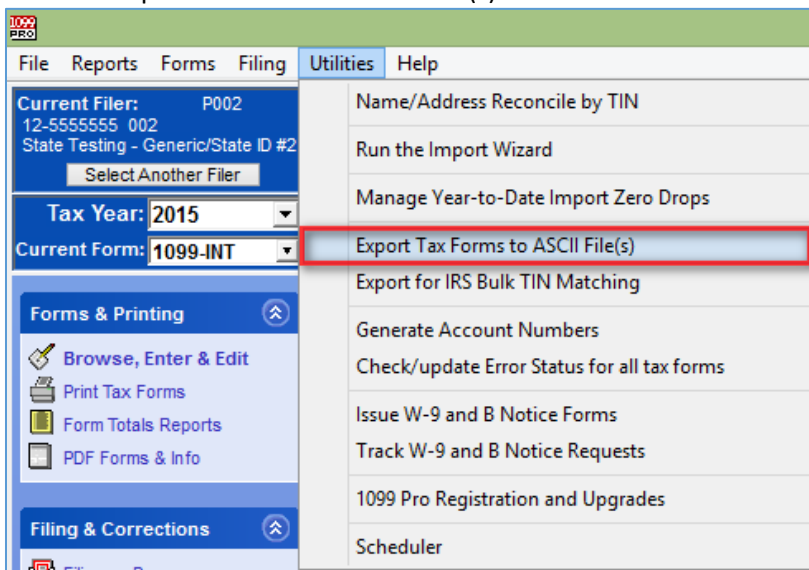
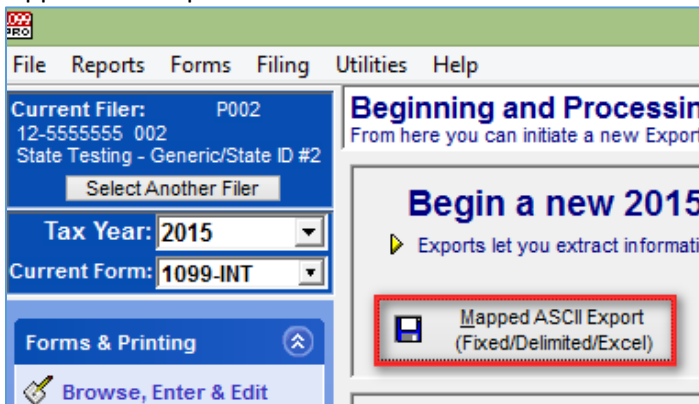


1. Select Utilities -> Export Tax Forms to ASCII File(s)



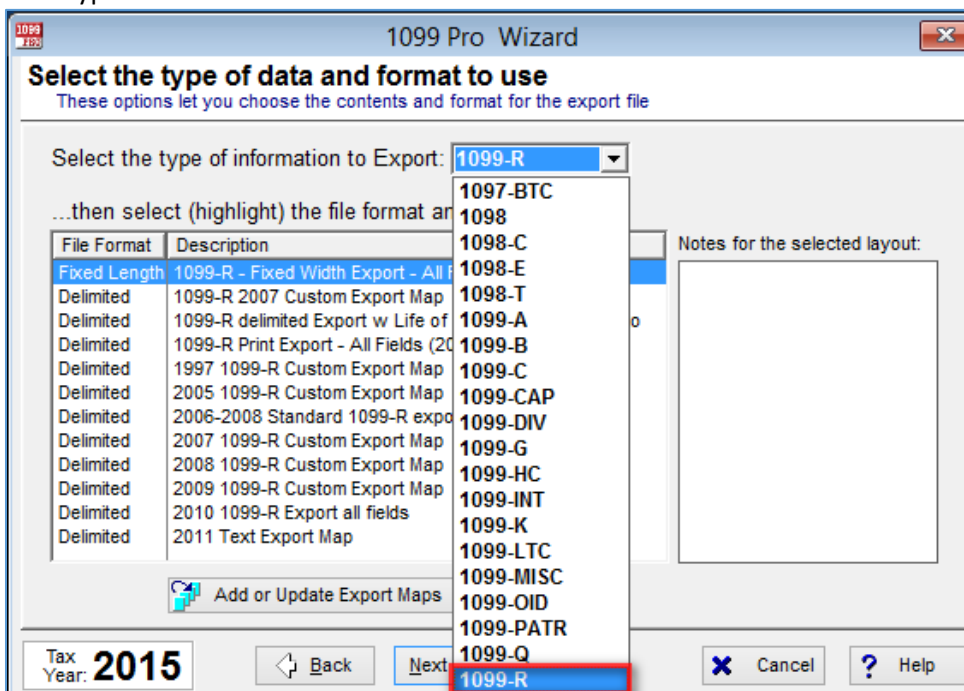
a.

