For software to compute the Altria - Kraft - Philip Morris cost basis: http://denvertax.com/altria-kraft-philip-morris-basis

A Guide To The

Altria/Philip Morris/Kraft Basis Calculator

By Denver Tax Software

For software to compute the Altria - Kraft - Philip Morris cost basis: http://denvertax.com/altria-kraft-philip-morris-basis

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Overview

Why Use This Program

Purpose

To determine the tax cost basis, number shares and average cost per share of the Altria Group and its family of securities. (Altria Group, Inc was previously named Philip Morris Companies, Inc.) This program is a great time saver! Since 1/1/1970 there have been numerous splits, spinoffs and mergers. This program computes all the splits, mergers and spin-offs for you.

Getting The Most Out Of This Program

Quick Start

Go to the section "Installing and Running" on page 3. We have tried to design the program so that you don't have to refer to this manual! When you are entering inputs, there will be a section of the input screen that discusses what you should be inputting. If you have any questions, please go first to the Tutorial – Example section. See "Tutorial - Examples" on page 14.

The help file is identical to this manual. The help file, accessed by clicking on the **Help** menu choice, has the same Table Of Contents (Contents) and index that this printed manual does. However, the help file has word search features which are not possible with the written manual.

When the program installs, it also installs a copy of this manual in Adobe's Acrobat (.pdf) format. If you want a hard copy of the manual, click on the manual icon in the Denver Tax Software Group (**Start - Programs - Denver Tax Software Group**). That will bring up the manual in the Acrobat Reader. The manual can be printed from the Acrobat program.

How To Get A Complete Understanding Of This Program

Read the complete manual. The Computing The Stock Adjustments chapter discusses the law that made this computation mandatory. See: “Altria Group Stock Basis” on page 5.

Installing and Running

System Requirements

Operating System: Microsoft® Windows® versions 2000, XP or Vista.

Limitations

This program is comprehensive, but it does have limitations as follows:

- The program's computations assume that splits, mergers, acquisitions, spin-offs and other capital transactions are to be computed based on the shares owned on the transaction date. In real life, the benefits of such transactions are usually associated with the shares owned before the transaction date. For a theoretical example, a stock split might occur on May 15, 2002 and the extra shares would go to the owners of record on April 15, 2002. In this example, the program would compute the extra shares based on number of shares owned on May 15 not April 15. This will not be a problem for the vast majority of investors that do not frequently buy or sell.
- The program uses the Average Cost (Single Category) method for allocating tax basis to sells. A taxpayer may choose from Average Cost (Single Category), FIFO, Specific Identification and Average Cost (Double Category). It is our experience that Average Cost (Single Category) is probably the most commonly used method.
- The program handles sales of fractional shares as a normal sale. Thus, the program would allocate some tax basis to that sale. The other way to deal with the sale of fractional shares, which is not supported by the program, would be to allocate no basis to the sale of a fractional share. What is a fractional share? Sometimes after spin-offs, acquisitions, etc. the shareholder receives fractional shares. For example, after a merger Jane Doe has 101.5 shares of security A. Jane may decide to sell the .5 shares to bring her security A holdings to an even 101 shares.

Installation

All commands you need to enter will be typed in **bold** type.

Installing To A Single Machine

For the purpose of these instructions, we are assuming that your CD drive is drive D, if it is not, please make the appropriate changes. To install the program to a single machine, use the following steps:

1. Click on the **Start** button.
2. Click on the **Run** menu item.
3. Type **D:SETUP** and press the **ENTER** key.
4. Follow the instructions in the installation program.

Network Installation

Network installation instructions are provided in a separate document to customers who have purchased rights to use this program on additional desktops.

Starting this program

The Installation program will create a "Denver Tax Software" Start Group, if it doesn't already exist. This basis calculator will be placed within this group.

To start this basis calculator, click on the **Start** button, click on the **Programs** button, click on the **Denver Tax Software** program group, then click on the program's icon.

Altria Group Stock Basis

Overview

The Altria "family" stock basis problem is the volume of transactions. No single transaction is complex. The problem is that with numerous splits and recent spinoffs and mergers, one mistake can result in incorrect taxable gains and losses for multiple securities.

