Submit 5498 Data

FOR ORGANIZATIONS USING THE SPREADSHEET METHOD

What We'll Cover

- Important dates/reminders
- 5498 Tax Report Checklist
- 5498 spreadsheet review
  - ✓ Steps to make updates at account level in Superior platform
  - ✓ Steps to make updates within spreadsheet and upload to Superior platform
- Additional steps for SIMPLE IRAs, 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

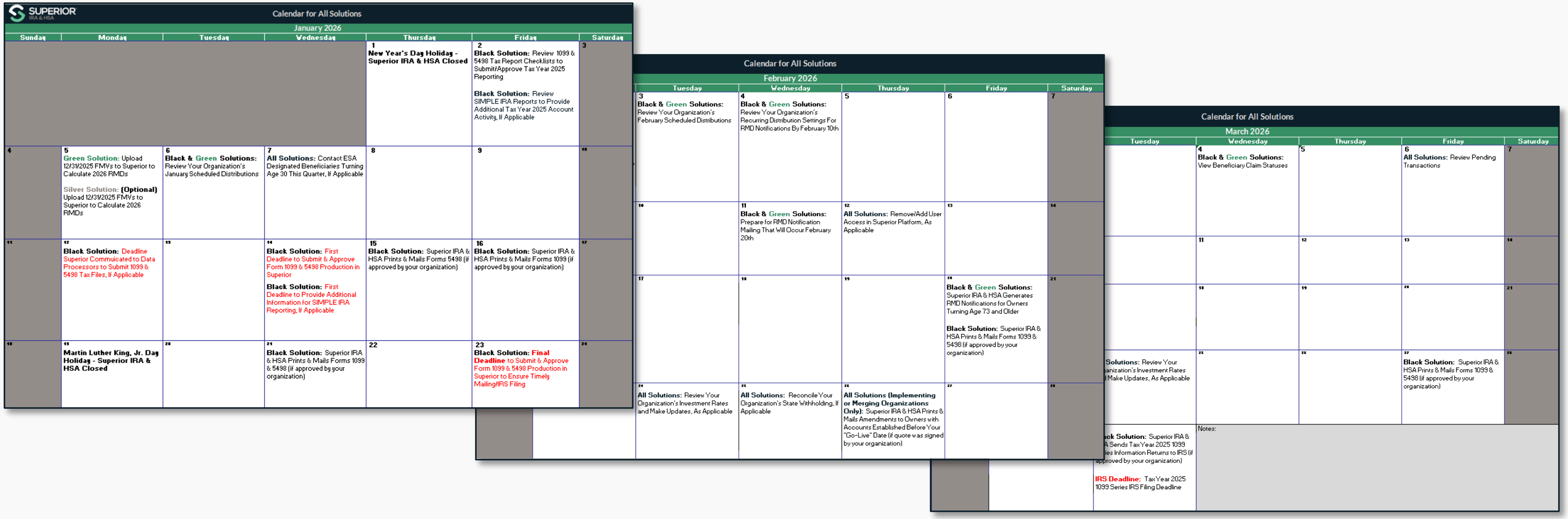
June/July 2026

- **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.



