



USER GUIDE

# H&R Block Integration

February 18



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## Import Trust Company of America tax data into your H&R Block<sup>®</sup> software

- You can now import tax data from your Trust Company of America accounts directly into your H&R Block<sup>®</sup> tax software using your Liberty credentials.
- Tax data includes the information from forms 1099-B, 1099-DIV, 1099-INT, 1099-OID and 1099-R. 1099-MISC tax forms are not available for import.

### Quick Reference Guide

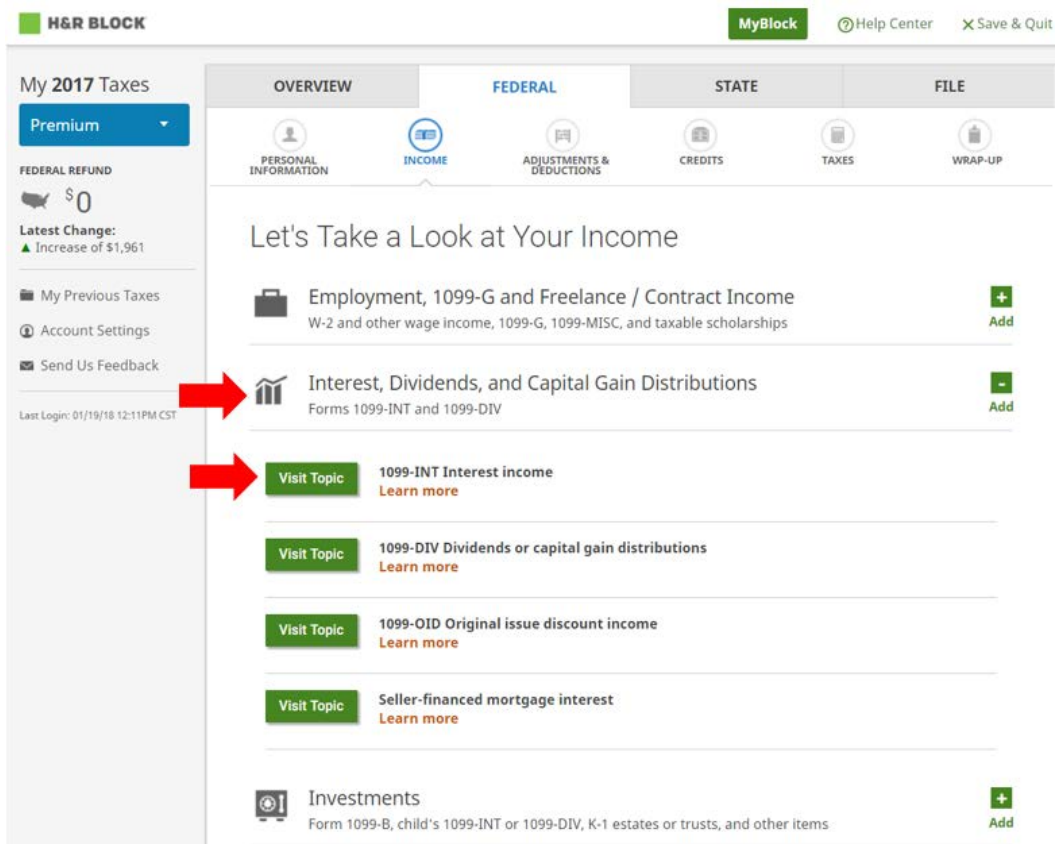
Follow these quick steps to import your tax information to H&R Block.

