Submit 1099 Data

FOR ORGANIZATIONS USING THE SPREADSHEET METHOD

What We'll Cover

- Important dates/reminders
- 1099 Tax Report Checklist
- 1099 spreadsheet review
  - ✓ Steps to make updates at account level in Superior platform
  - ✓ Steps to make updates within spreadsheet and upload to Superior platform
  - ✓ Providing HSA date-of-death balances for certain beneficiary distributions, if applicable
  - ✓ 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

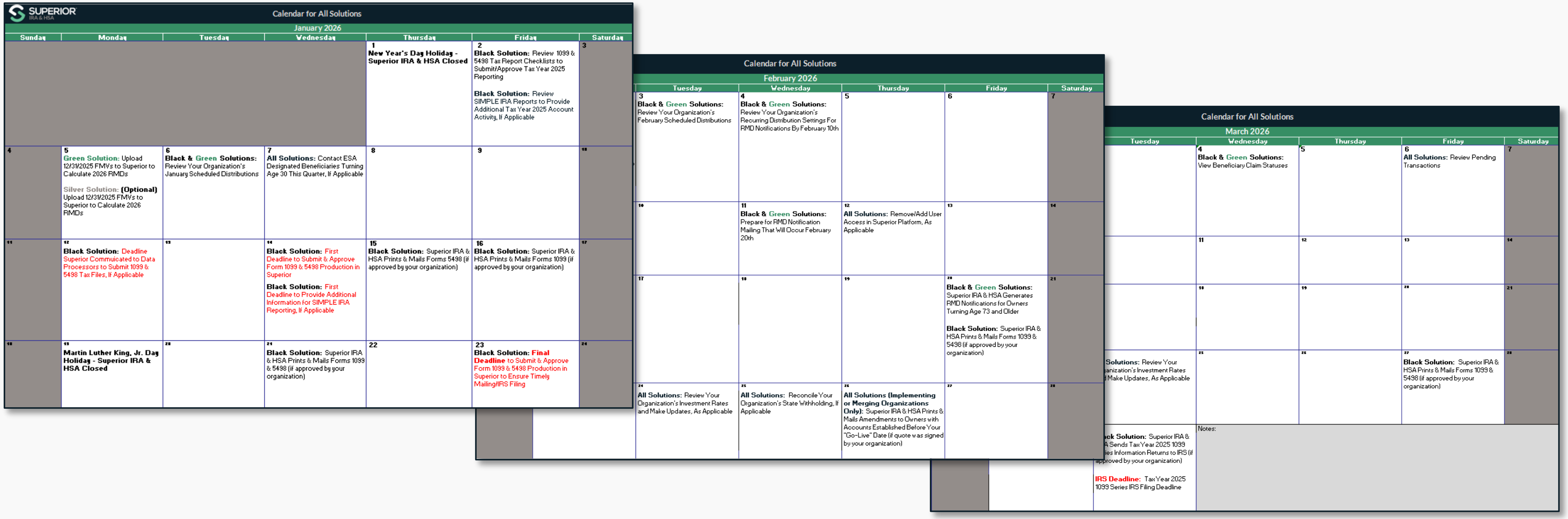
June/July 2026

- **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.



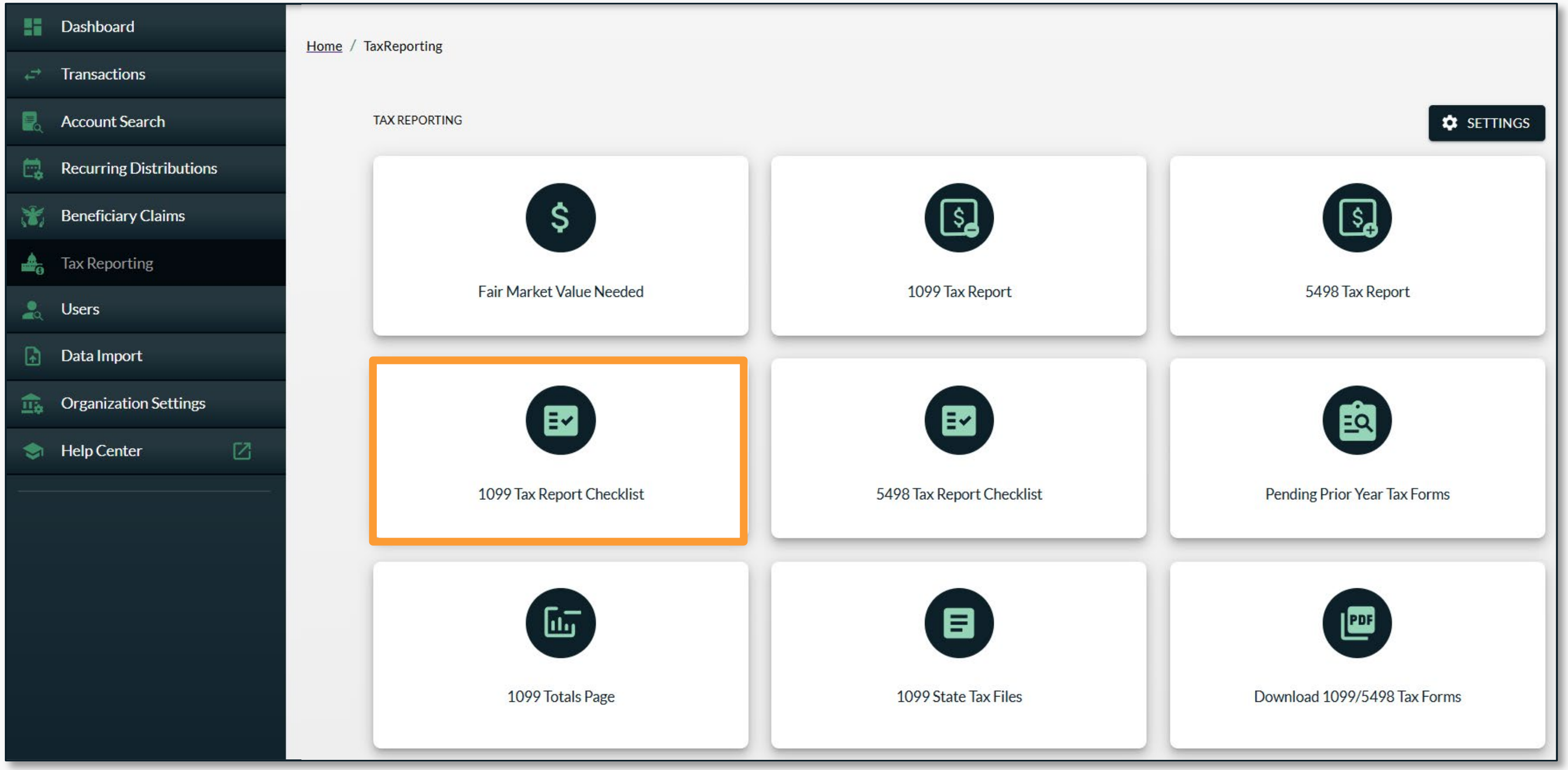
1099 Tax Report Checklist

FOLLOW CHECKLIST STEPS FOR EACH ACCOUNT TYPE

1099 Tax Report Checklist

Locate and review the checklist available for each account type:

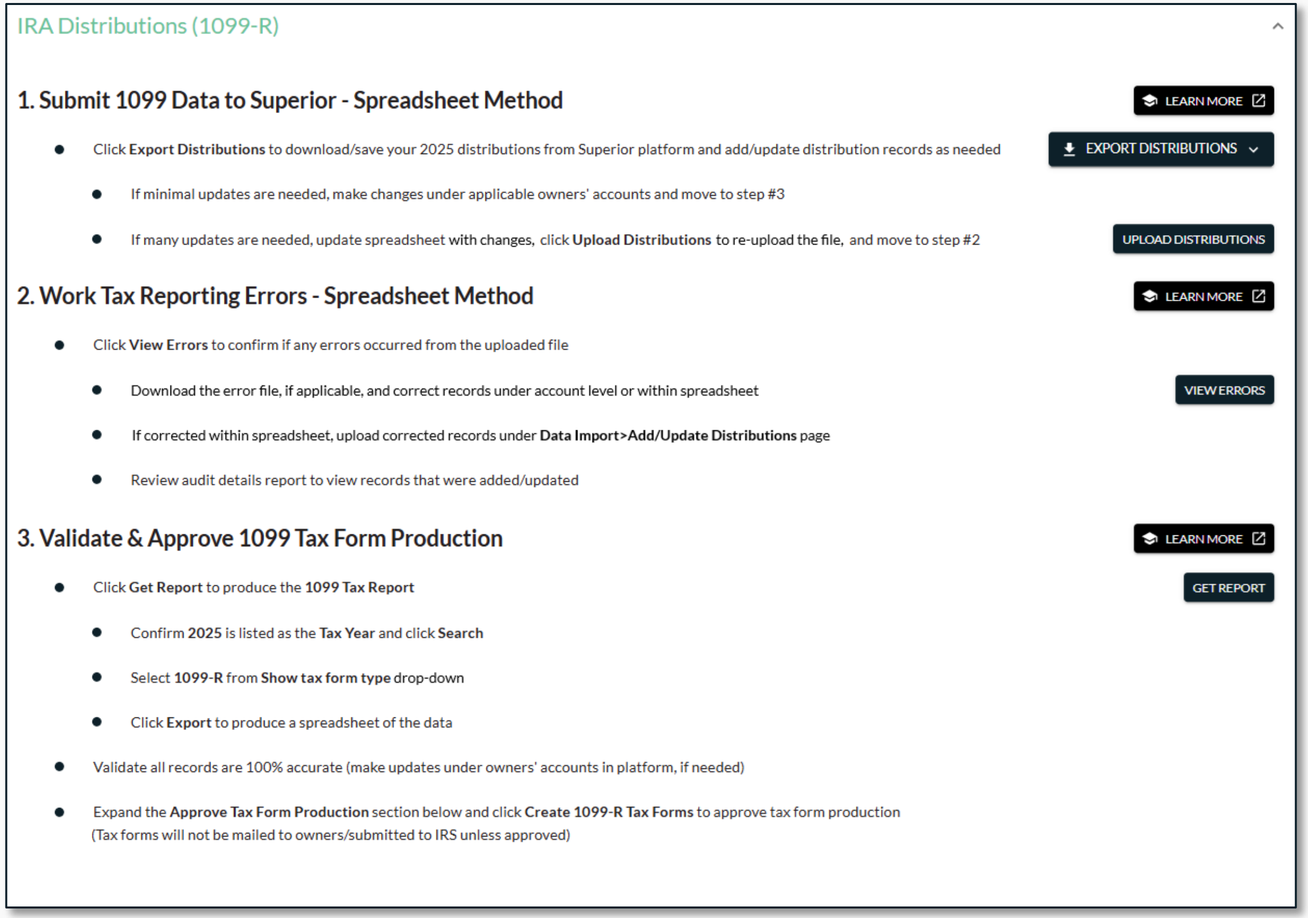
- Click **Tax Reporting.**
- Click **1099 Tax Report Checklist.**



