Tax Reporting Module

TAX YEAR 2024 FORM 1099 & 5498 REPORTING

(FOR ORGANIZATIONS UPLOADING DATA USING AN IRS 750 TAX FILE)

Agenda

- Overview timeline
- Tax reporting tasks on Dashboard
- 1099 reporting
  - ✓ Uploading/reviewing tax year 2024 IRA, ESA, & HSA distribution data
    - 12/31/2024 FMV ESA data (only if 2024 distribution occurred)
  - ✓ Resolving not matching errors, if applicable
  - ✓ Approving tax form production for 1099-R, 1099-Q, and/or 1099-SA
- 5498 reporting
  - ✓ Uploading/reviewing tax year 2024 IRA, ESA, & HSA deposit data
  - ✓ Reviewing 12/31/2024 FMV IRA & HSA data
  - ✓ Resolving not matching errors, if applicable
  - ✓ Approving tax form production for 5498 (5498-ESA and 5498-SA optional)
- Tax form production dates
- Tax form corrections

12/15/2024 SUPERIOR IRA & HSA 2

If your organization has SIMPLE IRAs, a task will be added to your Dashboard in January with special instructions for 2024 tax reporting. This is covered later in the training module.

Overview Timeline

FROM NOW THROUGH JULY 2025

Overview Timeline

December 2024 – February 2025

December 2024	January 2025	January 2025 (cont'd)	February 2025
• Ensure accuracy of owner data • Confirm organization data is accurate in our site • Notify your data processor that Superior is completing 2024 reporting	• **Due Jan. 15th –** 1099-R, 1099-Q, 1099-SA, & 5498 information submission to Superior (5498-ESA & 5498-SA optional) • **Jan. 16th –** Original tax form production (5498 series) if approved by your organization • **Jan. 17th –** Original tax form production (1099 series) if approved by your organization • **Jan. 24th –** Final day to approve 1099 & 5498 series tax form production to meet IRS mailing deadline	• **Jan. 27th** – Corrected & new original tax form production (1099 & 5498 series) if approved by your organization • **Due Jan. 31st** –Forms 1099 & FMV/RMD info (5498) to owners • Reconcile state withholding	• Reconcile state withholding • Make tax form corrections, as needed

Overview Timeline

March 2025 – July 2025

March 2025

- Make tax form corrections, as needed
- **Due Mar. 31st** – 1099 information return filing with IRS (Superior)
- **Due Mar. 31st** – 1099 information return filing with state agencies, as needed (your organization)

April 2025

- **Apr. 15th –** Tax day & prior-year contribution deadline
- **Due Apr. 24th –** 5498-ESA information submission to Superior
- **Apr. 25th** - First tax form production (5498-ESA & 5498-SA) if approved by your organization
- **Apr. 25th** – Corrected & new original Form 5498 and 1099 series tax form production
- **Apr. 30th** – Late 1099-R information return filing with IRS (Superior)
- **Due Apr. 30th** – Forms 5498-ESA to desig. beneficiaries

May 2025

- **Due May 23rd** – 5498-SA information submission (& 5498 for missing 2024 contributions) to Superior
- **May 27th** – Corrected & new original tax form production (1099 & 5498 series) if approved by your organization

June/July 2025

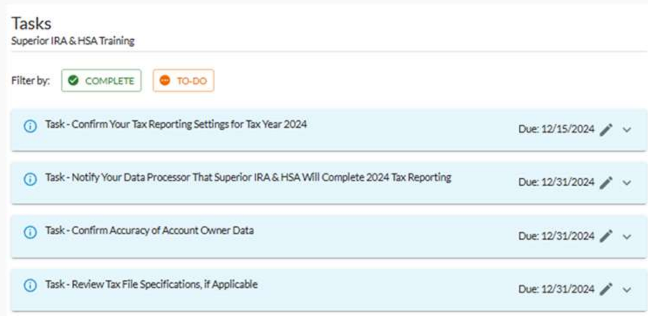
- **Due June 2nd** –Forms 5498 and 5498-SA to owners
- **Due June 2nd** –5498 information return filing with IRS (Superior)
- Make tax form corrections, as needed
- **Due July 29th** – Final 1099 & 5498 information return filing with IRS (Superior)

Review Tax Reporting Tasks

CONFIRMING ACCOUNT OWNER DATA, REPORTING SETTINGS, & TAX FILE SPECIFICATIONS

Review Tax Reporting Tasks

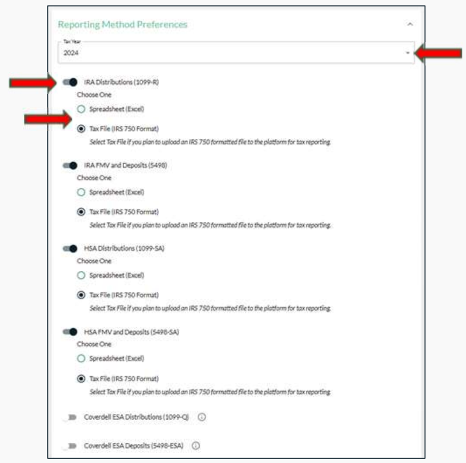
- Follow the steps outlined in the tasks on your Dashboard.
  - ✓ Confirm tax reporting settings (under **Tax Reporting>Settings** as shown on next slide)
  - ✓ Notify data processor that Superior will complete 2024 tax reporting
  - ✓ Review account owner data
  - ✓ Review tax file specifications to ensure file is in correct format (applicable for 750 tax file upload only)



Review Tax Reporting Tasks

Confirm Tax Reporting Settings

- Navigate to **Tax Reporting>Settings**
  - ✓ Select **2024** from **Tax Year** drop-down.
  - ✓ Turn on tax reporting for each tax form type for which Superior will complete tax reporting for your organization.
  - ✓ Select the tax reporting method your organization intends to use to provide/validate your tax data, as applicable.