1. Go to the Federal tab
2. Click Income
3. Click Add, then Visit Topic on any of the items that apply to your investments:
  - Interest income (Form 1099-INT)
  - Dividends or capital gain distributions (Form 1099-DIV)
  - Original issue discount income (1099-OID)
  - Sales of stocks, bonds, mutual funds & other securities (Form 1099-B)
  - Retirement plan income, withdrawals, and rollovers (Form 1099-R)
4. Click Other on the financial institution step
5. Enter Trust Company of America
6. Click Next.
7. Enter your Liberty User Name
8. Enter your Liberty Password
9. Click Import
10. Unselect any tax forms you do not want imported
11. Click Finish
12. Select Next to edit and review your tax information or make any changes
13. Click Next to review any other forms that were imported for your account or continue with your tax preparation

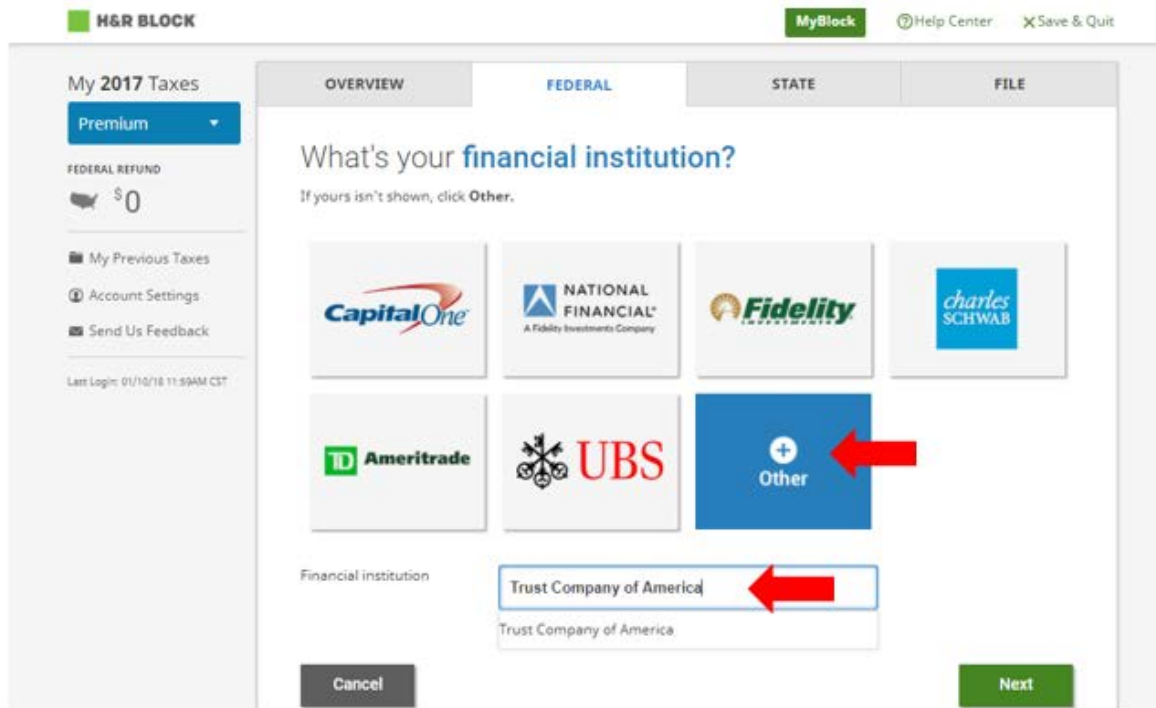
## H&R Block Integration User Guide

Once you have entered your credentials into the H&R Block<sup>®</sup> software, you can walk through the steps necessary to complete your tax returns, which includes the import feature, or you can navigate to the import feature directly to access your 1099s.

To navigate there directly, go to the Income tab and select the topic you want to visit to get started.



When you reach the "What's your financial institution?" step you will see a list of financial institutions, select Other. Then enter Trust Company of America and select Next.



You will be prompted to enter your Liberty Username and Password. Once you have entered your credentials, select Import.

**H&R BLOCK** MyBlock Help Center Save & Quit

My 2017 Taxes  
Premium

FEDERAL REFUND  
\$0

My Previous Taxes  
Account Settings  
Send Us Feedback  
Last Login: 07/10/18 11:59AM CST

**OVERVIEW** FEDERAL STATE FILE


### Import From Trust Company of America


TRUST COMPANY OF AMERICA

To authenticate you will need your Liberty Username and Password.