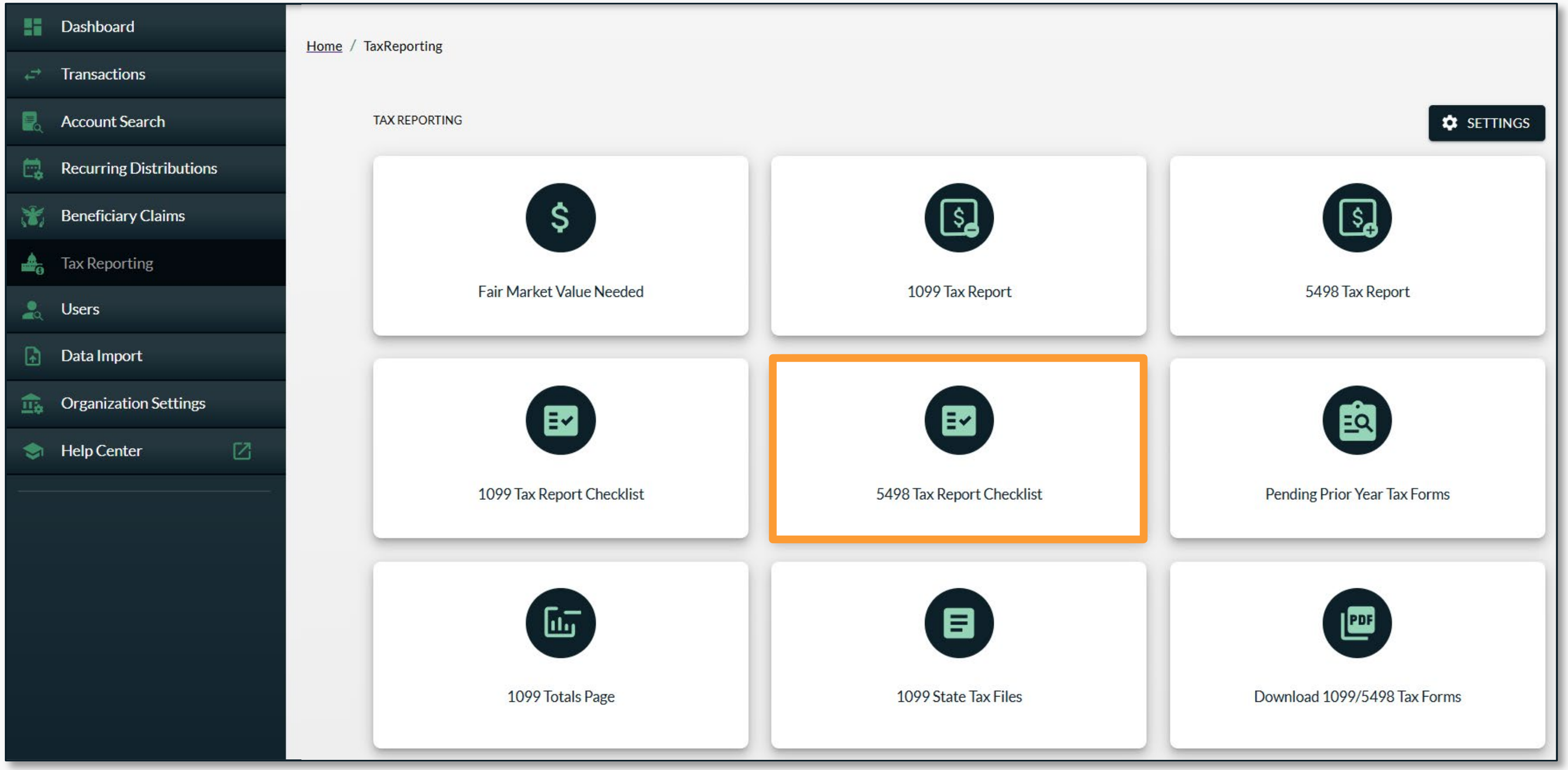
5498 Tax Report Checklist

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 - Spreadsheet Method

LEARN MORE

- Click **Export Deposits** to download/save your 2025 deposits from Superior platform and add/update deposit records as needed — EXPORT DEPOSITS
  - If minimal updates are needed, make changes under applicable owners' accounts and move to step #3
  - If many updates are needed, update spreadsheet with changes, click **Upload Deposits** to re-upload the file, and move to step #2 — UPLOAD DEPOSITS
- Click **Export FMVs** to export your IRAs from Superior platform and add/update FMV amounts — EXPORT FMVS
  - If minimal accounts need an FMV added, make changes under applicable owners' accounts and move to step #3
  - If many accounts need an FMV added, update spreadsheet with missing values (including entering "2025" in **Tax Year** column), click **Upload FMVs** to re-upload file, and move to step #2 — UPLOAD FMVS
- 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 - Spreadsheet Method

