

## Cruz, Ricky

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**From:** sampath <sampath@infoconi.com>  
**Sent:** Tuesday, December 6, 2022 9:29 AM  
**To:** Demiraydin, Murat; 'Manjula'; 'Palani'; Surendra, Manjula  
**Cc:** Adesh Prasad; Baird, Sally; Hicks, Shawne; Cruz, Ricky; Hall, Justyna; Nguyen, Tan; Worthierly, Kenya  
**Subject:** RE: Tax Prep Guide - 2022 edition

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Dear Murat,

We are ready to process Tax Prep Guide 2022 edition. Instructions are similar to what we did last year edition, the difference being we need to do Phase 1 and Phase 2 together.

We will let you know if we need any additional information or we have any questions.

Thanks,  
Sampath  
Manager – Quality Control



[www.infoconinternational.com](http://www.infoconinternational.com)

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**From:** Demiraydin, Murat [mailto:MDemiraydin@bloombergindustry.com]  
**Sent:** Tuesday, December 6, 2022 3:59 AM  
**To:** Manjula; Sampath; Palani; Surendra, Manjula  
**Cc:** Adesh; Baird, Sally; Hicks, Shawne; Cruz, Ricky; Hall, Justyna; Nguyen, Tan; Worthierly, Kenya  
**Subject:** RE: Tax Prep Guide - 2022 edition

Dear Manjula,

I have found and pasted below the two sets of instructions I sent to you last year: one for Phase 1, and another for Phase 2. Again, since we have changed our workflow this year, we expect you to do both Phases all at once.

Ignore any references below to FTP sites, or attachments not included in this mail. All you need is document ids assigned to each Tab, which is attached, and types of cites that you can use as models, also attached here. Now that you have access to our network drive, you can also access the same files at this address:

I:\Tax&Accounting\Operations\Production\Books\Federal\Tax Prep Guide\Tax Prep Guide 2023.

We will be creating JIRA tickets to assign you Tabs. This e-mail only serves as a way to communicate instructions. All future interactions will resume on JIRA.

Your responsibilities in a nutshell:

- Pick up a Tab ready for you, and process it for Phase 1 (i.e., set internal links for the same Tab.)
- Remain in the same Tab, and process it for Phase 2 (i.e., set links to other Tabs, and primary sources, and build a TOC.)
- Once done, you can place your completed files here:  
I:\Tax&Accounting\Operations\Production\Books\Federal\Tax Prep Guide\Tax Prep Guide 2023\Phase1+2\Returned from Infocon.

Stay tuned for your first JIRA ticket for the new edition of Tax Prep Guide.

If you have any questions, let me know.

Thanks,

Murat

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Dear Sampath,

We have finally figured out a workflow for your team and ours. As in the previous years, there will be mainly two phases to the project. In this e-mail I will focus on Phase 1 only. As we progress, we will inform you about Phase 2, or more, if any. Our goal has been to reduce the overall effort while maintaining functionality.

Phase 1 begins with us cleaning up the PFD files as we receive them from the vendor. The files you get will be free from any propriety reference to our vendor's name, products and resources, including the cartoon-like artwork. So far I have uploaded 19 files to the FTP site. You can get them from BBNA/2021/PDF/Phase1.

In this Phase, you will be responsible for setting hyperlinks (links for short) to pages within the same Tabs. That means if you pick up Tab 10 to process, set links only to pages in the same Tab 10. Attached is a sample file that shows all the work you need to do. The rectangular borders in green are there ONLY to demonstrate to you what needs to be included in the link. Your links should be invisible.

Listed further below are brief instructions for setting links, if you have not done this before.

You may return your individual files as soon as you finish them. No need to wait until you finish them all.

Ricky will be the main contact person maintaining correspondence from now on. I will continue to step in when needed.

Any questions or concerns? Please, don't hesitate to ask.

Best,

Murat

- Open your file in Adobe.
- Highlight the future link (i.e., section heading and page number). (Note: If the your link lies on more than one line, just keep highlighting over to the next line(s).)
- Right mouse click.
- Select "Create Link".

