEMALA	GT
GUERNSEY	GG

Foreign Country	Code
GUINEA	GN
GUINEA-BISSAU	GW
GUYANA	GY
HAITI	HT
HEARD ISLAND AND MCDONALD ISLANDS	HM
HOLY SEE (VATICAN CITY STATE)	VA
HONDURAS	HN
HONG KONG	HK
HUNGARY	HU
ICELAND	IS
INDIA	IN
INDONESIA	ID
IRAN, ISLAMIC REPUBLIC OF	IR
IRAQ	IQ
IRELAND	IE
ISLE OF MAN	IM
ISRAEL	IL
ITALY	IT
JAMAICA	JM
JAPAN	JP
JERSEY	JE

Foreign Country	Code
JORDAN	JO
KAZAKHSTAN	KZ
KENYA	KE
KIRIBATI	KI
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	KP
KOREA, REPUBLIC OF	KR
KUWAIT	KW
KYRGYZSTAN	KG
LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA
LATVIA	LV
LEBANON	LB
LESOTHO	LS
LIBERIA	LR
LIBYA	LY
LIECHTENSTEIN	LI
LITHUANIA	LT
LUXEMBOURG	LU
MACAO	MO
MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF	MK
MADAGASCAR	MG
MALAWI	MW

Foreign Country	Code
MALAYSIA	MY
MALDIVES	MV
MALI	ML
MALTA	MT
MARSHALL ISLANDS	MH
MARTINIQUE	MQ
MAURITANIA	MR
MAURITIUS	MU
MAYOTTE	YT
MEXICO	MX
MICRONESIA, FEDERATED STATES OF	FM
MOLDOVA, REPUBLIC OF	MD
MONACO	MC
MONGOLIA	MN
MONTENEGRO	ME
MONTSERRAT	MS
MOROCCO	MA
MOZAMBIQUE	MZ
MYANMAR	MM
NAMIBIA	NA
NAURU	NR

Foreign Country	Code
NEPAL	NP
NETHERLANDS	NL
NEW CALEDONIA	NC
NEW ZEALAND	NZ
NICARAGUA	NI
NIGER	NE
NIGERIA	NG
NIUE	NU
NORFOLK ISLAND	NF
NORTHERN MARIANA ISLANDS	MP
NORWAY	NO
OMAN	OM
PAKISTAN	PK
PALAU	PW
PALESTINE, STATE OF	PS
PANAMA	PA
PAPUA NEW GUINEA	PG
PARAGUAY	PY
PERU	PE
PHILIPPINES	PH
PITCAIRN	PN

Foreign Country	Code
POLAND	PL
PORTUGAL	PT
PUERTO RICO	PR
QATAR	QA
RÉUNION	RE
ROMANIA	RO
RUSSIAN FEDERATION	RU
RWANDA	RW
SAINT BARTHÉLEMY	BL
SAINT HELENA, ASCENSION AND TRISTAN DA CUNHA	SH
SAINT KITTS AND NEVIS	KN
SAINT LUCIA	LC
SAINT MARTIN (FRENCH PART)	MF
SAINT PIERRE AND MIQUELON	PM
SAINT VINCENT AND THE GRENADINES	VC
SAMOA	WS
SAN MARINO	SM
SAO TOME AND PRINCIPE	ST
SAUDI ARABIA	SA
SENEGAL	SN
SERBIA	RS

Foreign Country	Code
SEYCHELLES	SC
SIERRA LEONE	SL
SINGAPORE	SG
SINT MAARTEN (DUTCH PART)	SX
SLOVAKIA	SK
SLOVENIA	SI
SOLOMON ISLANDS	SB
SOMALIA	SO
SOUTH AFRICA	ZA
SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	GS
SOUTH SUDAN	SS
SPAIN	ES
SRI LANKA	LK
SUDAN	SD
SURINAME	SR
SVALBARD AND JAN MAYEN	SJ
SWAZILAND	SZ
SWEDEN	SE
SWITZERLAND	CH
SYRIAN ARAB REPUBLIC	SY
TAIWAN, PROVINCE OF CHINA	TW