To understand the computations, one needs to understand spin-offs, mergers, acquisitions and stock splits. The primary goal of this program is to compute the correct results in the most easy to understand way. For instance, there are transactions called "split-offs". Rather than include a separate category for split-offs, we have included them in spin-offs.

Terminology

Spin-Offs

Divestitures are spin-offs. For the purpose of this program, a spin-off is where one corporation creates one or more corporations. The shareholders in the old corporation be come shareholders in the new corporation. The shareholders' basis in the resulting corporations is equal to the basis in the old corporation.

Mergers and Acquisitions

For a merger or acquisition, the old company is acquired by another company.

In some instances a shareholder in the old corporation receives both cash and shares in the acquiring corporation for the shares of the old corporation. The following formulas reflect the tax consequences of such a transaction:

Value Received = Value of new shares at the date of acquisition + Cash received.

Gain Realized = Value received – Tax basis in old corporation.

Gain Recognized = Lesser of Cash received or Gain Realized.

Tax Basis in New Corporation = Tax basis in old corporation + Gain recognized – Cash received.

If applicable, the program does these computations for you.

Sometimes a merger includes a spinoff. The old company spinsoff a temporary corporation. As soon as that spinoff happens, the temporary corporation is merged into the acquiring company. For all practical purposes, the temporary company and the spinoff can be ignored. Generally, only the merger matters.

Stock Splits

A stock split leaves the shareholder with a different number of shares. The tax basis remains the same. Most of the splits result in more shares. In rare instances, there are reverse splits where the stockholder has fewer shares after the split. Splits do not affect total tax basis, but they do change cost per share (tax basis per share).

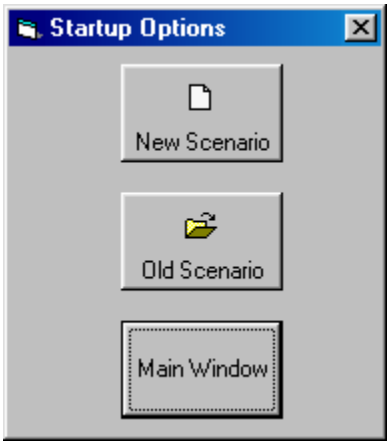
For example, on October 10, 1989 Altria. had a 4 for 1 split. If a shareholder owned 100 shares with a cost basis of $1,000 on October 1, 1989 that shareholder would have 400 shares with a cost basis of $1,000 on October 11. The cost per share changes from $10 per share to $2.50 per share.

Using The Basis Calculator

The Startup Options Screen

The first screen to appear when starting the program is the About Screen. This is where you will find the program's version. It also has a button that will help you locate information about your system. That information might come in handy if technical support is needed, or if you are simply curious.

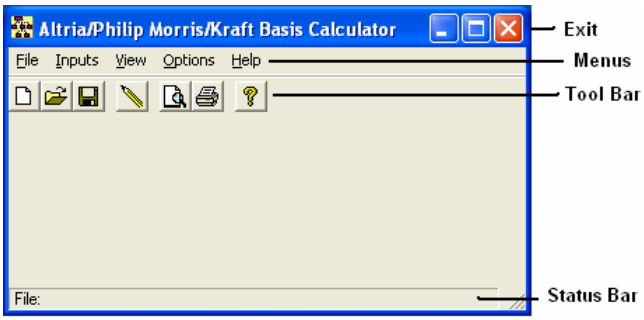
The next screen is the Startup Options Screen.



If this is going to be a new scenario, **click** on the **New Scenario** button. If you are going to use a previously saved file, **click** on the **Old Scenario** button.

The next screen that will appear is the Input Screen. The Input Screen is discussed in detail in a separate section. See “Inputs” on page 10.

The Main Window



Basic Parts Of The Main Window

Minimize, Maximize – Restore Size, and Exit Buttons

The upper right portion of the Main Window has the standard buttons to minimize, maximize – restore size and exit. If you have used any other programs designed for 32 bit Windows systems, you are already familiar with those buttons.

Menu

This is where you can pick menu choices. See "Menu", below.

Tool Bar

Using the Tool Bar is typically the fastest and easiest way to use the program. Tool Bar choices are described with the Menu selections. See "Menu", below.

Status Bar

This displays what file or scenario is active.

Menu

File

New . This brings up a blank input screen.