LEARN MORE

- Click **View Deposit Errors** to confirm if any errors occurred from the uploaded deposit file — VIEW DEPOSIT ERRORS
- Click **View FMV Errors** to confirm if any errors occurred from the uploaded FMV file — VIEW FMV ERRORS
  - Download the error file(s), if applicable, and correct records under account level or within spreadsheet(s)
  - If corrected within spreadsheet(s), upload corrected records under applicable **Data Import>Add/Update Deposits** and/or **Add/Update Fair Market Values** pages
  - Review audit details report to view records that were added/updated

3. Validate & Approve 5498 Tax Form Production

LEARN MORE

- Click **Get Report** to produce the **5498 Tax Report** — GET 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)

5498 Tax Report Checklist

Reminder: Only IRA Form 5498 data is required to be reviewed/approved in January. This means that your organization must review/validate 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 your organization uploads an additional **Deposits** spreadsheet after April 15, 2026, to capture these changes.

Your organization may also review/ validate HSA Form 5498-SA/Coverdell ESA Form 5498-ESA data, but it's not required to be approved until after April 15, 2026.

5498 Spreadsheet Review

DOWNLOADING/REVIEWING A SPREADSHEET

5498 Spreadsheet Review

Download/Review Process

Your organization will follow these steps for submitting 5498 data:

1. **Pull FMV and deposit spreadsheets from Superior platform to review deposit and FMV 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.