• Depreciation, tab 9

**MACRS Depreciation on Business Autos**

**50% rule.** A business auto is listed property. The accelerated depreciation (200DB), the Section 179, or the special depreciation allowance, the vehicle must be used more than 50% for business.

**50% or less.** If the vehicle is used 50% or less for business, the straight-line method under ADS must be used. The more-than-50% business use rule applies to each year of the recovery period.

The recovery period for automobiles is five years under GDS or ADS.

If business use drops to 50% or less at any time during the recovery period (other than straight-line), Section 179, or the special depreciation allowance was claimed, the excess depreciation is recaptured. See [Depreciation Recapture, page 10-7](#).

**Investment use.** Depreciation is allowed for business use and for investment use, such as for rental property. However, the more-than-50% rule applies to business use only. Investment use does

**Example #2:** Assume a vehicle is used more than 100% for the year.

A screenshot of a right-click context menu overlaid on a document. The menu items are: Copy, Copy With Formatting, Edit Text, Export Selection As..., Highlight Text, Strikethrough Text, Add Note to Replace Text, Add Note to Text, Add Bookmark, and Create Link... The 'Create Link...' option is highlighted in blue.

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costs \$60,000 and q...  
is used 100% for bi...  
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*continued on next pa*

- Specify these options, and click Next.

tion where certain property used for personal purposes

(\$31,500 – \$16,874). If June continues to in 2022 and future years, she can dedu maining basis. Note that the \$1,875 limit

## Related Topics

- Sales of Business Property (Form 4797), page 9
- Depreciation, Tab 9

## MACRS Depreciation on Business Auto

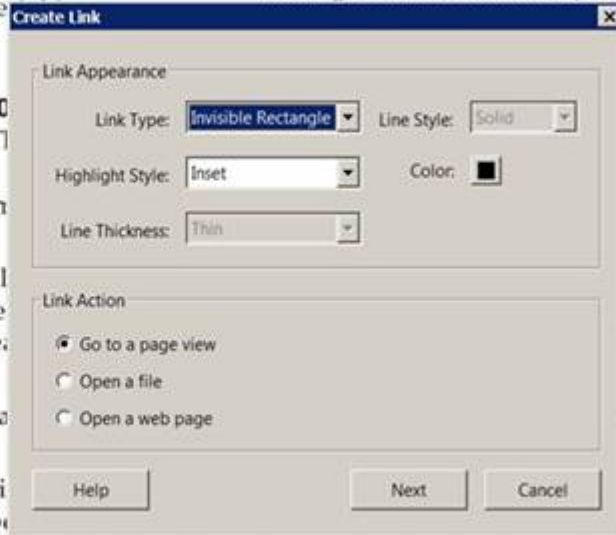
**50% rule.** A business auto is listed property. To get accelerated depreciation (200DB), the Section 179 deduction, the special depreciation allowance, the vehicle must be used more than 50% for business.

**50% or less.** If the vehicle is used 50% or less for business, the straight-line method under ADS must be used. The than-50% business use rule applies to each year of the recovery period.

The recovery period for automobiles is five years under GDS or ADS.

If business use drops to 50% or less at any time during the recovery period (other than straight-line), Section 179, or the special depreciation allowance was claimed, the excess depreciation may have to be recaptured. See [Depreciation Recapture, page 10-7](#).

**Investment use.** Depreciation is allowed for business use and for investment use, such as for rental property. However, the more-



**Example:** In June 2021, Jeff places in service a car that costs \$60,000 and qualifies for the 100% bonus depreciation. If the car is used 100% for business, the first-year depreciation deduction for this property is limited to \$18,200.

- The following window will appear.
- Now, go to the target (destination) page (i.e., page 7 in this example).

accelerated depreciation (200DB), the Section 179 deduction, or the special depreciation allowance, the vehicle must be used more than 50% for business.