Open . This brings up a screen where you can choose a previously saved file. Once the file has been selected, the input screen will appear with that file's information.

*When you **click** on the Input Screen's **OK** button, the scenario will be automatically saved.*

Save . This saves the current scenario to the file shown in the Status Bar.

Save As…. This is where you can choose a filename.

This is the Menu choice where you can rename a file. Use this a lot if you are running a "what if" analysis.

Print Preview… . Use this to display the reports to the screen. You can display any combination of Input Report, Detailed Analysis Report or Summary Report.

Print… . Print the reports. You can print any combination of Input Report, Detailed Analysis Report or Summary Report.

Exit. Exit the program.

Inputs

Inputs . Enter information into the program. This will bring up The Input Screen. See "Inputs" on page 10.

View

Reports… . Display the reports on the screen. You can display any combination of Input Report, Detailed Analysis Report or Summary Report.

Options

Fonts…. You can change the fonts to make the reports appear differently. We recommend staying with Courier or Courier New.

Help

Contents . Displays the table of contents for the help file.

Search For Help On…. This gives you the choice to search the help file using either the index or a keyword search.

This is identical to the very first screen that the program displays.

About. This displays the information about this program. This is where you can find the program's version number and ways to contact DTS.

Inputs

Entering Information

Data Entry

This basis calculator uses the normal input procedures that most Windows programs use. To move from one input to another you can either use the mouse to select the input item you want, or press the **TAB** key to move through them. To exit an input screen you can use the mouse to click on the appropriate button.

You may find it easier to enter numeric information using the numeric keypad. If so, make sure the **Num Lock** key is on.

How To Move Around The Input Screens

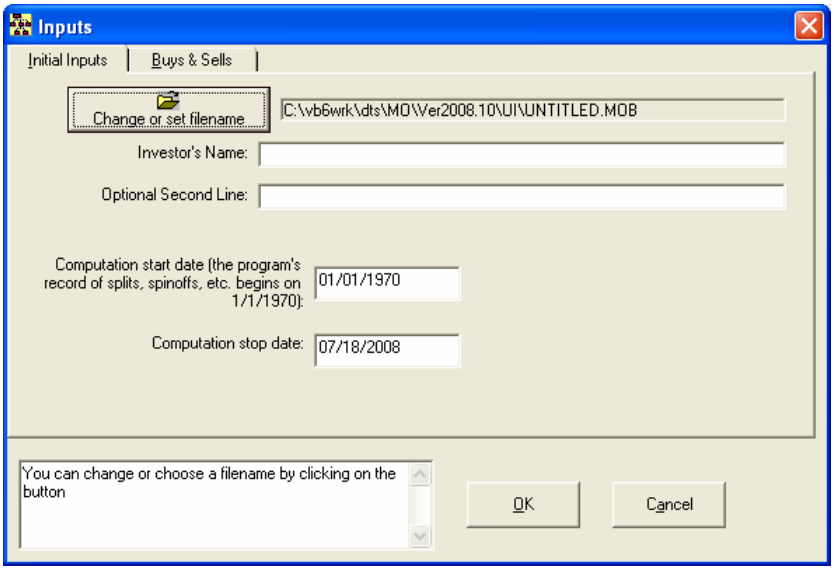
The input screen is broken down into tabbed dividers similar to a tabbed notebook. To move to a different tab simply click on the tab you want to move to. The input screen's tabs are *Initial Inputs* and *Buys & Sells*.

How To Exit The Input Screens

When working with an input form, the **OK** button or **ENTER** key will exit the form and save the information you entered to a file. The **Cancel** button is used to exit the screen without saving the information you entered.

Input Screens

Initial Inputs Tab



Input Screen

Change or set filename

This is an improvement on the Windows interface. With most Windows programs, when you click on a form's OK button you just move to the next screen. When you click on the OK button in this program, it actually saves your data for you.

Click on the

button to choose or change a filename.

Investor's Name

Enter the investor's name.

Optional Second Line

Enter information that you would want to appear as the second line on the reports.

