Submit 5498 Data

FOR ORGANIZATIONS USING THE TAX FILE METHOD

What We'll Cover

- Important dates/reminders
- 5498 Tax Report Checklist
- 5498 tax file upload
  - ✓ Steps if your organization uploads tax file
  - ✓ Steps if data processor uploads tax file on your behalf
- Additional steps for SIMPLE IRAs, if applicable

Important Dates/Reminders

FROM NOW THROUGH JULY 2026

Important Dates/Reminders

December 2025 – February 2026

December 2025	January 2026	January 2026 (cont'd)	February 2026
• 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	• **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	• **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	• **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

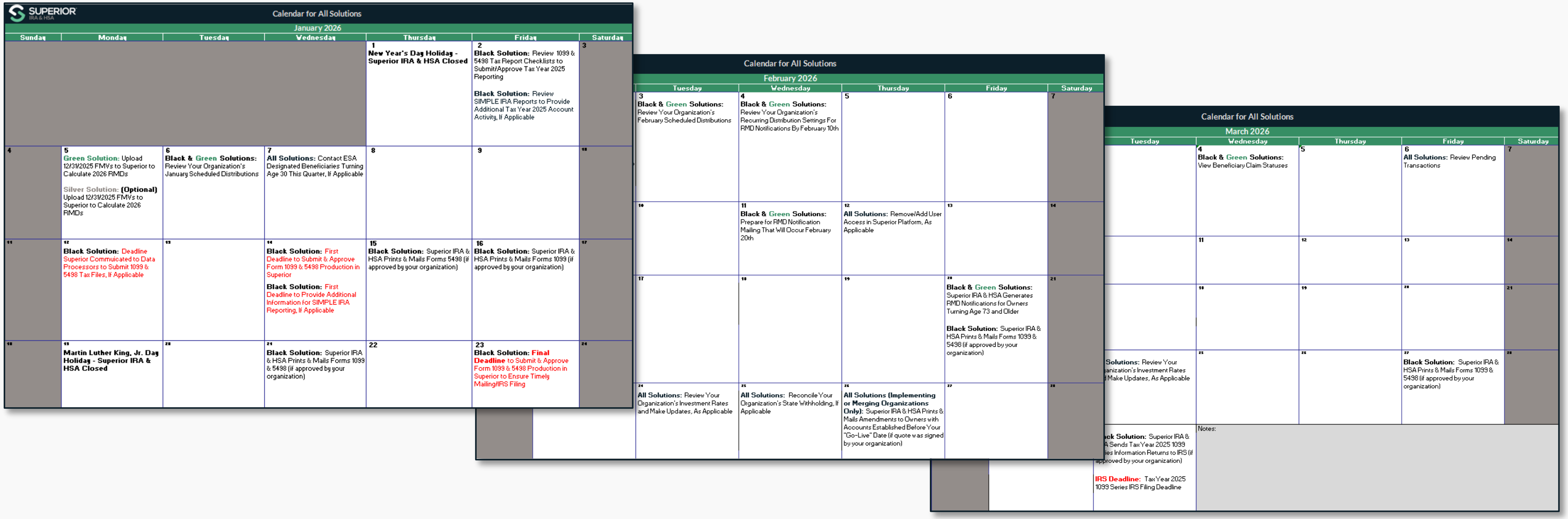
June/July 2026

- **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.



