Quilter

Quilter Capital Gains reporting tool

User Guide

For use with the Collective Investment Account (CIA)

Contents

Introduction

Welcome to our guide to the Capital Gains (CG) reporting tool. This guide will explore the tool and its main features, and look at how to troubleshoot any potential issues you may come across.

There are some important points to note while using the Capital Gains reporting tool:

– The tool looks only at the capital gains and losses position for **one Collective Investment Account (CIA) at a time** and does not take into account the client's overall CGT position. If the account is jointly owned you will need to interpret and apply the information to your clients' individual circumstances.

– The applicable CGT annual allowance for personal investors and company held accounts will be set in the tool automatically. If you have accounts held by trustees the tool will default to 100% of the CGT annual allowance. If the trustees are subject to a lower allowance you will need to notify us so we can amend this for you prior to running any calculations.

– If you have sold and subsequently bought units in a different share class of the same asset (for example bundled to unbundled or income to accumulation) this will be shown as a disposal within the CGT report and CG tool, not a conversion. Please be aware that if you process a switch of this type, the cost of the continuing asset will reflect the new acquisition cost.

– If your calculation includes assets held in a model portfolio, the CG tool will base its calculations on the payment and withdrawal preferences set at model portfolio level. This will either be 'align to target' (where overweight assets will be sold to bring the portfolio back to its target percentage) or a proportionate sale of assets. If you wish to run calculations on the underlying assets of the model portfolio you will need to unlink the account from the model portfolio prior to using the tool. In order to re-establish the link please contact us.

– Pre migration CGT report - For any account migrated from our previous technology, you will still be able to obtain historical reports as far back as the inception of the plan. If the account was part of our February 2020 migration these can be requested from us by speaking to your dedicated Quilter contact. If the account was part of any subsequent migration you will need to obtain the report from the Pre-Migration CGT Reporting section on-line. You will need to combine the pre migration report with your new report produced using the CG reporting tool in order to produce a report for the tax year that the migration occurred.

Search for a client

1. After logging on to the platform, search for and select your client's record and name.

Open the tool

*1. Click on the '**Accounts**' tab towards the bottom of the client page.*

*2. Select the **CIA account** that you want to work with.*

Create a report

*1. When on the account page click on the '**Create reports**' quick link at the top of the screen.*

*2. Select '**Capital Gains Report**' from the drop down options.*

Note:

– Please note that CGT is only applicable to Collective Investments Accounts and these options will only appear if a CIA for a relevant client type is selected.

– If an account is held jointly the report will only display one of the names of the account holders and will use the single CGT allowance rather than the combined amount for both account holders

Clients > Anon Customer 10477 > CIA

Anon Customer 10477
CIA AC2015941-003

Money out   Projections   Switch

UScan report

Contribution statement

Valuation

Capital Gains Tax tool

Assigned a   Capital Gains Report

Submit   Pre-Migration CGT Report

£77,862.73 What's this?

Investment risk score: Not completed   What's this?

Expected account risk score: -   What's this?

HOME

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Performance

From
15/06/2020

To
15/06/2021

UPDATE

PERFORMANCE What's this?
8.95% ↑

VIEW PERFORMANCE DETAILS

Capital Gains report

This will take you to the CGT Reporting page where you will be able to fully customise the report for your clients' needs.

The system automatically lists all reports that have been requested in the last 7 days. You can retrieve reports generated before that by entering the date range you require either manually or selecting the dates on the calendar.

Simply click on the '**Status**' hyperlink once the report status has changed to '**Complete**' to open the report in the chosen format.

You will be able to save and print from the '**File**' menu in Adobe or Excel.

1. Select either 'Tax year to date', 'Last tax year', 'Last month', 'Last 3 months', or 'Last 6 months as the Set period'. Alternatively specify dates from the drop down menu.

2. Select the report format - either Excel or PDF.

*3. Click on '**Generate report**'.*

*4. Click on the hyperlink once it has changed to '**Complete**'.*

You can access all reports that have been requested for this account in the Generated reports section.

Note:

– When using the CGT report for the year of migration please disregard the CGT summary page and use the total figures on the 'Realised Gains/Losses' tab instead.

Pre migration CGT report

1. Click on create reports

2. Select Pre-migration CGT Report from the drop down menu.

For any account migrated from our previous technology, you will still be able to obtain historical reports as far back as inception of the plan. For accounts that were migrated as part of our February 2020 migration you will need to request these from us via your normal Quilter contact. For accounts that were part of any subsequent migration, these can be requested via the Pre-Migration CGT Report option. You will also need to use this option in conjunction with the Capital Gains Report option in order to produce a report for the tax year that the migration occurred.