1099 Reporting

SUBMITTING A TAX FILE

1099 Reporting

Organization Submits 1099 Data

Your organization will follow these steps for submitting 1099 data, which are outlined in more detail within this module.

1. **Upload IRS 750 formatted file** (See next slide if your Data Processor sends to Superior)
   - File may include 1099-R, 1099-SA, and 1099-Q information in one file
2. **Work any errors that occur between what's listed in your file and Superior Platform**

Note: We only read the various distributions from your 750 tax files. Account owner updates such as address changes are not made through this process. Review the Confirm Accuracy of Account Owner Data task on your Dashboard for December to capture any address changes that need to be made.

1099 Reporting
Data Processor Sends Tax File

The following Data Processors will send Superior their organizations' tax files

- Fiserv Portico
- United Solutions Company
- Managed Financial Networks (MFN CUSO)
- Visifi
- Jack Henry (Symitar) EASE
- Wescom Resources Group (WRG)
- Fiserv Galaxy
- Fiserv Spectrum
- Fiserv Datasafe
- Synergent

After the file has been uploaded to Superior, an email will be sent to the main contact listed in Superior indicating its status.

A corresponding task will also be added to the Dashboard of the Superior platform for *Data Processor* user roles if next steps are required for your organization.

Note: If your Data Processor is listed here, please confirm with your Data Processor that your organization's data is included in their upload.

12/15/2024 SUPERIOR IRA & HSA 11

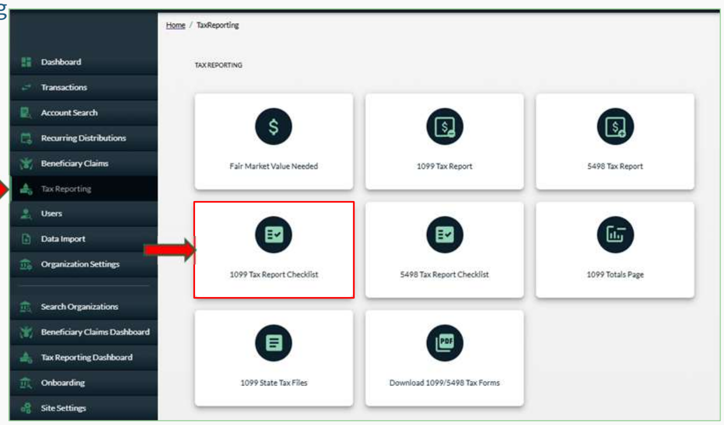
If your DP sends the tax file to Superior, you will skip the following upload instructions and move to the steps in the Checklist to work any errors. **You should not assume that because your data processor is listed here that your organization's data is included in the upload. You will need to confirm with your data processor.**

More information about the emails/tasks sent after file submission is discussed later in this module.

1099 Reporting

If your organization is uploading your tax file:

- Click **Tax Reporting.**
- Click **1099 Tax Report Checklist**.



1099 Reporting

- Expand the applicable checklist section, depending on the form type you are uploading.
  - ✓ **IRA Distributions (1099-R)**
  - ✓ **HSA Distributions (1099-SA)**
  - ✓ **Coverdell ESA Distributions (1099-Q)**

Note: If you're uploading one file that includes 1099-R, 1099-SA, and 1099-Q information, you may upload the file under any section.

12/15/2024 SUPERIOR IRA & HSA 13

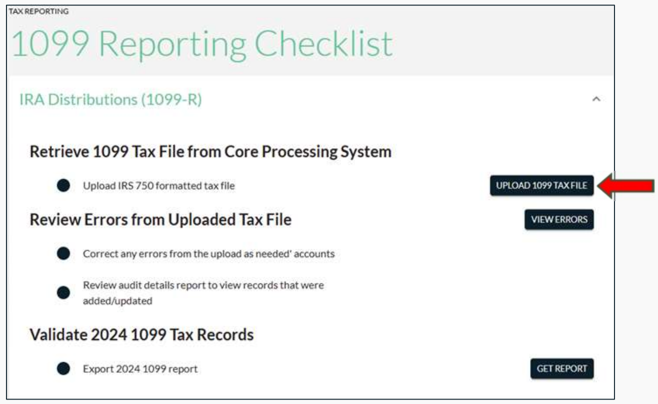
We've created checklists for each account type to help walk you through the steps for uploading account data, correcting any not-matching items and approving your organization's tax forms. Be sure to complete the checklist for each type of account that your organization offers to ensure all distribution activity for all account types is applied to the Superior site.

For purposes of this module, we will expand the 1099-R section for IRA Distributions.

1099 Reporting

Follow steps on the 1099 Reporting Checklist page.