**50% or less.** If the vehicle is used 50% or less for business, the straight-line method under ADS must be used. The than-50% business use rule applies to each year of the recovery period.

The recovery period for automobiles is five years under GDS or ADS.

If business use drops to 50% or less at any time during the recovery period (other than straight-line), Section 179, or the special depreciation allowance was claimed, the excess depreciation may have to be recaptured. See [Depreciation Recapture, page 10-7](#).

**Investment use.** Depreciation is allowed for business use and for investment use, such as for rental property. However, the more-

(\$16,874 × 60%), during the recovery period, the entire \$16,874. Her remaining basis is \$1,875 as if she had used the



**for 100%.** If the car is used 100% for business, the first-year depreciation deduction for this property is limited to \$18,200. If the car is used 60% for business, the first-year depreciation deduction for this property is limited to \$10,920.

**Example:** In June 2021, Jeff places in service a car that costs \$60,000 and qualifies for the 100% bonus depreciation. If the car is used 100% for business, the first-year depreciation deduction for this property is limited to \$18,200.

- On the target page, press "Set Link."

Tab10-sampleforInf... x

10-7 (7 of 10) 125%

Jeff has to wait until the year 2027 to start recovering the unrecovered basis of \$41,800, since that is the first year after the end of his normal recovery period. At that time, he will be subject to the annual limitation of \$5,860 per year.

Had Jeff elected out of 100% bonus depreciation, he could have depreciated up to \$10,200 in 2021, \$16,400 in 2024 and each succeeding year recovered.

**Safe harbor.** In Rev. Proc. 2019-01, the IRS announced a rule designed to correct this in a passenger auto, other than a:

- Is acquired and placed in service in the year 2018 or later,
- Is qualified property for which 100% special depreciation is allowable,
- Has an unadjusted depreciable basis exceeding the first year's depreciation deduction.

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Create Go to View  
Use the scrollbars, mouse, and zoom tools to select the target view, then press Set Link to create the link destination.

Set Link Cancel

- You will then be taken back to your departing page where you started out from. You can make sure you've set the link properly by observing your cursor changing to a hand icon over the link.
- Continue to set the next link.

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Dear Sampath,

While we still wait for two more Tabs from the authors to send you and complete Phase 1, we can start introducing you to Phase 2.

Phase 2 will involve these three simple steps:

- 1) Adding links in a Tab to pages in other Tabs.
- 2) Adding links to primary sources (IRC code sections, Forms, IRS publications, etc.)
- 3) Building TOC.

To help you with your task, find the following files attached to this e-mail:

- Document ids for each Tab
- Types of cites (primary sources) and how to link to them
- Last year's citations
- Sample Tab for TOC

I created a new folder (Phase 2) on the FTP site. You can get Tab 11 from there and start working on it. Return it as soon as you finish so we can give feedback that could be useful before we send them the rest of the files.

See below for detailed instructions.

Best,

Murat

## Adding Links to Other Tabs

When you are in a given Tab, other Tabs may have been referred to in two different ways:

- 1) Tab 3, Tab 7, Tab 19, etc.

In this example, we are in Tab 9. There is a reference to Tab 10.

- Property, page 6-17
- Business Deductions, page 8-4
- Automobiles and Listed Property, **Tab 10**

Select the topic heading and the Tab number; right mouse click; Create Link; and “Open a web page”.

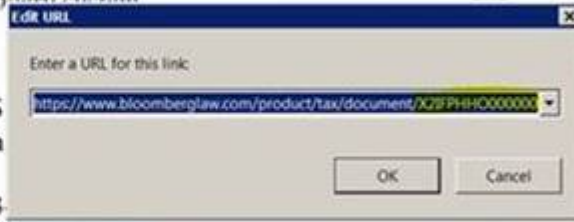
The screenshot shows a document with a list of related topics. The topic 'Automobiles and Listed Property, Tab 10' is highlighted. A 'Create Link' dialog box is open over the document. The dialog box has two main sections: 'Link Appearance' and 'Link Action'. In the 'Link Appearance' section, 'Link Type' is set to 'Invisible Rectangle', 'Line Style' is 'Solid', 'Highlight Style' is 'Inset', 'Color' is black, and 'Line Thickness' is 'Thin'. In the 'Link Action' section, 'Open a web page' is selected with a radio button. There are 'Help', 'Next', and 'Cancel' buttons at the bottom of the dialog box.

