**RIA Tax Research**

RIA is the premier provider of advanced research, practice materials, and compliance tools for tax, accounting and corporate finance professionals.

**Keyword Search - Federal (Default):**
1. Enter search term(s) in box #1.
2. Select sources to search. Click the + icon to see additional subsets. To choose all items in a particular list, check the box at the head of the list.
3. Click **Search**.

**Results:**
Results are listed by source category. The number of hits within each source is shown under "Documents." Click the source title to view the list of articles available in that source.
Results (cont'd.):
Click on an article title to view the article. Use the icons at the bottom of the screen to print, download, or email the document. You may select another document from the same source group by selecting its title from the left sidebar.

Keyword Search - State & Local:
1. Select the "State & Local" from the drop-down list in the left sidebar.
2. Select the desired state from the list that displays. Click Next.
3. Select the desired tax types and/or document types from the newly-displayed lists.
4. Type your search term(s) in the Keyword box at the bottom of the screen. Use the Thesaurus link above the Search button to generate appropriate search terms, if desired.
5. Click Search.
6. Select a source group to view available document titles. Select a title to view the document. See directions above.

Other Searches:
Other Practice Areas are available for searching. From the main Search screen, choose the practice area from the drop-down list in the sidebar. Options include:
- Federal
- State & Local
- Estate Planning
- Pension & Benefits
- International
- Payroll
- WG&L Financial Reporting & Management
- PPC’s Accounting & Auditing

Each practice area selected will generate its own list of source options. Follow screen directions.
Citation Search:
1. Select the desired practice area from the Practice Area drop-down list at left.
2. Select the Citation type you want to search from the list in the sidebar.
3. The selected Citation template appears.
4. Follow the example provided on screen to enter the appropriate citation format. You can also enter keywords for a more focused search.
5. Click Search.

Tools:
Checkpoint provides a number of useful calculators.
1. Select “Tools” from the gray header found at top right of every screen.
2. Ten categories of tools are available. Click the + icon for the desired category to see a list of related calculator tools. The categories are:
   - Auto
   - Business
   - Credit Card
   - Investment
   - Loan
   - Mortgage
   - Personal
   - Retirement
   - Savings
   - Tax
3. Select the calculator desired, then follow screen prompts and click Calculate.
4. Definitions of terms used may be found at the bottom of each calculator screen.

Other Features:
- Click the “Newsstand” tab to read RIA Federal and State & Local Tax updates, articles from RIA’s tax newsletter library, and/or articles from WG&L’s Tax Journals.
- Click the “Practice Development” tab to read notifications of the latest developments in Federal and State tax law and legislation.
- Click the “Home” tab to read today’s headlines and notifications.
- Use the “Help” link (top right of screen) for hints on power searching, combination searching, use of the Thesaurus, and other ways to get the most from RIA Checkpoint.

For assistance please contact a Reference Librarian 214/333-5221 or 1/800/483-7048