

Instructions: 2017 1099-DIV Tax Reporting Data¹

- I. [How to Sign In](#)
- II. [How to Edit the Online Spreadsheet](#)
- III. [How to Save the Spreadsheet as a Draft](#)
- IV. [How to Submit the Final Spreadsheet](#)
- V. [FAQs and Helpful Information](#)

¹ These instructions and the related spreadsheet do not constitute, and should not be considered a substitute for, legal or tax advice. These instructions are not and were not intended or written to be used, and cannot be used, for the purpose of avoiding penalties that may be imposed on a taxpayer. The rules governing the proper tax characterization of distributions by REITs can be complex. Each REIT should consult its own tax advisor regarding the proper tax characterization and reporting of the REIT's distributions.

I. How to Sign in

On reit.com, click “Log-In” on the top of the screen. Log in using your credentials. If you have trouble accessing your account, please call (202)739-9400 for assistance.

Once you are logged in view the **My Account** page, select “**Tax Forms**” from the bottom menu. **Note:** if you access reit.com from the link sent to you in the Nareit email sent at the end of 2017, you will automatically be redirected to the current tax form after entering in your credentials and do not need to select “Tax Forms” from the menu.

My Account

My Account

Tax Forms

Join Online

Create Account

Forgot Password

Membership Renewal

Shopping Cart

Staff

Log out

II. How to Edit the Online Spreadsheet

(Please note that examples used are for tax year 2016. Your form will say the current tax year.)

Once you click “Tax Forms,” you will see the following information on your page:

Click “**Edit**,” and you will see the online spreadsheet as follows:

Tax Form Submission

Company, Inc.

Tax Form 2016

view

edit

Click on “**Edit Draft**” to begin inputting your information.

1. Add a simple **title** to your spreadsheet (e.g., your company’s name, as shown below for Company, Inc.).

Title *

Company



REIT ID

Year



TARGET DELIVERY DATE

Tuesday, January 17, 2017

Notes/Supplemental Information ([Edit summary](#))

Please provide supplemental information if needed in this text area.

2. Also near the top of the page, there is a “**Notes/Supplemental Information**” field that can be left blank, but please utilize if you have any miscellaneous information that you wish to share with Nareit, such as whom to contact with questions or any explanatory information regarding your company’s distributions.
3. **Enter each class of stock in the separate “block” of white rows, separated by the orange “total” row** (**Note:** the locked row after each class of stock is pre-set to total the rows above). Additionally, distributions with respect to each class of stock are reported in a specific “block.” Once all of the distributions for that class of stock are entered, the proceeding row will total all of the information entered for that class of stock.
4. **What securities to include:** The brokerage community has requested that REITs report all classes for all active securities. If a REIT made no distribution and has no other items to report, complete only Columns A, B, and C.
5. **Security Description [Column A]** – Legal name of the REIT. Where applicable, indicate class and type of shares (e.g., preferred or common).
6. **CUSIP Number [Column B]** – This column must be filled in, or the spreadsheet will not total the distributions.
7. **Ticker symbol [Column C]** – Input the ticker symbol.

