Submit 1099 Data

FOR ORGANIZATIONS USING THE TAX FILE METHOD

What We'll Cover

- Important dates/reminders
- 1099 Tax Report Checklist
- 1099 tax file upload
  - ✓ Steps if your organization uploads tax file
  - ✓ Steps if data processor uploads tax file on your behalf
  - ✓ Providing 2025 fair market values for certain Coverdell ESAs, if applicable

Important Dates/Reminders

FROM NOW THROUGH JULY 2026

Important Dates/Reminders

December 2025 – February 2026

December 2025

- Confirm tax reporting settings
- Notify your data processor that Superior is completing 2025 reporting and review tax file specifications, if applicable
- Ensure accuracy of owner data
- Confirm organization data is accurate in our site

January 2026

- **Jan. 12th** – Deadline communicated to data processors to submit 1099/5498 data for clients, if applicable
- **Due Jan. 14th** – 1099-R, 1099-Q, 1099-SA, & 5498 information submission to Superior (5498-ESA & 5498-SA optional)
- **Jan. 15th** – Original tax form production (5498 series) if approved by your organization
- **Jan. 16th** – Original tax form production (1099 series) if approved by your organization

January 2026 (cont'd)

- **Jan. 21st** – Corrected & new original tax form production (1099 & 5498 series) if approved by your organization
- **Jan. 23rd** – Final day to approve 1099 & 5498 series tax form production to meet IRS mailing deadline
- **Jan. 26th** – Corrected & new original tax form production (1099 & 5498 series) if approved by your organization
- Reconcile state withholding, if applicable

February 2026

- **Due Feb. 2nd** – Forms 1099 & FMV/RMD info (5498) to owners
- **Feb. 20th** – Corrected & new original tax form production (1099 & 5498 series) if approved by your organization
- Reconcile state withholding, if applicable

Important Dates/Reminders

March 2026 – July 2026

March 2026

- **Mar. 27th** – Corrected & new original tax form production (1099 & 5498 series) if approved by your organization
- **Due Mar. 31st** – 1099 information return filing with IRS (Superior)
- **Due Mar. 31st** – 1099 information return filing with state agencies, as needed (your organization)
- Reconcile state withholding, if applicable

April 2026

- **Apr. 15th** – Tax day & prior-year contribution deadline
- **Apr. 22nd** – Deadline communicated to data processors to submit remaining 5498 data for clients, if applicable
- **Due Apr. 23rd** – 5498-ESA information submission to Superior
- **Apr. 24th** – First tax form production (5498-ESA & 5498-SA) if approved by your organization
- **Apr. 24th** – Corrected & new original Form 5498 and 1099 series tax form production
- **Due Apr. 30th** – Forms 5498-ESA to desig. beneficiaries

May 2026

- **Due May 22nd** – 5498-SA information submission (& 5498 for missing 2025 contributions) to Superior
- **May 27th** – Corrected & new original tax form production (1099 & 5498 series) if approved by your organization