Search for and select the client as above (page 4) click on the accounts tab and select the CIA account required

Note:
– Not to be used for accounts that migrated in February 2020 as these need to be requested from us via your normal Quilter contact

Pre migration CGT report *(continued)*

This will take you to the Pre-Migration CGT Reporting page where you will be able to choose whether you want to report for the previous tax year or for specific dates.

Please note that if you are trying to obtain a report for the tax year that the account migrated, you will need to select Specify dates. If the account was part of our November 2020 migration you will need to enter 6th April 2020 as the From date and 16th October 2020 as the To date. If the account migrated in February 2021 you will need to enter 6th April 2020 as the From date and 15th January 2021 as the To date. You will then need to run a Capital Gains Report, selecting Tax year to date, for the transactions that occurred after the account migrated to our new technology and use these reports in conjunction with one another to get a complete view of the clients CGT position for the year of migration.

1. Click on Set period field and select Specify dates and enter the to and from dates using the calendar

   Choose PDF or Excel from the format drop down then click generate report.

Quilter

System admin | Remuneration Statement
MUAttivo Rob | Attivo Financial Services Ltd

Clients > Anon AccountName > CIA > Pre-Migration CGT Report

HOME

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Anon Customer 10477

£324,185.86
as at 15 June 2021

Pre-Migration CGT Report

Generated reports will appear in the list below.

Request a new report

Set period

Last tax year

Last tax year
Specify dates

Excel

GENERATE REPORT

Capital Gains Tax Tool

Our Capital Gains Tax Tool allows you to model various scenarios for a client's CIA in order to ascertain the potential tax liability. There are numerous options available from the drop down as follows.

1. From the CIA account page click on 'Create reports'.

2. Select the 'Capital Gains Tax tool' from the drop down. If this is the first time you have visited the CGT Tool you will need to read and accept the disclaimer in order to proceed.

Capital Gains Tax Tool *(continued)*

The CGT Tool has two elements. The first section has all the CGT information held about the account. This includes confirmation of the applicable annual exemption for the client, any realised gain or loss created on the account so far within the current tax year, the amount of annual allowance remaining for the tax year and the amount liable to CGT.

The tool also allows you to capture and store details for any gains or losses realised externally, as well as update the tool with any allowable losses from previous tax years that are yet to be utilised. To do this click on the '**Edit**' button to make the relevant fields editable.

Once updated select '**Save**'. This saves the data indefinitely until it is either cleared or updated at a later date.

If using the CGT Tool for a migrated account that has moved to our new technology within the tax year in question there is an action you will need to complete prior to running any calculations.

You will need to obtain a premigration CGT see page 8 Pre-Migration CGT Report. From this report you will need to obtain the total gain or loss figure for the tax year up until the point of migration of the account and input this into either the '**External realised gain**' or '**External realised loss**' field and click on the '**Save**' button.

Note:
- If the CIA is held within a trust, the annual allowance will default to 100% of an individual's allowance. Please contact us so we can amend this if the full allowance is not applicable to your trust.
- If the account is held jointly the annual allowance will show as the individual allowance and the output will need to be interpreted for the clients specific circumstances.

What-if scenario - selling assets manually

In the '**What-If**' section you can model various scenarios and see their subsequent CGT implications.

I want to:		By...	
Sell assets manually ⑴	⦿	Selling assets proportionally	○
Sell assets to reach a Capital Gains target	○	Selling assets with highest % gain first	○
☑ Include Model Portfolios	£12,300.00	Selling assets with lowest % gain first	○
Sell assets to reach a specific value	○ £0.00		

*1. The first option is '**Sell assets manually**'. Enter either a monetary 'Sell value' or 'Sell quantity' of units into the fields next to each asset.*

2. To exclude a particular asset or assets untick the box.

*3. Once complete select '**Calculate**' to return results on the gain/loss for each asset in £ and units. It will also provide the total gain/ loss figure of all assets included in the calculation.*

Asset	Current holdings	Unit cost (£)	Unverified cost	Current price (£)	Current value (£)	Sell value (£)	Sell quantity	Gain / loss (£)	Gain / loss (%)	Include all ② ☑
Managed										
ASI MyFolio Market II Acc -U	62180.0080	£0.7856	Verified	£0.8404	£52,256.0787	0	0	£0.0000	6.98%	☑
Total						£0.0000	£0.0000			

CALCULATE ③

Note:

– If your calculation includes assets held in a model portfolio, the CGT tool will base its calculations on the payment and withdrawal preferences set at model portfolio level. This will either be 'align to target' (where overweight assets will be sold to bring the portfolio back to its target percentage) or a proportionate sale of assets.
If you wish to run calculations on the underlying assets of the model portfolio you will need to unlink the account from the model portfolio prior to using the tool. In order to re-establish the link please contact us.

What-if scenario -
sell assets to reach
a CGT target

The next option is to run a calculation based on '**Sell assets to reach a Capital Gains target**'.