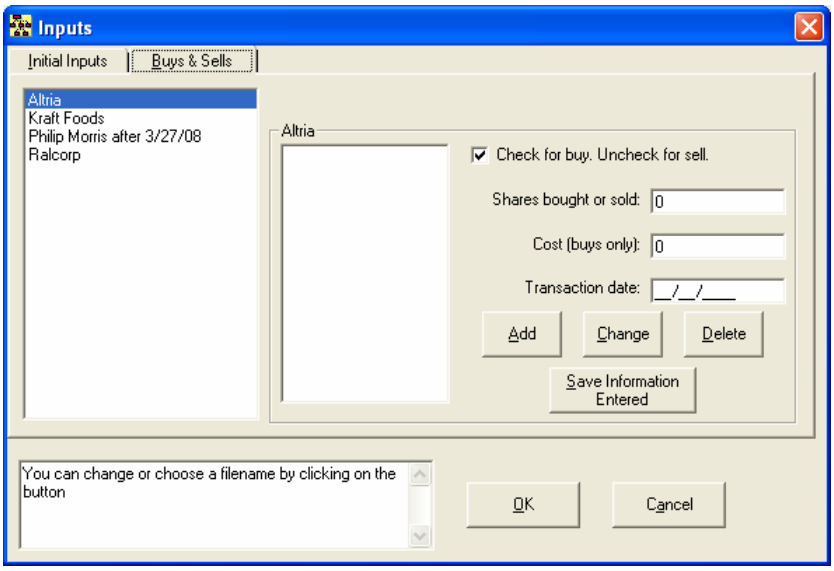
Computation start date

Enter the date when you want the computations to start. This basis calculator's record of capital transactions (splits, mergers, spinoffs, etc) goes back very far. The earliest date that this program can be relied on for capital transactions will be specified with the description for this input. The date should be entered in mm/dd/yyyy format. For example, May 9, 1984 should be entered as 05/09/1984. *Always enter the year as four digits!*

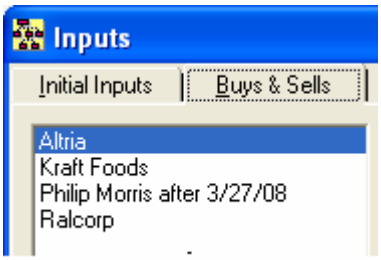
Computation stop date

Enter the date when you want the computations to stop. Thus, if you would want the program to stop its computations as of April 5, 2004, enter 04/05/2004.

Buys Sells Tab

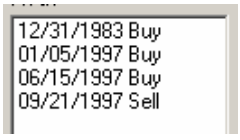


Securities List



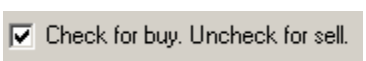
Click on the security that you want to enter buys and sells for. If there were no buys or sells after your initial purchase, you still need to enter a buy for the initial purchase of one of the securities.

Buys – Sells List



This list shows the transaction date and whether it was a buy or a sell. If you are going to change or delete a transaction, click on the transaction that you want to change or delete.

Buy Checkbox



If this is a buy, check the box. If the transaction is a sell, leave it unchecked.

Shares bought or Sold

Enter the number of shares that were bought or sold.

Cost (buys only)

Enter the total cost of the shares that were bought. For example, if 10 shares were purchased at $15 each, enter 150. This input is not available for sells.

Transaction Date

Enter the date of the buy or sell.

Add button

To add a new buy or sell:

1. **Click** on the **Check for buy** check box, this is a buy. If it is a sell, uncheck this box.
2. Change the **Shares bought or sold**, **Cost (buys only)** or the **Transaction date**, if appropriate.
3. **Click** on the **Add button**.

Change button

To change information for a buy or sell:

1. **Click** on the buy or sell in the **Buys – Sells List** that you want to change.
2. Change the **Shares bought or sold**, **Cost (buys only)** or the **Transaction date**, if appropriate.
3. **Click** on the **Change button**.

Delete button

To delete a buy or sell:

4. **Click** on the buy or sell in the **Buys – Sells List** that you want to delete.
5. **Click** on the **Delete button**. Confirm that you indeed want to delete this.

Save Information Entered button

Click on this to save your work. Do it after clicking on the Add, Change or Delete buttons.

Tutorial - Examples

A New Scenario Example

Most of the time it doesn't make much difference whether you use the **TAB** or **ENTER** key. This tutorial will use the **ENTER** key whenever possible. When the tutorial directs you to use the **TAB** key, that would be a situation where using the **TAB** and **ENTER** keys will make the program function differently.