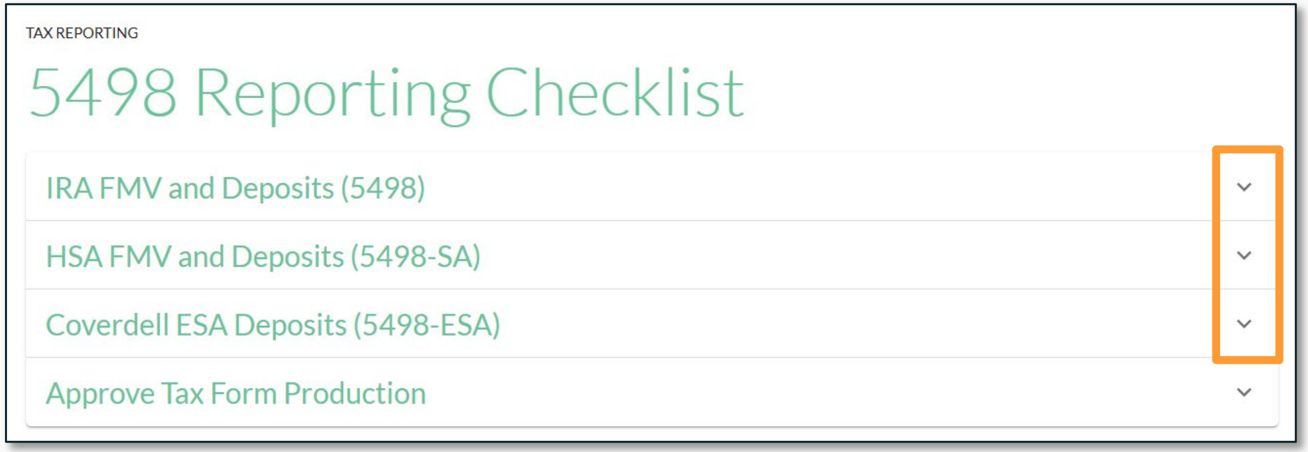
    OR

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

5498 Spreadsheet Review

Download Deposit & FMV Spreadsheets

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

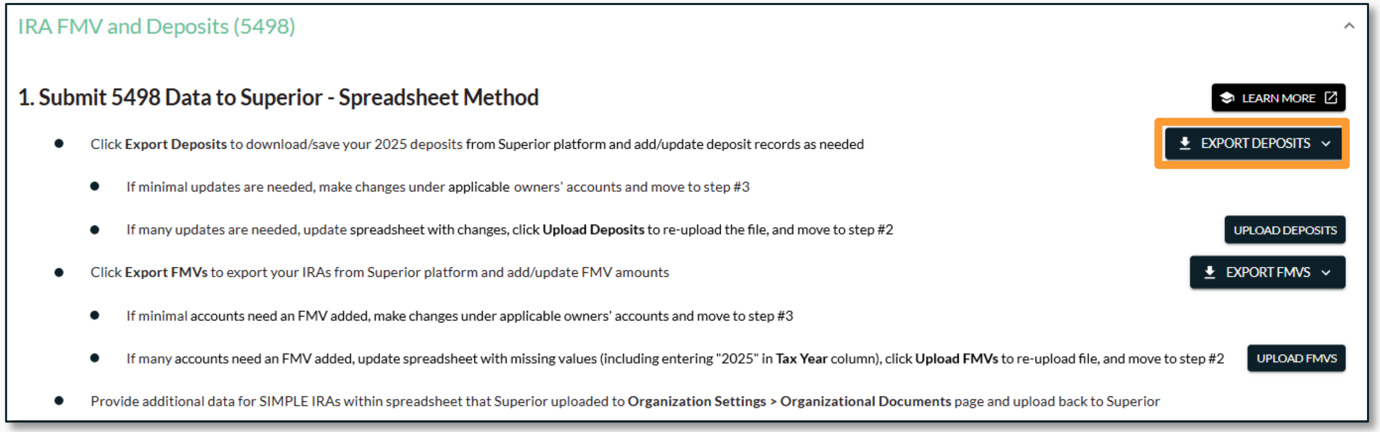


5498 Spreadsheet Review

Download Deposit & FMV Spreadsheets

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

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

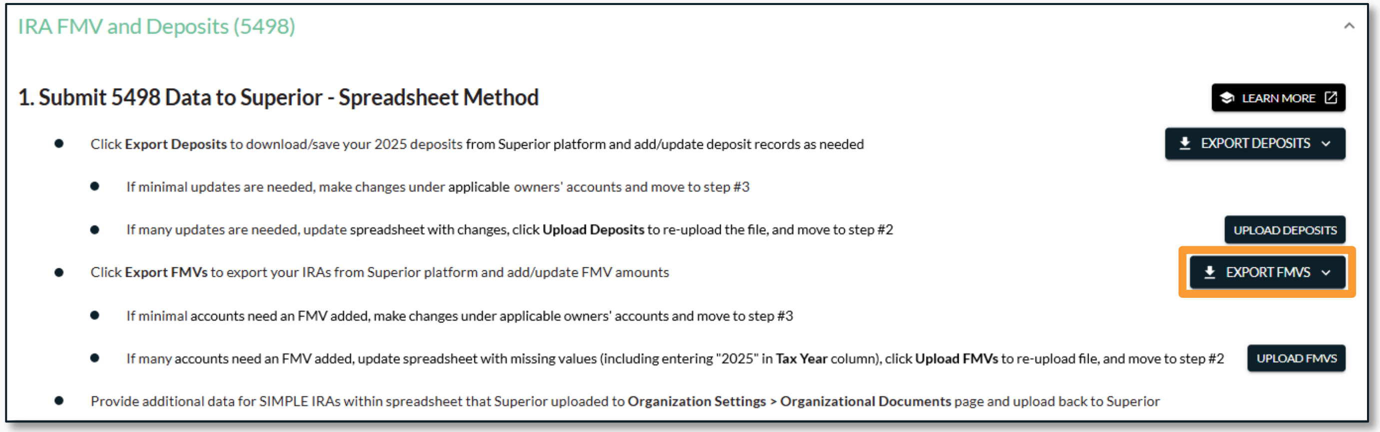


Remember: If your organization has HSAs, Forms 5498-SA report all deposits made for tax year 2025 (whether they were deposited in 2025 or in 2026 for tax year 2025). The tax form also reports any deposits made in 2025 for tax year 2024.