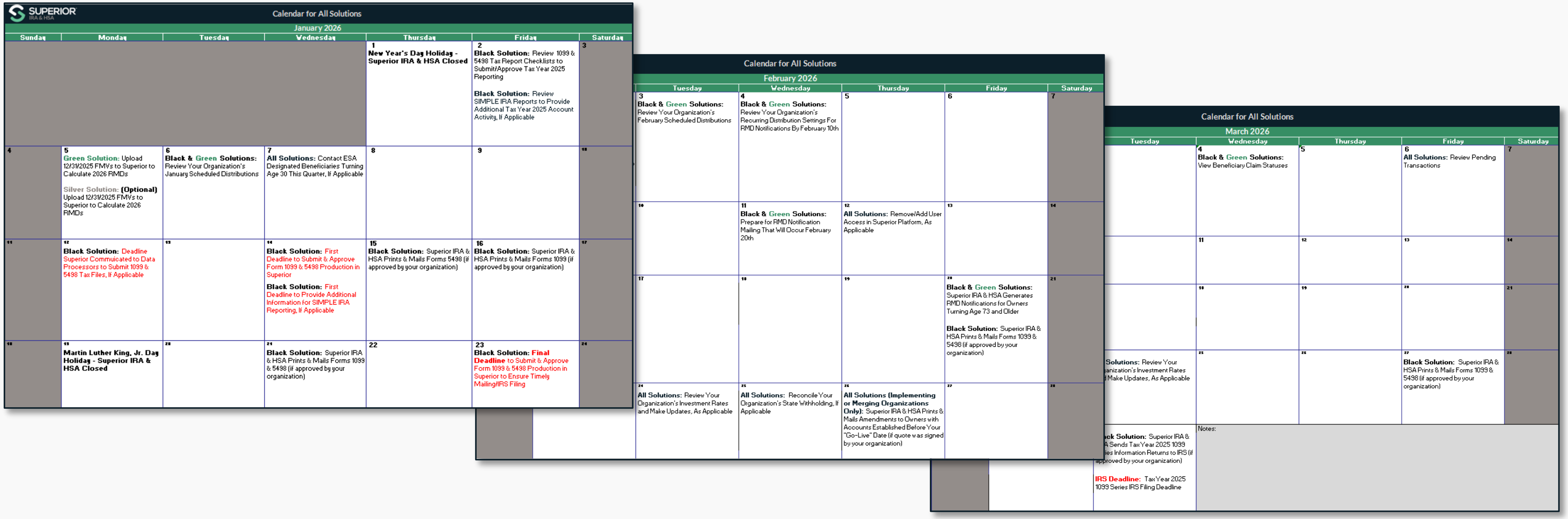
June/July 2026

- **Due June 1st** – Forms 5498 and 5498-SA to owners
- **Due June 1st** – 5498 information return filing with IRS (Superior)
- **June 17th** – Corrected & new original tax form production (1099 & 5498 series)
- **July 30th** – Corrected & new original tax form production (1099 & 5498 series)
- **Due July 31st** – Final 1099 & 5498 information return filing with IRS (Superior)

Important Dates/Reminders

1st Quarter Superior Client Calendar

- Refer to the 1st quarter Superior Client Calendar in our Help Center for additional reminders: https://help.superiorira.com/info/2026-client-calendar
- Use the calendar alongside monthly tasks for a streamlined, full-picture view of priorities.