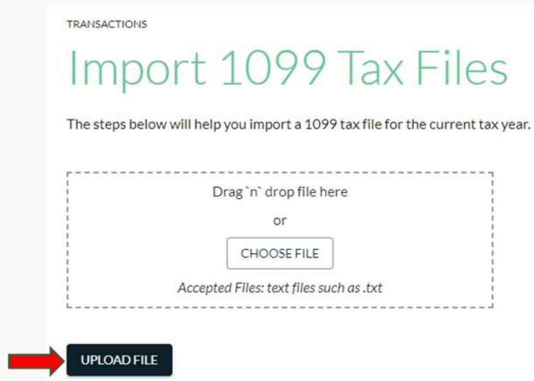
- Click **Upload 1099 Tax File** to upload an IRS 750 formatted file containing the applicable 1099 data.



Note: If your Data Processor sent the tax file to Superior you will skip this step and move to **Review Errors from Uploaded Tax File**.

1099 Reporting

- Click **Choose File** to locate your tax file or drag ‘n’ drop your tax file into the field.
- Click **Upload File**.



1099 Reporting

Review File Upload Confirmation Emails

Upon upload, an email will be sent to the main contact listed in Superior indicating its status.

- Tax File 1099 Upload Complete
  - ✓ Indicates your "Tax file has been processed and is ready for review"
  - ✓ Provides breakdown of records submitted, values processed, matching/not matching values, etc.
  - ✓ Includes Next Steps with instructions to resolve not matching records

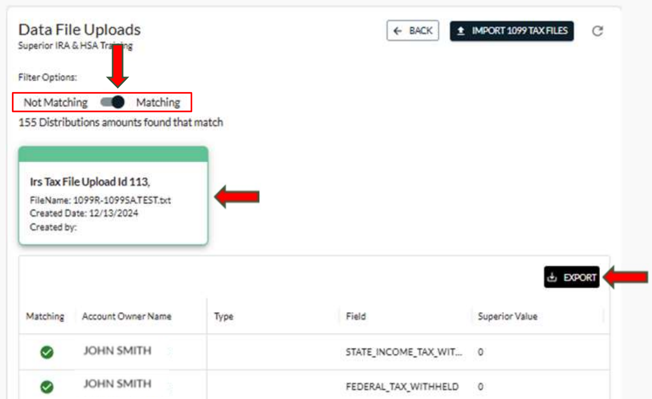
- Tax File 1099 Upload Failed
  - ✓ Indicates your "Tax file failed during processing" and includes the reason for failure
  - ✓ Includes Next Steps with instructions to resolve and resubmit the file for processing

A corresponding task will also be added to the Dashboard of the Superior platform for *Data Processor* user roles if next steps are required.

1099 Reporting

Review File Status

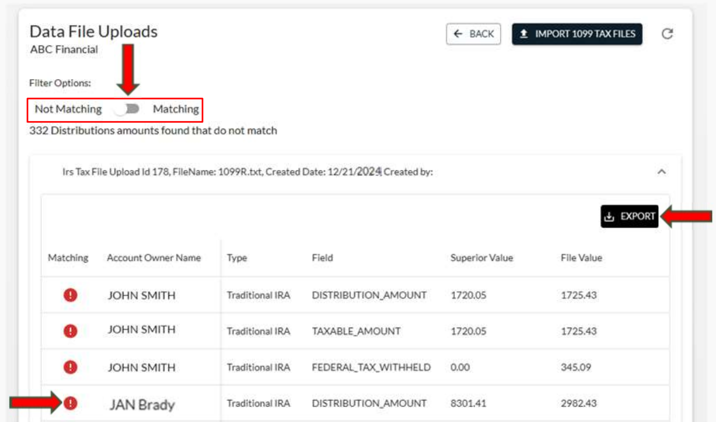
- Review tax file status under **Data Import>1099 Tax files** (or navigate back to checklist and click **View Errors**).
- View the “Matching” records to review data that was applied to Superior platform from your tax file.
- Click the appropriate file.
- Click **Export** to save a list of the matching records.



1099 Reporting

Review File Status

- View the “Not Matching” records to review data that was not applied to Superior system from your tax file.
- Click **Export** to save a list of the errors for your records.
- Click the **Red Error** icon to review/process an error in a pop-up window.

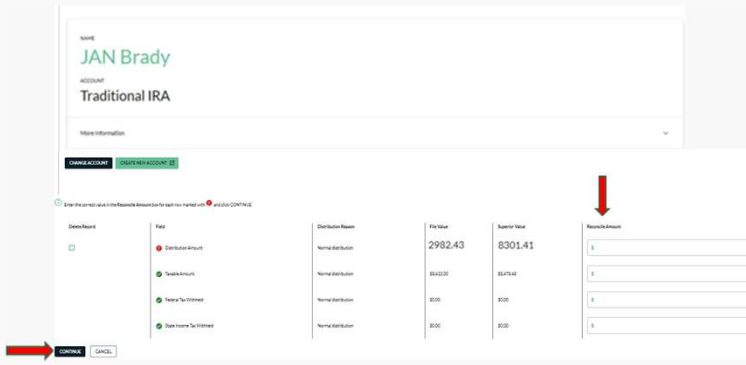


Note: If your file has a value that is less than the value entered in Superior for a transaction, an error will appear for that record to confirm which value to apply to the platform. Any values within your file that are greater than what was entered into the Superior platform will be applied to the platform, unless there is some other matching error (i.e., cannot find owner, distribution code mismatch).