8. **Estimated (“E”) [Column D]** – Place an “E” in this column if the dividends reported here are estimates and final information will be reported later. When the final information is reported, “E” should be removed.
9. **Re-class (“R”) [Column E]** – Place an “R” in this column if the character of the dividend as reported on this schedule for tax reporting purposes is different than the designation made when the amounts were distributed. **Note:** The “R” should continue to be reported for this dividend whenever it appears on future versions of this schedule.
10. **Corrected (“C”) [Column F]** – Place a “C” in this column if the amounts here are corrections of amounts reported on a previous version of the Primary Layout. On subsequent versions of the Primary Layout, the “C” should be removed.
11. **Record Date (MM/DD/YYYY) [Column G]** – Indicates the record date for a distribution. **Note:** A capital gain distribution with the same payable date should be on a separate line with its corresponding record date.
12. **Ex-Dividend Date (MM/DD/YYYY) [Column H]** – Indicates the ex-dividend date for a distribution. **Note:** A capital gain distribution with the same payable date should be on a separate line with its corresponding ex-dividend date.
13. **Payable Date [Column I]** – Indicates the date on which the dividend was actually paid.
14. **Total Distribution per Share [Column J]** – Include the total amount of the distribution as declared. **Include any dividend that should be included in whole or in part in the shareholders’ current taxable year**, even if declared in a prior year or if it would ordinarily meet the criteria for being reported in the current year (*i.e.*, constructive receipts) but is entirely deferred to the next tax year. For a split-year distribution – when part of the distribution is included in the shareholder’s income in the current taxable year and part of the distribution is included in the shareholder’s income in another taxable year – (1) report the portion of the distribution that was included in the shareholders’ **PRIOR** year in **Column K**; (2) report the portion of the distribution includible in shareholders’ **CURRENT** year in **Column M**; and, (3) **report the portion of the distribution that will be included in the shareholders’ NEXT year in Column L**. Note that the **brokerage community specifically has asked that Column L be completed if there is any portion of the distribution that will be included in the shareholders’ income next year**.
15. **Current Year Distribution [Column M]** – Note that the current year distribution included in column J’s Total Distribution Per Share includes income dividends (Column N), short-term capital gain (Column O), total capital gain (Column V), nondividend (*i.e.*, return-of-capital) distributions (Column Z), and cash liquidation distributions (Column AB).
16. **Income Dividends [Column N]** – The amount of the distribution that is taxable as ordinary income **excluding any amounts arising from short-term capital gains**.

17. **Short-Term Capital Gain [Column O]** – The amount of the distribution arising from short-term capital gain and which is taxable as ordinary income. This amount is NOT included within the amount of Income Dividends reported in Column N or the amount of foreign tax paid in column P.
18. **Foreign Tax Paid [Column P]** – Not applicable to REITs.
19. **Total Ordinary Dividends [Column Q]** – The total amount of the distribution that should be included in Box 1a of Form 1099-DIV. This column should always equal the sum of Income Dividends (Column N) and Short-Term Capital Gain (Column O).
20. **Qualified Income Dividends [Column R]** – The amount of the Income Dividends (Column N) that should be included in box 1b of Form 1099-DIV (*i.e.*, is subject to a maximum 15% rate). This amount is included in and **cannot exceed** the amount entered as Income Dividends (Column N).
21. **Qualified Short-Term Gains [Column S]** – Not applicable to REITs.
22. **Qualified Foreign Tax Paid [Column T]** – Not applicable to REITs.
23. **Qualified Dividends [Column Q]** – The amount of the distribution in Column Q (Box 1a Total Ordinary Dividends) that should be reported in “Qualified Dividends,” box 1b of the Form 1099. This amount should be equal to Qualified Income Dividends (column R). This amount is reported twice to be consistent with the spreadsheet used by mutual funds.
24. **Total Capital Gain Distribution [Column V]** – The total capital gain distribution is comprised of all capital gain distributions other than short-term capital gains. This includes, but is not limited to, Un-recaptured Section 1250 Gain (Column W), Section 1202 Gain (Column X), and Collectibles Gain (Column Y).
25. **Un-recaptured Section 1250 Gain [Column W]** – That amount of the cash distribution per share attributed to long-term capital gain and taxed at a 25% maximum rate; for example, the portion of certain gains from depreciable real property attributed to straight-line depreciation.
26. **Section 1202 Gain [Column X]** – Not applicable to REITs.
27. **Collectibles (28% Rate) Gain [Column Y]** – Gains from sales of collectibles taxed at a 28% maximum rate. Generally, not applicable to REITs.
28. **Nondividend Distributions (Return of Capital) [Column Z]** – The amount of the cash distribution per share treated as a non-taxable return of capital – that is, non-capital gains distributions exceeding the REIT’s earnings and profits per share.

