



Memorandum

TO: Our Valued Clients
FROM: Longview Capital Management, LLC
RE: Form 1099 and Your Capital Gains and Losses File
DATE: February 22, 2010

We wanted to reach out and let you know that our custodian, FOLIO Institutional, recently posted your consolidated Form 1099 for your taxable accounts. We realize that these tax forms are some times difficult to read and to understand.

That is why we wanted to reach out to you and offer our assistance. Please feel free to call us with any questions you have and or if you wish us to forward on your Form 1099 and Capital Gains and Losses file to your accountant, we would be happy to do so.

If you have questions on your Form 1099 and or how to export your Capital Gains and Losses file, please call your advisor, if they can not be reached – please feel free to call our customer support line at 856.778.0049 ext. 256.

FREQUENTLY ASKED QUESTIONS:

Where can I find my 1099 and/or 1099-R?

They are in your Filing Cabinet. Click Statements, Confirms & 1099s from your main account page and select the appropriate tax year (2009).

Which account types do not receive 1099s?

- Corporate accounts
- All retirement accounts
- Accounts with no security sales and less than \$10 in dividend and interest income

What is a 1099?

1099s are documents from employers and institutions that provide information about the income of individual taxpayers, which help the IRS determine their tax obligations.

What Does a 1099 Show?

Your 1099 shows the dividends, interest income, and proceeds from sales in the applicable tax year. The official 1099 is comprised of Page 1 and the 1099-B (gross proceeds from sales); other sections are supplemental. 1099 information is furnished to the IRS and must be included in your tax return.

Where can I find my Capital Gains and Losses file, can I export it?

Yes you can export it, your Capital Gains and Losses file is in your Filing Cabinet. Click Statements, Confirms & 1099s from your main account page and select the appropriate tax year (2009). On the right hand-side of the page you will see your Year-End Documents. Look for the "For Capital Gains & Losses" text and click where it says click here.

Make sure the proper account is selected, you can use the drop down menu to choose the proper taxable account.

Simply select the format you would like to download your Capital Gains and Losses file in and press download.

You can choose from the following options:

To Download Tax Information:

Tax Software File (.txf)

Printable Lost for Tax Return (.txt)

Spreadsheet File (.csv)

- Realized capital gains/losses
- Unrealized capital gains/losses

Download Positions & Transactions:

Quicken Web Connect File (.qfx)

Microsoft Money OFX File (.ofx)

Personal Finance Software File (.qif)