Foreign Country	Code
TAJIKISTAN	TJ
TANZANIA, UNITED REPUBLIC OF	TZ
THAILAND	TH
TIMOR-LESTE	TL
TOGO	TG
TOKELAU	TK
TONGA	TO
TRINIDAD AND TOBAGO	TT
TUNISIA	TN
TURKEY	TR
TURKMENISTAN	TM
TURKS AND CAICOS ISLANDS	TC
TUVALU	TV
UGANDA	UG
UKRAINE	UA
UNITED ARAB EMIRATES	AE
UNITED KINGDOM	GB
UNITED STATES ***(see note)	US *** (see note)
UNITED STATES MINOR OUTLYING ISLANDS	UM
URUGUAY	UY
UZBEKISTAN	UZ

Foreign Country	Code
VANUATU	VU
VENEZUELA, BOLIVARIAN REPUBLIC OF	VE
VIET NAM	VN
VIRGIN ISLANDS, BRITISH	VG
VIRGIN ISLANDS, U.S.	VI
WALLIS AND FUTUNA	WF
WESTERN SAHARA	EH
YEMEN	YE
ZAMBIA	ZM
ZIMBABWE	ZW

Financial Crimes Enforcement Network (FinCEN) FORM 115 Canadian Province Codes

Province	Code
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland and Labrador	NL
Northwest Territories	NT
Nova Scotia	NS
Nunavut	NU
Ontario	ON

Province	Code
Prince Edward Island	PE
Québec	QC
Saskatchewan	SK
Yukon	YT

Financial Crimes Enforcement Network (FinCEN) FORM 114 Mexican State Codes

State	Code
Aguascalientes	AGU
Baja California	BCN
Baja California Sur	BCS
Campeche	CAM
Coahuila	COA
Colima	COL
Chiapas	CHP
Chihuahua	CHH
Distrito Federal	DIF
Durango	DUR
Guanajuato	GUA
Guerrero	GRO
Hidalgo	HID
Jalisco	JAL
Mexico	MEX

State	Code
Michoacán	MIC
Morelos	MOR
Nayarit	NAY
Nuevo León	NLE
Oaxaca	OAX
Puebla	PUE
Querétaro	QUE
Quintana Roo	ROO
San Luis Potosí	SLP
Sinaloa	SIN
Sonora	SON
Tabasco	TAB
Tamaulipas	TAM
Tlaxcala	TLA
Veracruz	VER
Yucatán	YUC
Zacatecas	ZAC

APPENDIX - INCOME TAX RETURN FOREIGN CURRENCY CODES

Currency Codes	Code
ADB Unit of Account - MEMBER COUNTRIES OF THE AFRICAN DEVELOPMENT BANK GROUP	XUA
Afghani - AFGHANISTAN	AFN
Algerian Dinar - ALGERIA	DZD
Argentine Peso - ARGENTINA	ARS
Armenian Dram - ARMENIA	AMD
Aruban Florin - ARUBA	AWG
Australian Dollar - AUSTRALIA, CHRISTMAS ISLAND, COCOS (KEELING) ISLANDS (THE), HEARD ISLAND AND McDONALD ISLANDS, KIRIBATI, NAURU, NORFOLK ISLAND, TUVALU	AUD
Azerbaijan Manat - AZERBAIJAN	AZN
Bahamian Dollar - BAHAMAS (THE)	BSD
Bahraini Dinar - BAHRAIN	BHD
Baht - THAILAND	THB
Balboa - PANAMA	PAB
Barbados Dollar - BARBADOS	BBD
Belarusian Ruble - BELARUS	BYN
Belize Dollar - BELIZE	BZD
Bermudian Dollar - BERMUDA	BMD
Bolivar Soberano - VENEZUELA (BOLIVARIAN REPUBLIC OF)	VES