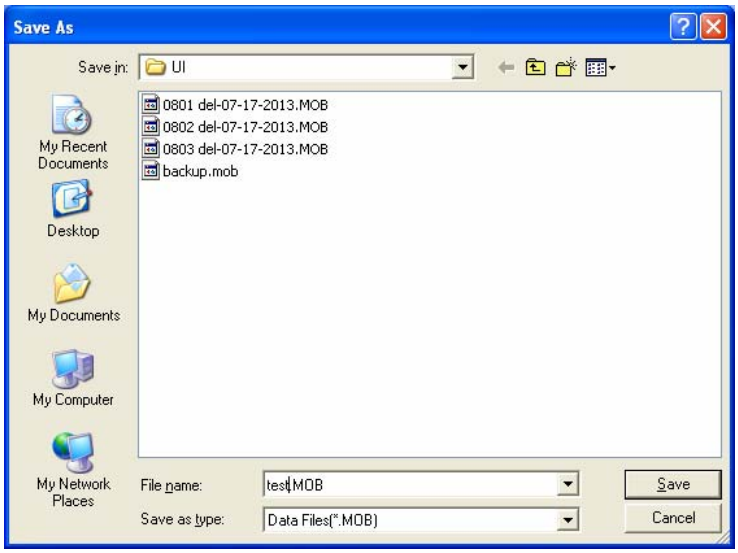
Start the program. If you have any questions on how to do this, see "Starting this program" on page 4.

The first screen is the ***About...*** window. **Click** on the **OK** button.

.

At the ***Startup Options*** screen, **click** on the **New Scenario** button. This will immediately bring up the input screen.

Click on the ***Change or set filename*** button.



In the ***Save As*** screen, type **test** in the ***File name*** input. **Click** the **Save** button to return to the input screen. Press the **TAB** key.

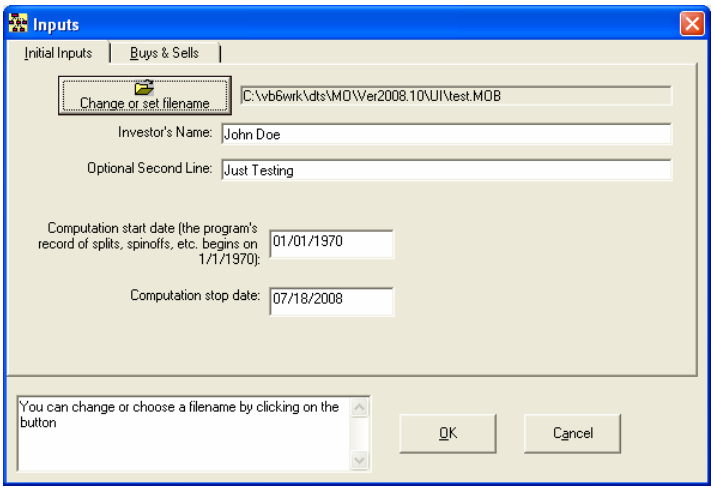
For the ***Investor's Name*** input enter **John Doe** and press the **ENTER** key.

For the ***Optional Second Line*** input enter **Just Testing** and press the **ENTER** key.

For the ***Computation start date*** input enter **01011970** and press the **ENTER** key. That date should then change to 01/01/1970. Always enter the year as four digits.

For the ***Computation stop date*** input enter **07182008** and press the **ENTER** key. That date should then change to 07/18/2008.

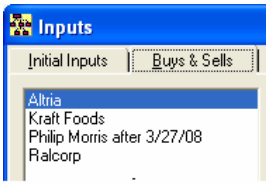
At this time, the screen should look like this:



Click on the **Buys & Sells** tab.

Enter the investor's 1/1/1970 position in Altria. To do that, simply enter the 1/1/1970 position as one buy on 1/1/1970. This example buy is how one would do that.

In the **Securities List** make sure Altria is selected:



Make sure ***Check for buy*** is checked.

For the Shares bought or sold input enter 1000 and press the **ENTER** key. This should appear as 1,000.

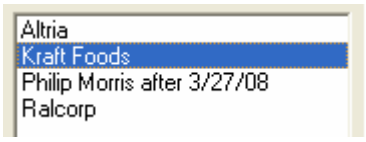
For the ***Cost (buys only)*** input enter 10000 and press the **ENTER** key. This should appear as 10,000.