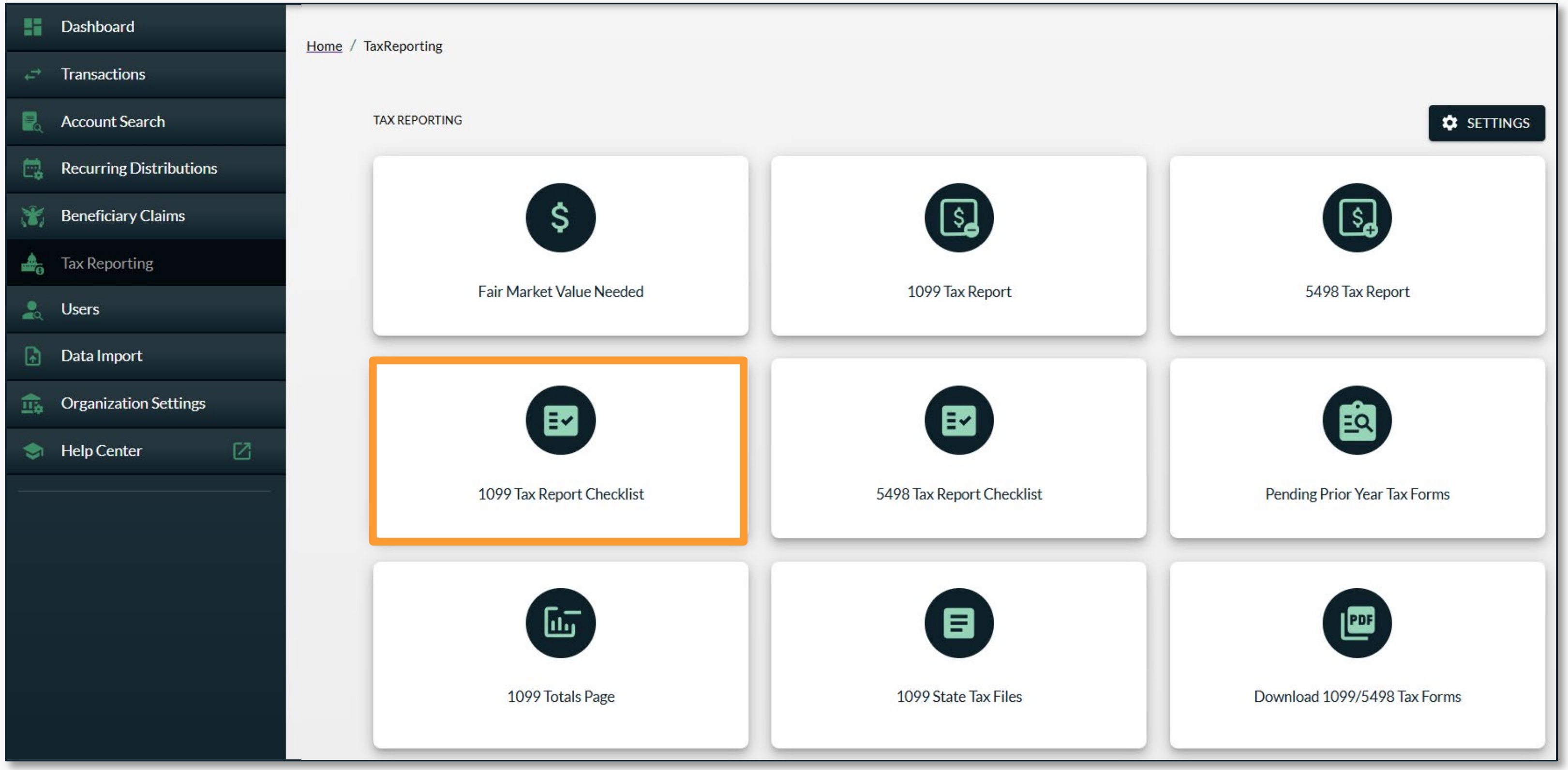
1099 Tax Report Checklist

FOLLOW CHECKLIST STEPS FOR EACH ACCOUNT TYPE

1099 Tax Report Checklist

Locate and review the checklist available for each account type:

