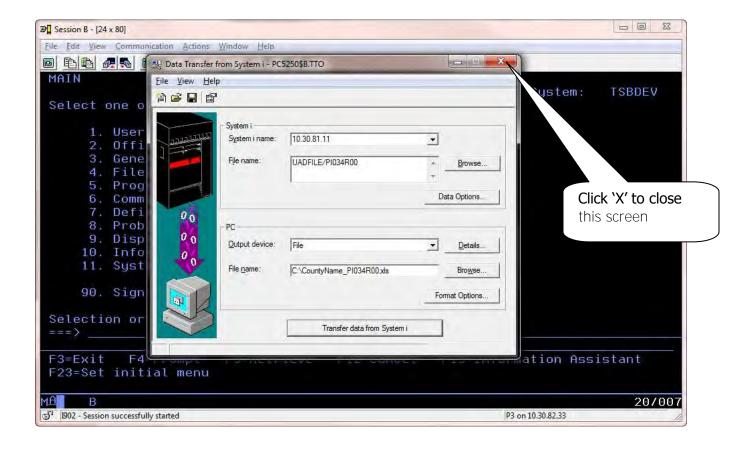


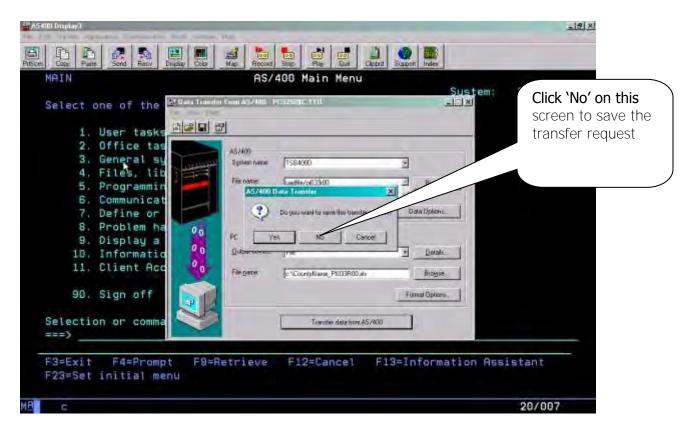
You now have the first file ready to send to STC. You need to return to the second screen print on page 2 and complete the instructions for each of the following files, changing the name of the AS/400 file (screen 2 on page 2) **and** the name of your PC file (screen 2 on page 4):

PI135R00(PI135R00) PI136R00(PI136R00)

Notice that most of these have a name in parenthesis immediately following the file name. These are member names and need to be keyed exactly as you see them here – the member name is necessary in order to pull the member with the actual data.

When you have completed all of the files (3 total) continue with these instructions.





Now you just need to send an e-mail to Gary Houde (gary.houde@tax.idaho.gov) at the Tax Commission, and attach the five files you just created with the download.

If you have any questions or any problems once you start this process, please contact the Technical Support staff at the Tax Commission (208-334-7750).