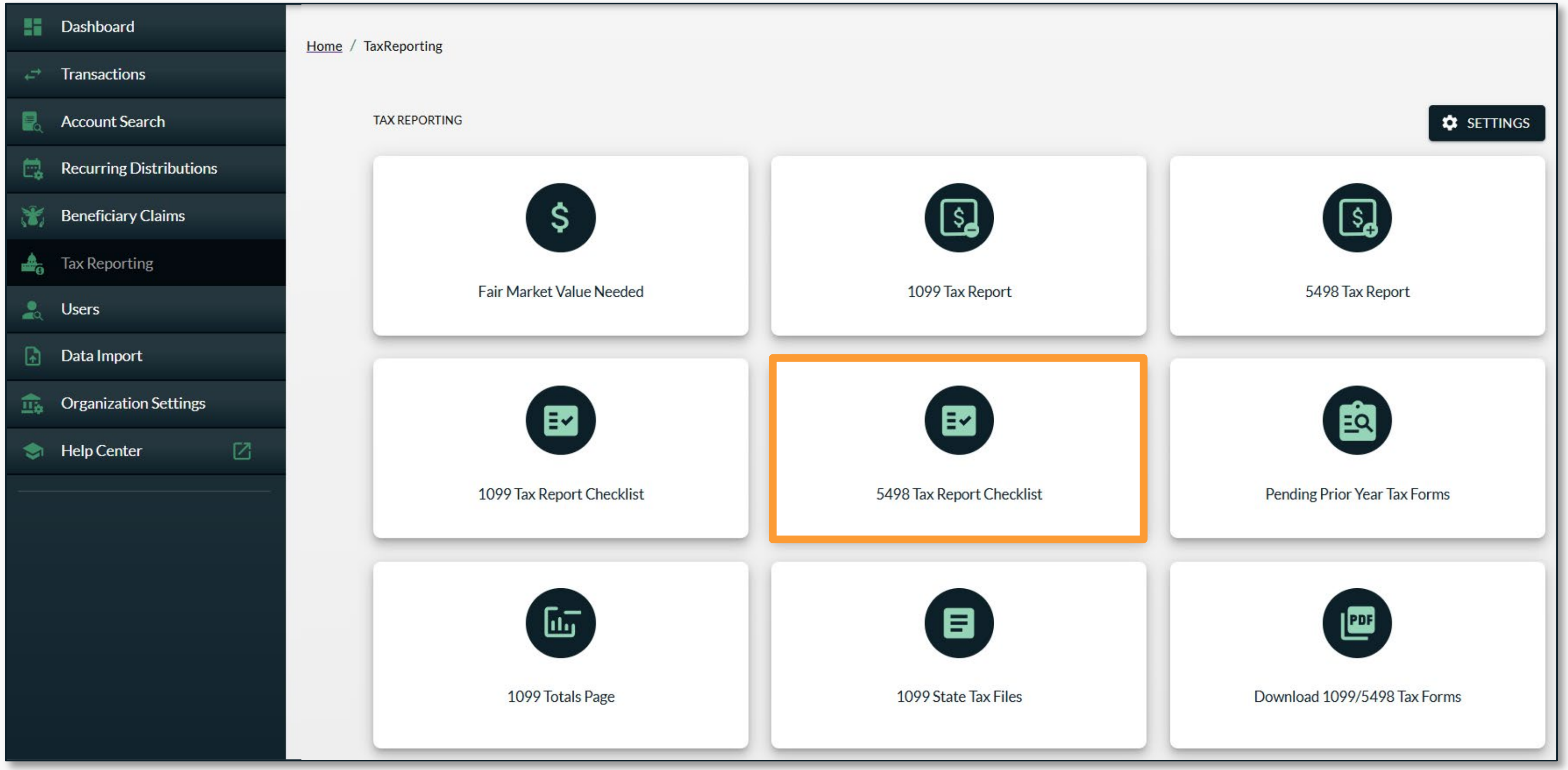
5498 Tax Report Checklist

FOLLOW CHECKLIST STEPS FOR EACH ACCOUNT TYPE

5498 Tax Report Checklist

Locate and review the checklist available for each account type:

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

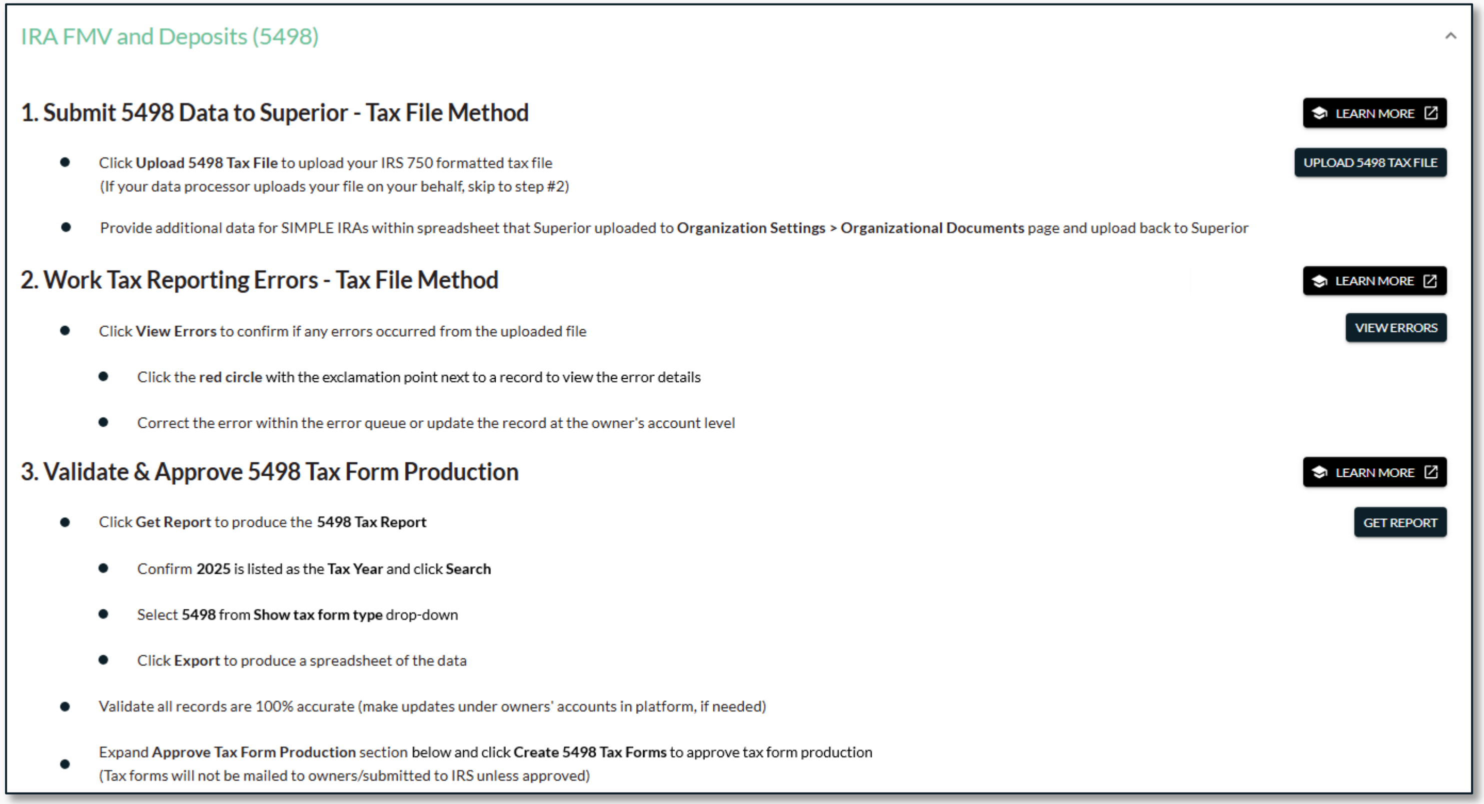


5498 Tax Report Checklist

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

- Submit your 5498 data,
- Work tax reporting errors (if applicable), and
- Validate & approve 5498 tax form production.

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



IRA FMV and Deposits (5498)

1. Submit 5498 Data to Superior - Tax File Method

LEARN MORE

- Click **Upload 5498 Tax File** to upload your IRS 750 formatted tax file (If your data processor uploads your file on your behalf, skip to step #2)

UPLOAD 5498 TAX FILE

- Provide additional data for SIMPLE IRAs within spreadsheet that Superior uploaded to **Organization Settings > Organizational Documents** page and upload back to Superior

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

3. Validate & Approve 5498 Tax Form Production

LEARN MORE

- Click **Get Report** to produce the **5498 Tax Report**
  - Confirm **2025** is listed as the **Tax Year** and click **Search**
  - Select **5498** from **Show tax form type** drop-down
  - Click **Export** to produce a spreadsheet of the data
- Validate all records are 100% accurate (make updates under owners' accounts in platform, if needed)
- Expand **Approve Tax Form Production** section below and click **Create 5498 Tax Forms** to approve tax form production (Tax forms will not be mailed to owners/submitted to IRS unless approved)

GET REPORT

5498 Tax Report Checklist

Reminder: Only IRA Form 5498 data is required to be submitted/approved in January. This means that Superior must receive your IRA fair market value (FMV) and 2025 contribution information in January.