29. **Foreign Tax Paid [Column AA]** – Not applicable to REITs.
30. **Cash Liquidation Distribution [Column AB]** – The amount of the cash distribution per share treated as part of a liquidating distribution.
31. **Non-cash Liquidation Distribution [Column AC]** – The amount of the non-cash distribution per share treated as part of a liquidating distribution.
32. **Exempt-Interest Dividends [Column AD]** – Not applicable to REITs.
33. **Merger or Other Changes Resulting in New CUSIP numbers [Column AF]** – Place an “M” for Merger in this column if: (a) the REIT was merged into another REIT during the year and this is the last dividend that will be reported under that REIT name; or, (b) the REIT’s CUSIP number has changed, and this is the last dividend that will be reported under the prior CUSIP number. Place a “Y” in this column if the REIT’s CUSIP number has changed for any reason other than a merger, and this is the last dividend that will be reported under the prior CUSIP number.

III. How to Save the Spreadsheet as a Draft

You can save your progress at any time and come back later to continue working. The online spreadsheet is associated with your account and your company. Therefore, multiple members may be able to access the same form and make changes to it. To avoid conflicts, the system will create a lock on the form once you start editing it.

At the very bottom of the page, you can control your revision status.

Revision information

New revision

Revision log message

Edited by ashaw@nareit.com.

Provide an explanation of the changes you are making. This will help other authors understand your motivations.

Moderation state

Current: Draft

Current: Draft

Published

Save
Preview
Cancel edit

If you select “**Draft**” as the “**Moderation state**,” Nareit will **not** be notified about changes you made to the document, and it will not appear on the the [Year-End Tax Reporting Data](#) page. Selecting “Draft” will allow you to log in at a later time, make changes, and either re-save without publishing or submit the final version.

IV. How to Submit the Spreadsheet

Once you are satisfied with your updates to the online spreadsheet, you can change the moderation state to “published.” If you have any issues saving and submitting your spreadsheet, please email [Allison Shaw](#), Nareit Operations Coordinator.

Target Due Date: The mutual fund and brokerage community has requested that this information be submitted no later than **Tuesday, January 16, 2018**. REITs that require additional time to prepare the data may choose to communicate with the entities that have requested REIT year-end tax reporting information to arrange an alternative due date and to determine whether to send partial information as it becomes available.

Once your Spreadsheet is published, a copy will automatically be emailed to the Depository Trust & Clearing Corporation (DTCC) and Wall Street Concepts (WSC). Again, REITs that require additional time to prepare the data may choose to communicate with [DTCC](#) and [WSC](#) to arrange an alternative due date and to determine whether to send partial information as it becomes available.

Please note that any revisions submitted by a reporting company will not be posted to the 2017 Year-End Summary at the [Year-End Tax Reporting Data page](#) until the next calendar day.

V. Helpful Notes and FAQs

What if I cannot submit my Spreadsheet online because I am experiencing technical issues?

Please email [Allison Shaw](#) for technical assistance in submitting your 1099 Spreadsheet.

Whom do I contact at Nareit if I have questions or need assistance?

For general inquiries:

[Dara Bernstein](#)

(202)739-9446

For technical inquiries:

[Allison Shaw](#)

(202)739-9420

What should I do if I am not the correct person to complete the 1099 or 2439 Spreadsheets?

If you feel that you've been incorrectly contacted and would like to provide an alternative contact at your company who should participate in completing the 1099 and/or 2439 Spreadsheets, please email [Dara Bernstein](#) or [Allison Shaw](#).

My company participated in Nareit's 1099 reporting project in a previous year. How can I look up what we previously submitted?

Visit the [Year-End Tax Reporting Data](#) page. Companies are listed alphabetically.

How can I view a previous version of my 2017 draft Spreadsheet?

Click the "Moderate" tab. From there, you will be able to view previously saved versions with identifying author and date information as well as publish a draft.

History of Company, Inc.

REVISION	TITLE	DATE	REVISION ACTIONS	MODERATION ACTIONS
185202	Company, Inc. Revised by dr_admin	2017-10-25 14:00	view	This is the current revision. The current state is <i>Draft</i> . Set moderation state: <input type="text" value="Published"/> <input type="button" value="Apply"/> From <i>Draft</i> --> <i>Draft</i> on 2016-12-16 10:49 by Allison Shaw

How many digits after the decimal point should my numbers include?

