Investment Account Manager
Enter a Spin-off Transaction

Gather Stock Spin-off Information:
- ✓ Security issuer name
- ✓ Security issuer ticker symbol
- ✓ Security issuer market price
- ✓ Spin-off received name
- ✓ Spin-off received ticker
- ✓ Ex-date (effective date)
- ✓ Spin-off ratios and cost basis allocation percentages

Stock spin-off information is available from the issuing company and its web site (Investor's Relations / Shareholder Services).

If new security received in spin-off, will be routed to the current asset library to enter necessary descriptive information based on asset type (type, name, etc.).

Enter Transaction:
- ✓ Transactions Menu | Global Transactions | Spin-off
- ✓ Backup Data
- ✓ Complete all required entries for spin-off application.

It is important to make backups of your data before applying global transactions. Use this backup as necessary to correct errors when applying global transactions.

Verify Entries:
- ✓ Review table showing effect of the spin-off on all portfolios holding the security.
- ✓ Note: if cash received in lieu of fractional shares, apply spin-off, then use the Transactions Menu | Add, Edit, Delete | Enter New to 'Sell' fractional shares for cash in lieu amount.
- ✓ If table OK, select portfolios, then apply spin-off.

As part of a stock dividend, stock split, spin-off, or merger, you may receive a cash-in-lieu payment. Cash-in-lieu represents the cash you receive from a transaction in-lieu of fractional shares. In most cases, cash-in-lieu is treated as capital gain or loss.

Stock spin-off entry complete