5498 Spreadsheet Review

Download Deposit & FMV Spreadsheets

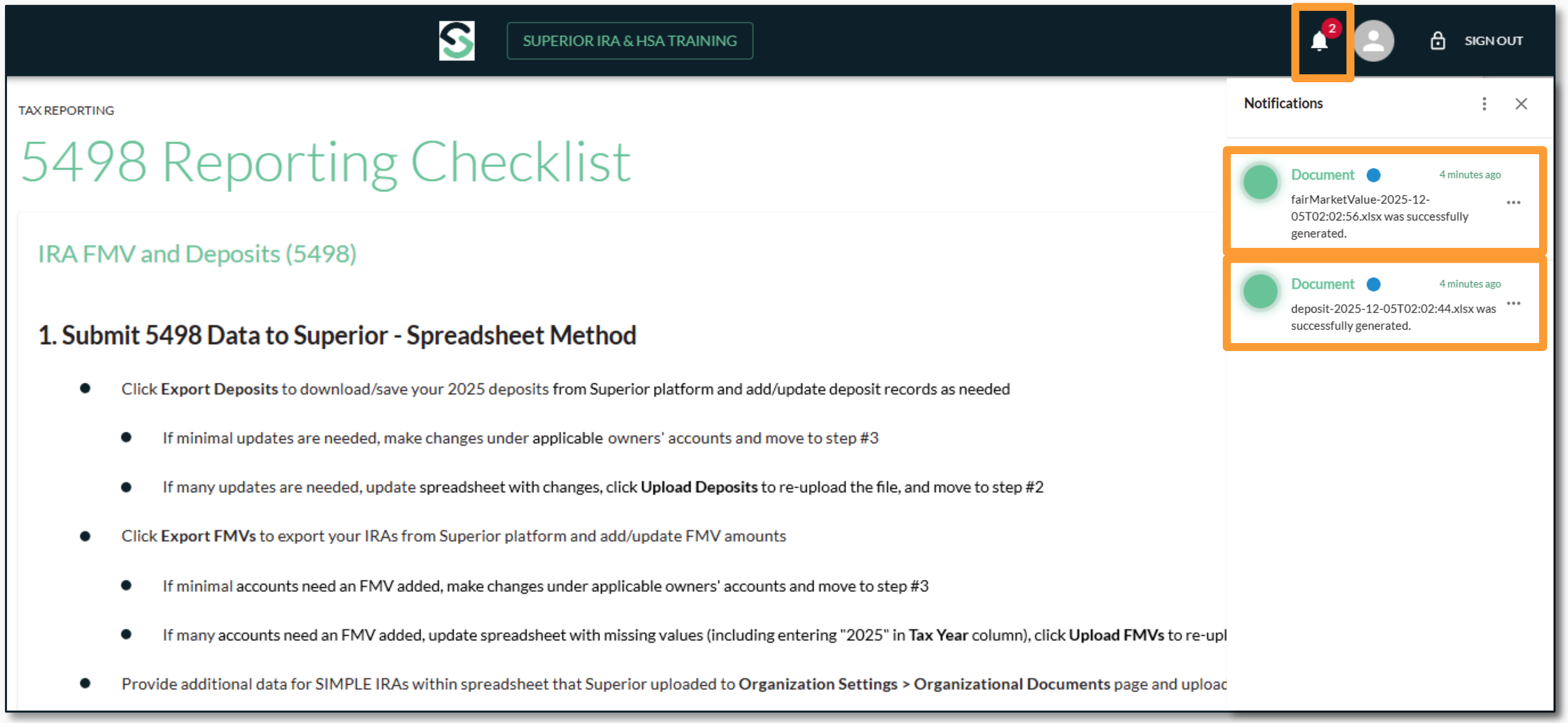
- Click **Export FMVs** to download/enter the 2025 fair market values (FMVs) and 2025 date-of-death balances for that account type.
  - ✓ Download as .tsv, or
  - ✓ Download as .xlsx



5498 Spreadsheet Review

Download Deposit & FMV Spreadsheets

- Click the **Notifications** bell once available.
- Click the file name(s) to download the deposits and FMV reports.
- Save both spreadsheets to your computer.