For the ***Transaction date*** input enter 01011970 and press the **ENTER** key. This should appear as 01/01/1970.

Click on the **Add button**.

Lets now enter a 2/9/2008 buy for Kraft:

In the **Securities List** select Kraft:



Make sure ***Check for buy*** is checked.

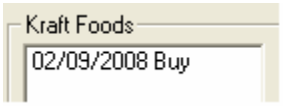
For the ***Shares bought or sold*** input enter 200 and press the **ENTER** key. This should appear as 200.

For the ***Cost (buys only)*** input enter 2000 and press the **ENTER** key. This should appear as 2,000.

For the ***Transaction date*** input enter 02092008 and press the **ENTER** key. This should appear as 02/09/2008.

Click on the **Add button**.

The date for that transaction should now appear in the Buys Sells list:



Lets now enter a 6/15/2008 buy for Kraft:

Make sure ***Check for buy*** is checked.

For the ***Shares bought or sold*** input enter 100 and press the **ENTER** key. This should appear as 100.

For the ***Cost (buys only)*** input enter 1700 and press the **ENTER** key. This should appear as 1,700.

For the ***Transaction date*** input enter 06152008 and press the **ENTER** key. This should appear as 06/15/2008.

Click on the **Add button**.

The date for that transaction should now appear in the Buys Sells list:

Add one more transaction. A Kraft sell for 7/15/2008:

Uncheck the **Check for buy** box.

For the ***Shares bought or sold*** input enter 100 and press the **ENTER** key. This should appear as 100.

The ***Cost (buys only)*** input is removed.

For the ***Transaction date*** input enter 07152008 and press the **ENTER** key. This should appear as 07/15/2008.

Click on the **Add button**.

The date for that transaction should now appear in the Buys Sells list:

Click on the **Save Information Entered** button. This saves your work.

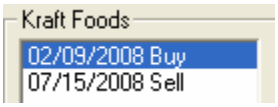
Lets now delete the 6/15/2008 buy:

Click on the **Buys Sells list** row that says “06/15/2008 Buy”.

Click on the **Delete button**. When asked, confirm that you want to delete the transaction.

Lets now change the 2/9/2008 buy:

Click on the **Buys Sells list** row that says “02/09/2008 Buy”.

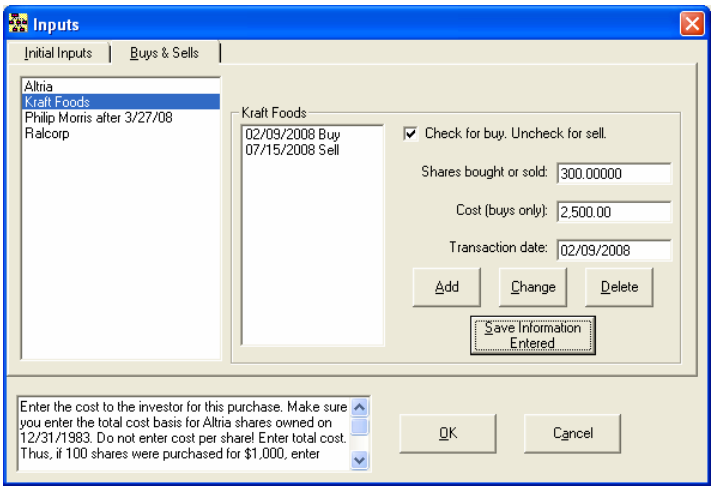


Change the Shares bought or sold to 300. Change the Cost (buys only) to 2500.

Click on the **Change button**.

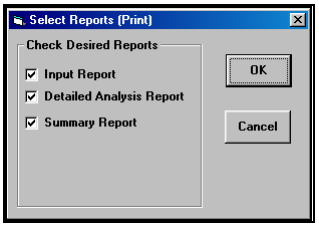
Click on the **Save Information Entered** button. This saves your work.

The screen should now look like this:



Click on the **OK** button. This automatically saves your information. There is no need to take further actions to save the data!

Lets get the results. **Click** on the **Print** button.



In the Select Reports screen you can select the reports that you want to run. If all three reports are not already checked, please check all three boxes now. **Click** on the **OK** button.

