TradeLog File Review Service: Requirements and What to Expect

Thank you for your interest in our TradeLog File Review service, we are eager to help you complete your tax year! Please read and complete the form below, then save and send to services@tradelog.com we'll create an invoice for payment and a link to securely upload required files and an estimated completion date.

CLIENT REQUIREMENTS

TradeLog File Review is a service available only to clients with an *active TradeLog subscription*. The purpose of the File Review is to have a TradeLog Service Specialist – an expert in TradeLog – confirm you completed necessary steps for the tax year, help identify any 1099-B reconciliation differences, analyze taxable results, and provide recommendations for edits or adjustments to the data for accuracy.

Steps 1 through 3 of our Guide to Using TradeLog Each Year must be completed for each brokerage account contained in the file to be reviewed. For best results, complete steps 1 through 5 to the best of your ability, this includes the Year End Checklist for each account.

You must provide the following:

1. TradeLog data file for the current tax year*
2. For each account: December statement for the tax year of the file†
3. For each account: December statement for the prior tax year†
4. For each taxable account: Broker-provided 1099-B for the tax year of the file†

* We recommend completing the File Review *before* you run the End Tax Year process. If End Tax Year was already completed, please also provide the next-year TradeLog file created.

† Please provide PDF formats for all statements and 1099-B.

WHAT TO EXPECT FROM TRADELOG

A TradeLog Specialist will review your TradeLog file as follows:

- Confirming the file has been setup correctly based on your provided information
- Verifying year-end open positions for each brokerage account
- Reconciling 1099-B for each taxable account and identifying significant differences
- Compare gain/loss results for taxable accounts with broker 1099-B reporting to check for anomalies.

Results of the review will be provided in writing with any recommended actions such as edits/adjustments, this may include links to pertinent instructions to help you complete those adjustments.

Important: The cost for File Review does not include making needed edits/adjustments as these may exceed the allowed time. You are responsible for making any needed edits identified. Requests to check your edits may require an additional File Review cost. You may request a quote for our services to make any needed edits, subject to our schedule availability. Contact your customer service rep about your situation and needs or to request a quote for additional services.

File Review costs do not include personal consultation with a Specialist unless separately agreed and quoted. Our Specialists often have a full schedule of projects and may work non-traditional hours. Therefore, we provide written results of our findings along with any instructions so you can easily refer to them.

If you need clarification about the File Review results, you may submit those questions via email reply. Clarification of the results may be provided by the Specialist, or your question may be forwarded to the TradeLog Support team and a support ticket generated. Our goal is to get you the best assistance based on your situation.

Responsibility: TradeLog / Cogenta Computing, Inc. does not provide investment, tax, or legal advice. Therefore, the results of the File Review are not to be construed as tax advice. You are solely responsible for your tax reporting results. We always recommend consulting with a CPA or tax advisor if you have specific questions about your situation or tax law.

Cost: File Reviews cost a minimum of $200 which is one (1) billable hour of time for our TradeLog Service Specialists. Upon review of the completed form below, we may estimate additional time is needed and we will provide a quote. If during the File Review process we determine additional time is needed, we will notify you immediately and await your direction before incurring additional costs.

Ready to Request a File Review?

If your file is ready for review, complete the information below, save and send to services@tradelog.com
We'll reply with an estimated completion date, an invoice for payment, and a link to securely upload files.

Your Name:____ Phone number: _______________________

Email Address for Your TradeLog Subscription: ____

TradeLog Filename: ____

Number of taxable accounts: _____________________ Number of IRA accounts: _______________________

For the file being reviewed, is this the first tax year using TradeLog?

Yes ☐ No ☐

Do any of the accounts use mark-to-market accounting method (MTM)

No ☐ Yes ☐ – if you marked Yes, please answer the questions below:

Is this the first tax year using MTM accounting method?

Yes ☐ No ☐

Did you elect Section 475f for *Futures* trading?

Yes ☐ No ☐

Note: Traders do not typically make this election as most prefer Section 1256 treatment for futures. Check your election documentation or with your CPA / tax advisor if unsure.

Are there any specific concerns or problems you experienced when using TradeLog?
Please provide details below to help the Specialist understand your situation for best results:

SEND FORM