1099 Reporting

Review/Process Errors

- Enter the correct value in the **Reconcile Amount** field (this will either be the value from the tax file or from Superior).
- Click **Continue.** The error will be corrected and removed from the error list.
- Move to the next error and repeat until all errors have been addressed. (Examples of additional errors outlined on next couple slides.)



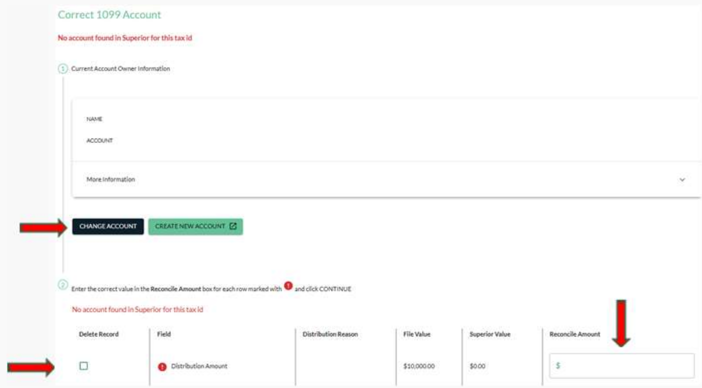
Note: If error is corrected at the account owner level instead of within the error queue, select the error record again, check the **Delete Record** box and click **Continue** to remove the error from the queue.

1099 Reporting

Review/Process Errors – No Account Found in Superior

A "No Account Found" error appears when data is uploaded for an account that doesn't exist in the Superior platform.

- Click **Change Account** to search for the owner, or if the owner is not in Superior, click **Create New Account** and complete the **Open New Account** workflow to add the account to Superior.
- Add the distribution at the account level or navigate back to the error report and enter the correct value in the **Reconcile Amount** field (this will either be the value from the tax file or from Superior).
- Click **Continue.** (The error will be corrected and removed from the error list.)

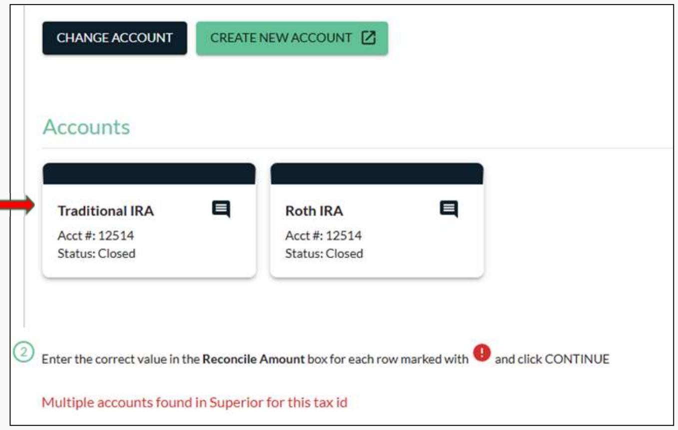


1099 Reporting

Review/Process Errors – Multiple Accounts Found in Superior

A “Multiple Accounts Found” error appears when data is uploaded, and Superior cannot identify which account it is to be applied to.

- Select which account the distribution should be applied to.
- Enter the correct value in the **Reconcile Amount** field (this will either be the value from the tax file or from Superior).
- Click **Continue.** (The error will be corrected and removed from the error list.)

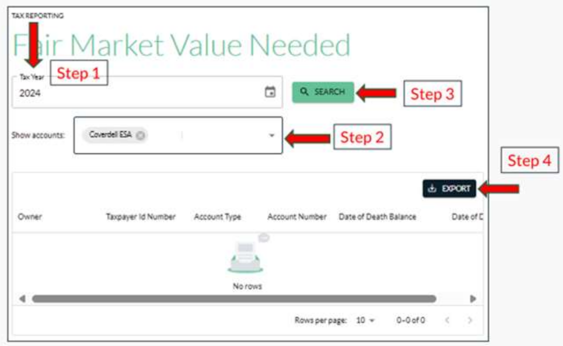


1099-Q Reporting

Validate ESA 12/31/2024 FMVs if 2024 Distribution Occurred

If you have 2024 Coverdell ESA distributions to report, review the **Enter 12/31 Fair Market Values** section of the **Coverdell ESA Distributions (1099-Q)** Checklist.

- Click the **View the Fair Market Value Needed page** link.
- Enter **2024** in the **Tax Year** field.
  - ✓ Select **Coverdell ESA** from the **Show accounts** drop-down.
  - ✓ Click **Search**.
  - ✓ Click **Export**.



Note: ESA FMVs are only needed if the designated beneficiary took a 2024 distribution.
This data is not included in your organization's tax file, so it must be entered manually to the platform.

If the search doesn't return any results, then you don't have any accounts that you need to enter.

1099-Q Reporting

Validate ESA 12/31/2024 FMVs if 2024 Distribution Occurred

If the information is accurate, you may move to the **Validate 2024 1099 Tax Records** section for your Coverdell ESAs.