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 Spreadsheet Review

DOWNLOADING/REVIEWING A SPREADSHEET

1099 Spreadsheet Review

Download/Review Process

Your organization will follow these steps for submitting 1099 data:

- **Pull distribution spreadsheets from Superior platform to review distribution information.**
- **Make updates as needed using one of the following ways:**

  1. If minimal updates are needed, make changes under the owner's account in the Superior platform.

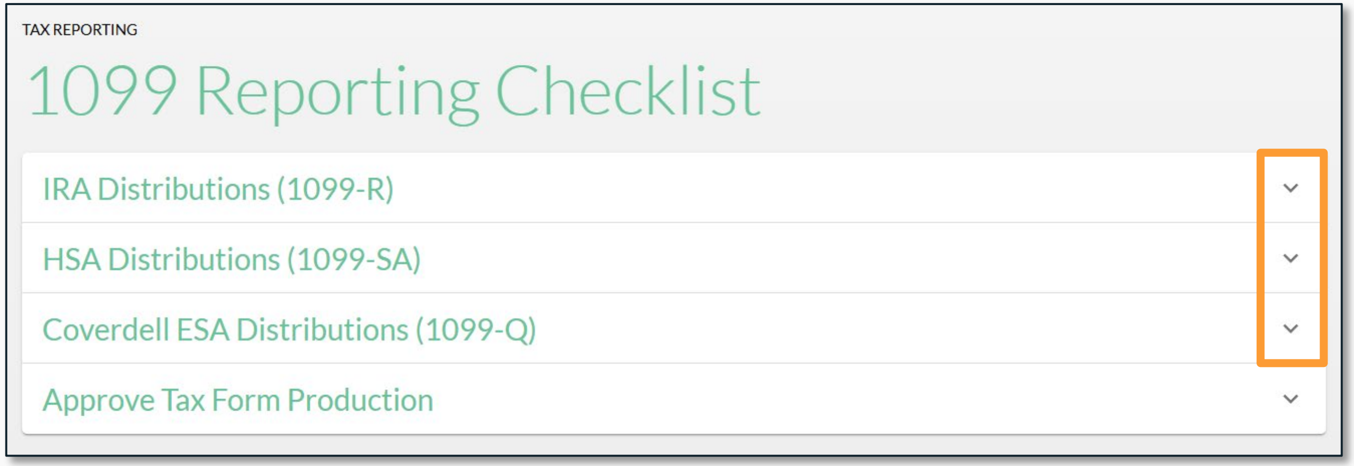
  OR

  2. If many updates are needed, update the spreadsheet with changes and re-upload to Superior platform.

1099 Spreadsheet Review

Download Spreadsheet

- Return to the **1099 Tax Report Checklist**.
- Expand the applicable checklist section, depending on the form type you are downloading.
  - ✓ **IRA Distributions (1099-R)**
  - ✓ **HSA Distributions (1099-SA)**
  - ✓ **Coverdell ESA Distributions (1099-Q)**

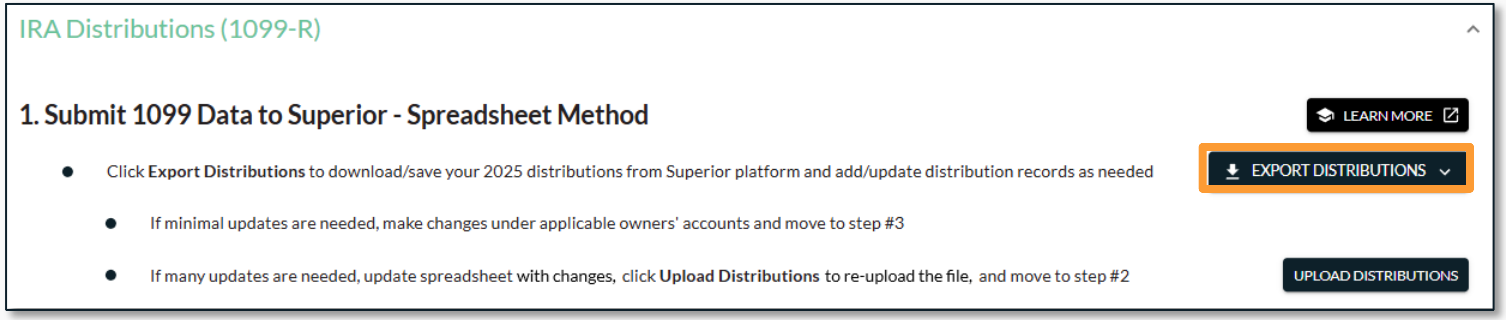


1099 Spreadsheet Review

Download Spreadsheet

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

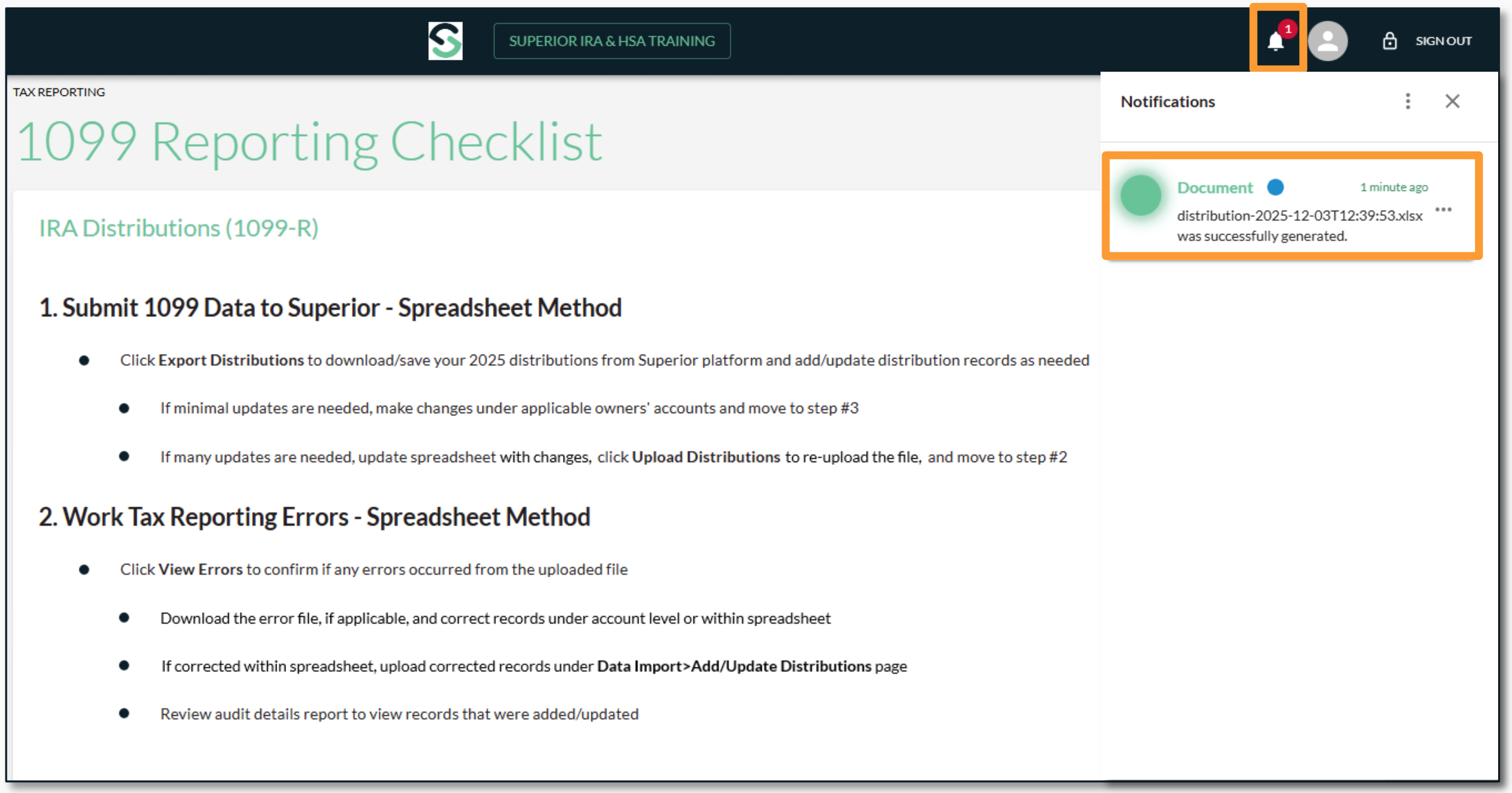
- Click **Export Distributions** to download/review the 2025 distributions currently listed in the platform for that account type.
  - ✓ Download as .tsv, or
  - ✓ Download as .xlsx



1099 Spreadsheet Review

Download Spreadsheet

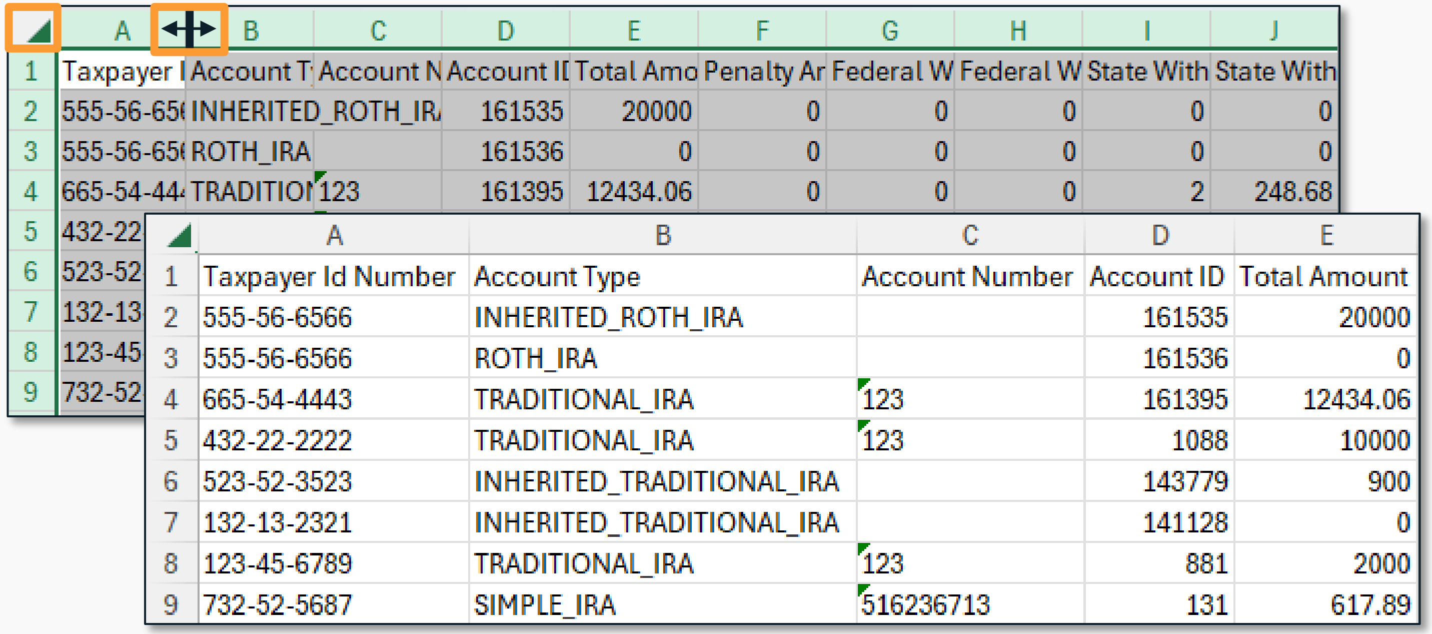
- Click the **Notifications** bell once available.
- Click the file name to download report.
- Save the spreadsheet to your computer.