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

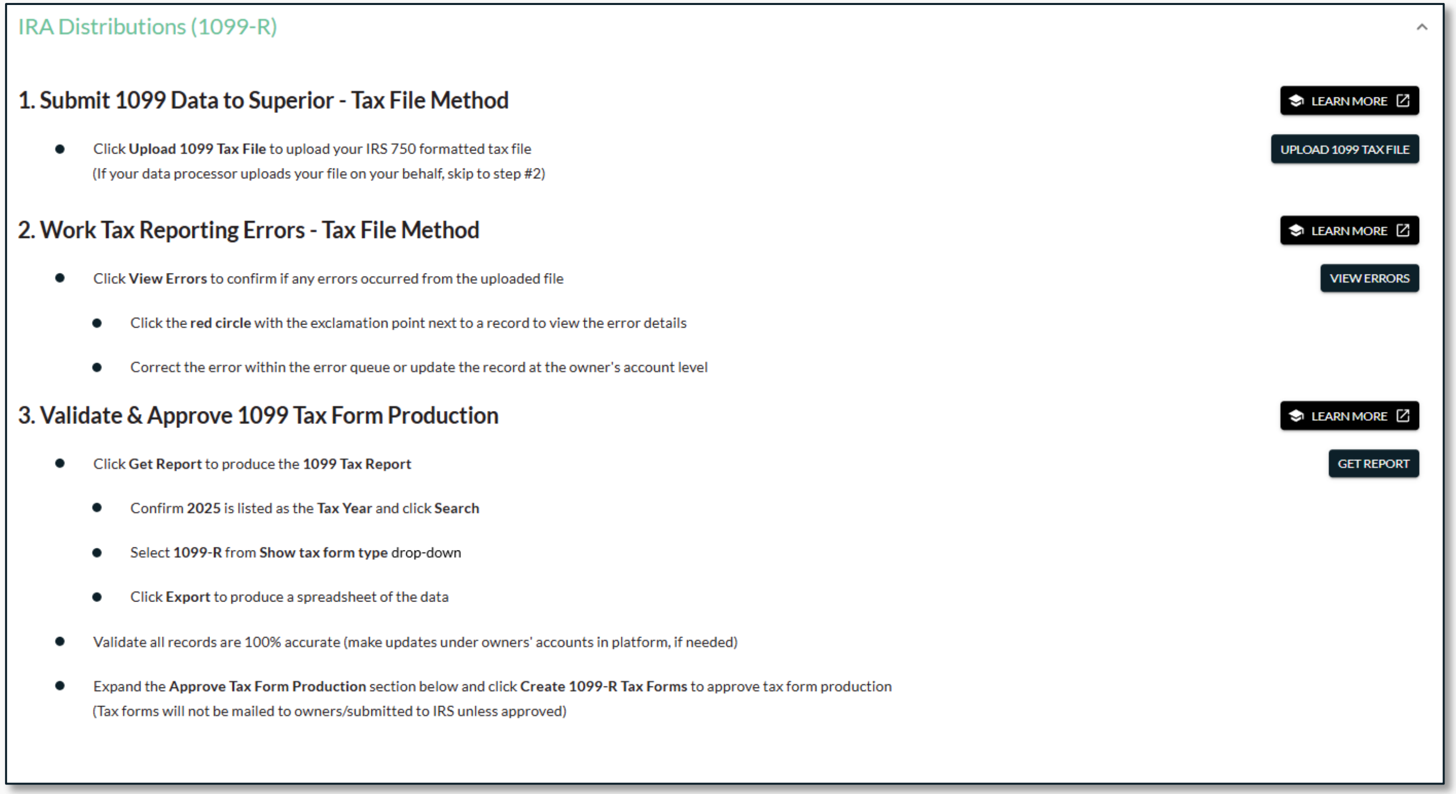


1099 Tax Report Checklist

Expand the checklist and follow the steps within each account type section to:

- Submit your 1099 data,
- Work tax reporting errors (if applicable), and
- Validate & approve 1099 tax form production.

Note: Only accounts for which you have tax reporting enabled will appear, as shown under the **Tax Reporting>Settings** page.



1099 Tax File Upload

SUBMITTING A TAX FILE

1099 Tax File Upload

Different Ways to Submit 1099 Data

Your organization's 1099 data may be submitted to Superior using one of the following ways:

1. **Data processor will upload IRS 750 formatted file to Superior.** (Review the next slide if your data processor sends this file to Superior on your organization's behalf.)

OR

2. **Financial organization will upload IRS 750 formatted file to Superior.** (Follow the steps outlined on slides 13–15 if your organization will upload the tax file after it's created by your data processor.)

Note: File may include 1099-R, 1099-SA, and 1099-Q information in one file or be provided in separate files.

1099 Tax File Upload

If Your Data Processor Sends Tax File

The following data processors will send Superior their organizations' tax files:

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

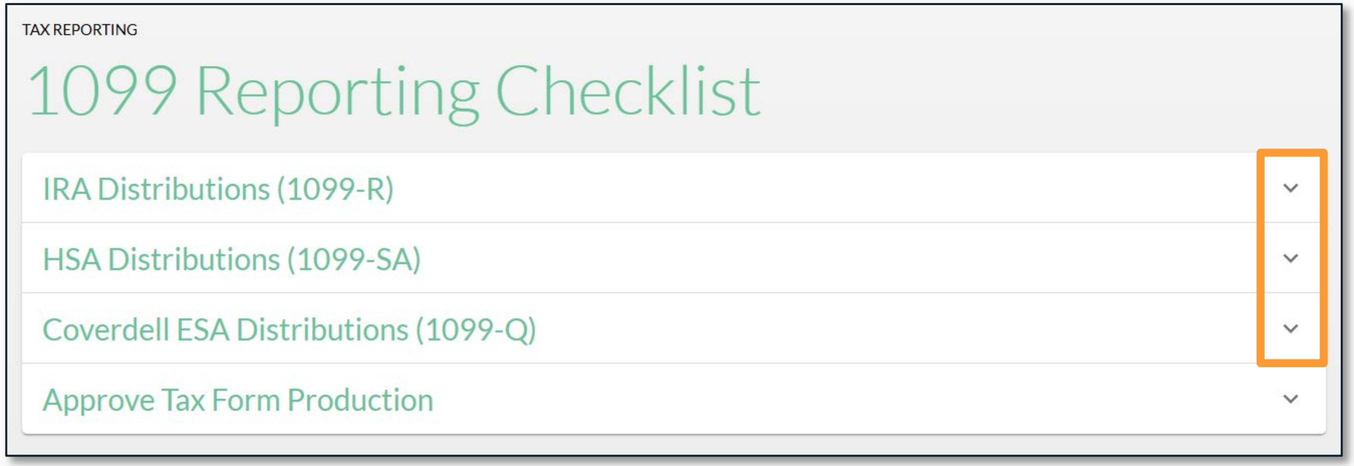
Note: If your data processor is listed here, please confirm with them that they're planning to include your organization's data in their upload.