If updates are needed:

- Search for the designated beneficiary under the **Account Search** tab.
- Click the **Fair Market Value** section under the ESA account.
- Click **Add FMV** to enter a missing FMV or click the **Pencil** icon next to the listed balance to make changes.

1099 Reporting

Validate 1099-R, 1099-Q, and/or 1099-SA Data

After completing all updates, move to the **Validate 2024 1099 Tax Records** section of the **1099 Reporting Checklist** for each tax form type.

- Click **Get Report**.
- Enter **2024** for **Tax Year**, select **Tax Form Type** from dropdown to filter by form type, if desired, or view all form types in one report.
- Click **Search**.
- Click **Export**.
- Validate that each record appears correctly.

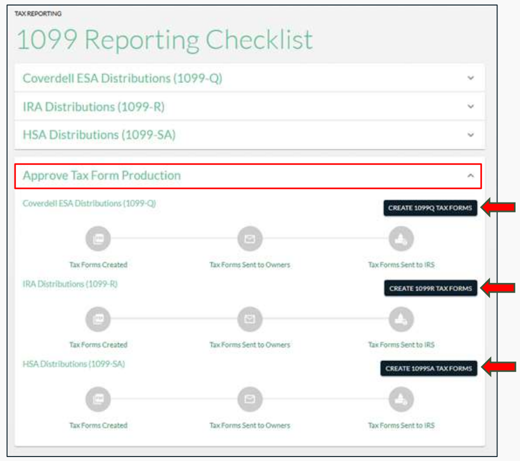
1099 Reporting

Approve Forms 1099-R, 1099-Q, and/or 1099-SA for Production

After the tax forms have been reviewed/validated, approve Form 1099-R, 1099-Q, and/or 1099-SA tax form production.

- Expand the **Approve Tax Form Production** section of the **1099 Reporting Checklist**.
- Click the applicable **Create "1099-R", "1099-Q", or "1099-SA" Tax Forms** button to approve production and create the applicable tax forms.

IMPORTANT: Tax forms will not be produced until you approve tax form production for that form type.



5498 Reporting

SUBMITTING A TAX FILE

SUPERIOR IRA & HSA

5498 Reporting

Organization Submits 5498 Data

Your organization will follow these steps for submitting 5498 data, which are outlined in more detail within this module.

1. **Upload IRS 750 formatted file** (See next slide if your Data Processor sends to Superior)
   - File may include 5498, 5498-SA, and 5498-ESA information in one file
2. **Work any errors that occur between what's listed in your file and Superior platform**

Note: We only read the various contribution types and FMVs from your 750 tax files. Account owner updates such as address changes are not made through this process.

5498 Reporting

Data Processor Sends Tax File

The following Data Processors will send Superior their organizations' tax files

- Fiserv Portico
- United Solutions Company
- Managed Financial Networks (MFN CUSO)
- Visifi
- Jack Henry (Symitar) EASE
- Wescom Resources Group (WRG)
- Fiserv Galaxy
- Fiserv Spectrum
- Fiserv Datasafe
- Synergent

After the file has been uploaded to Superior, an email will be sent to the main contact listed in Superior indicating its status.

A corresponding task will also be added to the Dashboard of the Superior platform for *Data Processor* user roles if next steps are required for your organization.

Note: If your Data Processor is listed here, please confirm with your Data Processor that your organization's data is included in the upload.

If your DP sends the tax file to Superior, you will skip the following upload instructions and move to the steps in the Checklist to work any errors. **You should not assume that because your data processor is listed here that your organization's data is included in the upload. You will need to confirm with your data processor.**

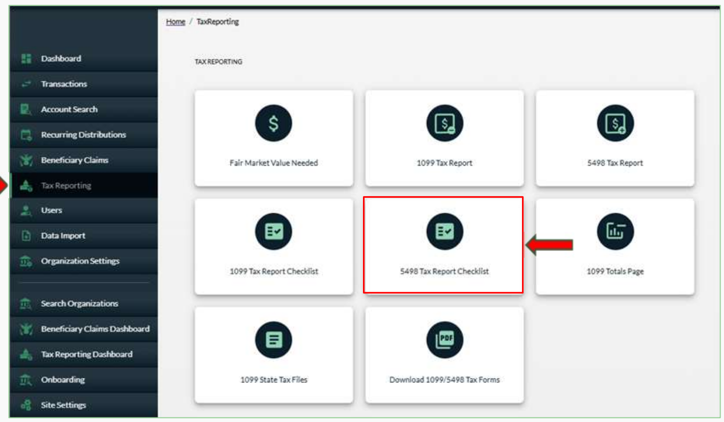
More information about the emails/tasks sent after file submission is discussed later in this module.

5498 Reporting

Reporting Checklist

If your organization is uploading your tax file:

- Click **Tax Reporting.**
- Click **5498 Tax Report Checklist**.



5498 Reporting

Reporting Checklist

- Expand the applicable checklist section, depending on the form type you are uploading.
  - ✓ **Coverdell ESA Deposits (5498-ESA)**
  - ✓ **IRA FMV and Deposits (5498)**
  - ✓ **HSA FMV and Deposits (5498-SA)**

Note: If you're uploading one file that includes 5498, 5498-SA, and 5498-ESA information, you may upload the file under any section.

