



# H&R Block® Instructions

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## H&R Block® Instructions

### 1.0 Summary

As a HilltopSecurities client, you may import your tax-related data from the following tax statements and forms into H&R Block®:

1099-DIV  
1099-INT  
1099-OID  
1099-B  
1099-R

The instructions below will provide the basic steps to assist you with importing your data.

HilltopSecurities does not support H&R Block Online. You may direct your questions to [H&R Block®](#).

**Please note:** *It is your responsibility to verify your tax data imported by H&R Block® against your own records to ensure accurate and complete reporting of all required tax information. Specifically, H&R Block® downloads information from your 1099 composite statement(s) and from the supplemental gain/loss information provided in your 1099 package. You should confirm which information should be reflected and consult a qualified tax professional regarding your personal situation to ensure appropriate reporting. Please refer to your 1099 package for more detailed information.*

### NOTICES

Some mutual funds and real estate investment trusts declare dividend payments which are taxable in 2017 but not paid until early 2018. Consequently, your Form 1099 may include payments you did not receive until January 2018. In addition, certain types of investments are subject to adjustments that could change the tax reporting on your account. We may receive updates from certain mutual funds to reallocate income payments to different categories after December 31. If it is necessary to adjust your Form 1099, we will mail you an adjusted form by mid-March 2018.



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## H&R Block® Instructions

### 2.0 Import Hilltop Securities Inc. Tax-Related Data into Your H&R Block® Return

1. If you have not already done so, you will need to install and open your H&R Block® program (any current version of the software). You may also use H&R Block Online available at <http://www.hrblock.com/online-tax-filing>.
2. H&R Block® will walk you through the steps necessary to complete your tax return. Consult the “**Help**” section within H&R Block® program or contact their support center <https://www.hrblock.com/support/> for instructions.
3. When you reach the “**Import from Financial Institutions**” step, you will see a list of brokerage firms that offer downloads. Select “**Hilltop Securities Inc./Account Number**”
4. Enter your full Account number and Document ID as it appears on your Tax Statement
5. You may enter the Document ID as appears with or without spaces “*ABCD EFG 1234*” or “*ABCDEFG1234*”

#### Tax Statement:

<b>Hilltop Securities Inc.</b> 1201 Elm St., Suite 3500 Dallas, TX 75270	<b>Tax Information</b> Account <b>123456789XYZ1</b> 	Document ID: <b>ABCD EFG 1234</b> 
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## H&R Block® Instructions

### H&R Block:

For assistance, visit the Hilltop Securities Inc./Account Number [support site](#).

Account Number:	<input type="text" value="123456789XYZ1"/>
Document ID:	<input type="text" value="ABCD EFG 1234"/>

6. Your available tax forms will appear on the “**Import Success. We imported these Forms 1099-### from Hilltop Securities Inc.**” screen.
7. Go through the Interview and edit each item to make sure your information is accurate and complete. Look for information with an exclamation point “!” — That means you need to open the item and verify your information is correct.

## H&R Block® Instructions

### 3.0 Log into your account

- For security reasons you have 3 attempts to login with your Account and Document ID
- For assistance with logging in, please contact your financial advisor or contact Client Services at 888-658-9165.

### 4.0 Support

- For assistance with H&R Block® program, please visit their support website at <https://www.hrblock.com/support/> or call 800-472-5625.
- For assistance with your Hilltop Securities Inc. tax documents, please contact your financial advisor or contact Client Services at 888-658-9165.

### NOTICES



Go paperless.

Sign up for eDelivery today. Logon to <https://clientexp.hilltopsecurities.com> to enroll or learn more.

[http://hilltopsecurities.com/media/1554/edelivery\\_enrollmentguide.pdf](http://hilltopsecurities.com/media/1554/edelivery_enrollmentguide.pdf)



## H&R Block® Instructions

### 5.0 Frequently Asked Questions

**1. What happens if H&R Block® information is different than the information on the tax forms I receive in the mail or retrieve from ClientEXP?**

The mailed and ClientEXP tax document from HilltopSecurities is the official source of information. The information you import into H&R Block® should be verified against the mailed or retrieved copy from ClientEXP. If you notice a discrepancy, please contact your financial advisor or contact Client Services at 888-658-9165.

**2. Which IRS 1099 tax forms can I import from HilltopSecurities?**

HilltopSecurities provides information from IRS Forms 1099-DIV (Dividends and Distributions), 1099-INT (Interest Income), 1099-B (Proceeds from Broker and Barter Exchange Transactions), 1099-OID (Original Issue Discount) and 1099-R (Distributions from IRAs) available for import into your H&R Block® return.



## H&R Block® Instructions

### 3. What information from my HilltopSecurities Tax Statement will not import into H&R Block® return?

1099B - Box 1f if D and if populated populate Box 1g with amount for Market Discount only

1099B - Boxes 8, 9, 10 and 11 – Regulated Futures Contracts, Foreign Currency Contracts and Section 1256 Option Contracts

1099INT - Report Market Discount in Box 10 and Bond premium on tax-exempt bonds in Box 13

1099OID – Report Market Discount in Box 5

### 4. Will I still receive my HilltopSecurities tax documents in the mail?

Yes. You will continue to receive your HilltopSecurities tax forms in the mail unless you are enrolled in eDelivery from ClientEXP. Please go <http://hilltopsecurities.com/media/1554/edeliveryenrollmentguide.pdf> to learn more. The HilltopSecurities forms are the official documents sent to the IRS and the H&R Block® service is not a substitute for your printed or viewed (ClientEXP) HilltopSecurities tax forms. This import feature provides you with the opportunity to import your HilltopSecurities tax-related data into your H&R Block® return, reducing manual entry of data, but should not be considered an official record. Please review the imported data against the printed HilltopSecurities tax forms.

### 5. Why is Roth IRA distribution checked on 1099R when box 7 code is not 2 or 5?

Box 7 code knows that J, Q, or T is a Roth IRA and checks distribution is from a Roth IRA box. See H&R Block® Help.