5498 Spreadsheet Review

Compare Deposit/FMV 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 deposit data with core system to confirm all reportable deposits 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.

	A	B	C	D	E	F	G	H	I	J
1	Taxpayer I	Account T	Account N	Account II	Tax Year	Amount	Deposit Ty	Date of De	Deposit M	From Acco
2	493-82-74!	TRADITIO!	55555	161449	2025	15000.00	ROLLOVER	2025-08-0:	TRANSFER	EMPLOYER
3	876-31-27	ROTH_IRA	922513264	87	2025	900.00	REGULAR_	2025-09-2	CASH	
4	656-77-66	ROTH_IRA		132161	2025	1000.00	REGULAR_	2025-04-2	DIRECT_D	OTHER
5	001-11-00	TRADITIO	58468-25	26927	2025	5000.00	POSTPON	2025-05-1	CASH	
6	012-02-21	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
7	012-02-21	TRAI	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
8	012-02-21	TRAI	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
9	556-57-78	ROT	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

	A	B	C	D	E	F
1	Taxpayer Id Number	Account Type	Account Number	Account ID	Tax Year	Amount
2	493-82-7485	TRADITIONAL_IRA	55555	161449	2025	15000.00
3	876-31-2779	ROTH_IRA	922513264	87	2025	900.00
4	656-77-6676	ROTH_IRA		132161	2025	1000.00
5	001-11-0000	TRADITIONAL_IRA	58468-25	26927	2025	5000.00
6	012-02-2144	TRADITIONAL_IRA	1414	131466	2025	500.00
7	012-02-2144	TRADITIONAL_IRA	1414	131466	2025	1200.00
8	012-02-2144	TRADITIONAL_IRA	321654	130010	2025	5500.00
9	556-57-7899	ROTH_IRA	12345	129482	2025	3000.00

5498 Spreadsheet Review

Different Ways to Update Deposit/FMV Data

If no changes are needed to the spreadsheets:
No further action is needed for that account type's deposit or FMV data, and you may move to the next step of the checklist. (**Note:** Most organizations will have changes to the FMV spreadsheet unless the FMVs were all added under the account level.)

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

1. Search for owner under **Account Search** page and make changes under the owner's account level. (Follow the steps outlined on slides 19–24 to use this method.)

   OR

2. Enter the changes to the saved spreadsheet(s) pulled from Superior. (Follow the steps outlined on slides 25–37 to use this method.)
   - ✓ Upload the **Deposits** file under the **Data Import>Add/Update Deposits** page.
   - ✓ Upload the **FMV** file under the **Data Import>Add/Update Fair Market Values** page.