1099 Spreadsheet Review

Compare Data with Core and Update, If Needed

- Expand the cells.
  - ✓ Click the arrow in the upper left corner of the spreadsheet.
  - ✓ Move cursor between columns A and B until the double arrow appears.
  - ✓ Double click your mouse to expand/display all cell data.
- Compare the distribution data with core system to confirm all reportable distributions match.
  - ✓ Use the **Sort & Filter** feature to sort the accounts in the same order as the reports from your core.
  - ✓ You may rearrange the rows, but do not rearrange the columns.



1099 Spreadsheet Review

Different Ways to Update Distribution Data

If no changes are needed to the spreadsheet:
No further action is needed for that account type's distribution data, and you may move to the next step of the checklist.

If edits are needed or data is missing from the spreadsheet:
Make changes one of the following two ways:

1. Search for the owner under the **Account Search** page and make changes under the owner's account level. (Follow the steps outlined on slides 17–20 to use this method.)

   OR

2. Enter the changes to the saved spreadsheet pulled from Superior and upload the file under the **Data Import>Add/Update Distributions** page. (Follow the steps outlined on slides 21–30 to use this method.)

1099 Spreadsheet Review

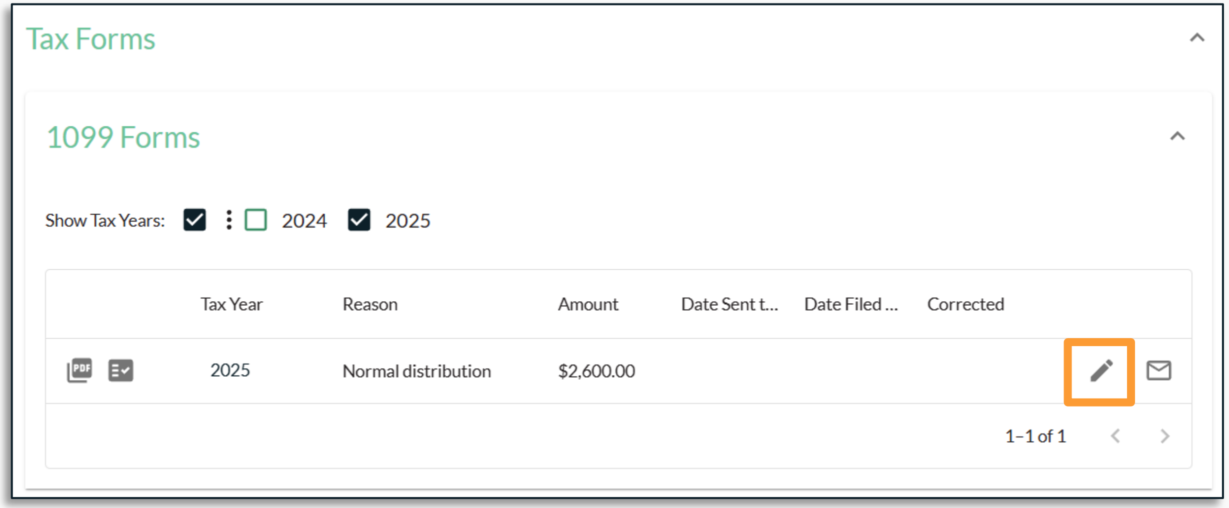
#1 – Make Changes at Account Level

To make distribution edits at the account level (if minimal changes are needed), a *Transactions Administrator* will take these steps:

- Search for owner under the **Account Search** page.
- Edit distribution information under **Tax Forms** > **1099 Forms** section or **Distributions** section.

To edit under **Tax Forms** section:

- Expand the **Tax Forms**>**1099 Forms** section.
- Click the **Pencil** icon to make edits.



1099 Spreadsheet Review

#1 – Make Changes at Account Level

- Click the **Pencil** icon next to an existing distribution to change the amount(s).
- Enter the correct values in the applicable fields and click **Continue** to save changes.

Gross Amount	Federal Tax	State Tax	Date
$1,250	$0.00	$0.00	12/01/2025
$100	$0.00	$0.00	09/01
$1,250	$0.00	$0.00	06/01
$2,600	$0.00	$0.00	

Total Amount
$ 1,500

Financial Organization Fee Amount
$ 0

Federal Withholding Amount
$ 0

State Withholding Amount
$ 0

Distribution Date
12/01/2025

CONTINUE CANCEL

Distribution Reason
Normal distribution

Gross Amount
$ 1,500

Net Amount
$ 1,500

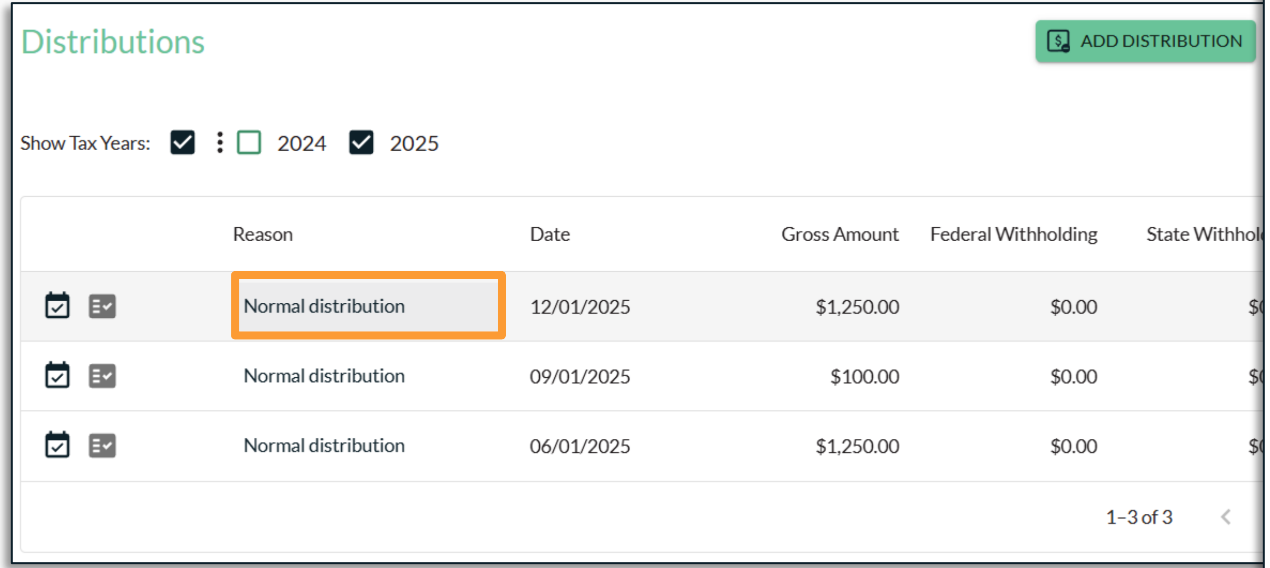
Gross Amount	Federal Tax	State Tax	Date
$1,500	$0.00	$0.00	12/01/2025
$100	$0.00	$0.00	09/01/2025
$1,250	$0.00	$0.00	06/01/2025
$2,850	$0.00	$0.00	

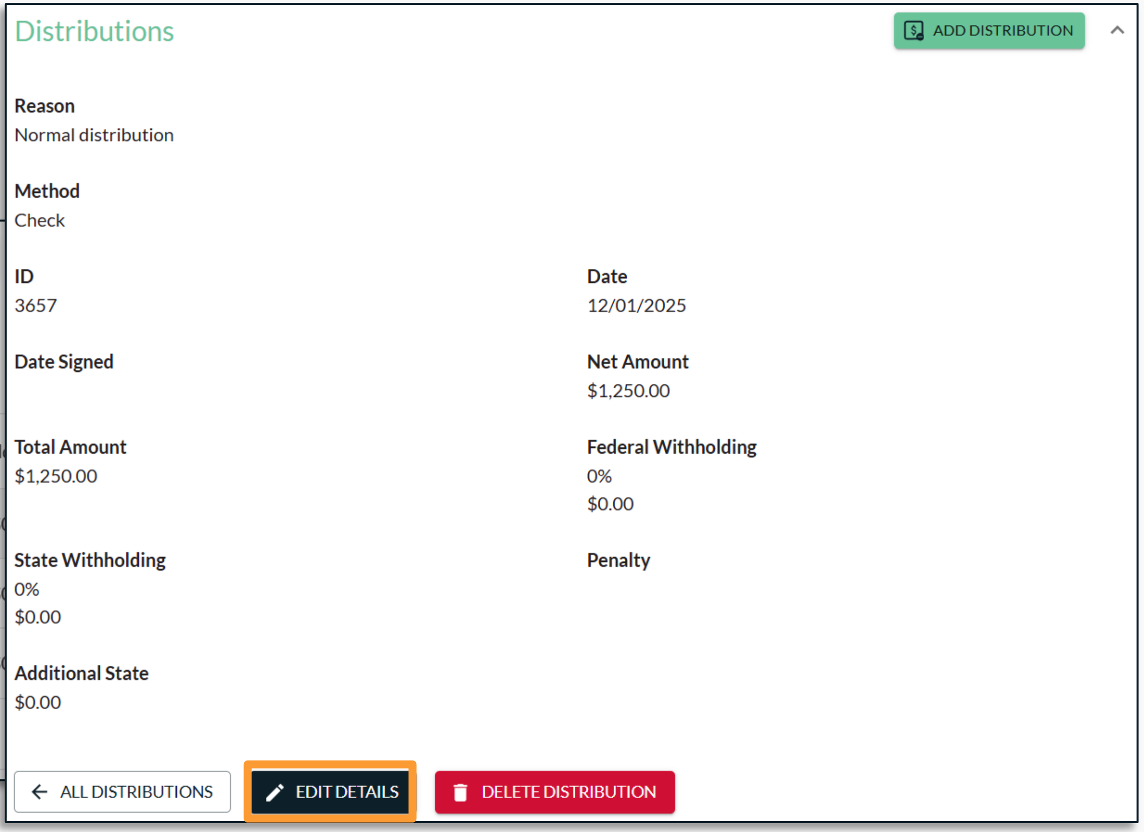
1099 Spreadsheet Review

#1 – Make Changes at Account Level

To edit under **Distributions** section:

- Expand the **Distributions** section.
- Click the **Reason** (distribution type).
- Click **Edit Details** to make changes.

