

TAX STATEMENTS



Tax statements are now available in the Documents Module of MOmentum Client.

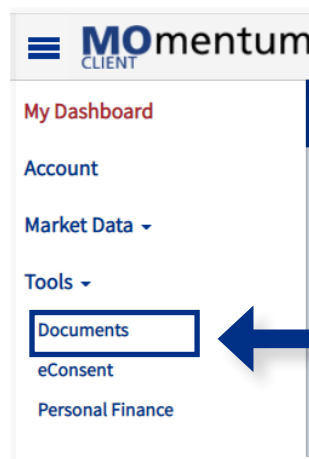
eDelivery clients will receive a notification when their documents are available. Below is an example of an email you may expect to receive.



SAMPLE PICTURE

Here is how you can retrieve your tax statements:

1. Within My Dashboard go to Tools > Documents



TAX STATEMENTS

- Select the Tax radial button in Documents and enter your account #. You are able to also use the calendar icon to choose a specific date or simply click Search.

Document Search

Documents

- Checks
- Confirms
- Statements
- Letters
- Tax

Saved Searches: Select Delete

In order to return your requested results, please complete a minimum of one of the below options and click search.

Entity * Equal

Branch * Equal

Rep * Equal

Account Number * Equal

Customer Name * Equal

Document Date * Equal

Process Date * Equal

Document Name * StartWith

Search Save

SAMPLE PICTURE

- After you click Search, scroll over to ensure you have the right document and then click the magnifying glass for a preview or the arrow to download.

Document Search Click to return to search page

Tax Results

[View Selected](#) [Download Selected](#) [Modify Search](#) [Export to CSV](#)

Search:

<input type="checkbox"/>	Action	Entity	Branch	Rep	Account Number	Customer Name	Document Date	Process Date	Document Name	Page Count
<input type="checkbox"/>							12/31/2020	02/15/2021	Hold letter	4
<input type="checkbox"/>							12/31/2019	06/12/2020	1099COMP	22
<input type="checkbox"/>							12/31/2019	06/12/2020	1099COMP	22

Showing 1 to 3 of 3 entries Show 10 entries Previous 1 Next

SAMPLE PICTURE