2. Select Mapped ASCII Export



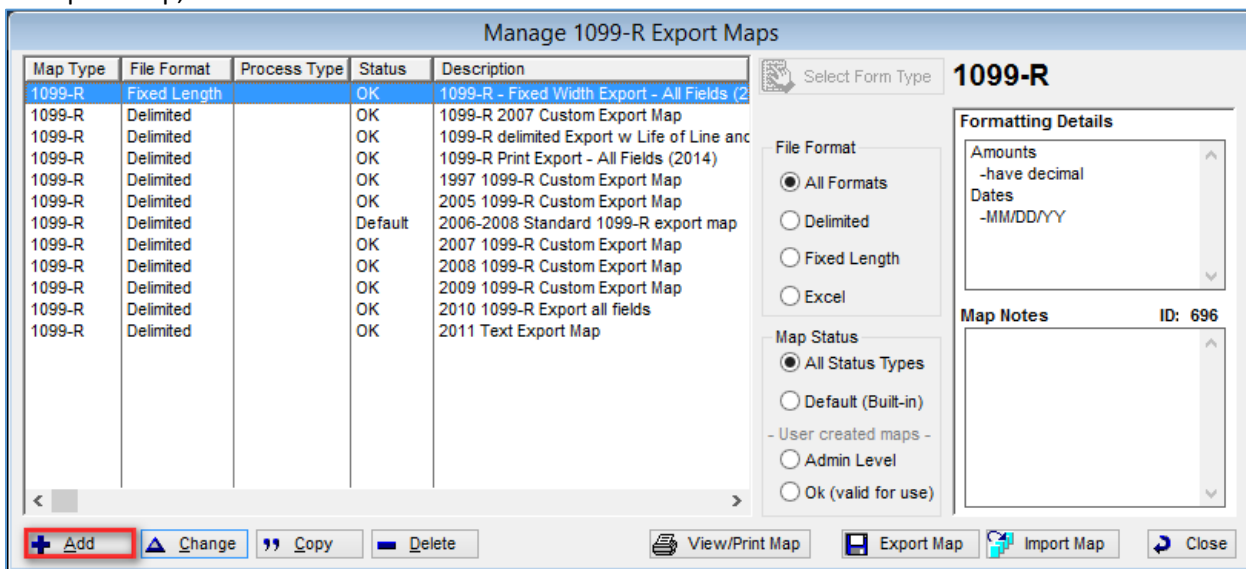
a.

3. Click "Next" through the wizard until the "Select the type of data and format to use" screen appears. Select the desired form type.



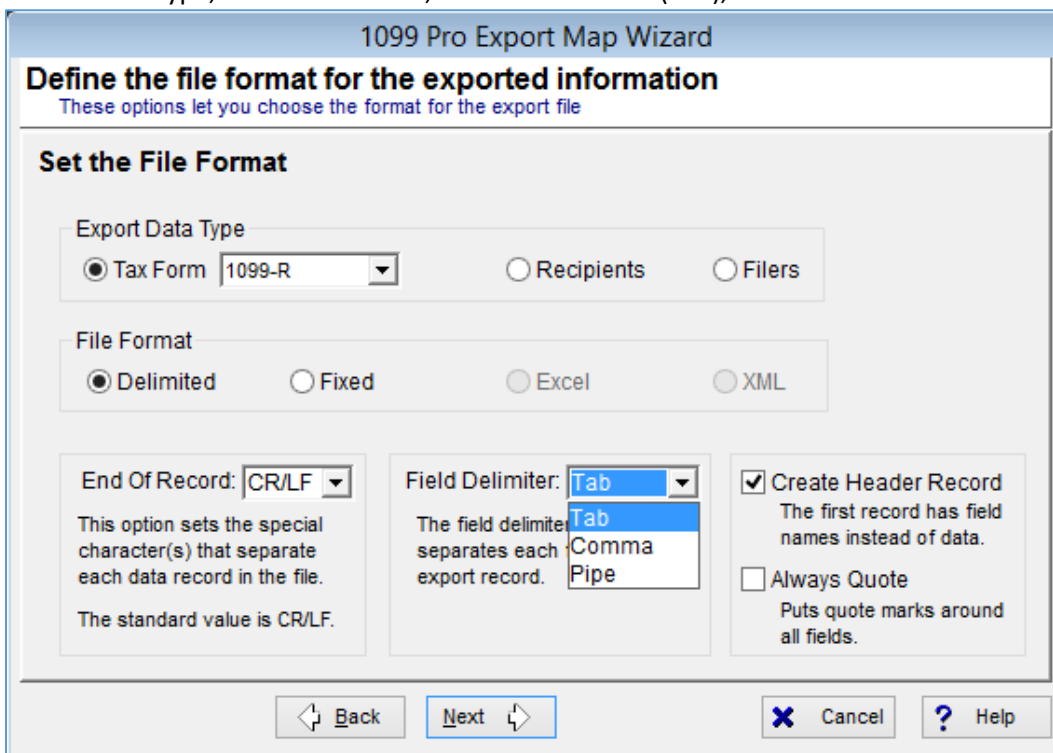
a.

