

MEMO# 10537

December 4, 1998

UPDATED CONTACT LISTS FOR PROVIDING 1998 YEAR-END TAX INFORMATION TO BROKERS AND BANKS

1 See Institute Memorandum to Tax Members No. 30-98, Accounting/Treasurers Members No. 24-98, Operations Members No. 24-98, Broker/Dealer Advisory Committee No. 14-98 and Transfer Agent Advisory Committee No. 59-98, dated September 22, 1998. 2 See Institute Memorandum to Accounting/Treasurers Members No. 35-98, Broker/Dealer Advisory Committee No. 16-98, Operations Members No. 30-98, Tax Members No. 39-98 and Transfer Agent Advisory Committee No. 74-98, dated November 3, 1998. 3 RICs will provide all 1998 year-end tax information directly to the designated SIA or ABA Contact.

[10537] December 4, 1998 TO: ACCOUNTING/TREASURERS MEMBERS No. 45-98
BROKER/DEALER ADVISORY COMMITTEE No. 18-98 OPERATIONS MEMBERS No. 36-98 TAX
MEMBERS No. 44-98 TRANSFER AGENT ADVISORY COMMITTEE No. 83-98 RE: UPDATED
CONTACT LISTS FOR PROVIDING 1998 YEAR-END TAX INFORMATION TO BROKERS AND
BANKS

As we previously informed you, the Institute has been working closely this year with the Securities Industry Association ("SIA"), the American Bankers Association ("ABA") and the National Association of Real Estate Investment Trusts ("NAREIT") to improve the uniform tax reporting procedures pursuant to which regulated investment companies ("RICs") and real estate investment trusts ("REITs") will report "reclassified" year-end tax information. In an earlier memorandum, the Institute distributed the uniform file formats to be used by RICs when reporting 1998 year-end tax information to brokers and banks.¹ In addition, four "tax contact lists" have been compiled for 1998 and are attached to this memorandum. Of these four tax contact lists, two are to be used by RICs (the "SIA and ABA Contact Lists"), one is to be used by brokers and banks (the "RIC Contact List") and one is to be used by REITs (the "REIT Contact List"). The Institute initially distributed the SIA and ABA Contact Lists on November 3, 1998.² The SIA Contact List was compiled by the SIA and contains a list of the names and contact information of persons at various broker/dealers and other third-party intermediaries to whom RICs should send 1998 year-end tax information. The ABA Contact List was compiled by the ABA and contains a list of the names and contact information of persons at various banks to whom RICs should send 1998 year-end tax information.³ Attached to this memorandum are updated versions of the originally distributed SIA and ABA Contact Lists which reflect, among other things, corrections to the e-mail addresses of designated SIA and ABA Contacts provided to the Institute by participants in the voluntary, electronic testing period that was held November 16 through November 20. ⁴ NAREIT's members will provide all 1998 year-end tax information directly to the designated REIT Contact. Also attached to this memorandum are the RIC and REIT Contact Lists. The RIC Contact List was compiled by the Institute for the first time this year and contains the

names and contact information of persons at RICs to whom brokers and banks receiving 1998 year-end tax information from RICs may direct questions about that information. The REIT Contact List was compiled by the Institute and contains an updated list of the names and contact information of persons at RICs to whom NAREIT's members should send their 1998 year-end tax information.⁴ The Institute is providing the attached RIC Contact List to the SIA and ABA. The Institute is providing the attached REIT Contact List to NAREIT.

ACTION REQUESTED: To facilitate 1998 year-end tax reporting, please advise the Institute's Gloria Davis by e-mail (to gdavis@ici.org) or by fax (to 202.326.5841) of any corrections, additions or deletions to the RIC, REIT, SIA or ABA Contact Lists. The RIC, REIT, SIA and ABA Contact Lists and the 1998 uniform file formats are available to Institute members on the Institute's members-only internet home page (ICINet) that is located at

<http://members.ici.org>. Those Institute members with internet access who have not been issued an ICINet password may receive one by accessing the ICINet page and completing the ICINet enrollment form. The Institute will update the RIC, REIT, SIA and ABA Contact Lists that are posted on ICINet periodically as new information is received. Specific questions regarding the attached RIC, REIT, SIA and ABA Contact Lists or the 1998 uniform file formats for use by RICs in reporting year-end tax information to brokers and banks may be directed to Justine Phoenix of the Institute's Operations Department at 202.326.5850. Other questions regarding year-end tax reporting may be directed to the undersigned at 202.371.5436. Deanna J. Flores Assistant Counsel Attachment Note: Not all recipients of this memo will receive an attachment. If you wish to obtain a copy of the attachment referred to in this memo, please call the Institute's Library Services Division at (202)326-8304, and ask for this memo's attachment number: 10537.

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