5498 Spreadsheet Review

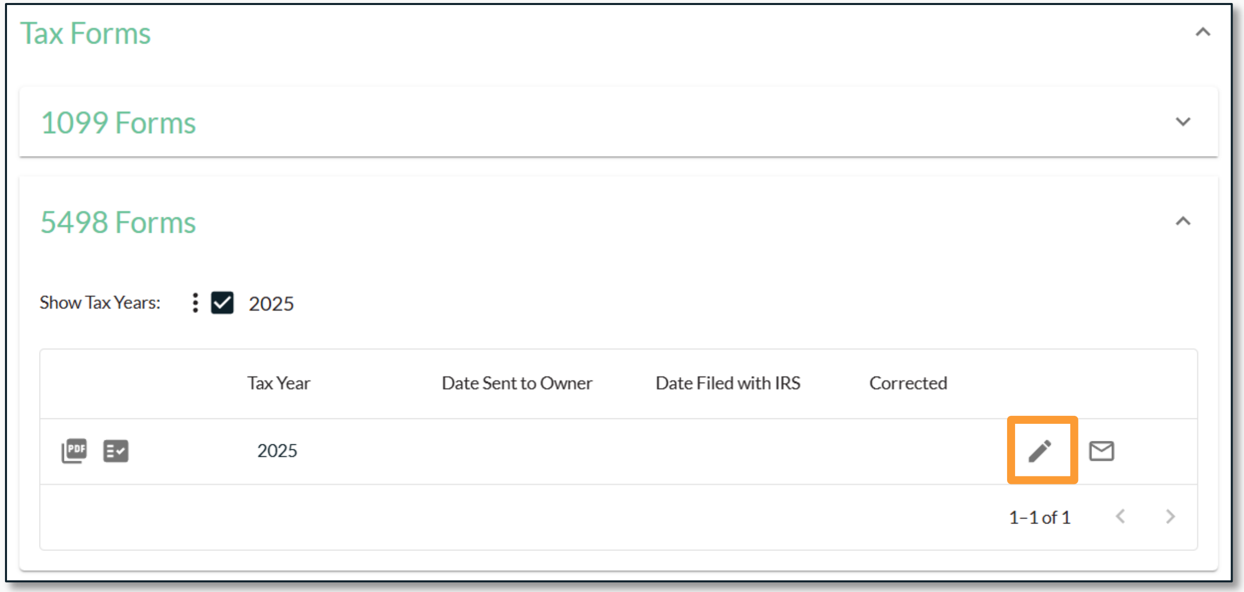
#1 – Make **Deposit** Changes at Account Level

To make **deposit** 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 deposit information under **Tax Forms** > **5498 Forms** section or **Deposits** section.

To edit under **Tax Forms** section:

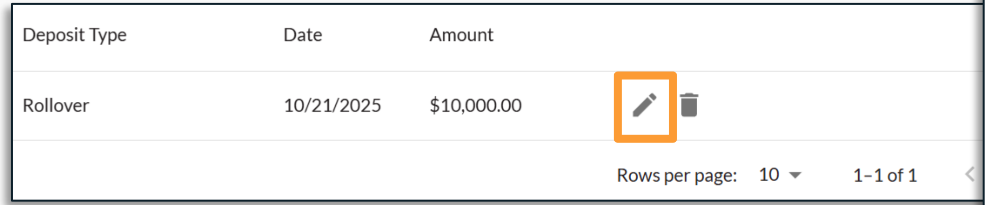
- Expand the **Tax Forms**>**5498 Forms** section.
- Click the **Pencil** icon to make edits.