12/15/2024 SUPERIOR IRA & HSA 30

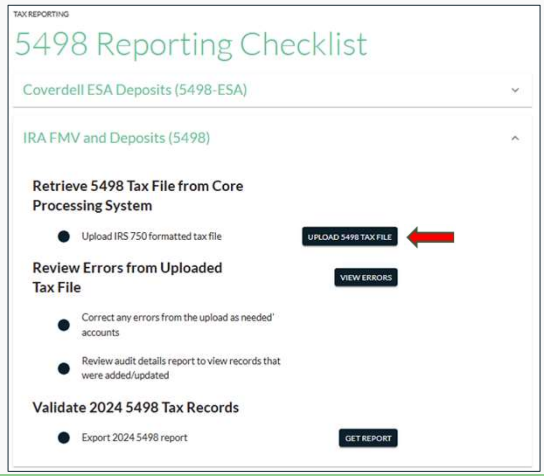
For purposes of this module, we will expand the 5498 section for IRA FMV and Deposits. The steps we will cover next will apply the same for the other account types as well. You'll want to make sure that you complete the checklist for each account type that your organization offers to ensure all FMV and Deposit activity for all account types is applied to the Superior site.

5498 Reporting

Reporting Checklist

Follow steps on the 5498 Reporting Checklist page.

- Click **Upload 5498 Tax File** to upload an IRS 750 formatted file containing the applicable 5498 data.



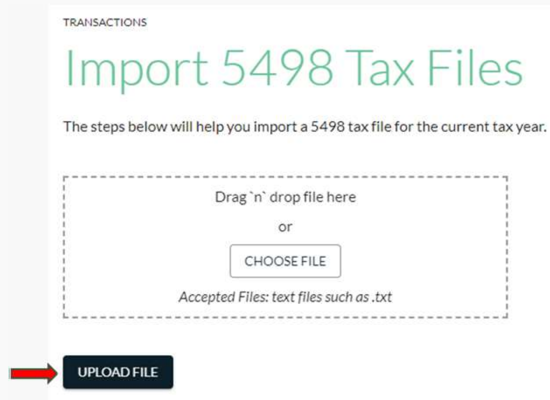
Note: If your Data Processor sent the tax file to Superior, skip this step and move to **Review Errors from Uploaded Tax File**.

Remember: Forms 5498-SA report all deposits made for tax year 2024 (whether they were deposited in 2024 or in 2025 for tax year 2024). The tax form also reports any deposits made in 2024 for tax year 2023.

5498 Reporting

Upload Tax File

- Click **Choose File** to locate your tax file or drag ‘n’ drop your saved file into the field.
- Click **Upload File**.



Note: If your core creates all 5498 types in one file, you may upload that one file within this section.

5498 Reporting

Review File Upload Confirmation Emails

Upon upload, an email will be sent to the main contact listed in Superior indicating its status.

- Tax File 5498 Upload Complete
  - ✓ Indicates your "Tax file has been processed and is ready for review"
  - ✓ Provides breakdown of records submitted, values processed, matching/not matching values, etc.
  - ✓ Includes Next Steps with instructions to resolve not matching records

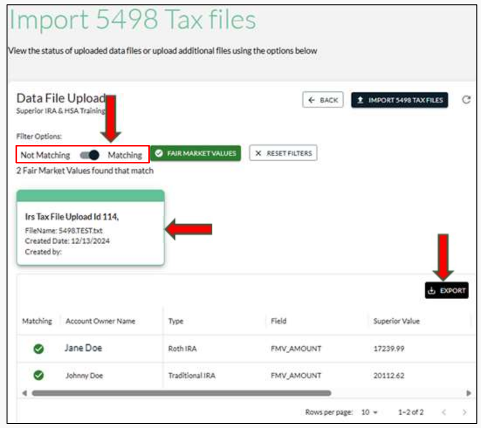
- Tax File 5498 Upload Failed
  - ✓ Indicates your "Tax file failed during processing" and includes the reason for failure
  - ✓ Includes Next Steps with instructions to resolve and resubmit the file for processing

A corresponding task will also be added to the Dashboard of the Superior platform for *Data Processor* user roles if next steps are required.

5498 Reporting

Review File Status

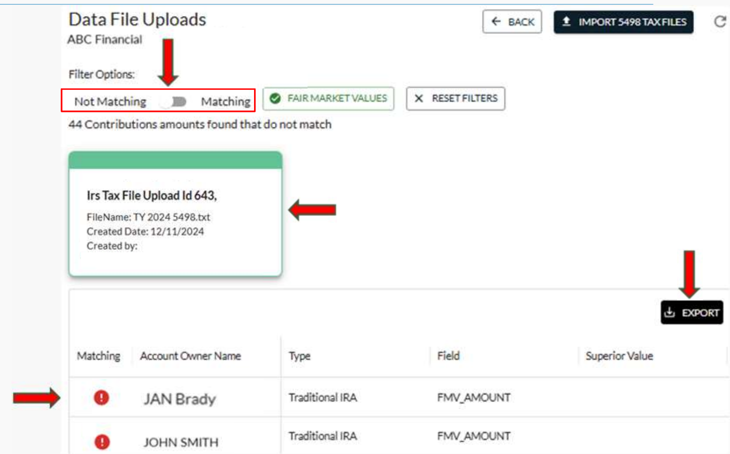
- Review tax file status under **Data Import>5498 Tax files** (or navigate back to checklist and click **View Errors**).
- View the "Matching" records to review data that was applied to Superior platform from your tax file.
- Click the appropriate file.
- Click **Export** to save a list of the matching records.