4. Add a new export map, if one has not been created.



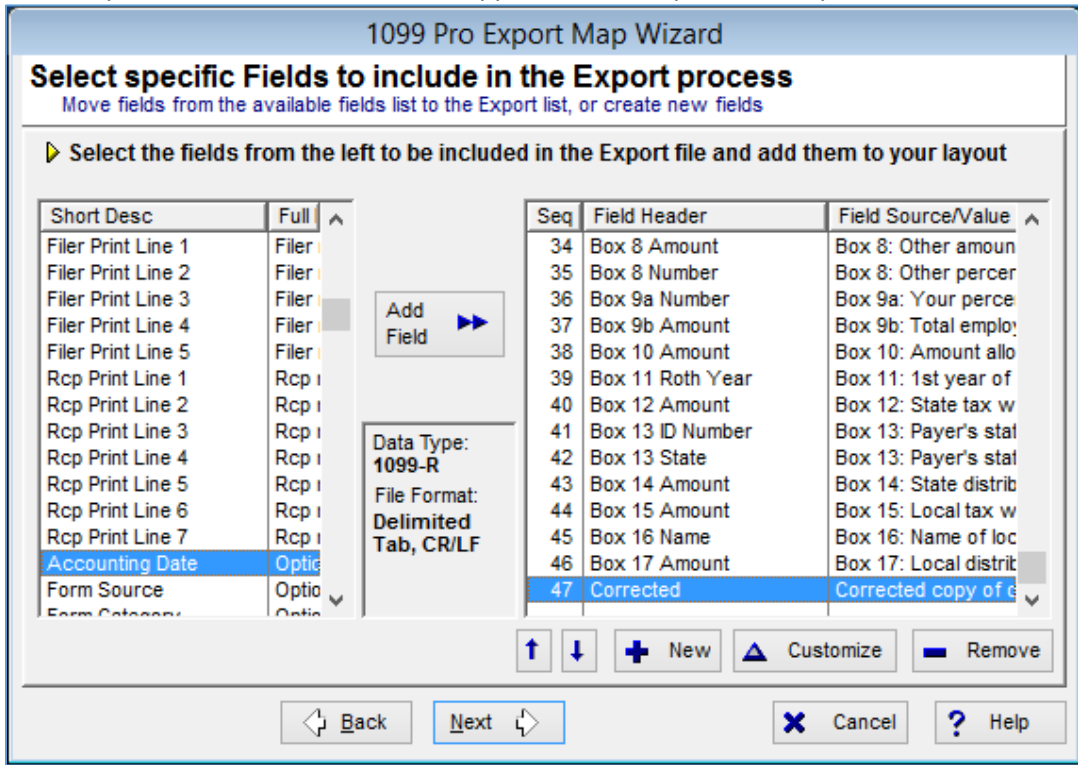
a.