Type in the URL. The last highlighted portion in the URL identifies Tab 10, and comes from the id list provided to you. The rest of the address will be standard in all external Tab references (i.e., <https://www.bloomberglaw.com/product/tax/document/>)

- IRS Pub. 746, *How to Depreciate Property*
- IRC §167, *Depreciation*
- IRC §168, *Accelerated cost recovery systems*

### Related Topics

- Business Use of Home, Tab 5
- Depreciation Recapture—Sale of Property, page 6-17
- Business Deductions, page 8
- **Automobiles and Listed Property, Tab 10**

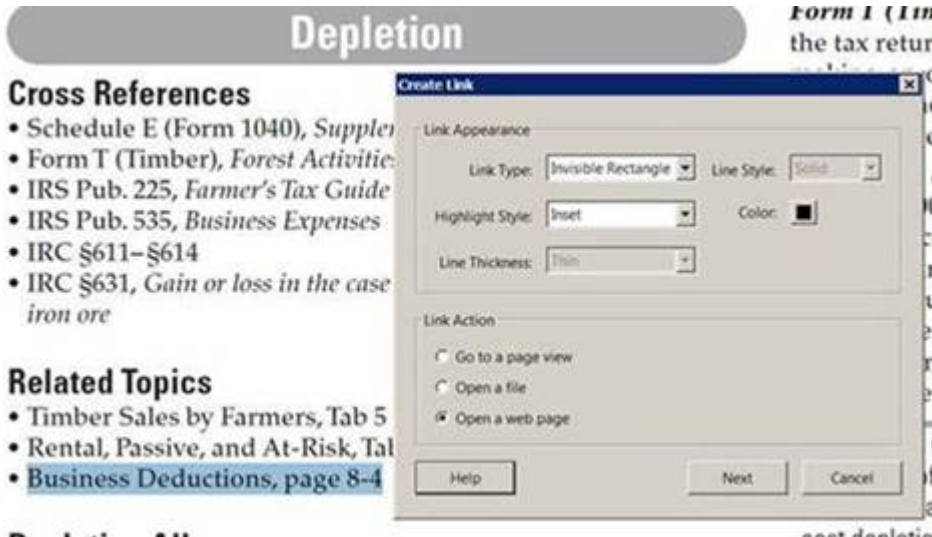


2) Page 3-4, page 13-8, page 21-5, etc.

In this example, we are still in Tab 9. There is a reference to page 8-4. That means Tab 8, page 4.

- Depreciation Recapture—Sale of Business or In Property, page 6-17
- Business Deductions, **page 8-4**
- Automobiles and Listed Property, Tab 10

Select the whole link text as before.



For the URL, put in <https://www.bloomberglaw.com/product/tax/document/XARLDFNG000000/download#page=4>  
 Note the unique document id for Tab 8, and page 4.

### Adding Links to Primary Sources

First, examine the table provided that lists all types of cites to primary sources available in our collection. Make yourselves familiar with the types of cite references so you know what to look for in PDFs. Those cite types are based on last year's edition. If you notice a different kind of cite this year, please let us know. We will provide you new info.

For example, IRS Forms are linked to using this pattern:

IRS Revenue procedures	IRS Revenue Procedure 2009-20; Rev. Proc. 2009-20	<a href="https://www.irs.gov/revproc">https://www.irs.gov/revproc</a>
IRS forms (federal)	Form 1099-R	<a href="https://www.irs.gov/form1099r">https://www.irs.gov/form1099r</a>
IRS SBA Form	SBA Form 3508	<a href="https://www.sba.gov/form-3508">https://www.sba.gov/form-3508</a>

So, to add a link to Form 4562 here, modify the URL to <https://www.bloomberglaw.com/product/tax/citation/IRS Form 4562>

service. from a prior year.

