

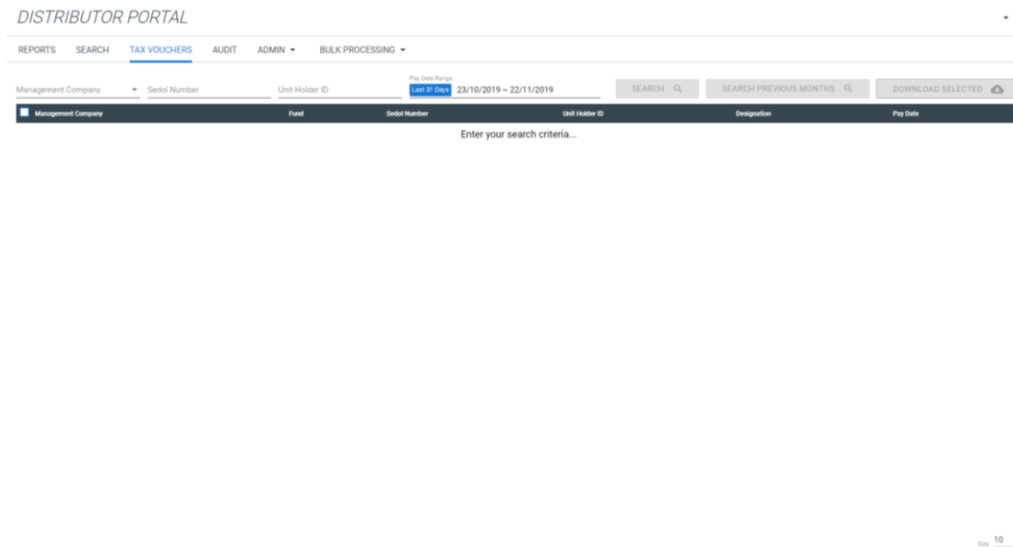
Distributor Portal PDF TAX VOUCHERS

User Guide

Distributor Portal PDF TAX VOUCHERS

Accessing PDF Tax Vouchers

- Once logged into the Distributor Portal the below screen will be displayed with the option to search for tax vouchers for enabled Fund Groups.
- This option will only appear when you have submitted a Distributor Portal linking form for your Recipient Group to be enabled for Tax Vouchers



Distributor Portal PDF TAX VOUCHERS

Tax Voucher Search Screen

- Fill in information about your request and select 'Search'. Please note the Management Company and Unit Holder ID is a mandatory field.
- If you leave the SEDOL blank, the search will return all results for the Unit Holder ID and Fund Group within your selected date range

DISTRIBUTOR PORTAL

REPORTS SEARCH **TAX VOUCHERS** AUDIT ADMIN ▾ BULK PROCESSING ▾

Management Company
Columbia Threadneedle GBP ▾ Sedol Number Unit Holder ID Pay Date Range
30 Days 23/09/2019 ~ 22/10/2019 **SEARCH** 🔍 **SEARCH PREVIOUS MONTHS** 🔍 **DOWNLOAD SELECTED** 📄

Distributor Portal PDF TAX VOUCHERS

Downloading PDF vouchers in the Distributor Portal

- Search results will be displayed as shown below
- Select the voucher you wish to download by selecting the tick box on the left hand side. You can download multiple Tax vouchers at a time
- You will then be able to click 'Download Selected' in the top right

DISTRIBUTOR PORTAL

REPORTS SEARCH **TAX VOUCHERS** AUDIT ADMIN BULK PROCESSING

Management Company
Columbia Threadneedle GBP Sedol Number Unit Holder ID Pay Date Range
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SEARCH

