

**MEMO# 33697**

July 23, 2021

## 2021 Year-End Reporting Layouts and Target Delivery Dates

[33697]

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TO: ICI Members

Accounting/Treasurers Committee

Bank, Trust and Retirement Advisory Committee

Broker/Dealer Advisory Committee

Closed-End Investment Company Committee

Operations Committee

Tax Committee

Transfer Agent Advisory Committee SUBJECTS: Fund Accounting & Financial Reporting

Tax RE: 2021 Year-End Reporting Layouts and Target Delivery Dates

The primary, secondary, and NRA layouts (all in excel spreadsheet form) for use by regulated investment companies ("RICs") in reporting 2021 year-end tax information to brokers and banks are available on the Institute's website at: <https://www.ici.org/yearend>.

The 2021 primary layout has been designed to "track" IRS Form 1099-DIV and has been **updated to include a breakout of the section 897 amounts to conform with the additions of box 2e and box 2f**. The 2021 secondary layout provides a format for RICs to use in reporting various additional tax-related items. The 2021 NRA layout should be used in connection with reporting information on IRS Form 1042-S.

The requested target date for delivering year-end tax information to brokers and banks (the "target delivery date") will be **Tuesday, January 18, 2022** for the primary layout, **Tuesday, January 25, 2022** for the secondary layout, and **Tuesday, February 1, 2022** for the NRA layout.

Fund complexes are encouraged to send their year-end tax information to brokers and banks as soon as it is ready. If a complex requires additional time to prepare data for one or more of its funds, it may choose to communicate with the brokers and banks that distribute its funds to arrange an alternate date.

The rules governing the proper tax characterization of fund distributions can be complex. Funds should consult their tax advisors regarding the proper tax characterization and reporting of their distributions.

Katie Sunderland  
Assistant General Counsel

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