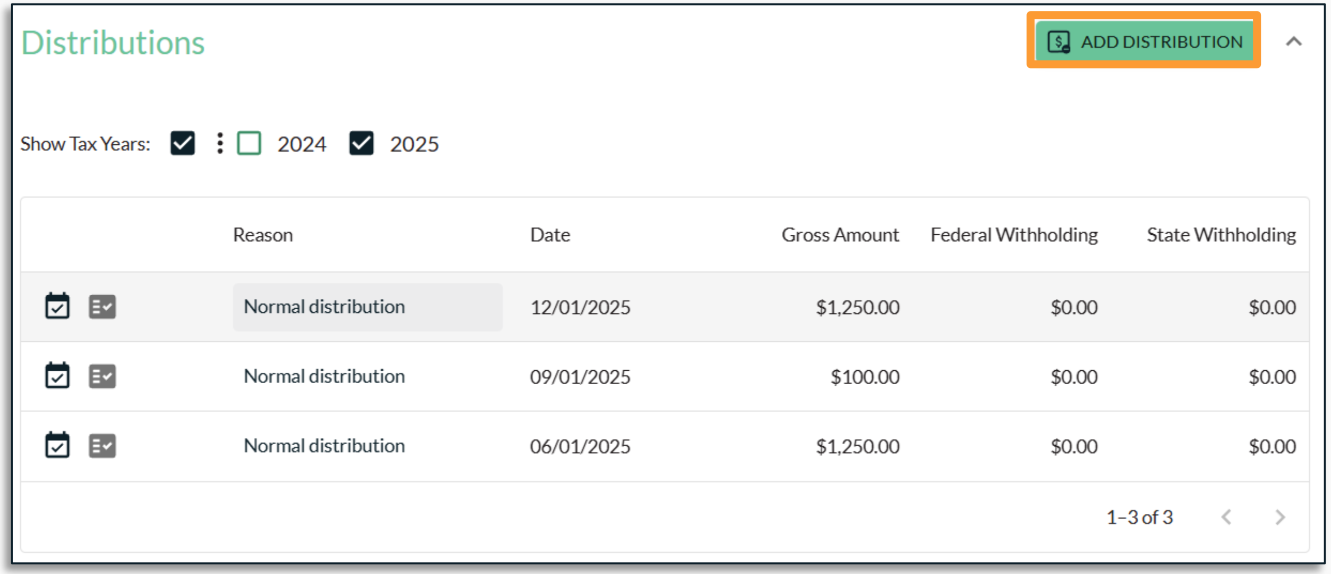




1099 Spreadsheet Review

#1 – Make Changes at Account Level

- Add any missing distributions that are a different distribution type by clicking **Add Distribution** to launch the **Distribute Money** workflow.

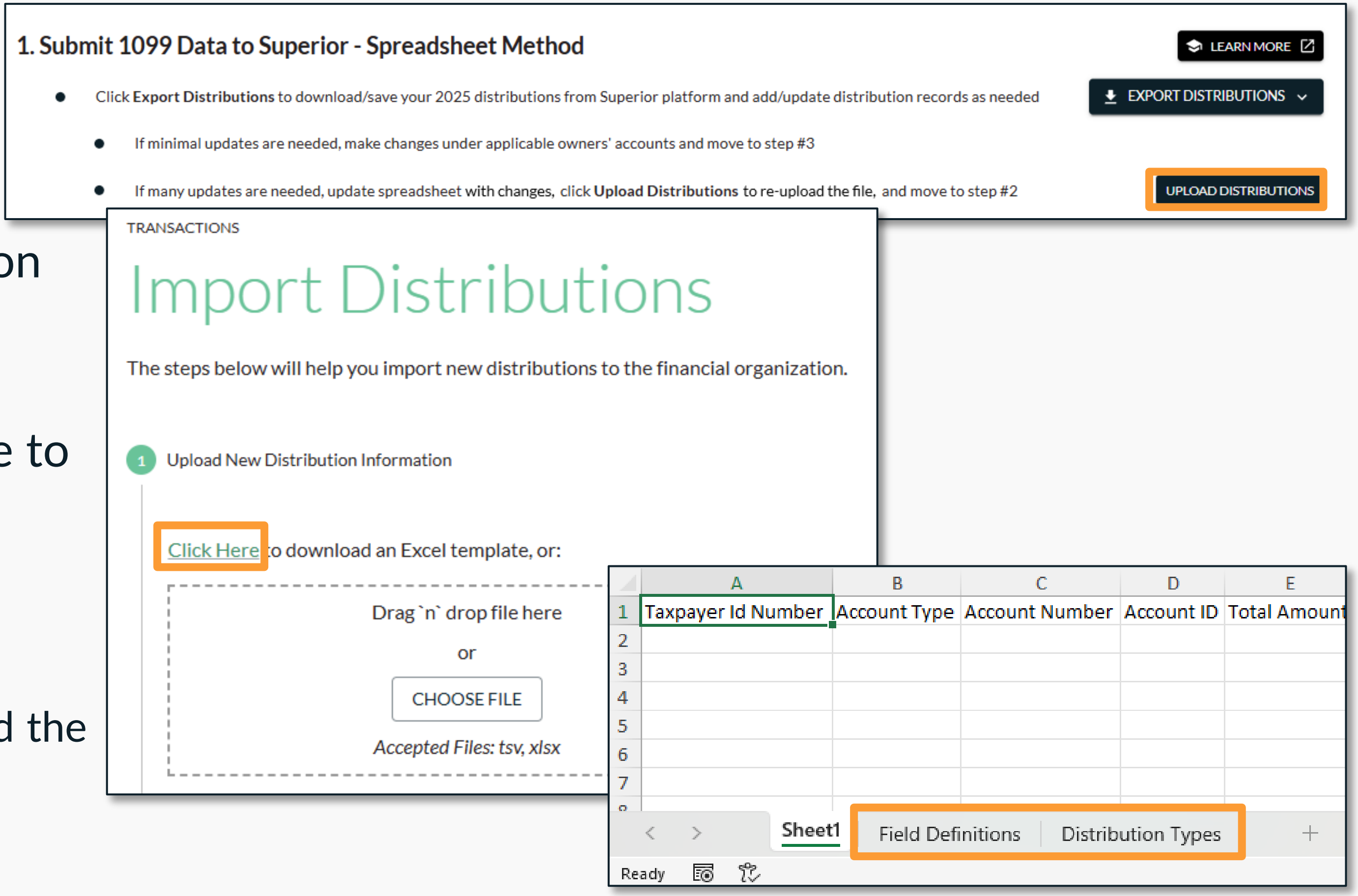


1099 Spreadsheet Review

#2 – Upload Changes to Spreadsheet Under Data Import

To enter distribution updates within the downloaded spreadsheet and upload changes to Superior platform:

- Add/save any changes to distribution data within saved spreadsheet.
- Refer to field definitions in the **Add/Update Distributions** template to ensure you follow formatting rules.
  - ✓ Return to the **1099 Tax Report Checklist**.
  - ✓ Click **Upload Distributions**.
  - ✓ Click the **Click Here** link to download the template.
  - ✓ Refer to the **Field Definitions** and **Distribution Types** tabs.



1099 Spreadsheet Review

#2 – Upload Changes to Spreadsheet Under Data Import

- Do not remove any IDs listed within the spreadsheet if updates are made to that row (e.g., **Account ID**, **Distribution ID**, **Scheduled Distribution ID** columns).
  - ✓ This ensures updates are applied to the existing distribution and do not duplicate the distribution.
  - ✓ If adding a new row to the spreadsheet to record a missing distribution, leave the ID columns blank.

D
Account ID
161535
161536
161395

W	X
Distribution Id	Scheduled Distribution Id
34913	
34964	
	3172

- If a distribution should not be reported, enter "$0" in the value fields to change the amount to "$0" in Superior. (Do not delete the row unless you also delete the distribution under the owner's account level.)

E	F	G	H
Total Amount	Penalty Amount	Federal Withholding Percent	Federal Withholding Amount
20000	0	0	0
0	0	0	0
12434.06	0	0	0
0 ~~10000~~	0	0 ~~10~~	0 ~~1000~~

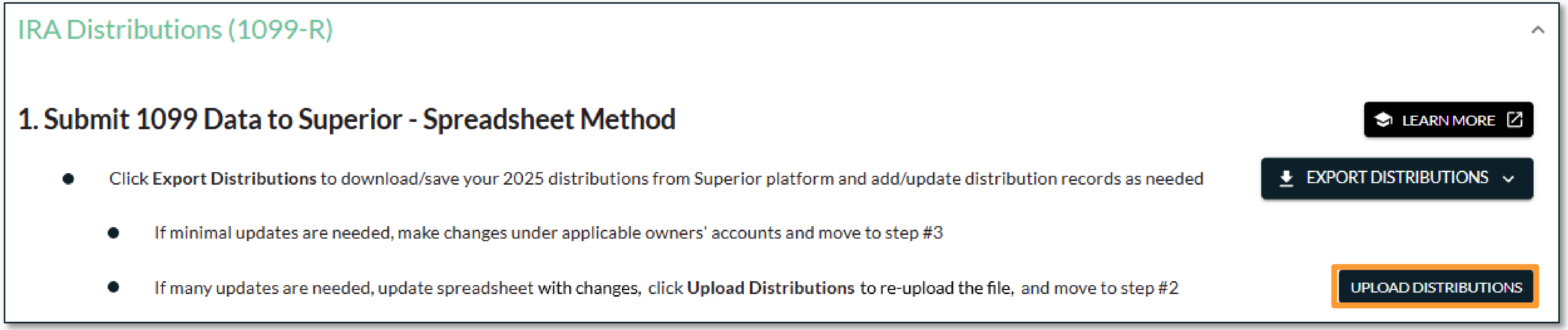
- To change a **Distribution Reason**, update any dollar values to $0 within that row, and add a new row with the correct values and **Distribution Reason**.