Currency Codes	Code
Boliviano - BOLIVIA (PLURINATIONAL STATE OF)	BOB
Brazilian Real - BRAZIL	BRL
Brunei Dollar - BRUNEI DARUSSALAM	BND
Bulgarian Lev - BULGARIA	BGN
Burundi Franc - BURUNDI	BIF
Cabo Verde Escudo - CABO VERDE	CVE
Canadian Dollar - CANADA	CAD
Cayman Islands Dollar - CAYMAN ISLANDS (THE)	KYD
CFA Franc BCEAO - BENIN, BURKINA FASO, COTE D'IVOIRE, GUINEA-BISSAU, MALI, NIGER (THE), SENEGAL, TOGO	XOF
CFA Franc BEAC - CAMEROON, CENTRAL AFRICAN REPUBLIC (THE), CHAD, CONGO (THE), EQUATORIAL GUINEA, GABON	XAF
CFP Franc - FRENCH POLYNESIA, NEW CALEDONIA, WALLIS AND FUTUNA	XPF
Chilean Peso - CHILE	CLP
Colombian Peso - COLOMBIA	COP
Comorian Franc- COMOROS (THE)	KMF
Congolese Franc - CONGO (THE DEMOCRATIC REPUBLIC OF THE)	CDF
Convertible Mark - BOSNIA AND HERZEGOVINA	BAM
Cordoba Oro - NICARAGUA	NIO
Costa Rican Colon - COSTA RICA	CRC
Cuban Peso - CUBA	CUP
Czech Koruna - CZECHIA	CZK

Currency Codes	Code
Dalasi - GAMBIA (THE)	GMD
Danish Krone - DENMARK, FAROE ISLANDS (THE), GREENLAND	DKK
Denar - MACEDONIA (THE FORMER YUGOSLAV REPUBLIC OF)	MKD
Djibouti Franc - DJIBOUTI	DJF
Dobra - SAO TOME AND PRINCIPE	STN
Dominican Peso - DOMINICAN REPUBLIC (THE)	DOP
Dong - VIET NAM	VND
East Caribbean Dollar - ANGUILLA, ANTIGUA AND BARBUDA, DOMINICA, GRENADA, MONTSERRAT, SAINT KITTS AND NEVIS, SAINT LUCIA, SAINT VINCENT AND THE GRENADINES	XCD
Egyptian Pound - EGYPT	EGP
El Salvador Colon - EL SALVADOR	SVC
Ethiopian Birr - ETHIOPIA	ETB
Euro - ALAND ISLANDS, ANDORRA, AUSTRIA, BELGIUM, CYPRUS, ESTONIA, EUROPEAN UNION, FINLAND, FRANCE, FRENCH GUIANA, FRENCH SOUTHERN TERRITORIES (THE), GERMANY, GREECE, GUADELOUPE, HOLY SEE (THE), IRELAND, ITALY, LATVIA, LITHUANIA, LUXEMBOURG, MALTA, MARTINIQUE, MAYOTTE, MONACO, MONTENEGRO, NETHERLANDS (THE), PORTUGAL, REUNION, SAINT BARTHELEMY, SAINT MARTIN (FRENCH PART), SAINT PIERRE AND MIQUELON, SAN MARINO, SLOVAKIA, SLOVENIA, SPAIN	EUR
Falkland Islands Pound - FALKLAND ISLANDS (THE) [MALVINAS]	FKP
Fiji Dollar - FIJI	FJD
Forint - HUNGARY	HUF
Ghana Cedi - GHANA	GHS
Gibraltar Pound - GIBRALTAR	GIP

Currency Codes	Code
Gourde - HAITI	HTG
Guarani - PARAGUAY	PYG
Guinean Franc - GUINEA	GNF
Guyana Dollar - GUYANA	GYD
Hong Kong Dollar - HONG KONG	HKD
Hryvnia - UKRAINE	UAH
Iceland Krona - ICELAND	ISK
Indian Rupee - BHUTAN, INDIA	INR
Iranian Rial - IRAN (ISLAMIC REPUBLIC OF)	IRR
Iraqi Dinar - IRAQ	IQD
Jamaican Dollar - JAMAICA	JMD
Jordanian Dinar - JORDAN	JOD
Kenyan Shilling - KENYA	KES
Kina - PAPUA NEW GUINEA	PGK
Kuna - CROATIA	HRK
Kuwaiti Dinar - KUWAIT	KWD
Kwanza - ANGOLA	AOA
Kyat - MYANMAR	MMK
Lao Kip - LAO PEOPLE'S DEMOCRATIC REPUBLIC (THE)	LAK
Lari - GEORGIA	GEL
Lebanese Pound - LEBANON	LBP