All amounts are expressed as per share amounts and include six digits after the decimal point.

How do I add rows in the Spreadsheet?

Use the “Insert Row” icon on the toolbar at the top of the Spreadsheet. Once a row is added, it cannot be deleted, but so long as it includes no data, its existence will not affect the totals.

Why are there cells I can’t edit in the Spreadsheet?

The online spreadsheet works similar to Microsoft Excel: you do not have the ability to edit certain rows and cells because they contain equations that calculate totals and are used to display information only.

How do I copy and paste?

Use Ctrl-C and Ctrl-V. Right-clicking options are disabled.

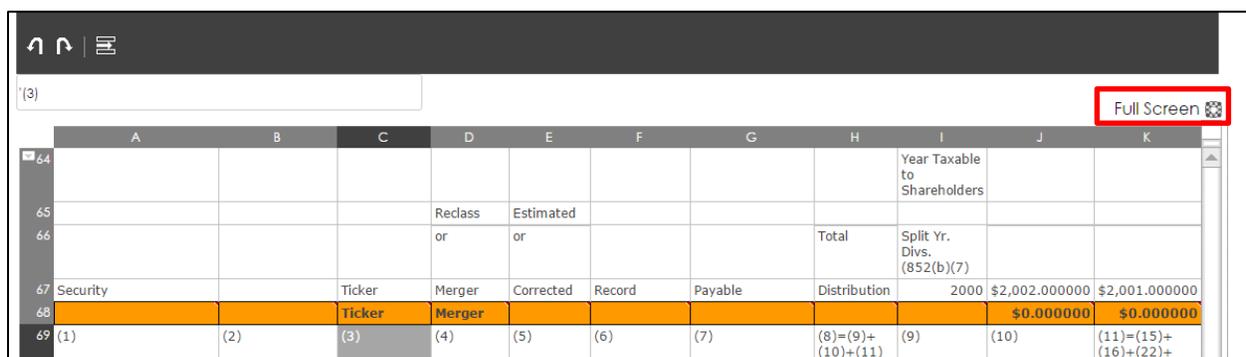
How will my Form 1099 and 2439 information be used by the DTCC, WSC, and Nareit?

DTCC will make the information available to its participating brokers. WSC will distribute the information to mutual funds. Nareit will make the information available to all interested parties, including individual investors, on its [website](#). Please contact Justin Feuerstein of WSC or tax@broadridge.com for DTCC reporting for additional information; contact information is set forth below:

1. **Depository Trust & Clearing Corporation:** tax@broadridge.com
2. **Wall Street Concepts:** wsc.tax@fisglobal.com
Contact **Justin Feuerstein** with any questions
justin.feuerstein@fisglobal.com
(646) 445-1111

How I can view my Spreadsheet in full screen?

Click “Full Screen” in the top right-hand corner of the Spreadsheet. Click this icon again to exit full screen view.



The screenshot shows a spreadsheet application window. In the top right corner, there is a button labeled "Full Screen" with a square icon containing a crosshair. The spreadsheet grid below shows columns A through K and rows 64 through 69. Row 68 is highlighted in orange. The data in row 68 is as follows:

	A	B	C	D	E	F	G	H	I	J	K
64									Year Taxable to Shareholders		
65				Reclass	Estimated						
66				or	or			Total	Split Yr. Divs. (852)(b)(7)		
67	Security		Ticker	Merger	Corrected	Record	Payable	Distribution	2000	\$2,002.000000	\$2,001.000000
68			Ticker	Merger						\$0.000000	\$0.000000
69	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)=(9)+(10)+(11)	(9)	(10)	(11)=(15)+(16)+(22)+

What do these tabs mean?

View published

View draft

Edit draft

Moderate

View Published: review the submitted Spreadsheet; no editing options available

View Draft: review the current draft; no editing options available

Edit Draft: edit the current draft

Moderate: view and edit all previous draft versions

Where can I read the IRS' instructions for 1099 tax reporting?

Click [here](#).

Where can I find the 1099 Form?

Click [here](#).