1099 Tax File Upload

If Your Organization Uploads Tax File

If your organization will upload your own tax file, follow these steps:

- Return to the **1099 Tax Report Checklist**.
- 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)**



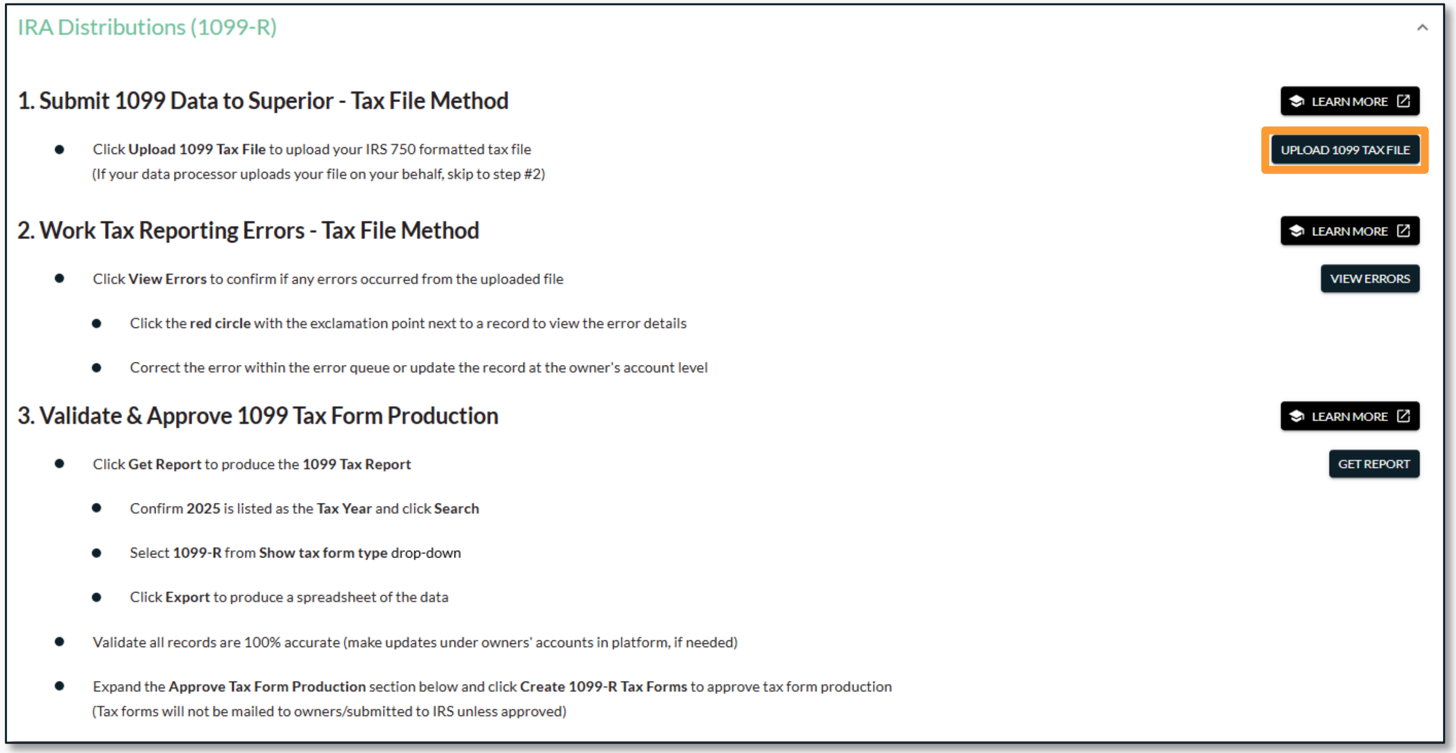
Note: If you're uploading one file that includes 1099-R, 1099-SA, and 1099-Q information, you may upload the file under any section.

1099 Tax File Upload

If Your Organization Uploads Tax File

Follow the steps within the **Submit 1099 Data to Superior** section.

