

## **ADAGIO SYSTEMS, LLC**

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## **NoteSmith News 2025**

### **January 2025**

#### **NoteSmith 2025 handling**

NoteSmith 2025 will be distributed in this sequence for those who already paid their renewal:

**Batch 1 Express Download:** Emailed instructions and Installation Guide will arrive before January 7 assuming you provided us a correct email address. Check your spam filter and all your email addresses. Add our Support email address to the "white list" of your email program.

**Batch 2 Regular Download:** Emailed instructions and Installation Guide sent around January 20. This is the same as Batch 1, but two weeks later. Again, check your spam filter and all your email addresses.

**Batch 3 Regular Postal Handling:** Includes a hard copy of the Installation Guide and flash drive of the updated program, and will be mailed around January 20. Check your PO Box if you ever provided that as an address to us. If you ordered a manual, remember to look for your FlashDrive in the package.

**If you do not indicate a shipping method for your renewal, it will be emailed as a Batch 2 Regular Download. If you want the Express Download or Postal delivery, you MUST indicate that preference in your order (and if appropriate, pay the additional fee).**

**Note to those paying by check:** Checks mailed in the last few days of December run a risk of being returned, and therefore will be late, for any of these reasons: incorrect amount, incorrect payee, mailed to an incorrect address, or were not signed. Renewals paid after December 31 are more expensive because they are filled individually by support technicians instead of in bulk.

**Online features:** You can add the online backup or personal web site from NoteSmith.com, Order, Current link.

**Paying late:** Print an invoice from Help, Renewal Invoice. Mail a check for the amount shown or use it at NoteSmith.com, Order, the Renewal link, to order the same items at the same price shown on the printout.

#### **NoteSmith 2024**

This is the last newsletter that will be downloaded by the NoteSmith 2024 program.

We continue to support the 2024 program for those who ordered 2025 renewals until their expected delivery date. Once you receive your 2025 package, install it immediately, import your existing data, and start using the new features available to you. You should not need a computer technician to install NoteSmith. Support will be answered during weekends in January for those with questions about IRS printing or electronic filing.

If you did not renew for 2025, your program will continue working as long as your hardware and operating system are kept healthy. NoteSmith 2024 cannot print the new year IRS forms, export to the credit bureau, or continue access to online backups or web sites. Most importantly, it will not be supported. Go to [NoteSmith.com](http://NoteSmith.com), Order, and choose the Renewal link right away. Renewal prices are approximately double after February 14.

## **Thanks**

Thank you for choosing NoteSmith to manage your portfolio.

Daisy McCarthy, Manager of Licensing and Support

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## December 2024

### NoteSmith 2025 order confirmations

We email confirmations of your renewal order in December. This is done so you know we received and processed your order. Some people will get confirmations more than once but please understand that many of our users rely on these confirmations.

Your order is due in our office - not *postmarked* but **due** - December 31. We hold all checks until January so mail your invoice and check today. Renewal prices increase on January 1.

**If you do not indicate a shipping method for your renewal, it will be emailed as a Batch 2 Regular Download. If you want the Express Download or Postal delivery, you MUST indicate that preference in your order (and if appropriate, pay the additional fee).**

### Windows Operating Systems

NoteSmith 2025 will run normally on Windows 7, 8, 8.1, 10, and 11. Windows XP is no longer supported by Microsoft so you should not be servicing the loans of other people on such an unsecured and outdated platform. NoteSmith will run on XP but the manual dropped explanations specific to XP.

### Current address!

Please use our current address for orders and correspondence:

Adagio Systems, LLC/Princeton Investments  
1001 E Harmony Rd, Suite A-110  
Fort Collins, CO 80525

### Common issues

During December and January, we always see the same issues. Please, please, please help reduce the time you spend and the delays starting your new program by following the instructions in your Installation Guide carefully.

**Installation:** The most common set of questions we see has to do with installation. The Net program is designed NOT TO WORK if the directions are not followed carefully. Share and map the PRINCETON folder.

**Activation:** The second most frequent set of questions we see has to do with program activation. You cannot activate the first few days the program is installed and there is no reason you should deactivate it either. It is fully functional and will warn you when you need to activate. The activation directions should take an experienced NoteSmith user 2-3 minutes.

1098s: In January, a frequent question has to do with IRS Form 1098. The paper and electronic filing directions are in Help along with the most common causes that a form does not print for one of your customers. You will need NoteSmith 2025 to print and file your 2024 payment data.

## Online backup

If you have an online backup with us, NoteSmith can send the data automatically to the NoteSmith.com site once a month and the NoteSmith.net site on a different day each month, giving you two locations, two different dates. And Yes, it can be done automatically; but be sure to set it up that way in NoteSmith.