1099 Spreadsheet Review

#2 – Upload Changes to Spreadsheet Under Data Import

After saving changes to spreadsheet, upload the spreadsheet to the Superior platform:

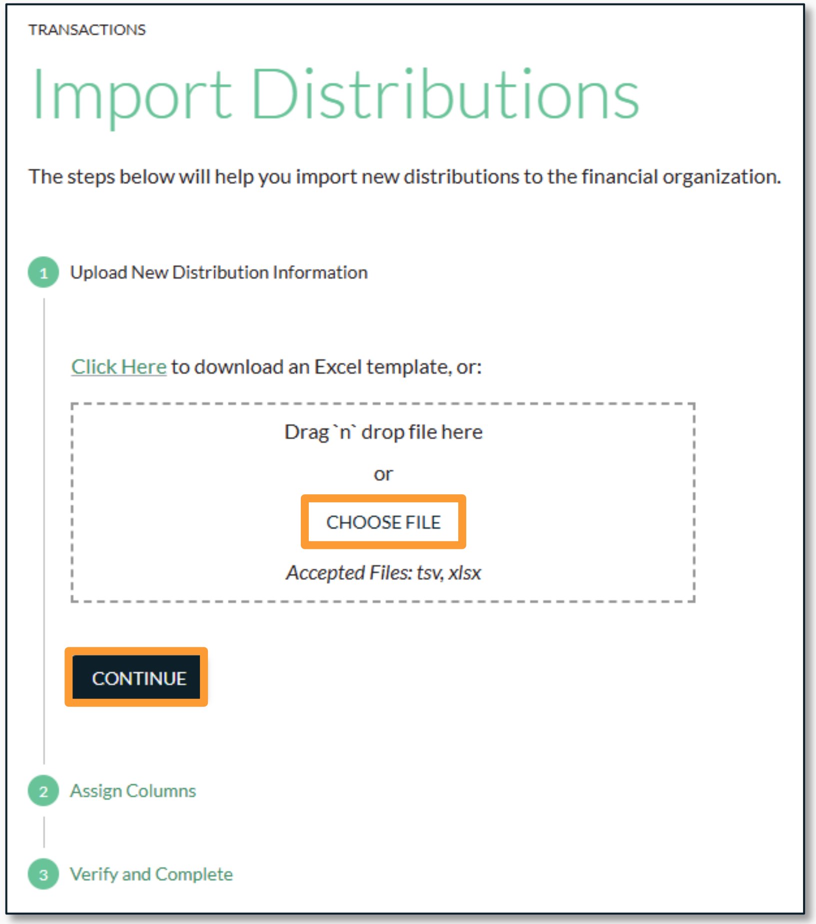
- Return to the **1099 Tax Report Checklist**.
- Click **Upload Distributions** to navigate to the **Data Import** page.



1099 Spreadsheet Review

#2 – Upload Changes to Spreadsheet Under Data Import

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

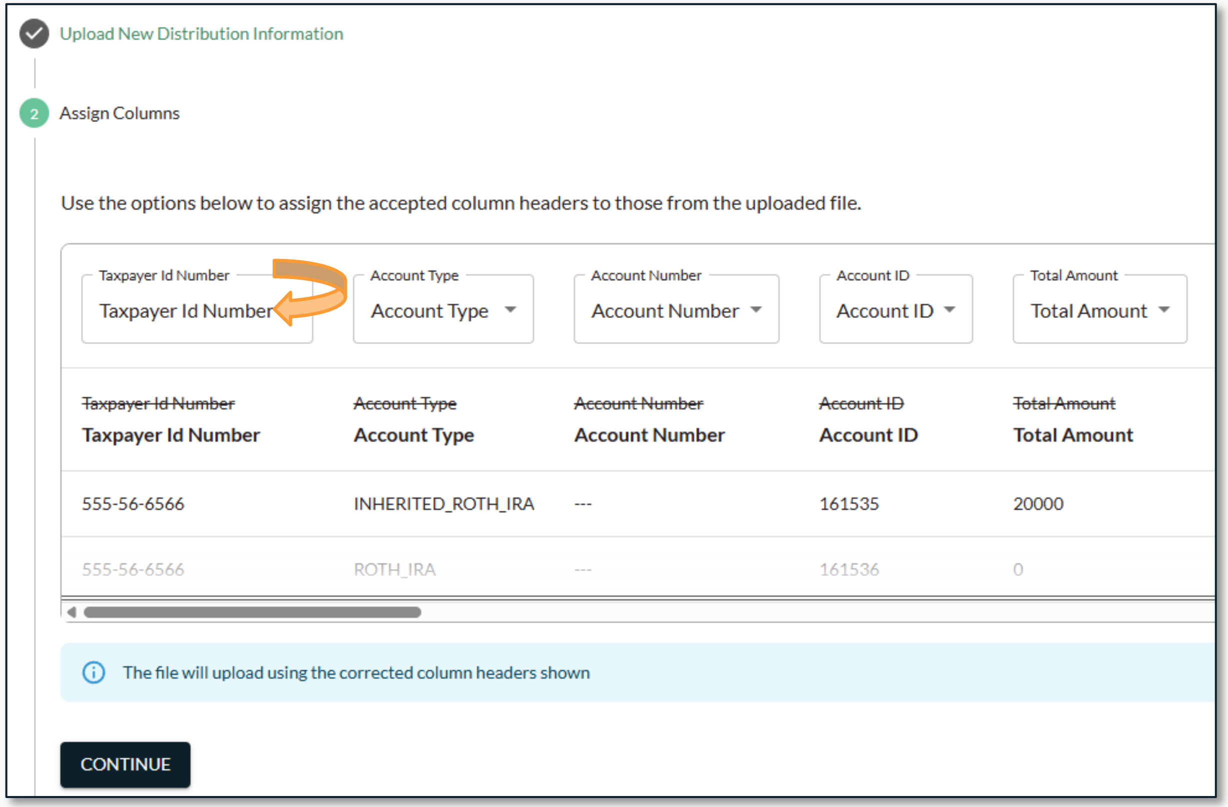


Note: Make sure you close the file before you click **Continue**. If it’s open, you’ll receive an error.

1099 Spreadsheet Review

#2 – Upload Changes to Spreadsheet Under Data Import

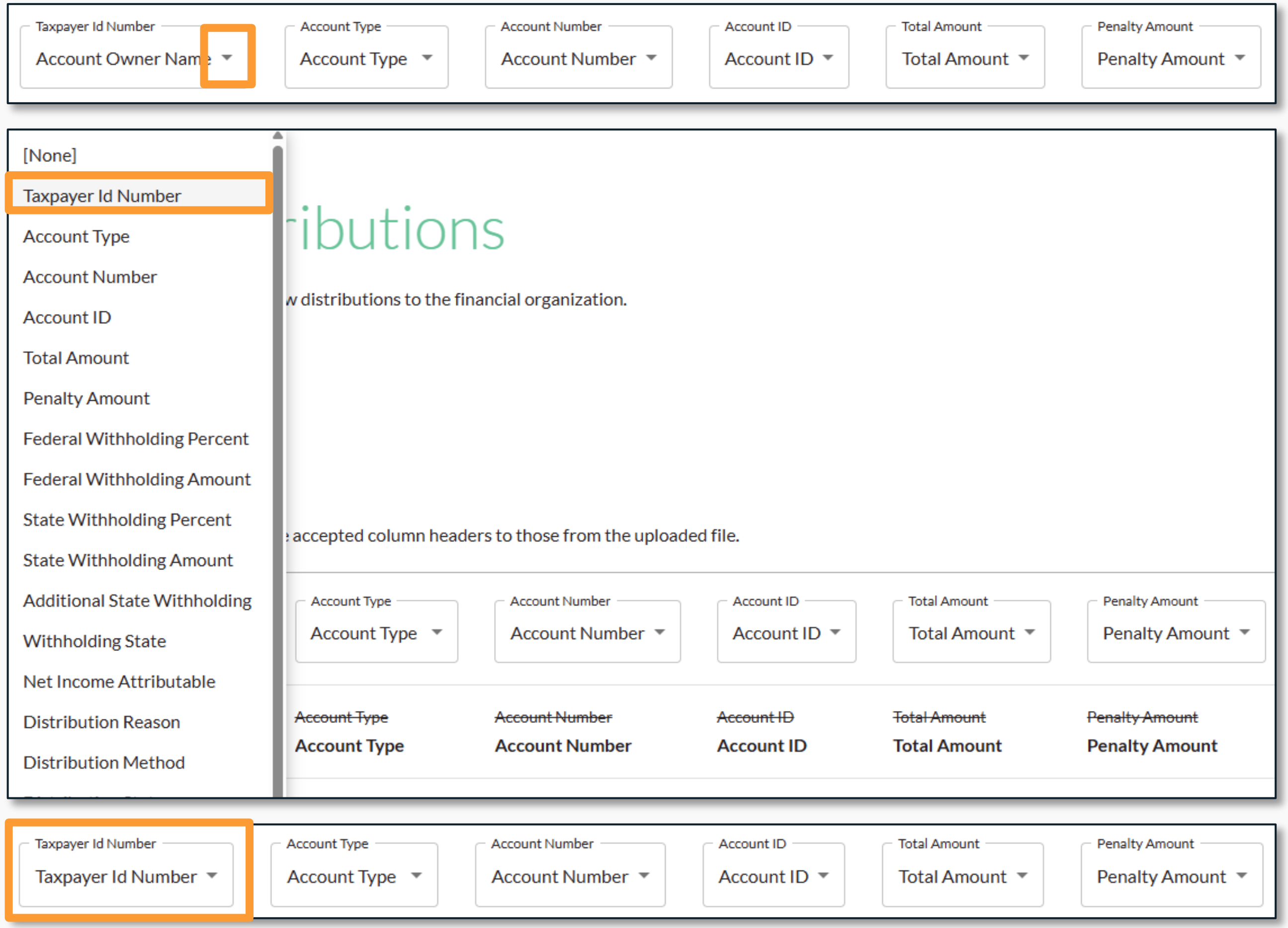
- Match the columns that will be read from the file, so they match Superior's **Add/Update Distributions** template. (Every column should match unless you moved columns around while editing.)



1099 Spreadsheet Review

#2 – Upload Changes to Spreadsheet Under Data Import

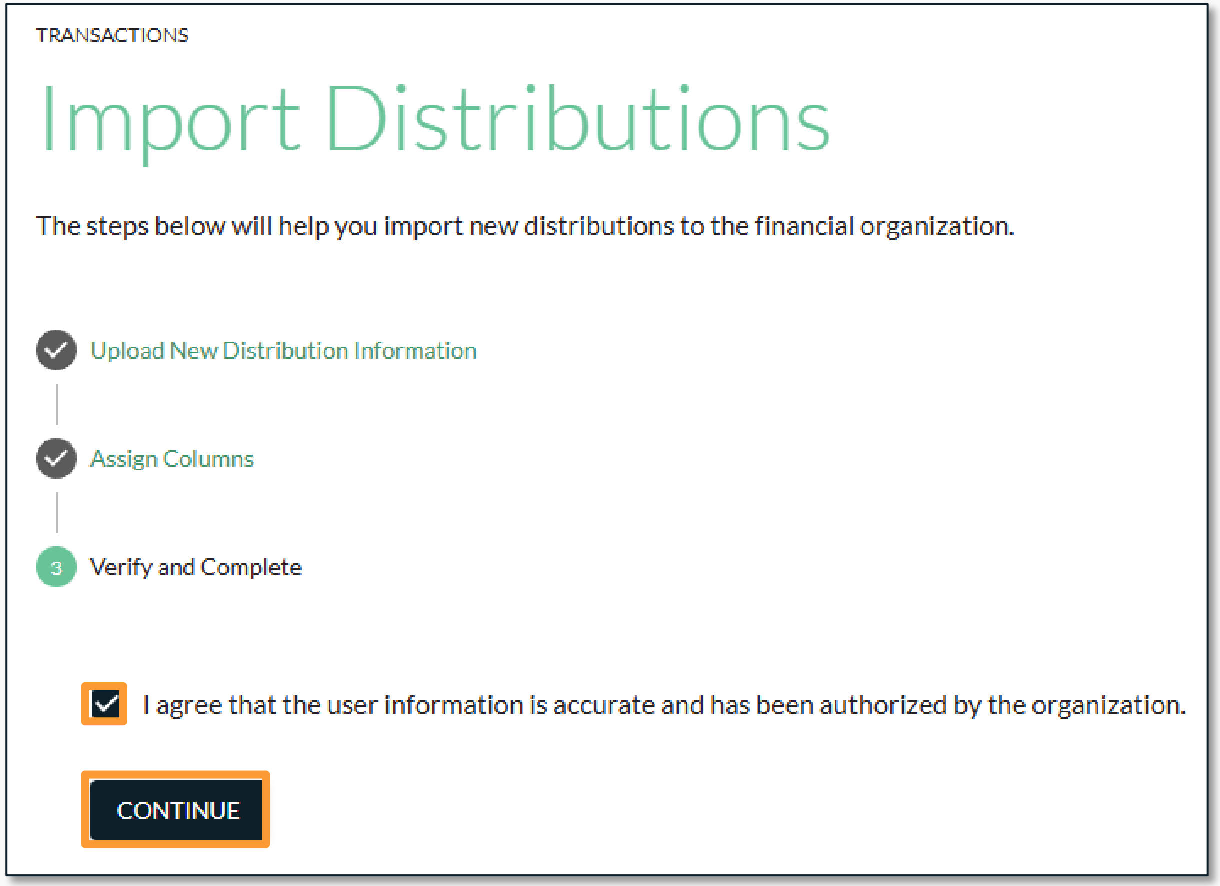
- If a column does not match, select the text that matches the title of each column header. (**Important:** If this step is not followed the entire file may error.)
  - ✓ **Example:** In the **Taxpayer Id Number** drop-down, if "Account Owner Name" were listed, you would click the drop-down and change the selection to "Taxpayer Id Number" so it matches the title of the column header.
- Update the remaining column headers, if needed (scroll right until all are completed).
- Click **Continue** after all columns match.



