

Bloomberg BNA

PREMIER STATE TAX LIBRARY Quick Reference Card

- 1 Click the **'State'** tab to open the **Premier State Tax Library**. To set the product to open to the **'State'** tab, click [Set as My Home Page](#).
- 2 **Expert Analysis**
Written by leading state tax practitioners — includes **Portfolios** and **Navigators** for Corporate, Individual, and Sales & Use Tax.
- 3 **Practice Tools**
Access **'State Tax Chart Builders'** and **'State Tax Nexus Tools'** for Corporate and Individual Income, Green Incentives, and Sales & Use Tax.
- 4 **Source Documents**
Access State Laws & Regulations, Agency Documents, and State Tax Cases.
- 5 **News & Commentary**
Direct links to all state notification services.
- 6 Click **'My Folders'** on the menu bar to access saved searches, charts, and documents.

The screenshot shows the Bloomberg BNA Tax and Accounting Center website. The interface includes a top navigation bar with links like 'MY HOME PAGE', 'ABOUT', 'GETTING STARTED', 'CONTACT', 'MY FOLDERS', 'PREFERENCES', 'SITE MAP', 'HELP', and 'SIGN OUT'. Below this is a search bar and a secondary navigation bar with tabs for 'Federal', 'Daily Tax Report', 'Compensation & Benefits', 'Estate Planning', 'State', 'Sales & Use', 'International', 'Transfer Pricing', 'Accounting', 'Tax Practice Series', 'Payroll', 'More Practice Areas', and 'All'. The main content area is divided into several sections: 'Indexes' (highlighted with a callout 2), 'PRACTICE TOOLS' (with callout 3), 'SOURCE DOCUMENTS' (with callout 4), 'TRAINING & CONFERENCES', and 'OTHER RESOURCES'. On the right side, there are sections for 'EXPERT ANALYSIS' (with callout 2), 'DAILY TAX REPORT' (with callout 5), 'NEWS & COMMENTARY' (with callout 5), and 'FROM THE EDITORS'. A 'RECENTLY VISITED DOCUMENTS' section at the bottom right shows 'None'. Callouts 1 and 6 point to the 'State' tab and the 'MY FOLDERS' link, respectively.

Bloomberg BNA Complimentary Training & Product Support
800.372.1033, opt 5 // Mon – Fri, 8:00 am – 8:00 pm // www.bna.com/training

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ADVANCED SEARCH

- 1 Click 'Advanced Search' on the banner to access the 'Advanced Search' template.
- 2 Select the collection(s) to search.
- 3 Enter search terms.
- 4 Use fields to limit the search. Select whether to use shared fields, or fields from all selected collections.
- 5 Set a date restriction using either the drop-down menu or enter a range of dates.
- 6 Click 'Search.'

The screenshot shows the 'Advanced Search' page. At the top, there is a search bar with 'SEARCH HISTORY', 'SAVED SEARCHES', and 'SAVED CHARTS' tabs. Below it are links for 'ADVANCED SEARCH', 'GUIDED SEARCH', and 'GO TO'. A 'SEARCH' button is on the right. The main content area is titled 'Advanced Search' and contains instructions: 'Select collections to search from the categories below, then use the search form to perform your search.' There are two main sections: 'Choose collection(s) to search:' and 'Select one or more of the following optional criteria to limit your search'. The first section has a tree view of categories like 'EXPERT ANALYSIS', 'STATE TAX PORTFOLIOS', 'SALES AND USE TAX PORTFOLIOS', 'STATE GUIDES AND NAVIGATORS', 'CASES AND DECISIONS', etc. The second section has fields for 'Search term(s)', 'Fields' (with radio buttons for 'Show shared fields only' and 'Show fields from all selected collections'), and 'Limit by date' (with a dropdown for 'No Date Restrictions' and input fields for 'From' and 'To').

CHART BUILDERS

- 1 Find Chart Builders for: **Corporate Income**, **Individual Income**, **Sales & Use Tax**, and **Green Incentives** in the 'Practice Tools' frame.
- 2 Expand the jurisdiction listing and select states and/or territories using the expansion arrows.
- 3 Expand the topic lists and select topics for inclusion on the chart.
- 4 Select how the chart should be organized and displayed.
- 5 Click the 'Create Chart' button.

The screenshot shows two parts of the interface. The top part is 'PRACTICE TOOLS' with a sub-section 'State Tax Chart Builders' containing links for 'Corporate Income', 'Individual Income', 'Sales & Use Tax', and 'Green Incentives'. Below that are 'State Tax Nexus Tools' with links for 'Corporate Income Tax Nexus', 'Sales & Use Tax Nexus', and 'Sales & Use Tax Rate Finder'. The bottom part is the 'Corporate Income Tax Chart Builder' form. It has instructions: 'Build a chart covering one or more jurisdictions and one or more topics. Once you select jurisdictions and topics, choose the display order for the information you wish to display.' There are two main sections: 'Choose Jurisdictions:' and 'Select Topic(s) to Display:'. The first section has a dropdown for 'States and Territories'. The second section has a tree view of topics like 'Nexus Standards', 'Initial Fees and Taxes', 'Imposition of Tax and Taxable Entities', 'Tax Rates', 'I.R.C. Conformity', etc. At the bottom, there is a 'Select Chart Display:' section with radio buttons for 'Topic headings across top' and 'Jurisdictions across top'. A 'Create Chart' button and a 'Reset' button are at the bottom right.

To learn more, contact your Bloomberg BNA Representative at 800.372.1033 or visit bna.com