If you receive any prior-year IRA contributions after Forms 5498 are generated, a corrected Form 5498 will be produced either when the contribution is added to the platform (through the **Deposit Money** workflow) or when Superior receives a subsequent 5498 tax file upload after April 15, 2026.

Your organization/data processor may also submit/approve HSA Form 5498-SA/Coverdell ESA Form 5498-ESA data, but it’s not required to be submitted until after April 15, 2026.

5498 Tax File Upload

SUBMITTING A TAX FILE

5498 Tax File Upload

Different Ways to Submit 5498 Data

Your organization's 5498 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 14–16 if your organization will upload the tax file after it's created by your data processor.)

Note: File may include 5498, 5498-SA and 5498-ESA information in one file or be provided in separate files.

5498 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)

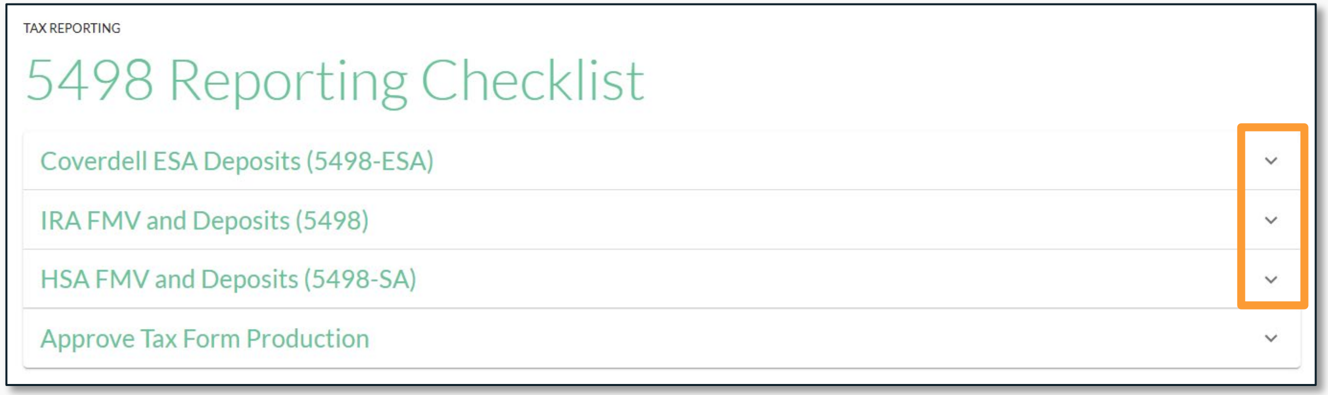
Note: If your data processor is listed here, please confirm with them that they're planning to include your organization's data in their upload.

