

Document Status Report

Function

- Lists all active accounts for which GlobeTax has received documents
- Lists the outstanding documents that must be returned to complete the account opening process and receive maximal benefits

Frequency

- Monthly: Effective May 15th 2018

Action

- Client to review the **Report** tab to determine any potential inconsistencies in Beneficial Owner Information
- Client to review the **Top Accounts** tab to view estimated reclaim amounts that can be claimed by returning missing documentation
- Client to review **ANV** (Accounts Not Valid) tab to determine which, if any, accounts should be added to the service

- Details

- **Report** tab provides a Full List of active accounts receiving post payable/long form reclaim benefits. Details include:
 - Beneficial owner details (Account Number, Entity Legal Name, Entity Type, Tax ID)
 - Group Code: GlobeTax assigned code to represent the outsourcing bank (e.g. BMONA = Bank 98)
 - Documents Received: Executed and supplemental documents submitted to and processed by GlobeTax
 - Document Status:
 - Complete: GlobeTax received and processed all the required documents necessary to begin the reclaim process which includes the request for Certifications of Residency.
 - Incomplete: GlobeTax did not receive necessary account opening documents.
 - Outstanding Document: Account Opening Documents that have not been returned to GlobeTax for processing. These documents are determined by the entity type and may not have been generated in the eDocs Document Portal.
 - 6166 request details: Indicates if a 6166 was requested upon receipt of the account opening documents and the date it was requested
- **Top Accounts** tab: provides full list of Beneficial Owners (by Account owner) that have an outstanding eligible reclaim amount that require specific client documentation in order to file. Columns to Review:
 - Estimated Reclaim Amount (Gross)

- Expiring Amount: Estimated Amount that will expire in the current year based on the Country of Issue and Statute of Limitations.
 - Outstanding Documents: List of account opening, supplemental and renewable documentation that must be completed and submitted to GlobeTax in order to file the listed amount.
 - Notes: Exception Notes/Issues that may be affecting the reclaim filing process. This column may include but is not limited to:
 - Tax Authority Rejection notes
 - Inconsistent Beneficial Owner Information
 - Account Confirmation Requests.
- **20XX Refresher** tab (three): provides a full list of requests submitted to the IRS for the US Certification of Residency for the upcoming tax year. Columns to review:
- Request Status (Requested, Received, Rejected)
 - Notes: IRS Rejection Notes listing actions required to have the certification of residency processed. Some rejections may include:
 - Additional documentation required
 - Inconsistencies in beneficial owner data
 - NO tax return on file for the requested year(s)
- **ANV (Accounts not valid)** tab (four): lists accounts for which GlobeTax is receiving electronic income data but is not currently receiving post payable/long form reclaim benefits. Columns to review:
- Estimated Gross Reclaim Amount (based on basic analysis, subject to change based on beneficial owner type)
 - Estimated Expiring Amount
 - Suggested Beneficial Owner details (Entity Legal Name, Entity Type, Tax ID): The account information is compared to accounts that are currently receiving long form post payable reclaim benefits, if there is a match in any of the info, Suggested Beneficial Owner details will be listed in these columns.