For those who may not have an online backup with us, it is only \$49 for the year and gives you the capability to make a compressed, encrypted copy of your data and store it at our web sites. Add your own password, the program adds another password, and upload to our password protected site so your data is TRIPLE password protected. If your computer is lost, stolen, vandalized, or crashes, your data is safely stored off site. If you have technical support issues with your data, provide us your password and we can have a look at your data and provide assistance.

## NoteSmith licensing questions

Each year we get a number of questions about NoteSmith licensing. The best resource is the NoteSmith End User License Agreement (NEULA) in the front of the manual, from pop up help, or at our web site. Here are answers to two common questions.

If you will be renewing your support for 2025, you receive a new package (physical or via email) with new program files on a FlashDrive and a 4 page Installation Guide. For a small fee, we can include a printed manual. The files on the FlashDrive and the download are the program files we will support for the coming year. You receive a significant discount over ordering a new NoteSmith because your new installation replaces the old installation, it does not double your user licenses. The old media is not meant to be given to an "associate" or other acquaintance. It needs to be securely retired. Someone else using your old software while you use the new software violates federal copyright law and the NEULA.

NoteSmith Pro is single (1) user, two (2) installations, the main one for daily use and a second as a backup so you are never down if something happens to your computer or office. Both installations need to have the exact same data and input should be done only on the main installation. There is **no** two (2) user license of **any** NoteSmith version.

## Holiday schedule

This season, from December through Valentine's Day, is the busiest time for us. Our renewal orders are processed and shipped only during this time of year. We still expect to respond to all technical support requests within one business day although you might experience additional turnaround hours. We will be answering support on weekends during January to help with installations and IRS forms.

From Christmas Eve through New Year's Day, we will be on light duty. This is a time for all of us to spend with our families and our friends. Please be safe this holiday season and have a fun, relaxing visit with your loved ones.

## **Thank you**

As always, all of us here thank you for your continued support of our software.

Daisy

## November 2024

### NoteSmith 2025 Announcements

NoteSmith Renewal for 2025. Your current 2024 program will remind you that you can print your own annual technical support invoice from Help, Renewal Invoice. This allows you to choose from a list of options, gives you the correct total, and fits in a double window envelope correctly addressed. You even can signify if any of your contact information is new this year before printing. You can also use this printout to help you order online at [www.notesmith.com](http://www.notesmith.com) or [www.notesmith.net](http://www.notesmith.net) and save the postage.

This year we will again offer Batch 1 (Express Download), Batch 2 (Regular Download), and Batch 3 (Regular Mailing) delivery:

- Batch 1 Express Download is a download of NoteSmith 2025 and gets you the earliest delivery - perfect for preparing IRS 1098s or 1099s to mail to your customers. Emailed instructions and Installation Guide will arrive before January 7 assuming you provided us a correct email address. There is a small handling charge for this early download.
- Batch 2 is the Standard Download option for no additional cost, with emailed instructions and Installation Guide sent around January 20. This is the same as Batch 1, but two weeks later and, as a result, for no additional handling charge.
- Batch 3 includes a hard copy of the Installation Guide and flash drive of the updated program, and it will be mailed around January 20, probably in time to print and mail forms, but do not cut the IRS deadline this close if you will be preparing IRS forms.

**If you do not indicate a shipping method for your renewal, it will be emailed as a Batch 2 Regular Download. If you want the Express Download or Postal delivery, you MUST indicate that preference in your order (and if appropriate, pay the additional fee).**

#### Renewal Due Date

**The due date for your payment to arrive in our office is December 31, 2024.** After this date, prices increase.

Our annual postcard announcements will be mailed around Thanksgiving although we encourage people to use the more detailed Help, Renewal Invoice and/or order online. If you do not receive a postcard, be sure we have your correct postal mailing address. Summary information about renewals appears in the mailing, with full details at [NoteSmith.com](http://NoteSmith.com). Don't wait too long to order your program.

Regardless of when you return your payment, orders are not filled until January and checks are not deposited until then so there is no reason to wait to mail your check.

E-filing for IRS Forms 1099-A and 1099-C was added in NoteSmith Pro 2024 and is included in NoteSmith Pro 2025. As explained below in "E-Filing (Electronic Filing of IRS Information Returns)," the threshold for **mandatory** information return e-filing has been reduced from 250

returns of a single type to 10 returns of all types combined. NoteSmith has long included generation of the files for e-filing 1098s and 1099-INTs, but NoteSmith 2024 also includes e-file generation for 1099-A and 1099-C, facilitating compliance with these new IRS rules. As has always been the case, e-file generation is a Pro Feature and is not included with NoteSmith Basic.