Individuals also need to file **Form 4562** in the following situations:

- Depreciation details for vehicles or other listed property used in business or investment, regardless of when placed in service.
- Mileage and other information for any vehicle using the standard mileage rate or when deducting lease expense on Schedule C (Form 1040), if other depreciation is being claimed on the same

Similarly, to add links to these highlighted references, use the following URLs.

## Alternative Depreciation System (ADS)

### Cross References

- Form 4562, *Depreciation and Amortization*
- IRS Pub. 946, *How to Depreciate Property*
- IRC §168, *Accelerated Cost Recovery System*

<https://www.bloomberglaw.com/product/tax/citation/IRS Publication 946>  
<https://www.bloomberglaw.com/product/tax/citation/26 USC 168>

More examples:

### Cross References

- IRS Pub. 535, *Business Expenses*
- IRC §162, *Trade or business expenses*
- IRC §263, *Capital expenditures*
- Reg. §1.162-3 and -4
- Reg. §1.263(a)-1 through -6
- Rev. Proc. 2015-56
- Notice 2015-82

<https://www.bloomberglaw.com/product/tax/citation/26 CFR 1.162-3>,  
<https://www.bloomberglaw.com/product/tax/citation/26 CFR 1.162-4>  
<https://www.bloomberglaw.com/product/tax/citation/IRS Revenue Procedure 2015-56>  
<https://www.bloomberglaw.com/product/tax/citation/IRS Notice 2015-82>

**Caution:** Do not add links when cites are part of a heading.

## ~~Section 179 Limits~~

The Section 179 deduction is generally the cost of the qualifying property. However, the total amount a taxpayer can elect to deduct under Section 179 is subject to maximum dollar limits, investment limits, and a business income limit.

### Section 179 Limits

	2021	2020	2019
Deduction limit	\$1,050,000	\$1,040,000	\$1,020,000
Investment limit	\$2,620,000	\$2,590,000	\$2,550,000

**Deduction limit.** The regular deduction limit under Section 179 is \$1,050,000 for 2021.

Do not add links to existing links.

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~~Section 179 Limitation on Property~~

### Related Topics

- Sales of Business Property (~~Form 4797~~), page 6-16
- Depreciation Recapture—Sale of Business or Investment Property, page 6-17

### Cost Recovery for Qualified Improvement Property

Do not add links to state forms. Follow last year's instruction.

# Colorado

www.colorado.gov/revenue

## Forms and instructions:

Online ..... [www.colorado.gov/tax/individual-income-forms](http://www.colorado.gov/tax/individual-income-forms)

## Request tax assistance:

Call..... 303-238-7378

## 2021 Filing Requirements

Colorado income tax return must be filed if an individual is a:

- Full-year resident of Colorado,
- Part-year resident of Colorado with taxable income while a resident, or
- Nonresident of Colorado with Colorado-source income.

And the taxpayer:

- Is required to file a federal income tax return, or
- Has a current year Colorado income tax liability.

## Colorado Income Tax Forms

Resident, part-year, and nonresident. **Form DR 0104**, *Colorado Individual Income Tax Return*.

Part-year and nonresident. **Form DR 0104PN**, *Part-Year Resident/Nonresident Tax Calculation Schedule* (attachment to **Form DR 0104**).

## 2021 Colorado Tax Rate

No need to add links to cites as printed on images of actual documents (e.g., Forms, Schedules, etc.)