1099 Spreadsheet Review

#2 – Upload Changes to Spreadsheet Under Data Import

- Check the box to confirm the data you're submitting is accurate.
- Click **Continue** to upload the changes.



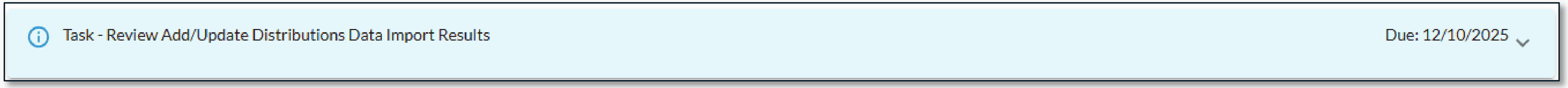
1099 Spreadsheet Review

#2 – Upload Changes to Spreadsheet – Review Status

After the file upload is complete, 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.

- **Distribution File Validation Results**
  - ✓ Indicates how many records have been validated and will be applied from your file upload
  - ✓ Provides next steps to resolve errors, if applicable

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.

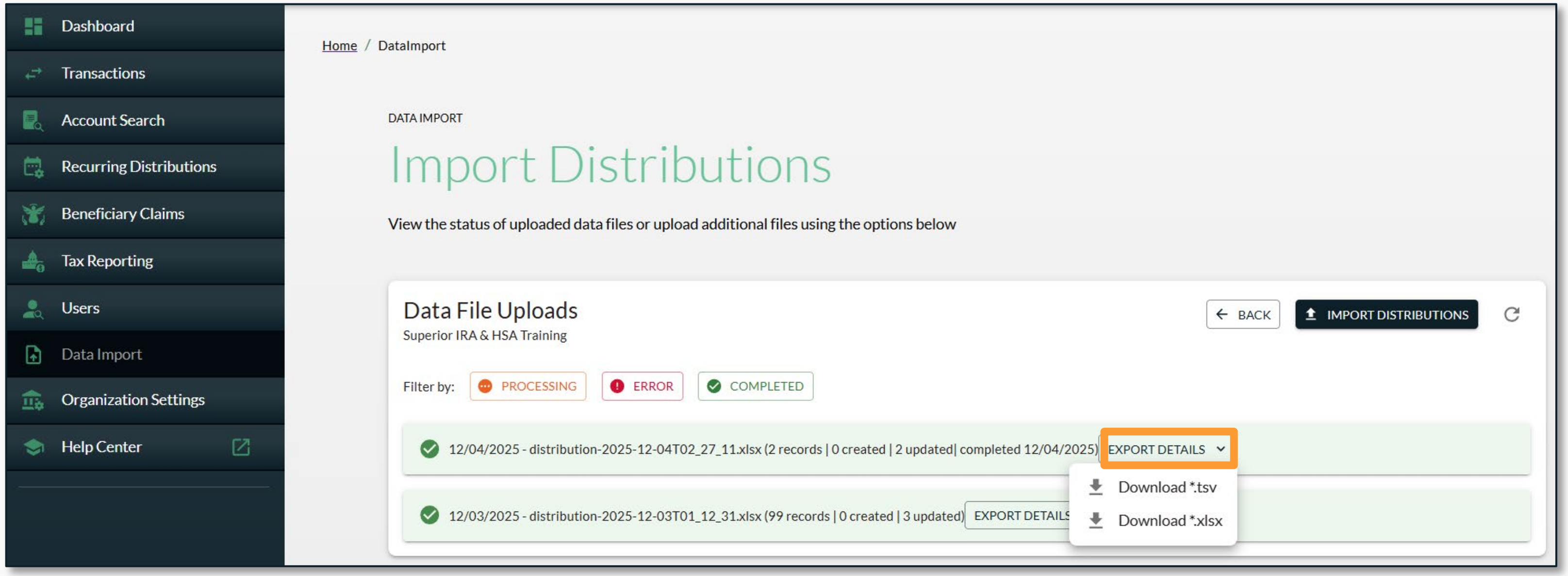


1099 Spreadsheet Review

#2 – Upload Changes to Spreadsheet – Review Status

Follow the steps in the task to navigate to the **Data Import>Add/Update Distributions** page.

- Locate the date/file name of your upload.
- If file appears "green" the updates were applied to the platform.
- Click **Export Details** to download an audit trail.

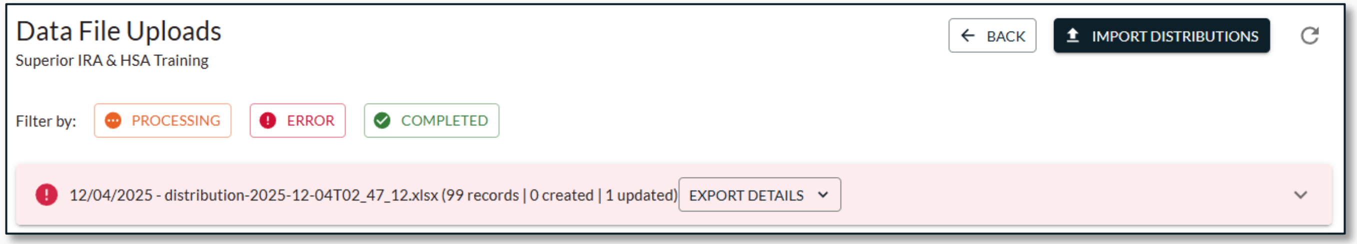


Note: It may take several minutes for the file to apply. If you don't receive an email/task, <u>**do not**</u> re-upload the file. It may cause the data to apply twice. Instead, contact Superior.

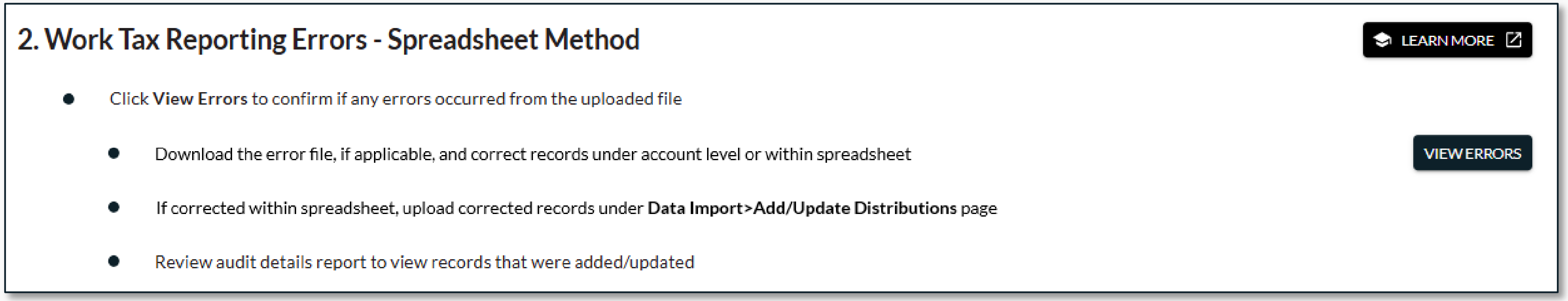
1099 Spreadsheet Review

#2 – Upload Changes to Spreadsheet – Review Status

If the file appears red, it means there were errors that occurred during your file upload.



Review the **Work Tax Reporting Errors** section of the **1099 Tax Report Checklist** for more information and to access our **#4 Tax Year 2025: Work Tax Reporting Errors – Spreadsheet Method** training module (linked under the **Learn More** button for that section).



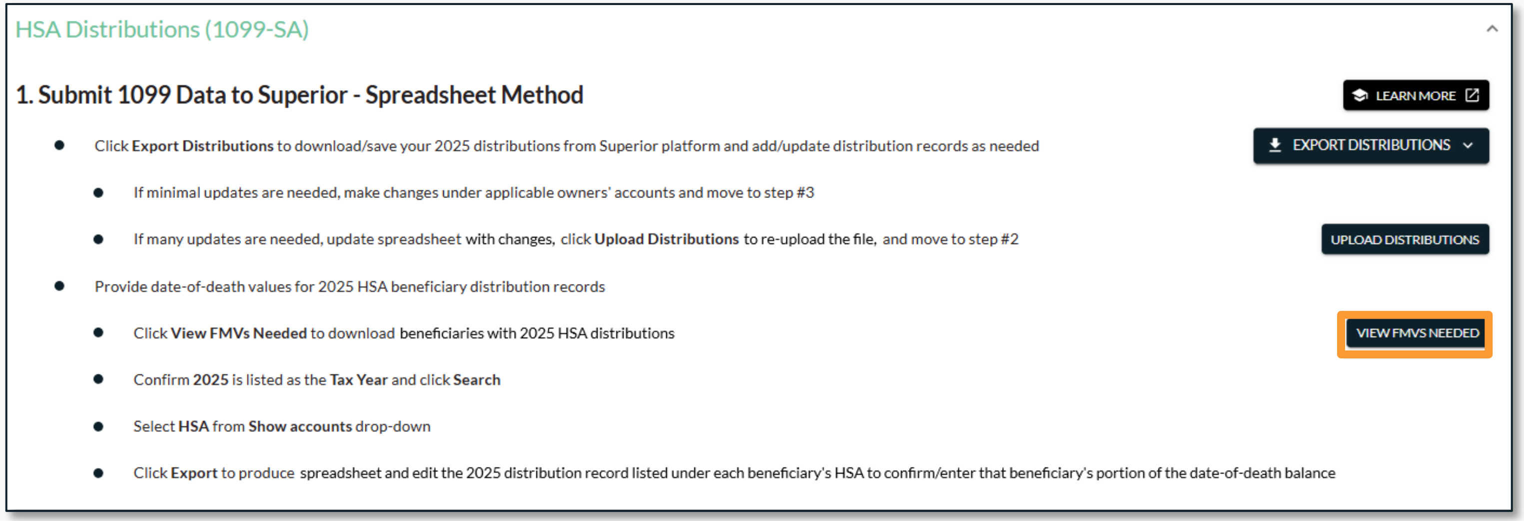
1099-SA Spreadsheet Review

Validate HSA Date-of-Death Values for 2025 Beneficiary Distributions

If you have 2025 HSA beneficiary distributions to report, the beneficiary's portion of the decedent's HSA date-of-death balance must also be reported on the 1099-SA.

