How to view your tax forms on Shareholder Account Manager (SAM)

You are able to view and print any tax form generated in the past 7 years on your account on our website 24 hours a day, 7 days a week.

Log in to Shareholder Account Manager (SAM) and go to 'Account Summary' and select 'Statements' then choose 'Tax Forms'

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All available tax forms (up to 7 years) will be available. As tax forms are generated, the New Year's tax form will post within 2 weeks of the form being generated and the oldest years tax form will no longer be available.

You may '**View**' or '**Print**' a tax form by clicking on the appropriate link, both options will bring up a new window with a .pdf file* showing your tax form. *Adobe™ Acrobat Reader is required to open these files. Please visit <u>www.adobe.com</u> if not already installed.

To print, hover your mouse over the form and a menu will appear at the bottom of the window, select the printer icon on the file. You may also save a copy of the tax form to your computer by clicking on the save icon.



We also offer the convenience of E-Notification for your tax forms. Those signed up for E-notification of tax forms do not receive a paper copy, instead they receive an e-mail notification when tax forms are available, and tax form will be available immediately without delay. E-Notification allows you to access your tax forms sooner and helps the environment. If you would like to sign up for E-Notification see <u>'How to sign up for Electronic Delivery'</u>