Schedule 1 (Form 1040) 2021

## Schedule 2, Draft as of July 21, 2021

SCHEDULE 2 (Form 1040)		Additional Taxes		OMB No. 1545-0074	
Department of the Treasury Internal Revenue Service		▶ Attach to Form 1040, 1040-SR, or 1040-NR. ▶ Go to <a href="http://www.irs.gov/Form1040">www.irs.gov/Form1040</a> for instructions and the latest information.		2021 Attachment Sequence No. 02	
Name(s) shown on Form 1040, 1040-SR, or 1040-NR			Your social security number		
<b>Part I Tax</b>					
1	Alternative minimum tax. Attach Form 6251.	1	1. See <i>Alternative Minimum</i>		
2	Excess advance premium tax credit repayment. Attach Form 8962	2	2. See <i>Premium Tax Credit</i>		
3	Add lines 1 and 2. Enter here and on Form 1040, 1040-SR, or 1040-NR, line 17.	3			
<b>Part II Other Taxes</b>					
4	Self-employment tax. Attach Schedule SE.	4	4. See <i>Self-Employment Tax</i>		
5	Social security and Medicare tax on unreported tip income. Attach Form 4137.	5	5. See <i>Tip Reporting</i> , page 3-15.		
6	Uncollected social security and Medicare tax on wages. Attach Form 8949.	6	6. See <i>Unreported Social Security and Medicare tax</i> , page		
7	Total additional social security and Medicare tax. Add lines 5 and 6	7			
8	Additional tax on IRAs or other tax-favored accounts. Attach Form 6329 if required	8	8. See <i>Exceptions to the 10% Penalty on Early Distributions</i> , page 13-3.		
9	Household employment taxes. Attach Schedule H	9	9. See <i>Household Employee</i>		
10	Repayment of first-time homebuyer credit. Attach Form 5405 if required	10	10. See <i>First-Time Homebuy</i>		
11	Additional Medicare Tax. Attach Form 8959	11	11. See <i>Additional Medicare Tax</i> , page 3-23.		
12	Net investment income tax. Attach Form 8960	12	12. See <i>Net Investment Inco</i>		
13	Uncollected social security and Medicare or RRTA tax on tips or group-term life insurance from Form W-2, box 12.	13			
14	Interest on tax due on installment income from the sale of certain residential lots and timeshares	14			
15	Interest on the deferred tax on gain from certain installment sales with a sales price over \$150,000	15			
16	Recapture of low-income housing credit. Attach Form 8611	16			

(continued on page 2)

For Paperwork Reduction Act Notice, see your tax return instructions.

Cal. No. 71478U

Schedule 2 (Form 1040) 2021

3-4 1040 Line Instructions

**Note:** One of the attachments is a spreadsheet that includes all the active cites extracted from last year’s edition of the Tax Prep Guide. Refer to it, if you find it useful.

## Building TOC

We intend to offer our subscribers an easy way to navigate while within a Tab. Therefore, a Table of Contents (TOC) will be made available in the navigation pane for each Tab. The TOC will be based on topic headings, and created by adding bookmarks.

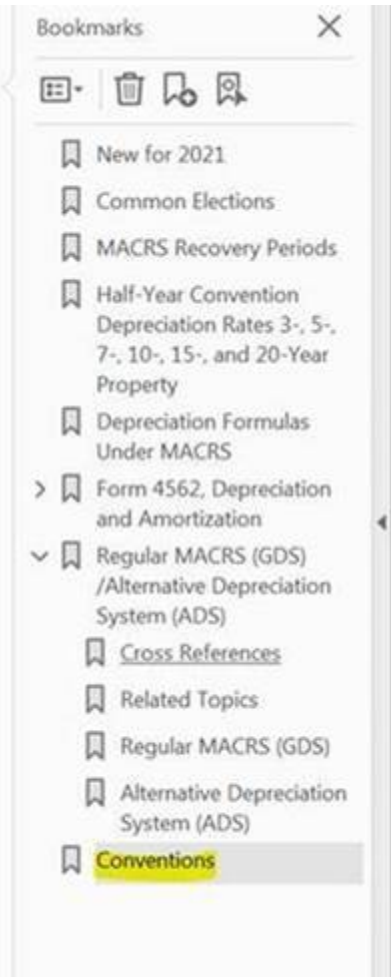
The TOC will only have two levels including: 1) headings in gray elongated bubbles, 2) headings in bold lying on separate lines.