5. Choose the tax form type, delimited format, the field delimiter (Tab), and Create Header Record

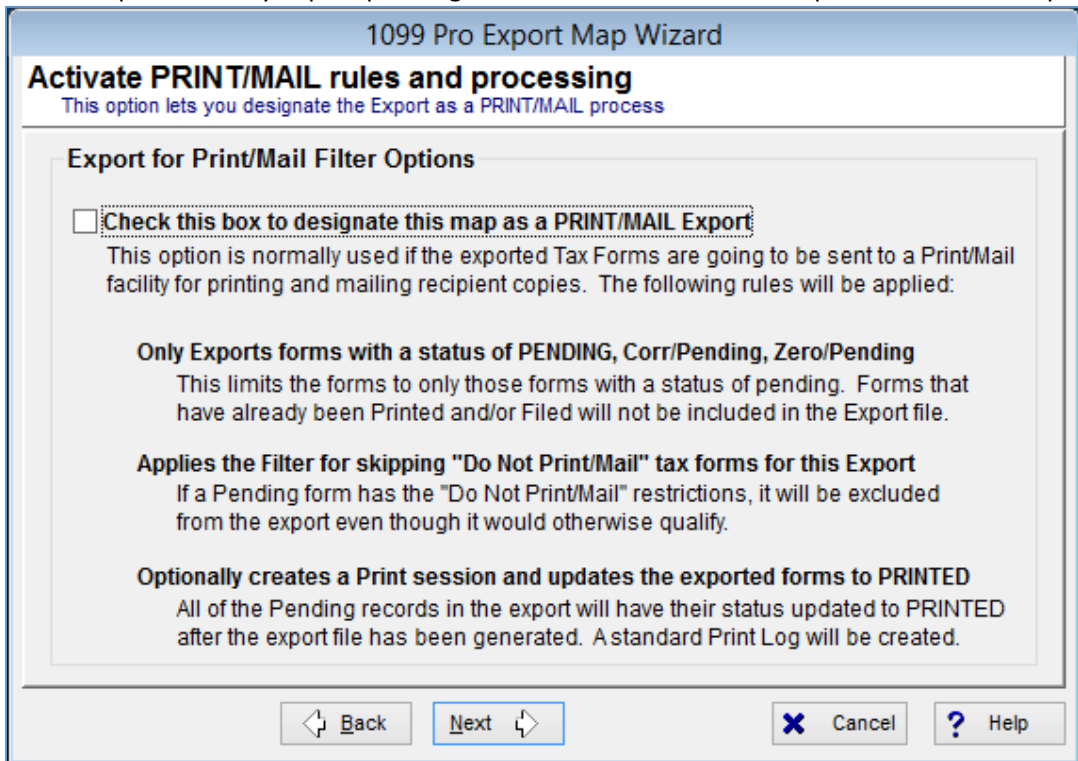


a.

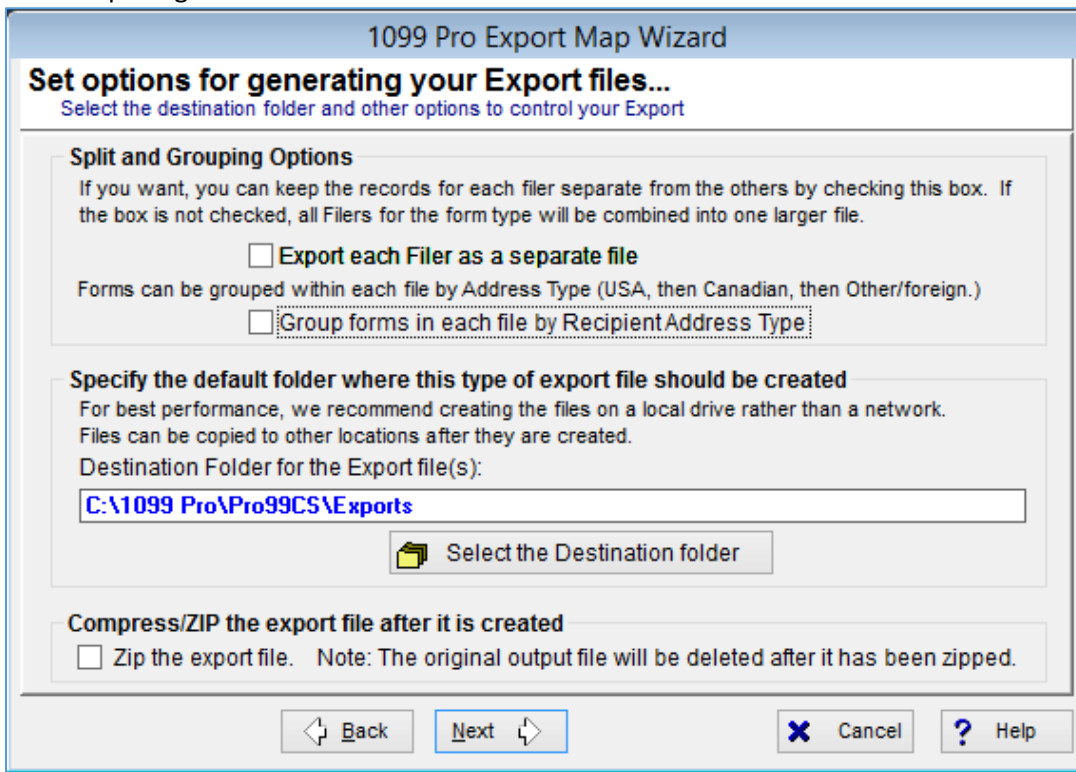
6. Click 'Next' until the Select specific Fields to include in the Export process" screen is reached. Move the desired export fields to the right-hand side.
 - a. Generally, the RCP Print Lines can be skipped – this is duplicated recipient information.



