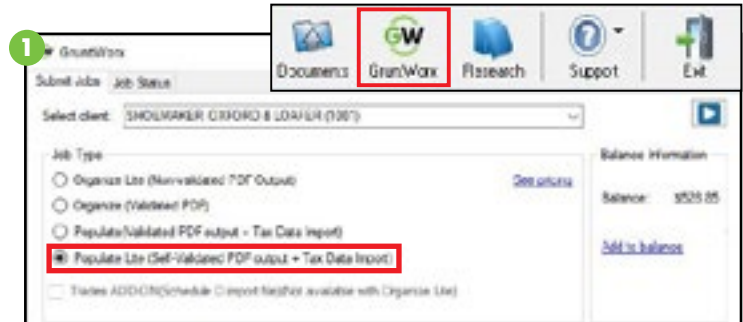


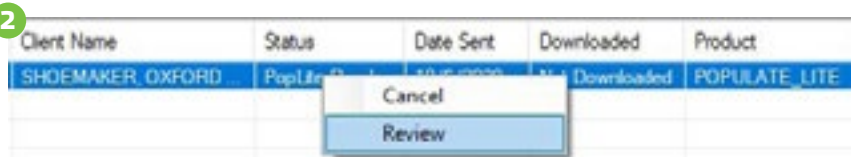
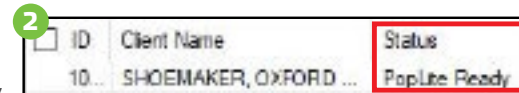
1 Submit Populate Lite Job

- Launch Drake Software.
- Select the **GruntWorx** icon in the toolbar.
- Submit Populate Lite job.



2 Access Job

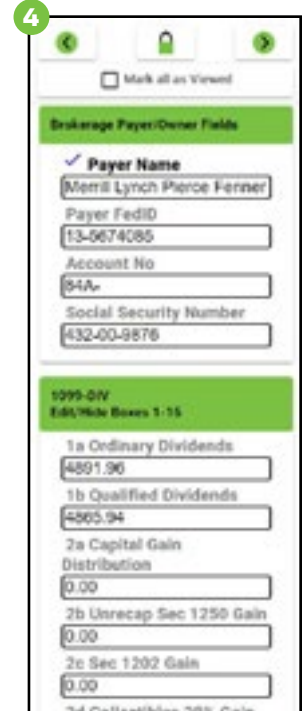
- Once a job has been submitted, it shows on the **Job Status** tab of the GruntWorx application with a status of **Pending**.
- Once the pages have been processed through GruntWorx, the status changes to **Pop Lite Ready**.
- Right-click on the client's row and select **Review** to access the Populate Lite job.



3 Classify & Group





- When loading a job you are presented with an instructional pop-up. The user can disable this at any time.
- The independent review tool will open in the user's default web browser. Once the review tool is open, in the left-hand **Classification & Grouping View**, click into each page, verify that the classification of the document is correct, rotate the page if needed, and make any grouping adjustments that are necessary.



4 Review & Validate

- Switch to the field view to review the extracted data by clicking on **Change View** in the classification view. Verify data using the right-hand **Data Entry Panel**. Users can click into the first field on the panel and tab through the fields to verify data.
- Users can manipulate the screen to fit visual preferences, like zooming, locking or unlocking the screen, and expanding or collapsing panels.

TIP:

- The Brokerage Summary data entry table will display on all pages of the brokerage and Forms 1099-B.
- The user may hide the table by clicking on the hide arrow, and show the table by clicking on the show arrow 
- The table displays above the form by default, the user may move the table by clicking on the undock icon and dock it again by clicking on the dock icon: 

	Sales Price	Cost Basis	Wash Sales
ST COVERED			
ST NON-COVERED			
LT COVERED			
LT NON-COVERED			
ST OTHER			
LT OTHER			
UNDETERMINED			
Totals	\$0.00	\$0.00	\$0.00

Merrill Lynch
Bank of America Corporation

Account No. 944 Taxpayer No. 131-00-100-0

Page 36 of 65

ORIGINAL 1099

Your Financial Advisor

Payee: Merrill Lynch, Pierce, Fenner & Smith Inc
1000 Merrill Lynch Drive, NJD-155-81-13
Parsippany, NJ 08854-4129
Federal Identification Number 33-0874085

TAX REPORTING STATEMENT

1099-DIV Dividends and Distributions (OMB NO. 1545-0110)			1099-INT Interest Income (OMB NO. 1545-0112)		
	Sched. B, Line 5 &/or Form 1041, Line 9a	Amount		Sched. B, Line 1 &/or Form 1041, Line 9a	Amount
1a Total Ordinary Dividends	Form 990, Line 9b	4,891.90	1	INTEREST INCOME	0.00
1b Qualified Dividends	Sched. D, Line 15 or Form 1041, Line 15	0.00	2	Early Withdrawal Penalty	0.00
2a Total Capital Gain Distributions	Sched. D, Line 15	0.00	3	Int. on U.S. Savings Bonds & Treas.	0.00
2b Unrecap. Sec. 1256 Gain	See Sched. D Instructions	0.00	4	Federal Income Tax Withheld	0.00
2c Section 1202 Gain	Sched. S, Line 19	0.00	5	Investment Expenses	0.00
3a Collectible (28%) Gain	See Publication 588	0.00	6	Foreign Tax Paid	0.00
3b Noncollectible Dividends	Form 1041, Line 9b	0.00	7	Foreign Country or U.S. Possession Tax Exempt Interest	0.00
4 Mutual Income Tax Withheld		0.00	8		0.00

When reviewing the brokerage statement, the user will be presented with a data entry screen for the input of Trade summary totals for import directly into Form 8949. No data is extracted by GruntWorx, this is up to the user to input to create the trade sheet to import into the Drake Tax Software.

