

Checklist for Transferring Trust Accounting Data Files Using Secure FTP with PGP or GPG

The checklist below includes the tasks to complete to successfully transfer trust accounting data files to Thomson Reuters. You can use it each month to ensure each task is completed.

Extract your trust accounting data from your trust accounting system.

Encrypt your trust accounting data file using PGP or GPG.

Transfer your trust accounting data file using Secure FTP to the Thomson Reuters SFTP server.

Send an email to the Thomson Reuters Production Team at FT1041.Production@thomson.com to indicate that your trust accounting data file was successfully transferred. Thomson Reuters will move your data file from the SFTP server then load it into your ONESOURCE Trust Tax database.