Select heading; right mouse click; choose “Add Bookmark”

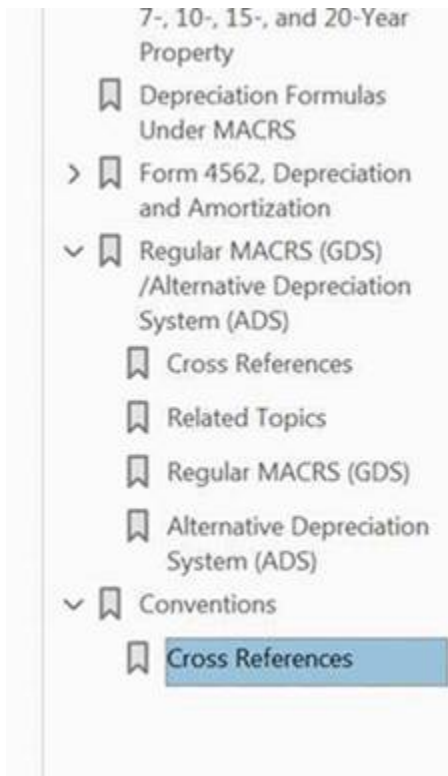
The screenshot shows a web page with a heading "Conventions" in a blue bubble. A right-click context menu is open over the heading. The menu items are: Copy, Copy With Formatting, Edit Text, Export Selection As..., Highlight Text, Strikethrough Text, Add Note to Replace Text, Add Note to Text, Add Bookmark (highlighted in yellow), Create Link..., and Look Up "Conventions".

Convention	Eligible Property
Mid-Month	Use for nonresidential real property, and any railroad grade.
Mid-Quarter	All property placed in service during the last three months of the year, or more than 40% of total depreciable service during the last three months of the year, determining total depreciable base. <ul style="list-style-type: none"><li>Do not reduce the total depreciable base by the amount of any special depreciation allowance.</li><li>Do not include mid-month property placed in service and disposed of in the same year, or property expensed in the same year.</li></ul>
Half-Year	Required for all property unless the mid-quarter conventions apply.

The heading will appear in the navigation pane on the left.



Move on to the next heading, and repeat. Make sure the TOC reflects the hierarchy in the text. Secondary entries should look indented as shown. Adjust levels where needed.



interest expense limitation. 318C §163(j)(5)(E)  
 • Property with a recovery period of 10 years or more under GDS that is held by a farming business electing out of the business interest expense limitation. 318C §163(j)(5)(C)  
 • May be elected for any property.

### Conventions

**Cross References**

- Form 4562, *Depreciation and Amortization*
- IRS Pub. 946, *How to Depreciate Property*

**Related Topics**

- Like-Kind Exchanges (Form 8824), page 6-19

**MACRS Conventions**

Conventions establish the point in the tax year property is considered to be placed in service or the purpose of computing depreciation. Use of mandatory.

Convention	Eligible Property
Mid-Month	Use for nonresidential real property, residential property, and any railroad grading or lane
Mid-Quarter	All property placed in service during a tax year more than 40% of total depreciable basis service during the last three months of its determining total depreciable basis for it <ul style="list-style-type: none"> <li>• Do not reduce the total depreciable basis by the amount of any special depreciation.</li> <li>• Do not include mid-month property, pre-service and disposed of in the same tax year, or property expensed under §</li> </ul>
Half-Year	Required for all property unless the mid-quarter conventions apply.

**Year placed in service.** All depreciable property to be placed in service on the midpoint of the tax year, regardless of the actual date it is placed in the year.

Obviously, start on page 1, but exclude the Tab Contents on that page. I attached a sample Tab to demonstrate what I included in the first 4 pages.

