

## 2023 YEAR-END TAX REPORTING

*These instructions and the related spreadsheet do not constitute, and should not be considered a substitute for, legal advice. These instructions are not and were not intended or written to be used, and cannot be used, for the purpose of avoiding penalties that may be imposed on a taxpayer. The rules governing the proper tax characterization of distributions by mutual funds can be complex. Each fund should consult its own tax advisor regarding the proper tax characterization and reporting of the fund's distributions.*

***DO NOT SEND SPREADSHEETS TO THE INVESTMENT COMPANY INSTITUTE.***

### **INSTRUCTIONS FOR COMPLETING THE SECONDARY LAYOUT SPREADSHEET**

- 1. Spreadsheet Description** – Funds may choose to use the Secondary Layout to provide distribution-by-distribution or CUSIP-level information for certain securities. **Note:** All amounts are expressed as annualized percentages with six (6) digits after the decimal point. However, brokers will accept data up to nine (9) digits after the decimal point and, as necessary, truncate it to six (6) digits.
- 2. Target Data Delivery Date** – The brokerage community has requested that funds provide data **as soon as it is available** following year-end in order to process the data and send the information to shareholders by the Form 1099-DIV due date. The ICI fully supports this request and encourages funds, in all events, to provide data on the primary layout no later than Tuesday, January 16, 2024 and data on this **secondary layout** no later than **Tuesday, January 23, 2024**. Funds that require additional time to prepare the data may choose to communicate with the entities that have requested fund year-end tax reporting information to arrange an alternative delivery date and to determine whether to send partial information as it becomes available.
- 3. Secondary Layout Report Date** – Identify in the cell provided the date that this spreadsheet is disseminated. Spreadsheets should be distributed no more frequently than daily.
- 4. Which Funds to Include** -- The brokerage community has requested that fund complexes report all classes for all active funds, including auction rate preferred classed of closed-end funds. If a fund made no distributions and has no other items to report, complete only Columns 1, 2 and 3.
- 5. Reserved [Column 4]** – Column 4 remains reserved for future late-year programming changes.
- 6. Tax Credit Bond Credits [Column 5]** – The amount of a tax credit, attributable to investors in any municipal bond fund holding certain tax credit bonds, that is reportable by taxpayers on IRS Form 8912 – Credit to Holders of Tax Credit Bonds.
- 7. Total Foreign Source Income [Column 6]** – The amount of Foreign Source Income included in the amount reported by a fund in Box 1a on Form 1099-DIV (Column 17 on the Primary Layout), expressed as a percentage.

8. **Foreign Source Income reflects 904(b)(2)(B) type limitation for QDI [Column 7]** – The Foreign Source Income percentage as reduced to take into account a limitation on foreign source income related to qualified dividend income that is similar to the reduction described in IRC 904(b)(2)(B), expressed as a percentage of the amount reported by the fund in Box 1a on Form 1099-DIV (Column 17 on the Primary Layout). Funds may complete Column 7, or Column 8, or both Columns. Please consult your tax advisor with questions.
9. **Foreign Qualified Dividend Income [Column 8]** – The Foreign Qualified Dividend Income percentage reflects the amount of Foreign Qualified Dividend Income that is included in the amount reported by a fund in Box 1a on Form 1099-DIV (Column 17 on the Primary Layout). This percentage cannot exceed Total Foreign Source Income (Column 6). Funds may complete Column 7, or Column 8, or both Columns. Please consult your tax advisor with questions.
10. **Threshold Requirements for Passing through Interest from Federal Obligations Not Satisfied (Indicate by State) [Column 9]** – Certain states impose threshold requirements before they treat a fund’s dividend as derived from Federal obligation interest for state tax purposes. The ICI State Tax Survey includes information about states that impose threshold requirements. Where a fund has not met a relevant threshold, complete Column 9 for the fund by identifying the State(s) **whose requirements are not met**. The standard abbreviations for States should be used and a comma should separate multiple States.
11. **Threshold Requirements for State and Local Exempt Interest Dividends Not Satisfied (Indicate by State) [Column 10]** – Certain states impose threshold requirements before they exempt from state tax a fund’s exempt-interest dividends (attributable to interest on state and local obligations). The ICI State Tax Survey includes information about states that impose threshold requirements. Where a fund has not met such a threshold, complete Column 10 for the fund by identifying the State(s) **whose requirements are not met**. The standard abbreviations for States should be used and a comma should separate multiple States.
12. **Percentage of Income from Exempt Federal Securities [Column 11]** – Enter the amount of income from exempt federal securities expressed as a percentage of the total for Column 17 (“Ordinary Dividends”) from the Primary Layout.
13. **Dividend Received Deduction [Column 12]** – The percentage of the amount reported by a fund in Box 1a of Form 1099-DIV (Column 17 on the Primary Layout) that is eligible for the dividend received deduction.
14. **Percentage of Income from Different States (including DC, Puerto Rico, Guam, the US Virgin Islands, and the Northern Mariana Islands) [Columns 13-68]** - The percentage for each State should indicate the amount of “Exempt-Interest Dividends” reported in Column 30 on the Primary Layout that is attributable to interest on obligations issued by such State. **Column 30** of the Primary