If you are uncertain about your Liberty Username or Password, you can contact your Registered Investment Advisor. Alternatively, click on the support site link below to access [app.Trustamerica.com/Liberty](http://app.Trustamerica.com/Liberty), then click the "Help me recover my password" link.

If you need additional help, visit the Trust Company of America [support site](#).

Username 

Password 

Cancel Skip Import Import

Available tax information will display. Unselect any 1099s you do not want to keep as part of your return and select Finish.

**H&R BLOCK** MyBlock [Help Center](#) [Save & Quit](#)

My 2017 Taxes OVERVIEW FEDERAL STATE FILE

Premium

FEDERAL REFUND   
 \$0   
 Latest Change:   
 ▲ Increase of \$1,961

My Previous Taxes   
 Account Settings   
 Send Us Feedback

Last Login: 01/19/18 11:03AM CST

FORM NAME   
 Trust Company of America Import Summary

Great news — we've imported 1 Form 1099-INT as well as 135 other 1099s from **Trust Company of America**. Later, you'll be able to review these 1099s in greater detail. For now, uncheck any Form 1099s you don't want to keep as part of your 2017 return.

**Interest Income (1099-INT)**

Item	Source	Interest (Boxes 1, 3, and 8)	Keep
377524	Trust Company of America	\$15	<input checked="" type="checkbox"/>
Total Selected		\$15	

**Dividend Income (1099-DIV)**

Item	Source	Dividends (Boxes 1a and 2a)	Keep
377524	Trust Company of America	\$28,962	<input checked="" type="checkbox"/>
Total Selected		\$28,962	

**Stock Sales (1099-B)**

Description	Source	Sales Price (Box 2)	Keep
73 SPDR INDEX SHS FDS DJ WILSHIRE INTL REAL ESTATE ETF	Trust Company of America	\$2,784	<input checked="" type="checkbox"/>

Cancel Finish

To verify the details of your 1099(s) select the Income tab, then select the 1099 type you would like to review. This is located on the sub navigation bar. Once your 1099 type displays select Next and the details should display.

Once imported, the H&R Block<sup>®</sup> software program will automatically report the information in the appropriate sections of the federal income tax return. However, please verify the imported information against your own records to ensure accurate and complete reporting of all required tax information.

The screenshot shows the H&R Block software interface. On the left is a sidebar with 'My 2017 Taxes' and 'Premium' status. The main area has tabs for 'OVERVIEW', 'FEDERAL', 'STATE', and 'FILE'. Under 'FEDERAL', there are sub-tabs: 'PERSONAL INFORMATION', 'INCOME', 'ADJUSTMENTS & DEDUCTIONS', 'CREDITS', 'TAXES', and 'WRAP-UP'. The 'INCOME' sub-tab is active, and a red circle highlights the sub-navigation bar with '1099-DIV Dividends or ca...', '1099-INT Interest income...', '1099-B Sale of stocks, bon...', and 'My Summary'. The '1099-INT Interest income...' option is selected. Below this, the screen displays 'FORM 1099-INT Interest Income From 1099-INT' and a table of interest income entries.

Payer	Boxes 1 and 3	
Trust Company of America	\$15	<input checked="" type="checkbox"/> EDIT <input checked="" type="checkbox"/> DELETE
Total		\$15



If everything looks good, confirm the information is correct.

**H&R BLOCK** MyBlock Help Center X Save & Quit

My 2017 Taxes  
Premium

FEDERAL OVERVIEW FEDERAL STATE FILE

PERSONAL INFORMATION 1099-INT 1099-DIV 1099-B

1099-INT Interest Income... 1099-DIV Dividends or CA... 1099-B Sale of Stocks, Bon... My Summary

Review what we've captured from your 1099-INT.

Important: Please confirm the accuracy of the data we captured. If anything is missing or incorrect, go ahead and update it now.