5498 Reporting

Review File Status

- View the “Not Matching” records to review data that was not applied to Superior system from your tax file.
- Click the “card” to select the appropriate file to review errors.
- Click **Export** to save a list of the errors for your records.
- Click the **Red Error** icon to review/process an error in a pop-up window.

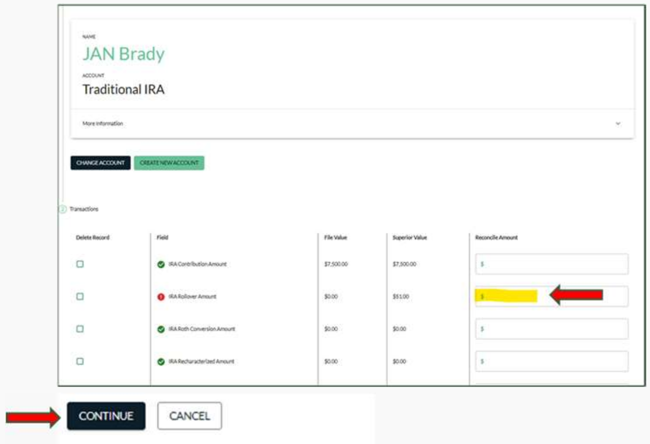


Note: If your file has a value that is less than the value entered in Superior for a transaction, an error will appear for that record to confirm which value to apply to the platform. Any values within your file that are greater than what was entered into the Superior platform will be applied to the platform, unless there is some other matching error (i.e., cannot find owner, contribution type mismatch).

5498 Reporting

Review/Process Errors

- Enter the correct value in the **Reconcile Amount** field (this will either be the value from the tax file or from Superior).
- Click **Continue.** The error will be corrected and removed from the error list.
- Move to the next error and repeat until all errors have been addressed.

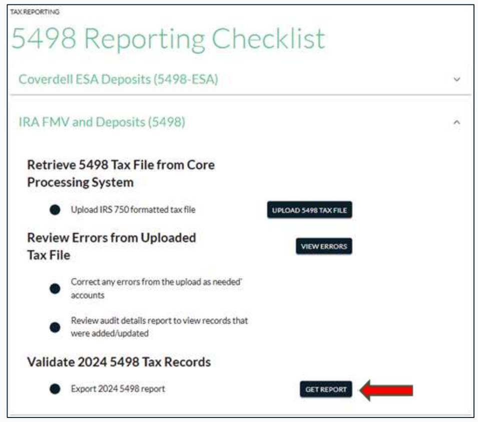


5498 Reporting

Validate 5498 Data (5498-ESA and 5498-SA Data Optional)

After completing all updates, move to the **Validate 2024 5498 Tax Records** section of the **5498 Reporting Checklist** for each tax form type.

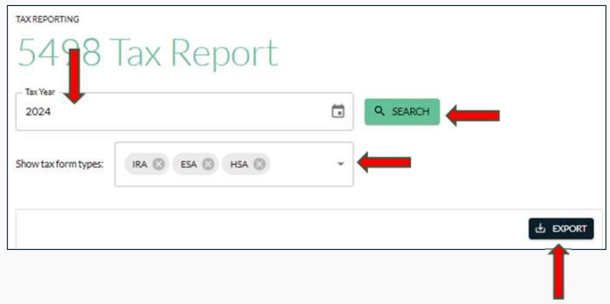
- Click **Get Report**.



5498 Reporting

Validate 5498 Data (5498-ESA and 5498-SA Data Optional)

- Enter 2024 for **Tax Year**, select **Tax Form Type** from dropdown to filter by form type, if desired, or view all form types in one report.
- Click **Search**.
- Click **Export**.
- Review report and validate that each record appears correctly.



5498 Reporting

Provide Additional Data for SIMPLE IRAs

If your organization has SIMPLE IRAs, follow the instructions within the task added in January for users with the *Site Administrator* role, to provide additional details to Superior, so we may create your SIMPLE IRA account statements.

The account statement incudes the FMV and a summary of the following account activity during the year:

- Amount of deposits (including transfers and interest/dividends)
- Amount of distributions (including transfers)
- Amount of fees or penalties

5498 Reporting

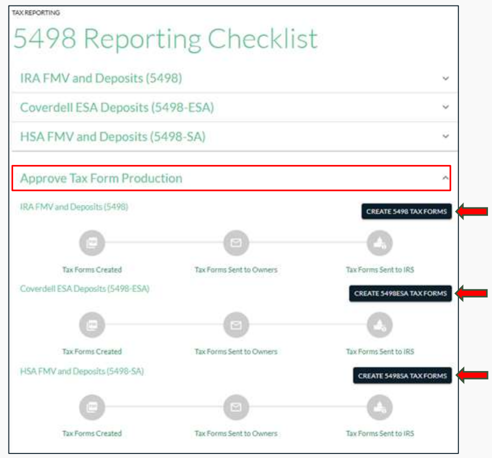
Approve Forms 5498 for Production (5498-ESA and 5498-SA Data Optional)

After the tax forms have been reviewed/validated, approve Form 5498 tax form production (5498-SA/5498-ESA optional in January).

