

Secure Distributor Portal PDF Tax Vouchers

User Guide



Secure Distributor Portal PDF TAX VOUCHERS

Accessing PDF Tax Vouchers

- Once logged into the Secure Distributor Portal the below screen will be displayed with the option to search for tax vouchers for enabled Fund Groups.
- This option will only appear when you have submitted a Secure Distributor Portal linking form for your Recipient Group to be enabled for Tax Vouchers

DISTRIBUTOR PORTAL

REPORTS SEARCH **TAX VOUCHERS** AUDIT ADMIN ▾ BULK PROCESSING ▾

Management Company ▾ Sedol Number Unit Holder ID Pay Date Range
Last 31 Days 23/10/2019 ~ 22/11/2019 SEARCH 🔍 SEARCH PREVIOUS MONTHS 🔍 DOWNLOAD SELECTED 📄

Management Company	Fund	Sedol Number	Unit Holder ID	Designation	Pay Date
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Enter your search criteria...

Secure Distributor Portal PDF TAX VOUCHERS

Tax Voucher Search Screen

- Fill in information about your request and select 'Search'. Please note the Management Company and Unit Holder ID is a mandatory field. (PDF Tax vouchers are only available for GBP accounts)
- If you leave the SEDOL blank, the search will return all results for the Unit Holder ID and Fund Group within your selected date range

DISTRIBUTOR PORTAL

REPORTS

SEARCH

TAX VOUCHERS

AUDIT

ADMIN

BULK PROCESSING

Management Company

Columbia Threadneedle GBP

Sedol Number

Unit Holder ID

.....J80

Pay Date Range

30 Days

23/09/2019 ~ 22/10/2019

SEARCH

SEARCH PREVIOUS MONTHS

DOWNLOAD SELECTED

Secure Distributor Portal PDF TAX VOUCHERS

Downloading PDF vouchers in the Distributor Portal

- Search results will be displayed as shown below
- Select the voucher you wish to download by selecting the tick box on the left hand side. You can download multiple Tax vouchers at a time
- You will then be able to click 'Download Selected' in the top right

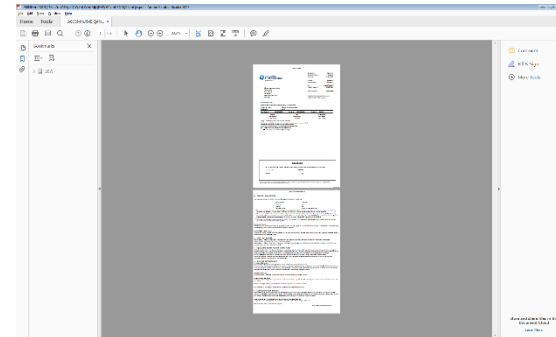
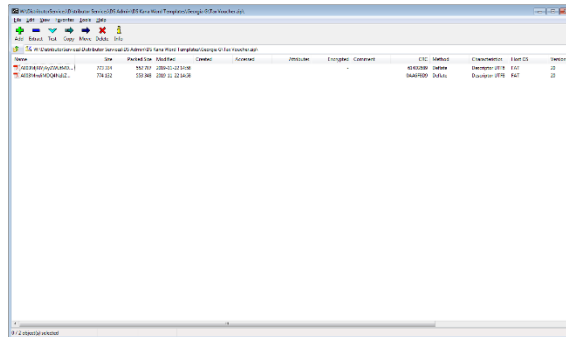
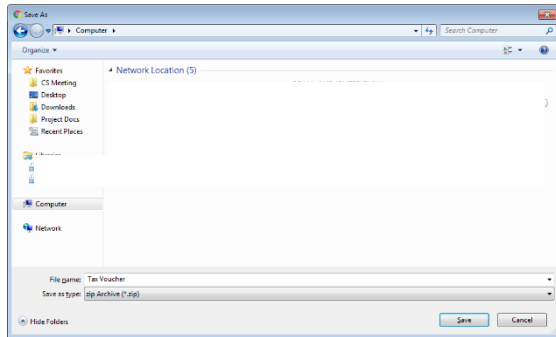
DISTRIBUTOR PORTAL

REPORTS SEARCH TAX VOUCHERS AUDIT ADMIN BULK PROCESSING						
Management Company Columbia Threadneedle GBP		Unit Holder ID 0000142980		Pay Date Range 30 Days 23/09/2019 ~ 22/10/2019		
Sedol Number				SEARCH	SEARCH PREVIOUS MONTHS	DOWNLOAD SELECTED (2)
☒ Management Company	Fund	Sedol Number ^	Unit Holder ID	Designation	Pay Date	
☒ Columbia Threadneedle GBP	UK Monthly Income Fund Retail Income	0152956	980	BUNS	04/10/2019	
☒ Columbia Threadneedle GBP	Global Equity Income Fund Z Income	B7S8N05	980	BUNS	30/09/2019	
☐ Columbia Threadneedle GBP	High Yield Bond Fund Z Income	B7SGDT8	980	BUNS	04/10/2019	
☐ Columbia Threadneedle GBP	High Yield Bond Fund Z Gross Accumulation	B82VC22	980	BUNS	04/10/2019	
☐ Columbia Threadneedle GBP	Strategic Bond Fund Z Gross Income	B882KH0	980	BUNS	04/10/2019	
☐ Columbia Threadneedle GBP	Strategic Bond Fund Z Income	B882QB6	980	BUNS	04/10/2019	
☐ Columbia Threadneedle GBP	UK Monthly Income Fund Z Income	B88V450	980	BUNS	04/10/2019	
☐ Columbia Threadneedle GBP	High Yield Bond Fund Z Gross Income	B99MVQ2	980	BUNS	04/10/2019	
☐ Columbia Threadneedle GBP	Sterling Short-Dated Corporate Bond Fund Inst Gross Income	B08GMC6	980	BUNS	30/09/2019	
☐ Columbia Threadneedle GBP	UK Property Authorised Trust Institutional Acc	BQ3G0Y0	980	BUNS	15/10/2019	

Secure Distributor Portal PDF TAX VOUCHERS

Saving the PDF

- Once you have downloaded the tax voucher a pop up will appear to save the file(s)
- These will then open as a PDF file



Secure Distributor Portal PDF TAX VOUCHERS

Fund Groups

Please see below a list of management companies that have tax vouchers available on the Secure Distributor Portal.

abrdn	M&G
AVIVA GBP	NinetyOne
AXA GBP	Quilter Investors GBP
CTFML	Rathbones
Dimensional GBP	RBS Collective Investments
Investment Fund Services Limited	Royal London
Janus Henderson GBP	SPW
JP Morgan	Thesis
Jupiter	TISLGBP