2. Choose how you would like to sell to achieve the capital gains target. The options available are:

*'**Selling assets proportionately'***

*'**Selling assets with highest % gains first'***

*'**Selling assets with lowest % gains first'***

1. Enter the amount of capital gain to achieve as a monetary figure. The tool will include any gains or losses already realised on the account and take account of any additional information you have entered in respect of external gains, losses and allowable losses brought forward.

*3. Click on '**Calculate**' to return results based on realising a capital gain whilst using the sell strategy that you selected in the previous step.*

I want to:

Sell assets manually	○
Sell assets to reach a Capital Gains target	◉ £12,300.00
☑ Include Model Portfolios	
Sell assets to reach a specific value	○ £0.00

By...

Selling assets proportionally	◉
Selling assets with highest % gain first	○
Selling assets with lowest % gain first	○

Asset	Current holdings	Unit cost (£)	Unverified cost	Current price (£)	Current value (£)	Sell value (£)	Sell quantity	Gain / loss (£)	Gain / loss (%)	Include all ☑
Managed										
ASI MyFolio Market II Acc -U	62180.0080	£0.7856	Verified	£0.8404	£52,256.0787	0	0	£0.0000	6.98%	☑
Total						£0.0000		£0.0000		

CALCULATE

What-if scenario - sell assets to reach a specific value

To print the output from the What-If tool you will need to click on the '**Print Options**' button at the top of the page and select either PDF or Excel. This will create the '**Download Report**' hyperlink which when selected will display your report (see 4 in the second image on the right).

*1. The final option is '**Sell assets to reach a specific value'**. Enter the amount to generate from the calculation as a monetary figure.*

2. Choose your priority for the sale from the following options:

*'**Selling assets proportionately'***

*'**Selling assets with highest % gains first'***

*'**Selling assets with lowest % gains first'***

*3. When you have made your selection, click on '**Calculate'**.*

Note:
Once generated you will need to save the report locally as it will not be saved on the platform

Updating book costs following a Re-registration

When an asset is re-registered from another provider the book cost for that asset will be incorrect. Our system allows you to manually update that cost so that it is reflected correctly in any future CGT calculations.

First search for the client from the homepage and select the relevant CIA from the accounts tab as shown on page 4.

Once complete click on the '**Save**' button so that the correct unit tax book cost will be used in any future calculations.

*4. A pop up box will appear in which you will need to enter the '**Average purchase price'** of the units and the '**Date of first purchase**'.*

*1. Select the '**Transactions**' tab.*

*2. Then click the '**Investments**' tab.*

*3. Click on the '**Add off-platform purchase price**' hyperlink.*

Add off-platform purchase price

Average purchase price

£ 1.67

Unit Tax Book Cost

Date of first purchase

21/01/2012

An explanation of the different asset disposal strategies

The Quilter Capital Gains Scenario Tool allows advisers to manage their clients' CGT position by providing the adviser with different scenarios in which to manage a disposal of assets. The adviser can select from three different strategies:

– Disinvest **manually**
– Disinvest to **reach a capital gains target**
– Disinvest to **reach a specific proceeds value**

For the **last 2 options**, the specific assets to be disinvested can then be selected:

– Proportionately
– Selling assets with highest % gain first
– Selling assets with lowest % gain first

When selling assets manually the adviser can select the assets to sell and instruct value or unit quantity orders. The following provides more detail on the meaning of these terms in this situation.

– **Disinvest manually** – the adviser can select which assets to sell and specify either a number of units or monetary value for each asset included in the calculation.
– **Disinvest to reach a capital gains target** – a capital gains value can be targeted within the scenario planning calculation. If this option is selected then the adviser has the option of either selling proportionately to achieve this target, selling the assets with the largest gains first or selling the assets with the smallest gains first.
– **Disinvest to reach a specific proceeds value** – a monetary value can be input to realise a specific amount of proceeds within the calculation. Again, if this option is selected then the adviser has the option of either selling proportionately to achieve the target, selling the assets with the largest gains first or selling the assets with the smallest gains first.
– **Proportionately** – sales from each asset to achieve the calculation target will mirror the current % held in each asset held within the account and included in the calculation.
– **Selling assets with highest % gain first** – the calculation will look at the current unrealised gain/loss of each asset held within the account and included in the calculation. It will look to sell from those with the highest gains first to achieve the gain or proceeds target.
– **Selling assets with lowest % gain first** – the calculation will look at the current unrealised gain/loss of each asset held within the account and included in the calculation. It will look to sell from those with the lowest gains first to achieve the gain or proceeds target.

If you require any further training or assistance with the tool, please contact your Platform Specialist or Quilter consultant, or call our Customer Contact Centre on 0808 171 2605.