Follow these steps to provide this data.

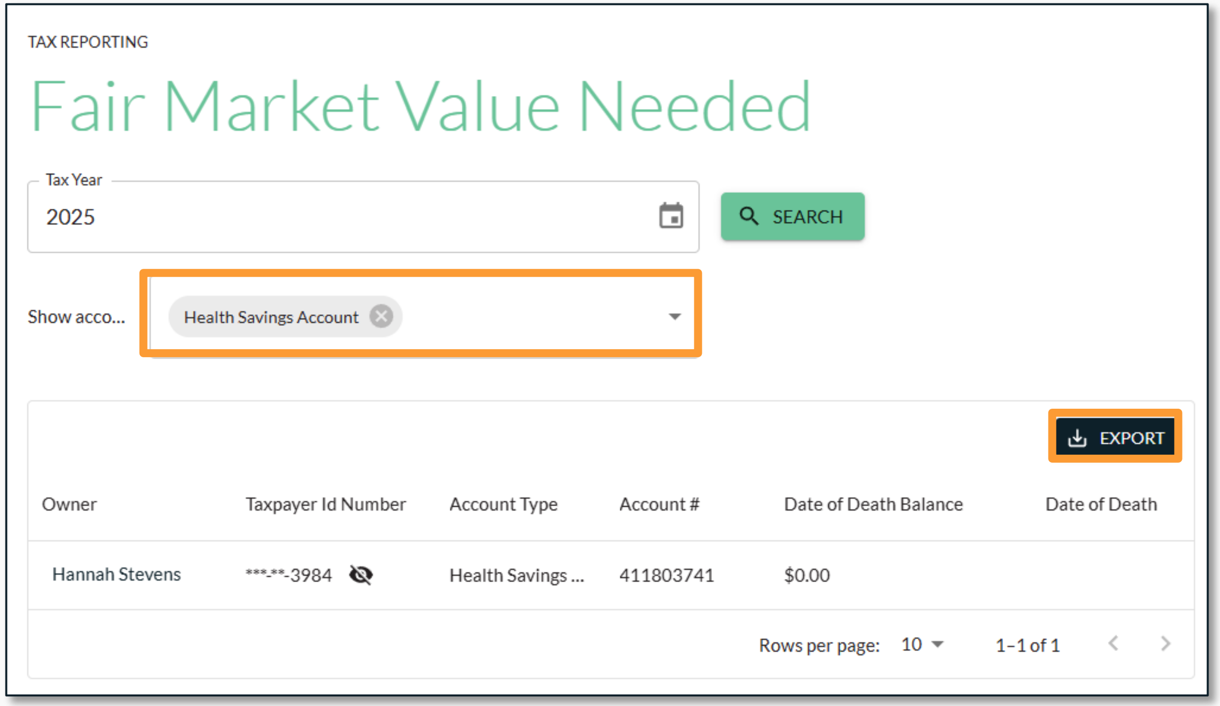
- Expand the **HSA Distributions (1099-SA)** section of the **1099 Tax Report Checklist**.
- Click the **View FMVs Needed** button within the **Submit 1099 Data to Superior** section.



1099-SA Spreadsheet Review

Validate HSA Date-of-Death Values for 2025 Beneficiary Distributions

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



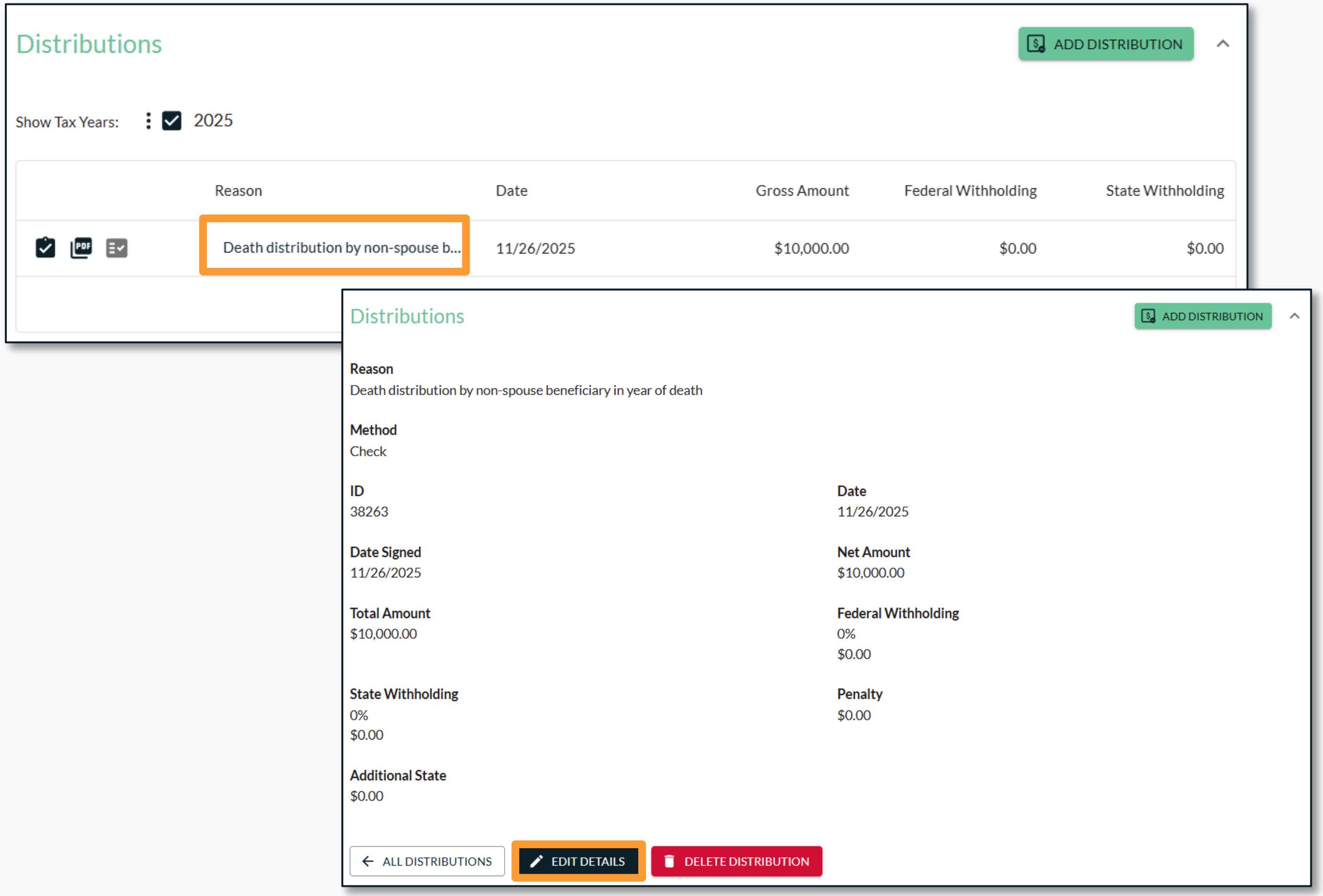
1099-SA Spreadsheet Review

Validate HSA Date-of-Death Values for 2025 Beneficiary Distributions

If the beneficiary's portion of the date-of-death balance of the HSA is accurate, move to the **Validate & Approve Tax Form Production** section of the HSA Distributions checklist.

If updates are needed:

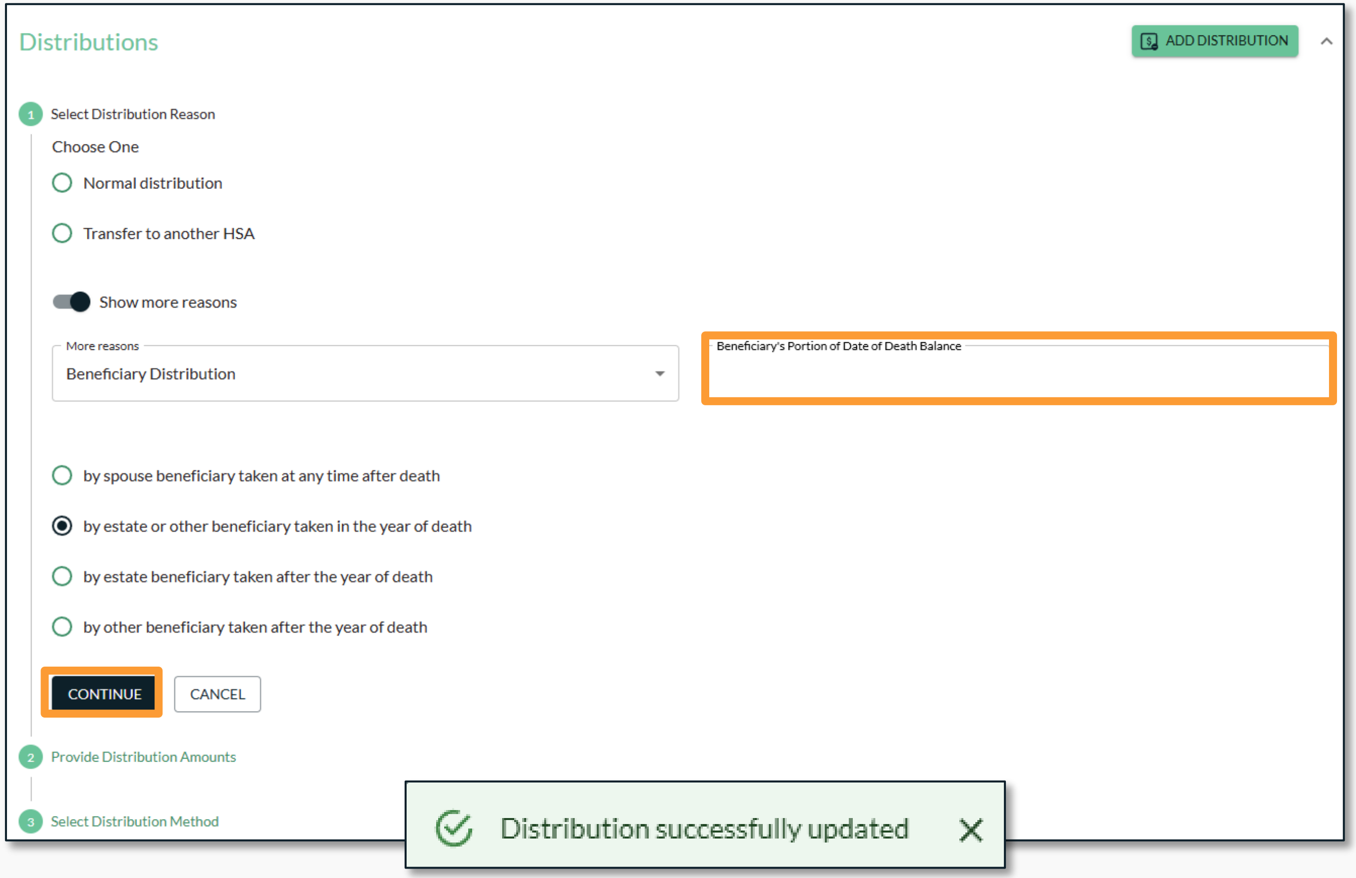
- Search for the beneficiary under the **Account Search** tab.
- Expand the **Distributions** section under the HSA account.
- Click the **Death distribution…** listed for 2025 and click **Edit Details**.