7. Label the map, click "Next", and select whether or not the map is being used as a "Print" export.
 - a. A Print export will only export pending forms and will mark them as printed once the export is complete.

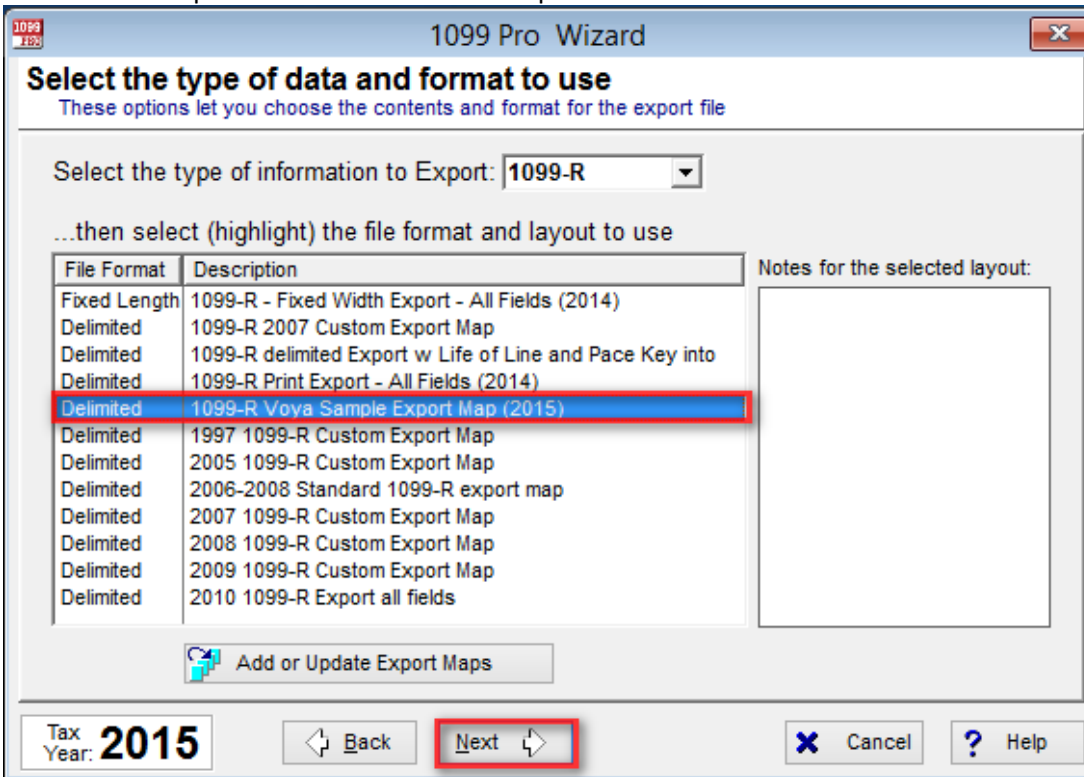


8. Choose whether or not you would like the export file to be broken up into a separate filer per each PCode and if you would like Address Type Grouping.
 - a. Address Type grouping will group all foreign addresses (with foreign country indicators) for more efficient postage calculation



b.

9. You may not “Finish” and use the export map as you would in the standard export process. Select the map and click “Next” to start the process. Follow the wizard options.



a.