The next screen will be the standard Windows print dialog box. **Click** on the **OK** button, and the reports will now print.

You are done. Simply exit the program by **clicking** on the **X** button in the upper right corner.

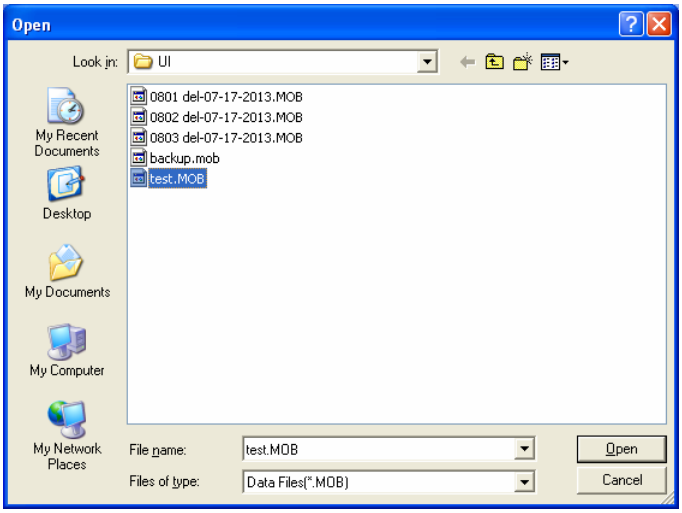
An Old Scenario Example

To modify a previously created scenario, we will use the example that we saved in the New Scenario Example. We will change the number of Altria (old Philip Morris) shares purchased on 2/9/84 to 400.

Start the program. If you have any questions on how to do this, see "Starting this program" on page 4.

The first screen is the ***About...*** window. **Click** on the **OK** button.

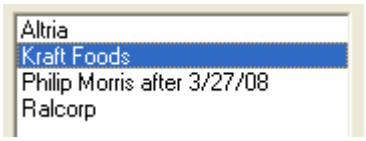
At the ***Startup Options*** screen, **click** on the **Old Scenario** button. This will immediately bring up the Open screen.



In the ***Open*** screen, **click** on **test.MOB** text. **Click** the **Open** button to return to the input screen.

Click on the **Buys & Sells** tab or press **Alt - B**. The Buys & Sells inputs will now appear.

In the **Securities List** click on Kraft Foods.



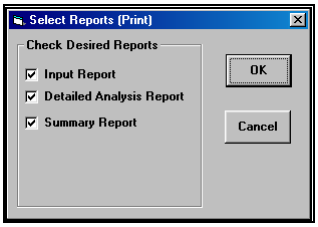
In the **Buys Sells List click** on the 02/09/2008 line.

Change the Shares bought or sold to 400.

Click on the **OK** button. This automatically saves your

information. There is no need to take further actions to save the data!

Lets get the results. **Click** on the **Print** button.



In the Select Reports screen you can select the reports that you want to run. If all three reports are not already checked, please check all three boxes now. **Click** on the **OK** button.

The next screen will be the standard Windows print dialog box. **Click** on the **OK** button, and the reports will now print.

You are done. Simply exit the program by **clicking** on the **X** button in the upper right corner.

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Input Sheet

Printed Copies Of The Input Sheets

The fastest way to get blank printed input sheets is to print them from the program's Help routine. **Click** the **Contents tab**. **Click** the on **Input Sheet** selection. **Click** on the input section that you are interested in. When you see the input sheet on the help screen, **click** on Help's **Print button**.

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Initial Inputs

Investor's Name: _____

Optional Second Line: _____

Computation start date (mmddyyyy): _____

Computation stop date (mmddyyyy): _____

Buys Sells

Security: Altria (The old Philip Morris)

Please enter the total number of shares owned on or after 1/1/1970 and the corresponding tax basis as the first Buy.

BUY(B) OR SELL(S)	NUMBER OF SHARES BOUGHT OR SOLD	COST (LEAVE BLANK FOR SELL)	DATE (mm/dd/yyyy)
B			01/01/1970
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____

(*repeat the following table for as many securities as needed.*)
Security: _____

BUY(B) OR SELL(S)	NUMBER OF SHARES BOUGHT OR SOLD	COST (LEAVE BLANK FOR SELL)	DATE (mm/dd/yyyy)
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____
B/S			___/___/____

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