Currency Codes	Code
Lek - ALBANIA	ALL
Lempira - HONDURAS	HNL
Leone - SIERRA LEONE	SLL
Liberian Dollar - LIBERIA	LRD
Libyan Dinar - LIBYA	LYD
Lilangeni - ESWATINI	SZL
Loti - LESOTHO	LSL
Malagasy Ariary - MADAGASCAR	MGA
Malawi Kwacha - MALAWI	MWK
Malaysian Ringgit - MALAYSIA	MYR
Mauritius Rupee - MAURITIUS	MUR
Mexican Peso - MEXICO	MXN
Mexican Unidad de Inversion (UDI) - MEXICO	MXV
Moldovan Leu - MOLDOVA (THE REPUBLIC OF)	MDL
Moroccan Dirham - MOROCCO, WESTERN SAHARA	MAD
Mozambique Metical - MOZAMBIQUE	MZN
Mvdol - BOLIVIA (PLURINATIONAL STATE OF)	BOV
Naira - NIGERIA	NGN
Nakfa - ERITREA	ERN
Namibia Dollar - NAMIBIA	NAD
Nepalese Rupee - NEPAL	NPR

Currency Codes	Code
Netherlands Antillean Guilder - CURACAO, SINT MAARTEN (DUTCH PART)	ANG
New Israeli Sheqel - ISRAEL	ILS
New Taiwan Dollar - TAIWAN (PROVINCE OF CHINA)	TWD
New Zealand Dollar - COOK ISLANDS (THE), NEW ZEALAND, NIUE , PITCAIRN, TOKELAU	NZD
Ngultrum - BHUTAN	BTN
North Korean Won - KOREA (THE DEMOCRATIC PEOPLE'S REPUBLIC OF)	KPW
Norwegian Krone - BOUVET ISLAND, NORWAY, SVALBARD AND JAN MAYEN	NOK
Ouguiya - MAURITANIA	MRU
Pa'anga - TONGA	TOP
Pakistan Rupee - PAKISTAN	PKR
Pataca - MACAO	MOP
Peso Convertible - CUBA	CUC
Peso Uruguayo - URUGUAY	UYU
Philippine Peso - PHILIPPINES (THE)	PHP
Pound Sterling - GUERNSEY, ISLE OF MAN, JERSEY, UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND (THE)	GBP
Pula - BOTSWANA	BWP
Qatari Rial - QATAR	QAR
Quetzal - GUATEMALA	GTQ
Rand - LESOTHO, NAMIBIA, SOUTH AFRICA	ZAR
Rial Omani - OMAN	OMR

Currency Codes	Code
Riel - CAMBODIA	KHR
Romanian Leu - ROMANIA	RON
Rufiyaa - MALDIVES	MVR
Rupiah - INDONESIA	IDR
Russian Ruble - RUSSIAN FEDERATION (THE)	RUB
Rwanda Franc - RWANDA	RWF
Saint Helena Pound - SAINT HELENA, ASCENSION AND TRISTAN DA CUNHA	SHP
Saudi Riyal - SAUDI ARABIA	SAR
SDR (Special Drawing Right) - INTERNATIONAL MONETARY FUND (IMF)	XDR
Serbian Dinar - SERBIA	RSD
Seychelles Rupee - SEYCHELLES	SCR
Singapore Dollar - SINGAPORE	SGD
Sol - PERU	PEN
Solomon Islands Dollar - SOLOMON ISLANDS	SBD
Som - KYRGYZSTAN	KGS
Somali Shilling - SOMALIA	SOS
Somoni - TAJIKISTAN	TJS
South Sudanese Pound - SOUTH SUDAN	SSP
Sri Lanka Rupee - SRI LANKA	LKR
Sucre - SISTEMA UNITARIO DE COMPENSACION REGIONAL DE PAGOS "SUCRE"	XSU
Sudanese Pound - SUDAN (THE)	SDG