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

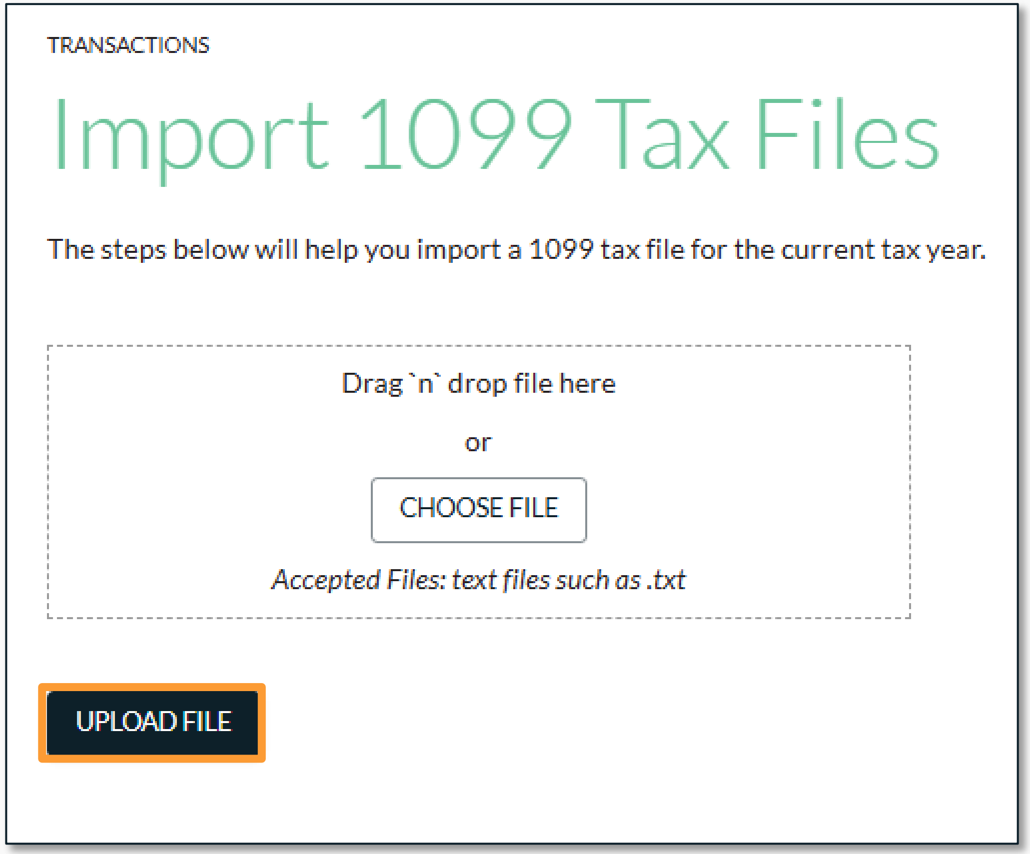


Note: If your data processor sent the tax file to Superior you will skip this step and move to **Work Tax Reporting Errors** section.

1099 Tax File Upload

If Your Organization Uploads Tax File

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



1099 Tax File Upload

Review File Status After File Upload

After your organization or your data processor uploads the tax file, an email will be sent indicating the file status to all *Data Processor* user roles set up to receive email notifications and any user set up to receive ALL notifications.

- **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 with the next steps that may be required.