	Sales Price	Cost Basis	Wash Sales
ST COVERED	1158.54	4238.61	3070.67
ST NON-COVERED	3853.64	375.79	
LT COVERED	3756.41	1718.44	
LT NON-COVERED	773.85	1173.44	297.59
ST OTHER	1218.33	348.22	
LT OTHER	966.72	43.67	
UNDETERMINED	2905.99	119.62	
Totals	\$13633.48	\$7995.01	\$3467.66

Merrill Lynch
Bank of America Corporation

Account No. 944 Taxpayer No. 131-00-100-0

Page 36 of 65

ORIGINAL 1099

Your Financial Advisor

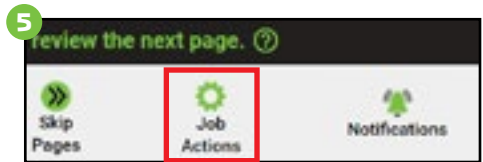
Payee: Merrill Lynch, Pierce, Fenner & Smith Inc
1000 Merrill Lynch Drive, NJD-155-81-13
Parsippany, NJ 08854-4129
Federal Identification Number 33-0874085

TAX REPORTING STATEMENT

1099-DIV Dividends and Distributions (OMB NO. 1545-0110)			1099-INT Interest Income (OMB NO. 1545-0112)		
	Sched. B, Line 5 &/or Form 1041, Line 9a	Amount		Sched. B, Line 1 &/or Form 1041, Line 9a	Amount
1a Total Ordinary Dividends	Form 990, Line 9b	4,891.90	1	INTEREST INCOME	0.00

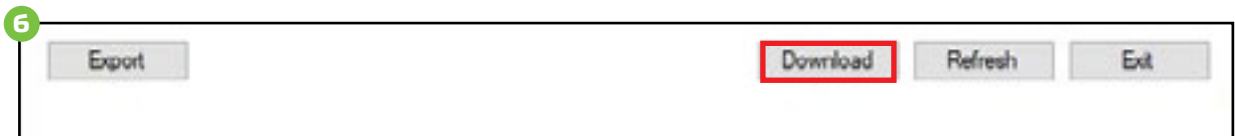
5 Send Back to GruntWorx

- Once every page has been reviewed by the user, it is ready to be sent back to GruntWorx for completion.
 - When the user tabs out of the last field on the last page of the job, the **Job Actions** menu appears.
 - ✓ **Review complete: Save and upload job** – The job returns to GruntWorx for production of a bookmarked PDF, the Diagnostics Excel Sheet (if applicable), and the Population XML file.
 - ✓ **Have us verify the job for you** – This option sends the files to GruntWorx as a Populate job, where it is validated by the US-based GruntWorx staff. Standard Populate charges apply and the turn-around time will be subject to normal wait times.
 - ✓ **Cancel and Delete Job** – This option removes the job from processing. The job will not be charged.
 - Select **Review Complete: Save and upload job**.



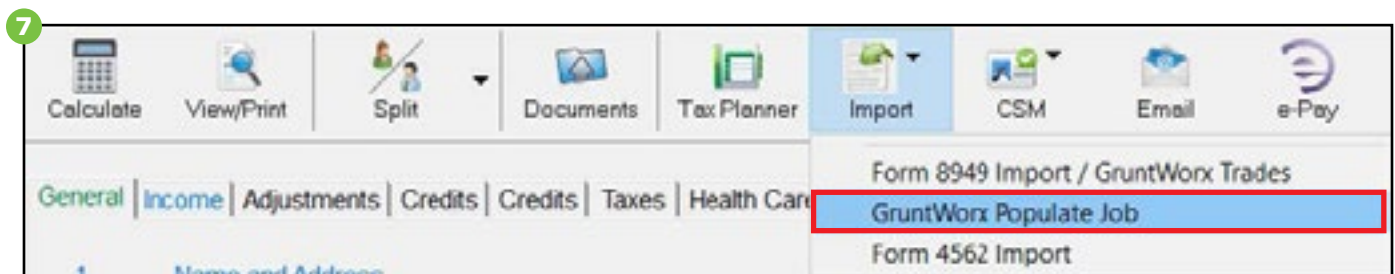
6 Download Completed Files

- Users who entered an email address at the time of submission receive a notification email when the job is ready to download. Navigate to GruntWorx from Drake Tax Software, go to the **Job Status** tab and locate desired client. Highlight the client's name and click **Download**.



7 Import into Client's Tax Return

- Open the client's return—a prompt appears saying there is a Populate job ready for import for this client.
 - If there is no prompt on the data-entry screen.
 - ✓ Click **Import** from **Data Entry Screen** toolbar.
 - ✓ Select **GruntWorx Populate Job**.
 - ✓ Click **Import**.



Tips for best scanning practices can be found here in this [video](#).

For system requirements click [here](#).

If you have any problems or need additional help, call Drake Software® at **828.349.5505** or email Support@DrakeSoftware.com.

Here is a list of all the supported forms for the GruntWorx Populate services.

- W-2
- W-2G
- 1095-A
- 1098
- 1099-MISC
- 1099-NEC
- 1099-B
- 1099-G
- 1099-DIV
- 1099-INT
- 1099-R
- RRB-1099
- SSA-1099
- 1099-OID
- Consolidated 1099
- 1120S K-1
- 1065 K-1
- 1041 K-1