1099-SA Spreadsheet Review

Validate HSA Date-of-Death Values for 2025 Beneficiary Distributions

- Enter the beneficiary’s portion of the decedent’s HSA date-of-death balance in the **Beneficiary’s Portion of the Date of Death Balance** field.
  - ✓ **Example:** If the HSA balance on date of death was $15,000, and the beneficiary received 50% of the HSA, enter “$7,500” in this field.
- Click **Continue** and proceed with clicking **Continue** until you receive the “Distribution successfully updated” message at the bottom of the screen.



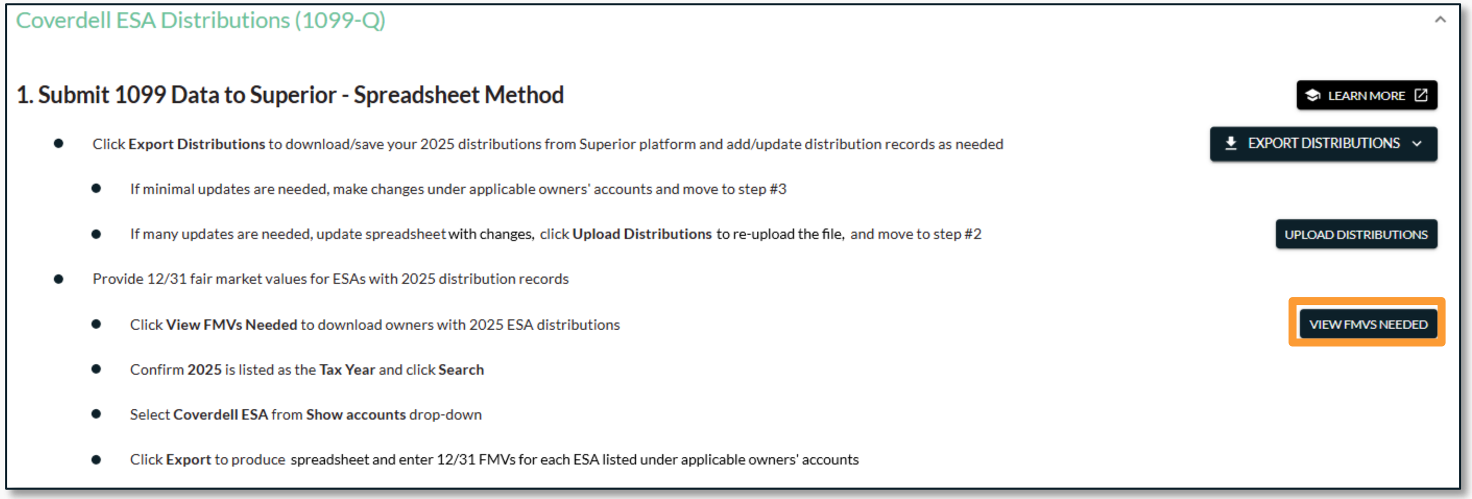
1099-Q Spreadsheet Review

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 to provide this data.

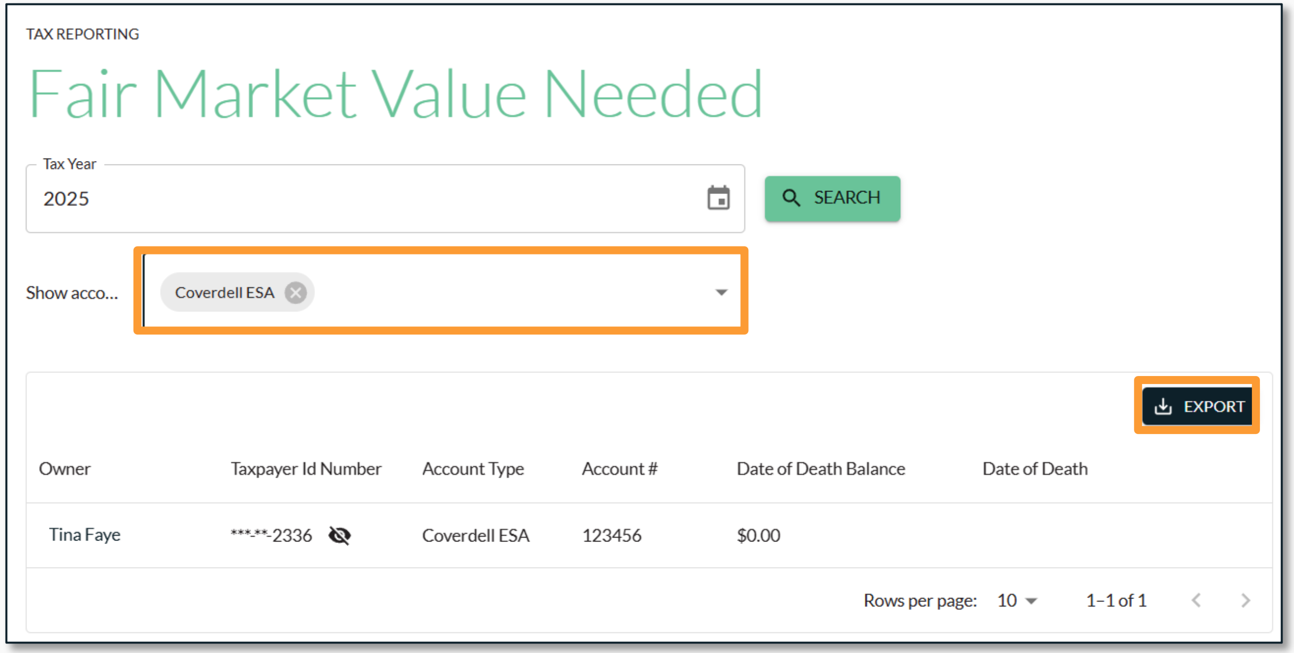
- Expand the **Coverdell ESA Distributions (1099-Q)** section of the **1099 Tax Report Checklist.**
- Click the **View FMVs Needed** button within the **Submit 1099 Data to Superior** section.



1099-Q Spreadsheet Review

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**.



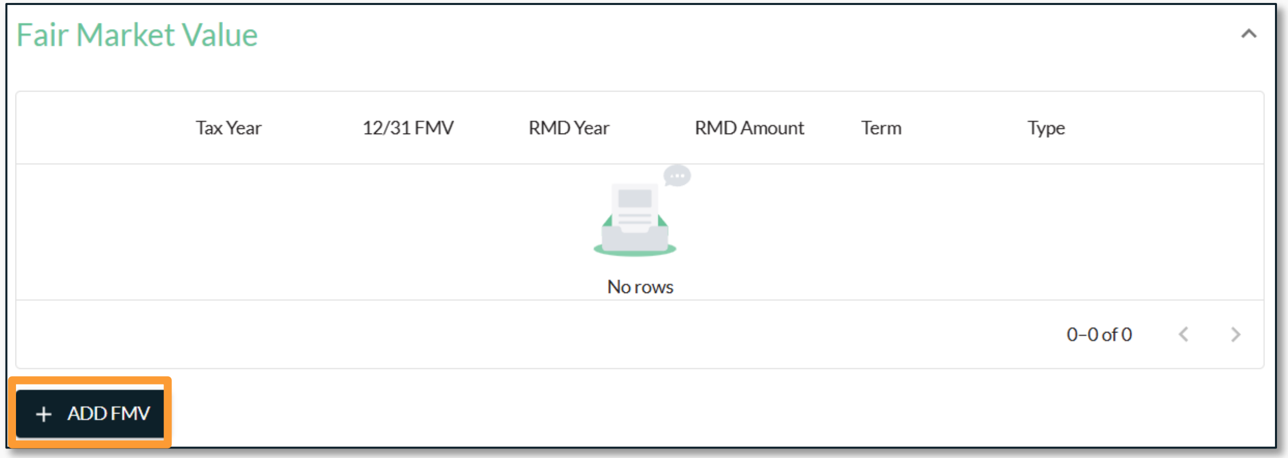
1099-Q Spreadsheet Review

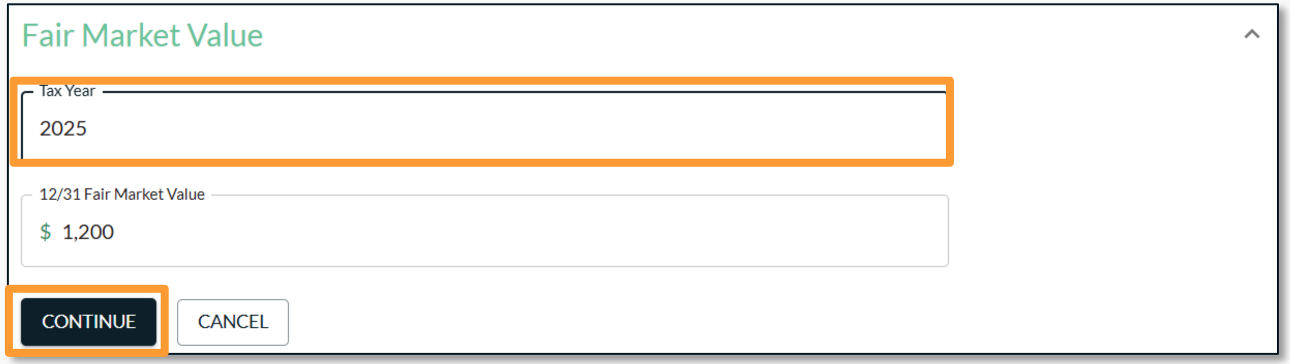
Validate ESA 12/31/2025 FMVs if 2025 Distribution Occurred

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**.





Questions?

CHAT WITH US OR CALL US AT 888.470.4542

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