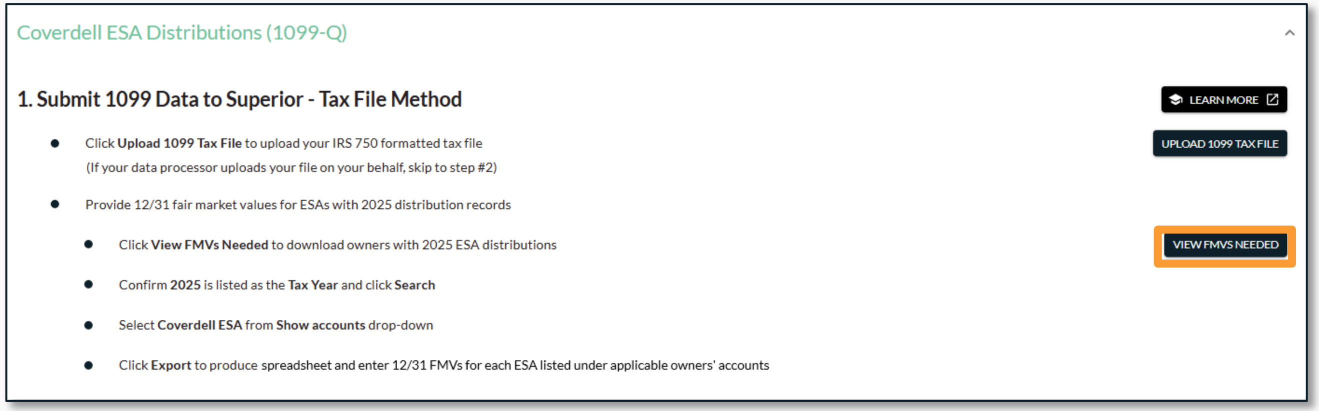
1099 Tax File Upload

Validate ESA 12/31/2025 FMVs if 2025 Distribution Occurred

If you have 2025 Coverdell ESA distributions to report, the 12/31/2025 fair market value (FMV) must also be reported for those ESAs.

Follow these steps upon uploading your 1099 tax file(s) to provide this data.

- Expand the **Coverdell ESA Distributions (1099-Q)** section of the **1099 Tax Report Checklist**.
- Click the **View FMVs Needed** button within the **Submit 1099 Data to Superior** section.

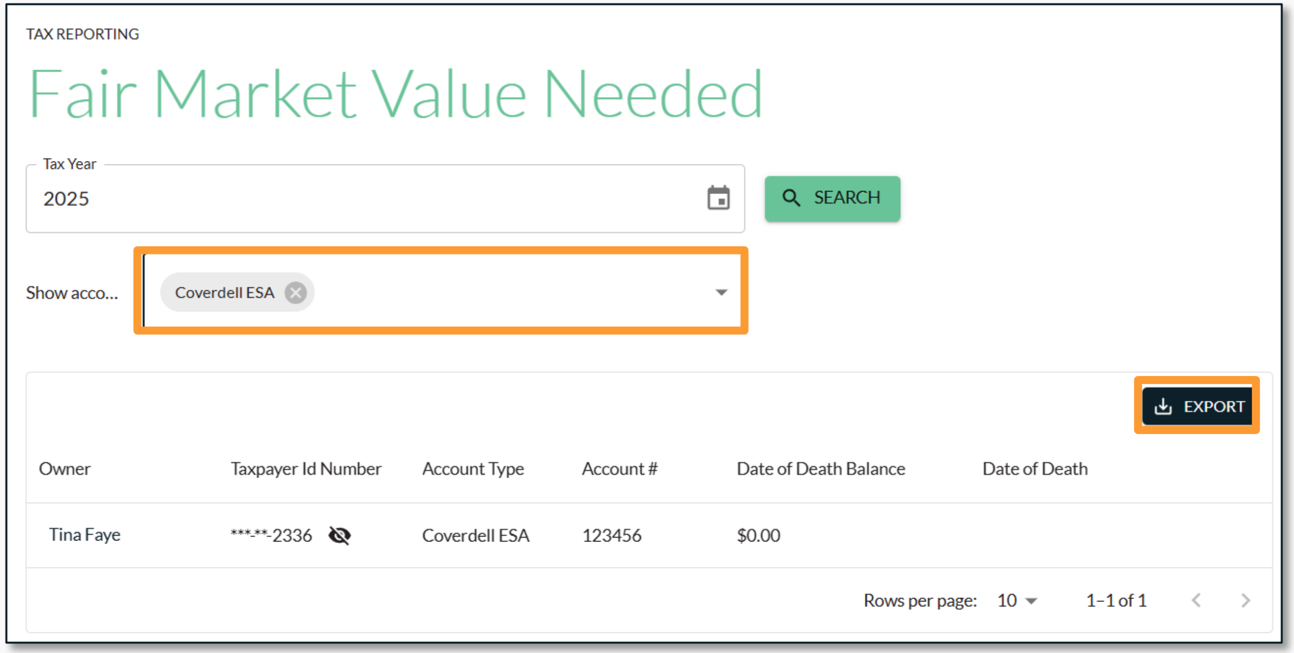


Note: This data is not included in your organization's tax file, so it must be entered manually to the platform.

1099 Tax File Upload

Validate ESA 12/31/2025 FMVs if 2025 Distribution Occurred

- Confirm **2025** is listed in the **Tax Year** field and click **Search**.
- Select **Coverdell ESA** from the **Show accounts** drop-down.
- Click **Export**.



