Beginning-of-Year Planning Checklist

[Client Preferred Name]

With a new year ahead, now is a great time to reflect on your financial goals and to take proactive steps that will help ensure you are on track for a successful financial future.

Our Beginning-of-Year Planning Checklist will guide you through important action items you should consider to help set the stage for 2025 and beyond.

Checklist Item #1

1099 Information and Dates

Your 2024 tax year Consolidated Tax Statements will be made available to you in **three separate waves**, based on the criteria and schedule outlined below. The availability of other tax forms is also discussed later in this letter. Please note that the dates provided are estimates and may change, if necessary. We strongly encourage you to access your tax forms via **Morgan Stanley Online**.

The tax forms you receive will depend on your account activities and the types of securities you hold. These forms are required to file your individual tax returns with the IRS.

The following may not apply to all clients: If you are a **limited partner in an alternative investment partnership**, the **Schedule K-1** will be issued directly by the partnership—not Morgan Stanley. As a result, the mailing dates mentioned in this notice do not apply to K-1s. It is critical that you wait to file your tax return until you have received all relevant K-1s.

For accounts with income below the IRS's minimum reportable thresholds, a Form 1099 will not be generated. Instead, you will receive a **de minimis letter**, which will be posted online for your reference.

1099 Consolidated Tax Statement Mailing Groups

Mailing Group	Criteria	Est. eDelivery & Mailing Dates
1	Accounts that do not have income sourced from securities such as Mutual Funds, Unit Investment Trusts, or Mortgage-Backed Securities, unless the income classification has been finalized by the issuer. *Note: Accounts that meet the above criteria but contain some information that is under review or has not been finalized will not be included*	January 14, 2025 & January 24, 2025
2	Accounts where information has been finalized, including accounts with income sourced from Mutual Funds, Unit Investment Trusts, or Mortgage-Backed Securities *Note: Accounts that meet the above criteria but contain some information that is under review or has not been finalized will not be included.*	February 7, 2025 & between February 14-21, 2025
3	Accounts excluded from the prior mailing groups because their information had not been finalized, predominately accounts with Unit Investment Trusts and Mortgage-Backed Securities.	February 28, 2025 & March 7, 2025

***Important**: The IRS does not require real estate mortgage investment conduits (REMICs) and collateralized debt obligations (CDOs) to calculate and run their original issue discount (OID) until March. Therefore, clients with REMICs and CDOs generally receive an updated Form 1099-OID.*[1]

[1] If You hold a REMIC or CDO in your account, please do not file your tax return until you receive your 1099 REMIC Information.

***Note**: Morgan Stanley uses this process during every tax year and this process is the industry standard.*

Corrected 1099 Mailing: If the security issuer sends revised tax information after the Deferred 1099 Mailings have taken place, clients from either the Initial Mailing or the Deferred Mailings will receive a corrected 1099 mailing. These corrections will be mailed to clients or be posted to access on Morgan Stanley Online.

Checklist Item #2

Contribution Deadline Info

The deadlines for contributing to Traditional and Roth IRAs are as follows:

- Contributions for a prior year must be made by April 15th of the following year.
- Contributions for the current year can be made from January 1 to December 31 of that calendar year.
- If the tax filing deadline falls on a Saturday, Sunday, or a holiday, the deadline is extended to the next business day.
- Some states may have specific holidays that could extend the tax filing deadline for residents of those states only.
- It is important to note that tax filing extensions do not apply to IRA contributions. Contributions must still be made by the original tax filing deadline.
- For SEP and SAR-SEP IRAs, the contribution deadline is the employer's tax filing deadline, including any extensions. This allows employers to make contributions up until the date they file their taxes, provided they have requested an extension.
- The deadline for contributions to an Individual 401(k) plan is the tax-filing deadline, including extensions. This applies to both profit-sharing and elective deferral contributions. However, it is important to note that elective deferrals must be made for amounts earned after the plan is adopted, so it is advantageous to establish the plan early in the year.

Checklist Item #3

Tax Planning

Now is a great time to reach out to your CPA or tax advisor and check where you stand year-to-date, prepare for 2024 taxes, and plan for 2025 taxes.

Once reviewed, we are more than happy to schedule time to discuss potential opportunities. As always, the more visibility we have of your holistic financial picture, the more we will be able to tailor our guidance and strategies to your needs and goals.

Access Your Tax Forms on MSO

For easy and secure online access to your tax forms, please follow these steps:

1. Log into Morgan Stanley Online
2. Click the Accounts tab
3. Select the Documents tab
4. Go to the Statement drop-down tab
5. Select Tax Documents and download them

If you are enrolled in eDelivery, you will receive a notification when your tax forms become available. If you are not enrolled in eDelivery, consider enrolling today for greater convenience.

2024 and 2025 Tax Tables

Each year, the tax bill highlights how significantly taxes can impact your journey toward your financial goals.

As tax filing deadlines approach, you can prepare for last year's taxes and this year's planning with the updated 2024 and 2025 tax tables.

As always, please reach out with any questions or if you'd like to discuss further.

Access 2024 Tax Table >

Access 2025 Tax Table >

Click Below for More Tax Info:

When, How, Where to File

Order Forms by U.S. Mail

Checklist Item #4

Making Donations

No need to wait until the end of the year to make donations! Here are some reasons not to wait until the end of the year to send that donation to your favorite charity:

- Many charities experience a drop in donations during non peak times. Giving earlier could provide your chosen organization with much needed cash flow that will allow them to fund their projects throughout the year.

- Avoid the heavy influx of donations. While organizations are grateful to receive your gift any time of the year they are more likely to have the capacity to send you a proper acknowledgement when things are a little less hectic. Donating early can make your gift stand out.

- Most charitable donations are sent via USPS in November and December when the volume of mail being processed increases significantly. This increase in volume also leads to an increase in the chances of your check being delayed or potentially lost. In some cases this may mean your donation won't be recognized during the tax year it was intended for.

Checklist Item #5

Total Wealth Tool

Do you know what securities you own and where your assets are held?

Morgan Stanley has the ability for you to view all your accounts across institutions in one place. We encourage you to incorporate Total Wealth Tool to help simplify, locate, and follow everything in one place.
This will also help provide a more comprehensive view of your financial picture, enhancing our discussions with you about your current and future plans.

View Your Full Financial Picture in One Place

Securely housed within Morgan Stanley Online, it allows you to link numerous accounts in one place.

Use the button below and follow the steps to get started viewing your full financial picture in one convenient and secure location.

Get Started >

Visit Our Website

[Signature of Primary Contact]

[1] https://www.irs.gov/retirement-plans/plan-participant-employee/retirement-topics-ira-contribution-limits

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