5498 Tax File Upload

If Your Organization Uploads Tax File

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

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



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

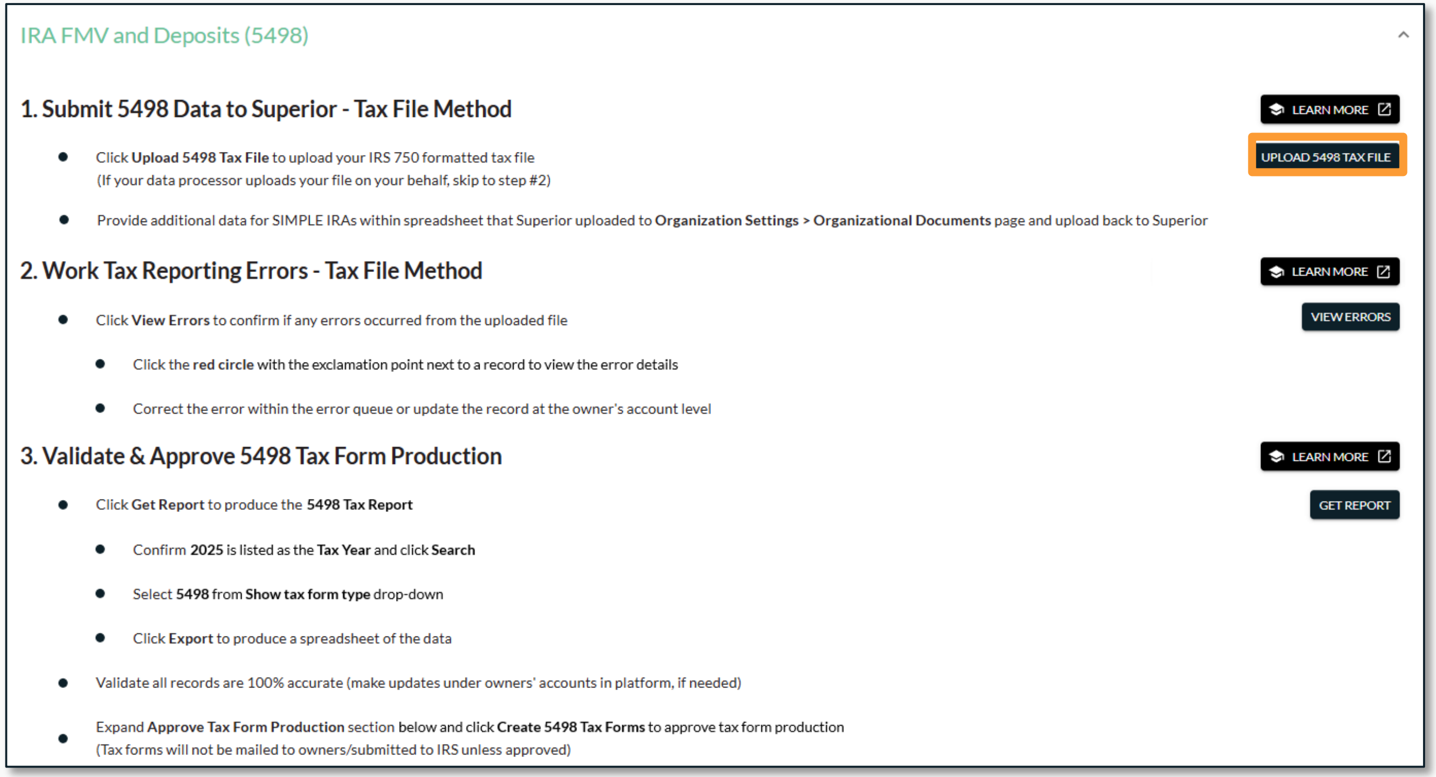
5498 Tax File Upload

If Your Organization Uploads Tax File

Follow the steps within the **Submit 5498 Data to Superior** section.

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

Remember: If your organization has HSAs, Forms 5498-SA report all deposits made for tax year 2025 (whether they were deposited in 2025 or in 2026 for tax year 2025). The tax form also reports any deposits made in 2025 for tax year 2024.