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**From:** Manjula <[manjulak@infoconi.com](mailto:manjulak@infoconi.com)>  
**Sent:** Monday, October 31, 2022 6:52 AM  
**To:** Demiraydin, Murat <[MDemiraydin@bloombergindustry.com](mailto:MDemiraydin@bloombergindustry.com)>; Sampath Kumar <[sampath@infoconi.com](mailto:sampath@infoconi.com)>; Palani <[palani@infoconi.com](mailto:palani@infoconi.com)>; Surendra, Manjula <[msurendra@vendor.bloombergindustry.com](mailto:msurendra@vendor.bloombergindustry.com)>  
**Cc:** Adesh Prasad <[Adesh@infoconi.com](mailto:Adesh@infoconi.com)>; Baird, Sally <[sbaird@bloombergindustry.com](mailto:sbaird@bloombergindustry.com)>; Hicks, Shawne <[shicks1@bloombergindustry.com](mailto:shicks1@bloombergindustry.com)>; Cruz, Ricky <[rcruz@bloombergindustry.com](mailto:rcruz@bloombergindustry.com)>; Hall, Justyna <[jhall@bloombergindustry.com](mailto:jhall@bloombergindustry.com)>; Nguyen, Tan <[thnguyen@bloombergindustry.com](mailto:thnguyen@bloombergindustry.com)>; Worthery, Kenya <[kwortherly@bloombergindustry.com](mailto:kwortherly@bloombergindustry.com)>  
**Subject:** Re: Tax Prep Guide - 2022 edition

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Please report suspicious emails to: [phishing@bloombergindustry.com](mailto:phishing@bloombergindustry.com)

Dear Murat

Glad to know another season for the Tax Prep Guide is getting started soon.  
Looking forward to receiving the first batch of tabs from you. Will let you know if i need any clarifications or have any questions.

Warm Regards  
Manjula k

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**From:** Demiraydin, Murat <[MDemiraydin@bloombergindustry.com](mailto:MDemiraydin@bloombergindustry.com)>  
**Sent:** Friday, October 28, 2022 11:03 PM  
**To:** Sampath <[sampath@infoconi.com](mailto:sampath@infoconi.com)>; Manjula <[manjulak@infoconi.com](mailto:manjulak@infoconi.com)>; Palani <[palani@infoconi.com](mailto:palani@infoconi.com)>; Surendra, Manjula <[msurendra@vendor.bloombergindustry.com](mailto:msurendra@vendor.bloombergindustry.com)>  
**Cc:** Adesh <[adesh@infoconi.com](mailto:adesh@infoconi.com)>; Baird, Sally <[sbaird@bloombergindustry.com](mailto:sbaird@bloombergindustry.com)>; Hicks, Shawne <[shicks1@bloombergindustry.com](mailto:shicks1@bloombergindustry.com)>; Cruz, Ricky <[rcruz@bloombergindustry.com](mailto:rcruz@bloombergindustry.com)>; Hall, Justyna <[jhall@bloombergindustry.com](mailto:jhall@bloombergindustry.com)>; Nguyen, Tan <[thnguyen@bloombergindustry.com](mailto:thnguyen@bloombergindustry.com)>; Worthery, Kenya <[kwortherly@bloombergindustry.com](mailto:kwortherly@bloombergindustry.com)>  
**Subject:** Tax Prep Guide - 2022 edition

Hi @Surendra, Manjula,

We are getting close to starting the new edition of Tax Prep Guide soon. We expect to receive the first set of Tabs from the vendor around the first week of November. As before, we'll handle the first few steps in house, and then send the job over to you.

Differently from last year, we are looking to combine Phases 1 and 2 for you to complete the whole task in one go. We should send you the revised instructions shortly.

In the meantime, you may want to review last year's e-mails for specs, tips and feedback to refresh your memory.

We'll be using JIRA to communicate and exchange files – just like we do for Portfolios now.

If you think anyone needs to be added or removed from the list of recipients, let me know. (This is also true for us TPQA folks.)

Any questions or concerns? Feel free to reach out.

Best,

Murat