- Expand the **Approve Tax Form Production** section of the **5498 Reporting Checklist**.
- Click the **Create 5498 Tax Forms** button to approve production and create 5498 tax forms.

IMPORTANT: Tax forms will not be produced until you approve tax form production for that form type.

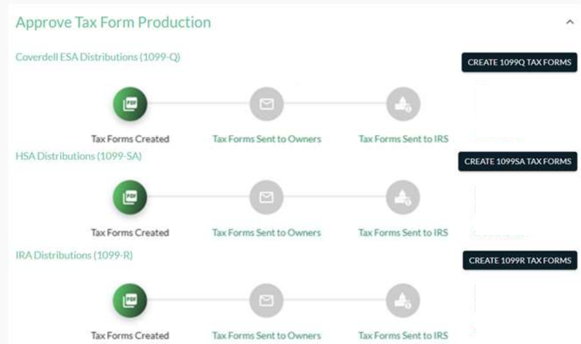
Reminder: Only IRA 5498 data is required to be submitted in January. You may also submit 5498-SA/5498-ESA data, but it's not required to be submitted until after April 15, 2025.



Tax Form Production

Superior Produces Forms 1099 Series and 5498 Series

- First 5498 production run: January 16th
  - ✓ **Approve production by end of day January 15th** to be included
- First 1099 production run: January 17th
  - ✓ **Approve production by end of day January 15th** to be included
- Next production run: January 27th
  - ✓ **Approve production by end of day January 24th** to be included
  - ✓ Final production guaranteed to meet January 31st IRS deadline to mail Forms 1099-R, 1099-Q, 1099-SA, & 5498 (to meet FMV/RMD reporting)
- View progress on **1099 Tax Report Checklist** and **5498 Tax Report Checklist** pages.



Note that any corrected and new original Forms 5498, 1099-R, 1099-Q, & 1099-SA will also be included in a production run if updated by the dates indicated.

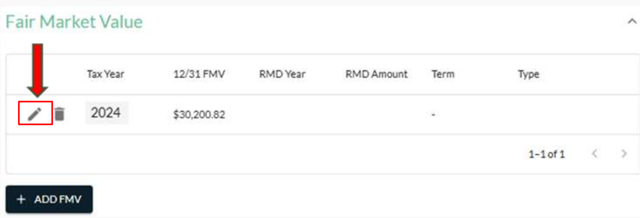
Tax Form Corrections

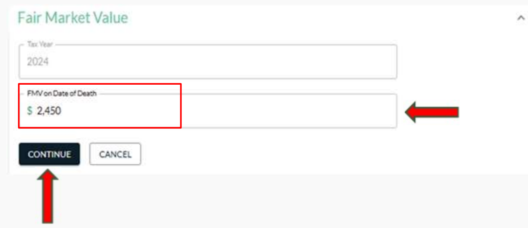
MAKING CORRECTIONS AFTER TAX FORM PRODUCTION

Tax Form Corrections

Correction Process

- *Transaction Administrators* may make corrections at the account level:
  - ✓ Under **Fair Market Value** section of the owner's account for FMVs





Tax Form Corrections

Correction Process

- *Transactions Administrators* may make corrections at the account level:
  - ✓ Under applicable **Distributions**/**Deposits** section or **Tax Forms** section of the owner's account for distributions/deposits.

1099 Forms

Show Tax Years: 2022 2023 2024

	Tax Year	Reason	Amount	Date Sent t...	Date Filed ...	Corrected
	2024	Normal distribution	$15,852.52			

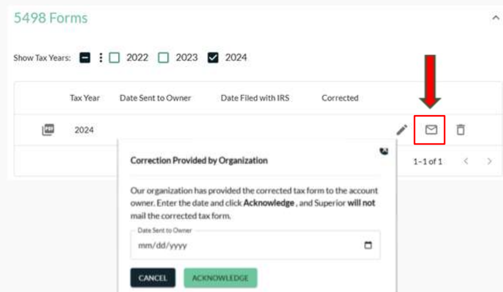
Total Amount	Federal Tax	State Tax	Date
$10,000.00	$0.00	$0.00	08/07/2024
$10,000.00	$0.00	$0.00	

Rows per page: 10 1-2 of 2

Tax Form Corrections

Correction Process

- Add any prior-year contributions deposited 01/01/2025 – 04/15/2025 to owner's **5498 Form** at the account level.
  - ✓ Corrected Form 5498 will be created for owner if a Form 5498 was already mailed.
  - ✓ Only most recent Form 5498 will be reported to IRS as an original (true-up process).
- You may print corrected or new original tax forms immediately after updating the distribution/deposit/FMV data.
- Superior will print/mail updated tax form to account owner in next tax form production run.
  - ✓ Unless you click the **Envelope** icon to indicate that your organization provided the updated tax form to the account owner and enter the specific date it was provided.
  - ✓ If indicated, Superior will only complete the information return filing for the updated tax form and will not mail the tax form to the account owner.



Questions?

CHAT WITH US OR CALL US AT 888.470.4542

MONDAY–FRIDAY, 8:00 A.M.–5:00 P.M., CT