Bank or brokerage name [Learn more](#)  
Trust Company of America

Account number  
[REDACTED]

1 Interest income  
\$15

2 Early withdrawal penalty  
\$0

3 Interest on U.S. Savings Bonds and Treasury obligations  
\$0

4 Federal income tax withheld  
\$0

5 Investment expenses  
[REDACTED]

6 Foreign tax paid  
\$0

7 Foreign country or possession  
[REDACTED]

8 Tax-exempt interest  
\$0

9 Specified private activity bond interest  
\$0

10 Market discount [Learn more](#)  
\$0

11 Bond premium [Learn more](#)  
\$0

12 Bond premium on Treasury obligations  
\$0

13 Bond premium on tax-exempt bond  
[REDACTED]

14 Tax-exempt bond CUSIP no.  
[REDACTED]

State tax was withheld in Box 17.

My interest needs to be adjusted. [Learn more](#)

The FATCA filing requirement box is checked on my 1099-INT.

Back This 1099-INT info is correct

Once your 1099s have been imported, the information will be reflected the My Summary section of the Income tab

The screenshot shows the H&R Block web interface for 2017 taxes. The main navigation tabs are OVERVIEW, FEDERAL, STATE, and FILE. The FEDERAL tab is active, showing sub-sections: PERSONAL INFORMATION, INCOME, ADJUSTMENTS & DEDUCTIONS, CREDITS, TAXES, and WRAP-UP. The INCOME section is selected, displaying an 'Income Summary' table for 2017. The table lists Interest (\$15), Dividends (\$28,962), and Capital Gains / Loss (\$123,888), with a total income of \$152,865. A note explains that this amount might differ from the total income entered earlier. Below the table, a graphic shows a map of the United States with an arrow pointing to a state map, accompanied by a message: 'Don't worry, we'll transfer this data from your federal to your state return for you.'

**My 2017 Taxes**  
Premium

**FEDERAL OWE**  
\$ -20,325  
Latest Change: Increase of \$0

My Previous Taxes  
Account Settings  
Send Us Feedback  
Last Login: 01/19/18 12:11PM CST

**OVERVIEW** | **FEDERAL** | STATE | FILE

PERSONAL INFORMATION | **INCOME** | ADJUSTMENTS & DEDUCTIONS | CREDITS | TAXES | WRAP-UP

1099-INT Interest income... | 1099-DIV Dividends or ca... | 1099-B Sale of stocks, bon... | **My Summary**

### Income Summary

Here's your taxable income, based on our calculations. **This amount might be different from the total income you entered earlier.** Next, we'll see how much of your taxable income is deductible — which can lower your tax rate and put more money back in your pocket.

	2017		
Interest	\$15	EXPLAIN AMOUNT	Edit
Dividends	\$28,962	EXPLAIN AMOUNT	Edit
Capital Gains / Loss	\$123,888	EXPLAIN AMOUNT	Edit
<b>Total Income:</b>	<b>\$152,865</b>		

Don't worry, we'll transfer this data from your federal to your state return for you.

The information will also be reflected on the main Income tab.

The screenshot displays the H&R Block 'My 2017 Taxes' interface. At the top, the 'My 2017 Taxes' section shows a 'Premium' status and a 'FEDERAL OWE' amount of \$-20,325. The main navigation bar includes 'OVERVIEW', 'FEDERAL', 'STATE', and 'FILE'. The 'FEDERAL' tab is active, showing sub-tabs for 'PERSONAL INFORMATION', 'INCOME', 'ADJUSTMENTS & DEDUCTIONS', 'CREDITS', 'TAXES', and 'WRAP-UP'. The 'INCOME' sub-tab is selected, displaying a list of income items: '1099-INT Interest income...', '1099-DIV Dividends or ca...', and '1099-B Sale of stocks, bon...'. Below this, the 'Your Income' section features three cards for '1099-INT Interest income' (\$15, 1 of 1 visited), '1099-DIV Dividend income' (0 of 1 visited), and '1099-B Sale of stocks, bonds, mutual funds, and other securities' (0 of 134 visited). Each card has 'REVISIT' and 'DELETE' options. A confirmation prompt asks, 'Do you need to tell us about any additional income?' with 'Yes' and 'No, I'm done' buttons.