## **E-Filing (Electronic Filing of IRS Information Returns)**

The IRS has made significant changes to e-filing requirements and processes for information returns (1098, 1099, etc.) as of Tax Year 2023. The threshold for mandatory information return e-filing has been reduced from 250 returns of a single type to 10 returns of all types combined. This means that far more people/companies will need to e-file their information returns again in 2025 (for tax year 2024). To e-file, you need a Transmitter Control Code (TCC), and the TCC you may have had in the past will no longer work unless you renewed it before August 1, 2023 ([www.irs.gov/tax-professionals/about-information-returns-ir-application-for-transmitter-control-code-tcc-for-filing-information-returns-electronically-fire](https://www.irs.gov/tax-professionals/about-information-returns-ir-application-for-transmitter-control-code-tcc-for-filing-information-returns-electronically-fire)). To request a TCC, you need to first verify your identity through a new verification system called ID.me. Then, you will complete the "Information Return (IR) Application for Transmitter Control Code (TCC)" (see below). For more information on these requirements and processes, go to [www.irs.gov/e-file-providers/filing-information-returns-electronically-fire](https://www.irs.gov/e-file-providers/filing-information-returns-electronically-fire). As always, we recommend that you review these new IRS requirements with your CPA or tax advisor.

## **Update your program file**

We cannot recommend enough that you update your program file from Help, Technical Support, Update. Detailed directions appear in the printed manual, the PDF manual, and the FAQ file that can be opened on that tab by clicking the blue link. If your NoteSmith program cannot connect to our web site, it means that the internet security software you installed on your computer is blocking NoteSmith. Read our FAQ or the directions for your security software to see how to mark NoteSmith as a Trusted Program.

## **Run As Administrator**

Starting with Vista and continuing on to Windows 7, 8, 10, and 11, Microsoft beefed up computer and internet security. One of the features they added was requiring a real human being to click a button to allow certain functions that could otherwise take down your computer.

Updating any program that is installed on your computer involves replacing executable files stored in protected Windows folders. It would be disastrous to place a malicious file in such a location where it would gain control of your computer--or worse!

Updating program files, therefore, requires you to temporarily assume the role of a computer administrator and click buttons that appear on screen. So, after downloading a freshly updated NoteSmith program file, you must run the program as an administrator, telling Windows it is OK to make the file substitution. If NoteSmith gives you such an instruction, simply exit the program, right mouse click the NoteSmith icon, and choose Run As Administrator from the pop up menu. After NoteSmith updates the files, it tells you to exit and restart the program normally as a user would, by left mouse clicking the icon.

## **IRS Forms**

The IRS has eliminated the C Copy of the 1099-INT form for Tax Year 2024. Therefore, the C Copy and related Instructions are no longer included in NoteSmith 2025.

Be aware that IRS 1098 is a two up form again this year, because the IRS wants more information on each account. They now require the origination date of the mortgage. The exact property address is required in Accounts, Edit, Collateral. Mortgage insurance premiums have their own box. For IRS 1098 accounts that pay mortgage insurance premiums, enter MIP in the Reference field when recording the payment in NoteSmith 2024 so the information can be used this coming January. Starting with tax year 2019, the IRS added a field for reporting the Mortgage Acquisition Date for a mortgage acquired during the tax year. In addition, the definition of the "Outstanding mortgage principal" field changed to include the principal on the date of origination or acquisition, if in the tax year. Finally, the IRS 1098 includes a field for reporting the number of properties (in excess of one) that secures a single mortgage.

If you file paper forms 1098, 1099-A, 1099-C, or 1099-INT, call 1-800-TAX-FORM or go online to order them today. The IRS sometimes runs out. You need one 1096 cover sheet for each type of form filed by mail. These forms are printed with red ink on white paper. You cannot print your own A copy of the forms for filing with the IRS. The B and C copies for you and your customers are printed by NoteSmith on plain paper, but the A copy you send to the IRS must be an original form.

The bottom box of the bottom form on each IRS 1098/1099-INT cannot be reached by some computer printers but needs to be filled in with an account number if you have more than one loan with one taxpayer. Beware of this and verify that the forms are completed fully.

NoteSmith supports the IRS version of the forms, which you can order for free. If you buy forms from an office supply house, realize their margins may not exactly match the IRS version and NoteSmith may not print to them reliably.

## **IRS 1098 B Copy and window envelopes**

For several years, the size of the 1098 B Copy in NoteSmith was reduced to better fit common window envelopes. This approach created other problems and has been discontinued (that is, the 1098 B Copy is now standard size per IRS guidelines). There are two simple solutions for using the NoteSmith 1098 B Copy with your window envelopes. First, window envelopes that are designed to fit the standard 1098 B Copy are readily available. Second, printing these forms at 75-80% scale (rather than 100%) will size them to fit many common window envelopes.

## **New Address**

Did you move in the last year? Email us your change of address.

We at NoteSmith hope you and yours have a wonderful holiday season!

Daisy McCarthy, Manager of Licensing and Support