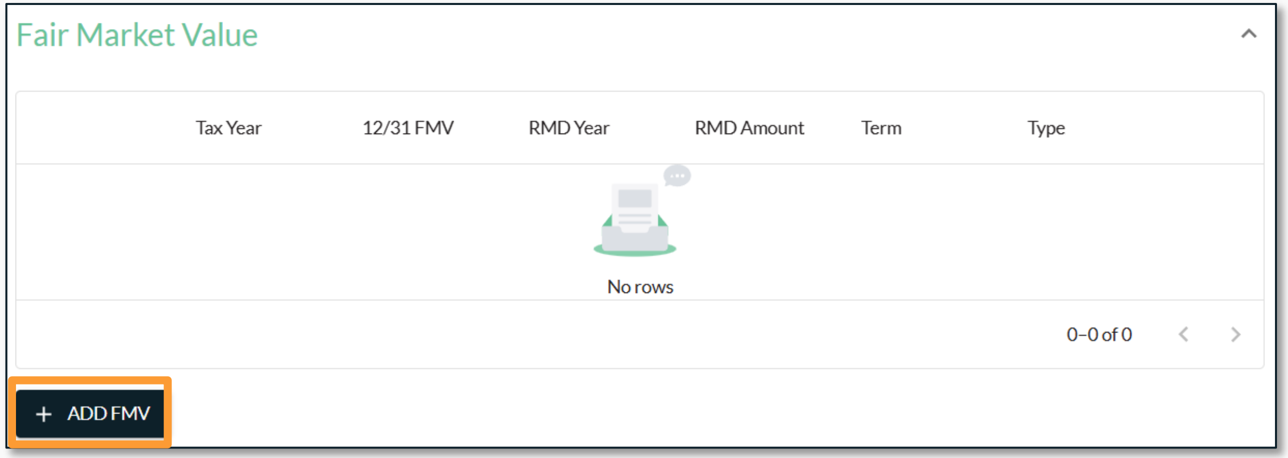
1099 Tax File Upload

Validate ESA 12/31/2025 FMVs if 2025 Distribution Occurred

If the FMV information listed is accurate, move to the **Validate & Approve Tax Form Production** section of the Coverdell ESA Distributions checklist.

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 for **Tax Year 2025**.

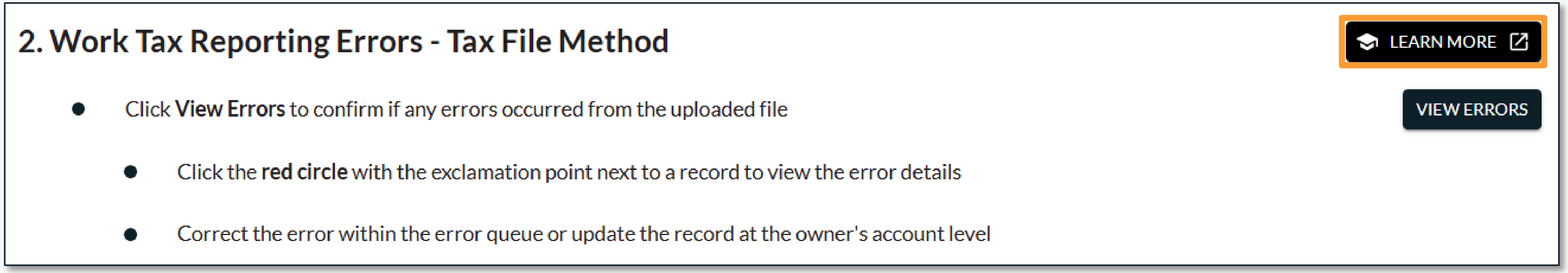


1099 Tax File Upload

Next Steps

After uploading your 1099 tax file and providing Coverdell ESA FMV information (if applicable), move to the **Work Tax Reporting Errors** section of the **1099 Tax Report Checklist**.

Details about this section are covered in our **#4 Tax Year 2025: Work Tax Reporting Errors – Tax File Method** training module (linked under the **Learn More** button for that section).


2. Work Tax Reporting Errors - Tax File Method

LEARN MORE

- Click **View Errors** to confirm if any errors occurred from the uploaded file
  - Click the **red circle** with the exclamation point next to a record to view the error details
  - Correct the error within the error queue or update the record at the owner's account level

VIEW ERRORS

Questions?

CHAT WITH US OR CALL US AT 888.470.4542

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