

# Long Form Report

## Function

- The report includes information about all open items in our system.
- Open refers to any item that hasn't reached a terminal status.
- When an item reaches a terminal status (either deemed as ineligible or PAID), it is only reported to the client once.
- These items are subsequently archived and aren't reported again.

## Frequency

- The report is provided on a quarterly basis.

## Action

- The Financial Institution is to provide the list of contacts who should be receiving the Quarterly Report.
- These contacts will then receive an email and will be prompted to register in our Client Portal.

## Details

<b>Account Summary</b>	At-a-glance view of your recent claims
<b>List of Accounts</b>	All the accounts signed up with GlobeTax for tax reclamation
<b>Awaiting Client Documents</b>	Claims not filed due to missing documentation that must be provided by client in order to begin the filing process
<b>Awaiting FI Documents</b>	Claims not filed due to missing documentation that must be provided by Custodian/Prime Broker(s) in order to complete the filing process
<b>Reclaims Filed this Period</b>	Claims filed and awaiting payment
<b>Reclaims Paid this Period</b>	Claims paid and processed
<b>Payment Summary by Year</b>	Paid items summarized by year of payment
<b>Pending</b>	Eligible claims that for various reasons are pending
<b>Ineligible Items</b>	Items that do not qualify for a reclaim
<b>All Items</b>	A complete list of all the items regardless of status