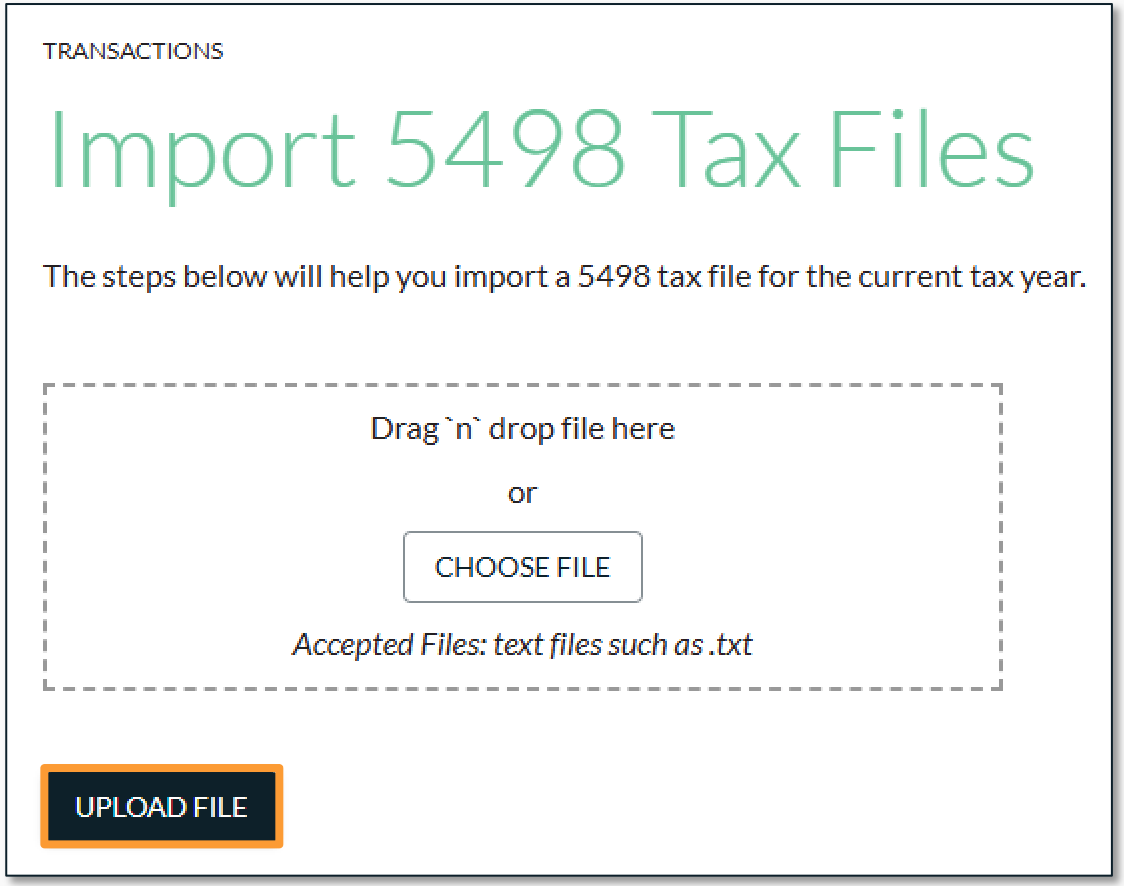


Note: If your data processor sent the tax file to Superior you will skip this step and move to the **Work Tax Reporting Errors** section.

5498 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.**



5498 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 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 with the next steps that may be required.

5498 Tax File Upload

Next Steps

After uploading your 5498 tax file and providing SIMPLE IRA information (see next slides, if applicable), move to the **Work Tax Reporting Errors** section of the **5498 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

VIEW ERRORS

  - 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

SIMPLE IRA Reporting

ADDITIONAL STEPS REQUIRED FOR ORGANIZATIONS WITH SIMPLE IRAS

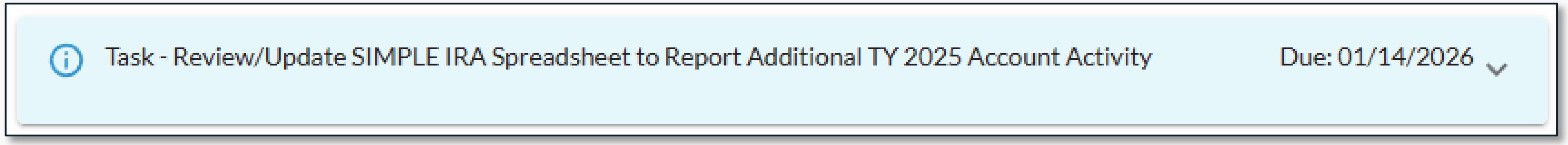
SIMPLE IRA Reporting

Provide Additional Data for SIMPLE IRAs

If your organization has SIMPLE IRAs, additional data must be submitted to create your SIMPLE IRA account statements, which the IRS requires to include the FMV and a summary of the following account activity during 2025:

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

This information <u>**cannot be collected**</u> **from your 5498 Tax File** upload and must be submitted to Superior by following the steps outlined within the task added in January for your *Site Administrator* users .



SIMPLE IRA Reporting

Provide Additional Data for SIMPLE IRAs

- Navigate to the **Organization Settings>Organizational Documents** section to download/save the SIMPLE IRAS TY 2025 Reporting file with a different file name.