Currency Codes	Code
Surinam Dollar - SURINAME	SRD
Swedish Krona - SWEDEN	SEK
Swiss Franc - LIECHTENSTEIN, SWITZERLAND	CHF
Syrian Pound - SYRIAN ARAB REPUBLIC	SYP
Taka - BANGLADESH	BDT
Tala - SAMOA	WST
Tanzanian Shilling - TANZANIA, UNITED REPUBLIC OF	TZS
Tenge - KAZAKHSTAN	KZT
Trinidad and Tobago Dollar - TRINIDAD AND TOBAGO	TTD
Tugrik - MONGOLIA	MNT
Tunisian Dinar - TUNISIA	TND
Turkish Lira - TURKEY	TRY
Turkmenistan New Manat - TURKMENISTAN	TMT
UAE Dirham - UNITED ARAB EMIRATES (THE)	AED
Uganda Shilling - UGANDA	UGX
Unidad de Fomento - CHILE	CLF
Unidad de Valor Real - COLOMBIA	COU
Unidad Previsional - URUGUAY	UYW
Uruguay Peso en Unidades Indexadas (UI) - URUGUAY	UYI

Currency Codes	Code
US Dollar - AMERICAN SAMOA, BONAIRE, SINT EUSTATIUS AND SABA, BRITISH INDIAN OCEAN TERRITORY (THE), ECUADOR, EL SALVADOR, GUAM, HAITI, MARSHALL ISLANDS (THE), MICRONESIA (FEDERATED STATES OF), NORTHERN MARIANA ISLANDS (THE), PALAU, PANAMA, PUERTO RICO, TIMOR-LESTE, TURKS AND CAICOS ISLANDS (THE), UNITED STATES MINOR OUTLYING ISLANDS (THE), UNITED STATES OF AMERICA (THE), VIRGIN ISLANDS (BRITISH), VIRGIN ISLANDS (U.S.)	USD
US Dollar (Next day) - UNITED STATES OF AMERICA (THE)	USN
Uzbekistan Sum - UZBEKISTAN	UZS
Vatu - VANUATU	VUV
WIR Euro - SWITZERLAND	CHE
WIR Franc - SWITZERLAND	CHW
Won - KOREA (THE REPUBLIC OF)	KRW
Yemeni Rial - YEMEN	YER
Yen - JAPAN	JPY
Yuan Renminbi - CHINA	CNY
Zambian Kwacha - ZAMBIA	ZMW
Zimbabwe Dollar - ZIMBABWE	ZWL
Zloty - POLAND	PLN

APPENDIX - OFFICER TITLE CODES

Officer Title	Code
President / CEO	President
Sr. Vice President	SRVP
Vice President	V.P.
Assistant Vice President	AVP
Actuary	Actuary
CEO	CEO
CFO	CFO
COO	COO
CSO	CSO
Clerk	Clerk
Chairman	Chairman
Comptroller	Comptroller
Assistant Comptroller	AComptroller
Controller	Controller
Director	Director
General Counsel	Genl Counsel
Officer	Officer
Secretary	Secretary
Assistant Secretary	ASecretary
Treasurer	Treasurer

Officer Title	Code
Assistant Treasurer	ATreasurer
Other	Other

APPENDIX - LATE FILING REASON CODES

Late Filing Reason	Code
Forgot to file	1
Did not know I had to file	2
Thought account balance was below reporting threshold	3
Did not know my account qualified as foreign	4
Account statement not received in time	5
Account statement lost (replacement requested)	6
Late receiving missing required account information	7
Unable to obtain joint spouse signature in time	8
Unable to access BSA E-Filing System	9
Other	999

APPENDIX - FOREIGN PERSONS CHAPTER 3 STATUS CODES

Name	Code
U.S. Withholding Agent – FI	01
U.S. Withholding Agent – Other	02
Territory FI treated as U.S. Person	03
U.S. branch of Participating FFI – treated as U.S. Person	05
U.S. branch of Participating FFI – not treated as U.S. Person	06
U.S. branch - ECI presumption applied	07
Partnership other than Withholding Foreign Partnership	08
Withholding Foreign Partnership	09
Trust other than Withholding Foreign Trust	10
Withholding Foreign Trust	11
Qualified Intermediary	12
Qualified Securities Lender – Qualified Intermediary	13
Qualified Securities Lender – Other	14
Corporation	15
Individual	16
Estate	17
Private Foundation	18
Government or International Organization	19
Tax Exempt Organization (Section 501(c) entities)	20