Layout does not include non-exempt distributions. The sum of columns 13-68 should not fall below 100%.

*Special instruction for Utah, Indiana, and the District of Columbia* – Certain states provide a tax exemption for the interest from obligations issued by other states. Funds should follow the Secondary Layout instructions and report in each column the percentage of exempt-interest dividends associated only with the specified state. Do not report in this column information for other states' obligations. Funds may provide a supplemental statement for residents of such states outlining the percentage that is exempt and funds will indicate in Column 81 that a supplemental statement is available.

- 15. Breakout of Income From Exempt Federal Securities [Columns 69-74]** – Provide a break down of the Percentage of Income from Exempt Federal Securities (Column 11) by the specific direct government agencies including U.S. Treasury (Column 69), Federal Farm Credit Banks (Column 70), Federal Home Loan Banks (Column 71), Student Loan Marketing Association (Column 72), Tennessee Valley Authority (Column 73) and other exempt direct federal agencies (Column 74). The sum of Columns 69 – 74 should equal Column 11. **Please report only tax-exempt securities. Reporting information in columns 69-74 is optional.**

*Special instruction for Column 72 (Student Loan Marketing Association – “Sallie Mae”)* – Please report in Column 72 only Sallie Mae obligations that are tax-exempt.

- 16. Indirect Federal Income [Columns 75-78]** – Provide the percentage of the amount reported by a fund in Box 1a of Form 1099-DIV (Column 17 on the Primary Layout) generated from indirect U.S. Government Obligations including GNMA (Column 75), FNMA (Column 76), Federal Home Loan Mortgage Corporation (Column 77) and other indirect federal obligations (Column 78). **Reporting information in columns 75-78 is optional.**

- 17. Repurchase Agreements Income [Column 79]** – Provide the percentage of the amount reported by a fund in Box 1a of Form 1099-DIV (Column 17 on the Primary Layout) generated from Repurchase Agreements. **Reporting information in column 79 is optional.**

- 18. Rhode Island Capital Gains Subject to Reduced Tax Rate [Column 80]** – Provide the percentage of the amount reported by a fund in Box 2a of Form 1099-DIV (Column 22 on the Primary Layout) subject to a reduced tax rate in Rhode Island. **Reporting information in column 80 is optional.**

- 19. Supplemental Information Statement Available [Column 81]** – Indicate whether or not a supplemental information statement is available with respect to any states that provide a tax exemption for the interest from obligations issued by other states. In Column 81 funds may provide the necessary supplemental information, reference to a footnote or separate spreadsheet tab containing the necessary supplemental information, or a hyperlink to such supplemental information included on a fund's website.

**20. Section 163(j) Interest Dividends [Column 82].** The percentage of the amount reported by a fund in Box 1a of Form 1099-DIV (Column 17 on the Primary Layout) that is treated as a section 163(j) Interest Dividend and thus is eligible to be treated as interest income for purposes of section 163(j) and the regulations thereunder. Please consult your tax advisor with questions.