SEARCH PREVIOUS MONTHS

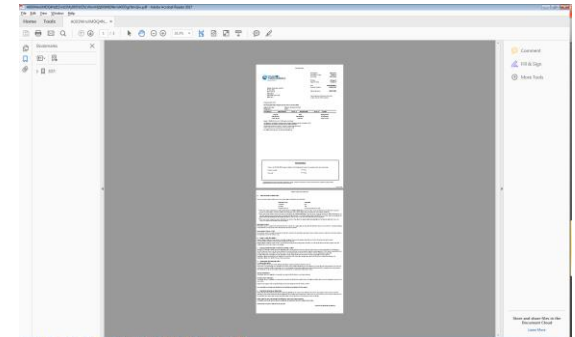
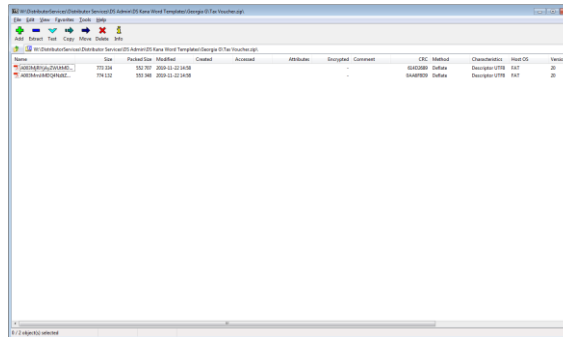
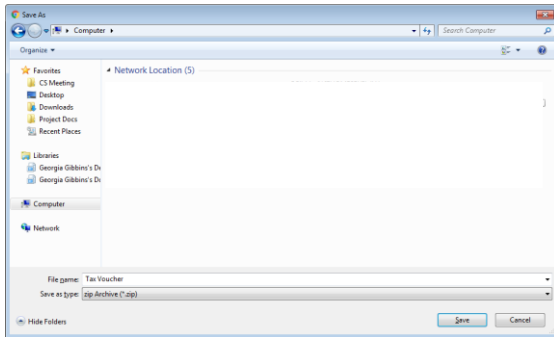
DOWNLOAD SELECTED (2)

Management Company	Fund	Sedol Number ^	Unit Holder ID	Designation	Pay Date
<input checked="" type="checkbox"/>	Columbia Threadneedle GBP	UK Monthly Income Fund Retail Income	0152956	0000142980	04/10/2019
<input checked="" type="checkbox"/>	Columbia Threadneedle GBP	Global Equity Income Fund Z Income	B7S8N05	0000142980	30/09/2019
<input type="checkbox"/>	Columbia Threadneedle GBP	High Yield Bond Fund Z Income	B7SGDT8	0000142980	04/10/2019
<input type="checkbox"/>	Columbia Threadneedle GBP	High Yield Bond Fund Z Gross Accumulation	B82VC22	0000142980	04/10/2019
<input type="checkbox"/>	Columbia Threadneedle GBP	Strategic Bond Fund Z Gross Income	B882KH0	0000142980	04/10/2019
<input type="checkbox"/>	Columbia Threadneedle GBP	Strategic Bond Fund Z Income	B882QB6	0000142980	04/10/2019
<input type="checkbox"/>	Columbia Threadneedle GBP	UK Monthly Income Fund Z Income	B88V450	0000142980	04/10/2019
<input type="checkbox"/>	Columbia Threadneedle GBP	High Yield Bond Fund Z Gross Income	B99MVQ2	0000142980	04/10/2019
<input type="checkbox"/>	Columbia Threadneedle GBP	Sterling Short-Dated Corporate Bond Fund Inst Gross Income	BD8GMC6	0000142980	30/09/2019
<input type="checkbox"/>	Columbia Threadneedle GBP	UK Property Authorised Trust Institutional Acc	BQ3G0Y0	0000142980	15/10/2019

Distributor Portal PDF TAX VOUCHERS

Saving the PDF

- Once you have downloaded the tax voucher a pop up will appear to save the file(s)
- These will then open as a PDF file



Fund Group Start Dates

Please note that tax vouchers will not be available prior to the below dates.

Fund Group	Tax Voucher Start Date	Fund Group	Tax Voucher Start Date
RBS	04-Nov-16	NinetyOne	23-Nov-16
Rathbones	04-Nov-16	M&G	16-Dec-16
BMO/F&C	08-Nov-16	JP Morgan	16-Feb-17
Natixis	16-Nov-16	Invesco	17-Feb-17
Royal London	16-Nov-16	Jupiter	09-Mar-17
AXA	18-Nov-16	Janus Henderson	28-Apr-17
Aviva	21-Nov-16		