Name	Code
Unknown Recipient	21
Artist or Athlete	22
Pension	23
Foreign Central Bank of Issue	24
Nonqualified Intermediary	25
Hybrid entity making Treaty Claim	26
Withholding Rate Pool – General	27
Withholding Rate Pool – Exempt Organization	28
PAI Withholding Rate Pool – General	29
PAI Withholding Rate Pool – Exempt Organization	30
Agency Withholding Rate Pool – General	31
Agency Withholding Rate Pool – Exempt Organization	32
U.S. Withholding Agent-Foreign branch FI	34
Qualified Derivatives Dealer	35

APPENDIX - FOREIGN PERSONS CHAPTER 4 STATUS CODES

Name	Code
U.S. Withholding Agent – FI	01
U.S. Withholding Agent – Other	02
Territory FI –not treated as U.S. Person	03
Territory FI – treated as U.S. Person	04
Participating FFI – Other	05
Participating FFI – Reporting Model 2 FFI	06
Registered Deemed-Compliant FFI – Reporting Model 1 FFI	07
Registered Deemed-Compliant FFI – Sponsored Entity	08
Registered Deemed-Compliant FFI – Other	09
Certified Deemed-Compliant FFI – Other	10
Certified Deemed-Compliant FFI – FFI with Low Value Accounts	11
Certified Deemed-Compliant FFI – Non-Registering Local Bank	12
Certified Deemed-Compliant FFI – Sponsored Entity	13
Certified Deemed-Compliant FFI – Investment Entity that does not maintain financial accounts	14
Nonparticipating FFI	15
Owner-Documented FFI	16
U.S. Branch-treated as U.S. person	17
U.S. Branch-not treated as U.S. person (reporting under section 1471)	18

Name	Code
Passive NFFE identifying Substantial U.S. Owners	19
Passive NFFE with no Substantial U.S. Owners	20
Publicly Traded NFFE or Affiliate of Publicly Traded NFFE	21
Active NFFE	22
Individual	23
Section 501(c) Entities	24
Excepted Territory NFFE	25
Excepted NFFE - Other	26
Exempt Beneficial Owner	27
Entity Wholly Owned By Exempt Beneficial Owners	28
Unknown Recipient	29
Recalcitrant Account Holder	30
Nonreporting IGA FFI	31
Direct reporting NFFE	32
U.S. reportable account	33
Non–consenting U.S. account	34
Sponsored direct reporting NFFE	35
Excepted Inter-affiliate FFI	36
Undocumented Preexisting Obligation	37
US branch – ECI presumption applied	38
Account Holder of Excluded Financial Account	39

Name	Code
Passive NFFE reported by FFI	40
NFFE Subject to 1472 withholding	41
Recalcitrant Pool – No U.S. Indicia	42
Recalcitrant Pool – U.S. Indicia	43
Recalcitrant Pool – Dormant Account	44
Recalcitrant Pool – U.S. Persons	45
Recalcitrant Pool – Passive NFFEs	46
Nonparticipating FFI Pool	47
U.S. Payees Pool	48
QI-Recalcitrant Pool-General	49
U.S. Withholding Agent-Foreign branch of FI	50

APPENDIX - FORM 8975 ACTIVITY CODES

Activity	Code
CBC501 - Research and Development	CBC501
CBC502 - Holding or Managing Intellectual Property	CBC502
CBC503 - Purchasing or Procurement	CBC503
CBC504 - Manufacturing or Production	CBC504
CBC505 - Sales, Marketing, or Distribution	CBC505
CBC506 - Administrative, Management, Or Support Services	CBC506
CBC507 - Provision of Services to unrelated parties	CBC507
CBC508 - Internal Group Finance	CBC508
CBC509 - Regulated Financial Services	CBC509
CBC510 - Insurance	CBC510
CBC511 - Holding shares or other equity instruments	CBC511
CBC512 - Dormant	CBC512
CBC513 - Other	CBC513

APPENDIX - FORM 8975 REFERENCE CODES

Reference	Code
CBC601 - Revenues - Unrelated	CBC601
CBC602 - Revenues - Related	CBC602
CBC603 - Revenues - Total	CBC603
CBC604 - Profit or Loss	CBC604
CBC605 - Tax Paid	CBC605
CBC606 - Tax Accrued	CBC606
CBC607 - Capital	CBC607
CBC608 - Earnings	CBC608
CBC609 - Number of Employees	CBC609
CBC610 - Assets	CBC610