- Update/confirm the data listed in columns V–Z.
  - ✓ **Fair Market Value**
  - ✓ **Total Deposits**
  - ✓ **Total Distributions**
  - ✓ **Total Fees/Penalties**
  - ✓ **Total Interest/Dividends**

V	W	X	Y	Z
fair_market_value	Total Deposits	Total Distributions	Total Fees/Penalties	Total Interest/Dividends
	9000	5400	0	
	8150	9300	0	
	1175.65			
	145.75	140.73	0	

Organizational Documents

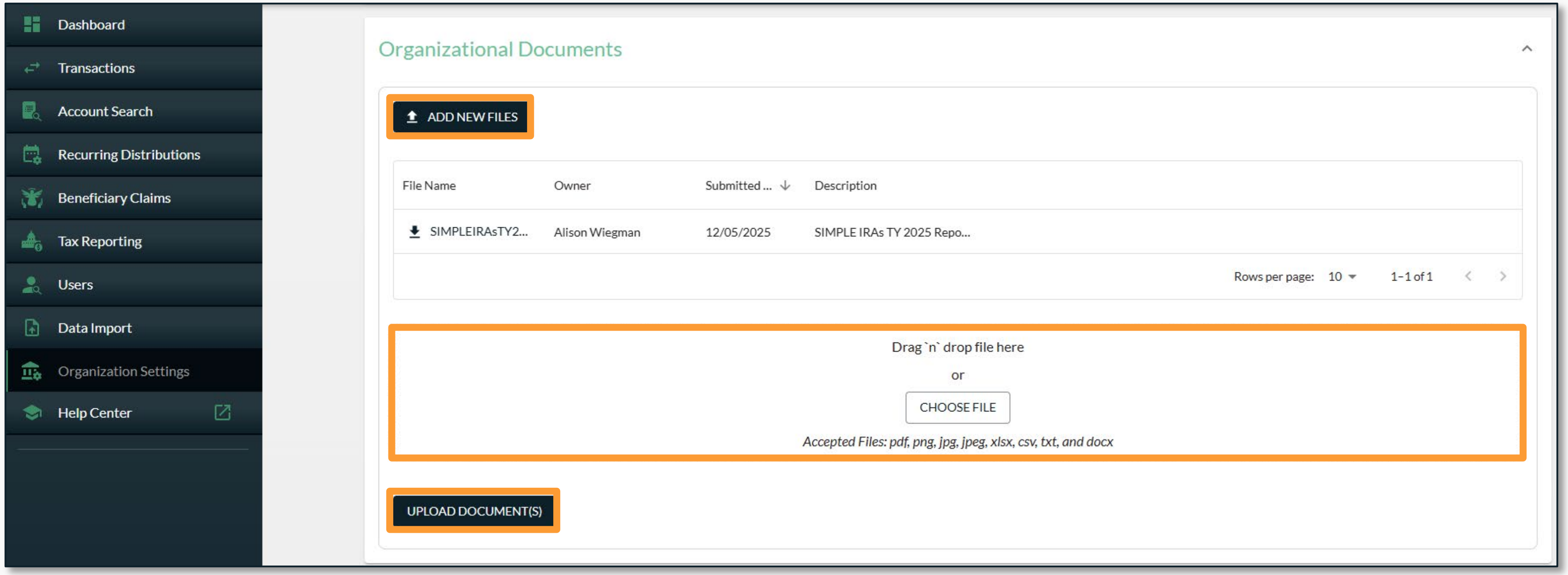
ADD NEW FILES

File Name	Owner	Submitted ...	Description
SIMPLEIRAsTY2...	Alison Wiegman	12/05/2025	SIMPLE IRAs TY 2025 Repo...

SIMPLE IRA Reporting

Provide Additional Data for SIMPLE IRAs

- Upload the updated file under **Organization Settings>Organizational Documents**.
  - ✓ Click **Add New Files**.
  - ✓ Click **Choose File** to locate your updated spreadsheet or drag ‘n’ drop the file into the field.
  - ✓ Enter a **Description** for the file and click **Upload Document(s)**.



Questions?

CHAT WITH US OR CALL US AT 888.470.4542

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