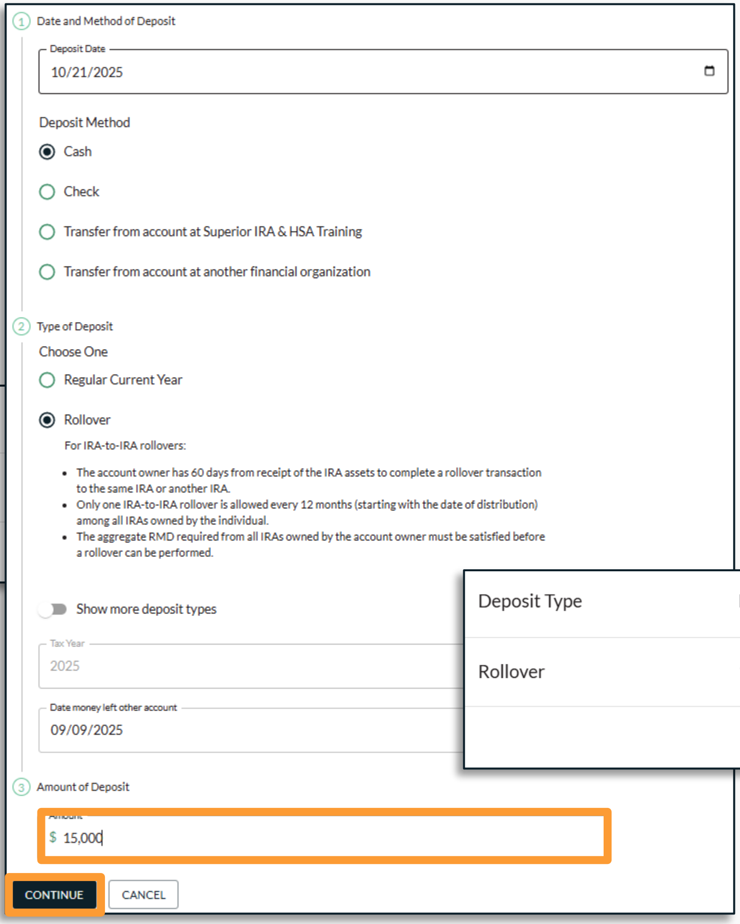


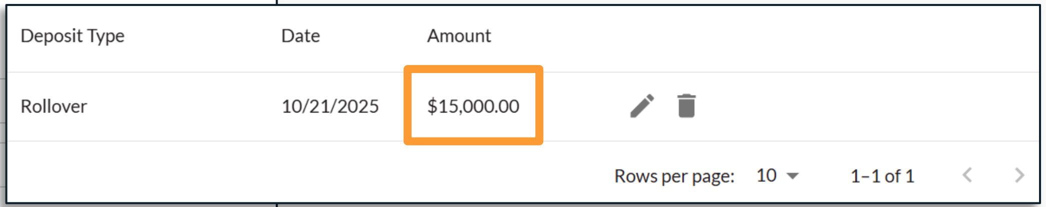
5498 Spreadsheet Review

#1 – Make **Deposit** Changes at Account Level

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





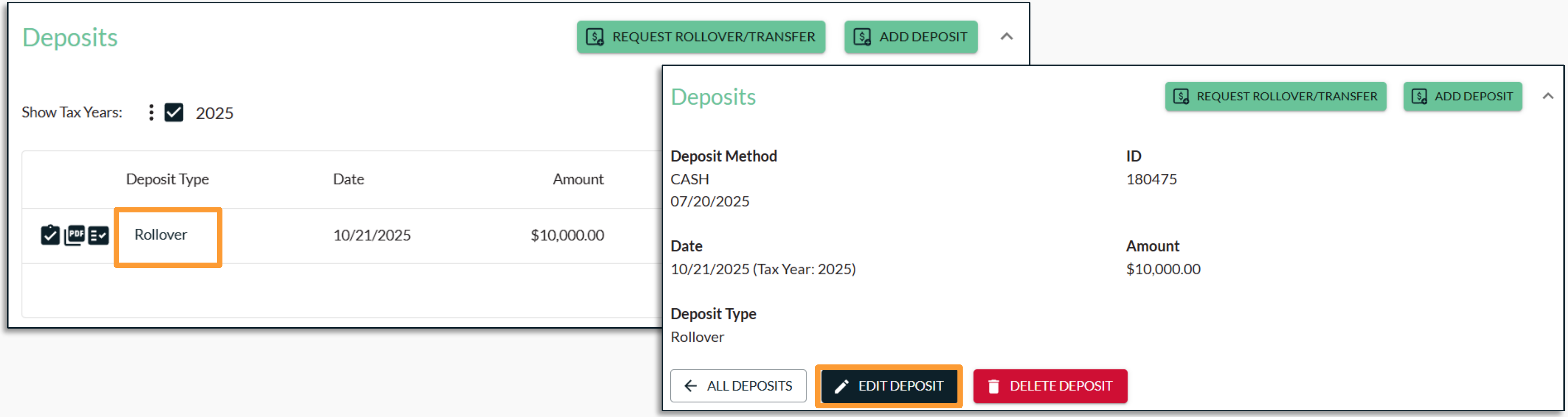


5498 Spreadsheet Review

#1 – Make **Deposit** Changes at Account Level

To edit under **Deposits** section:

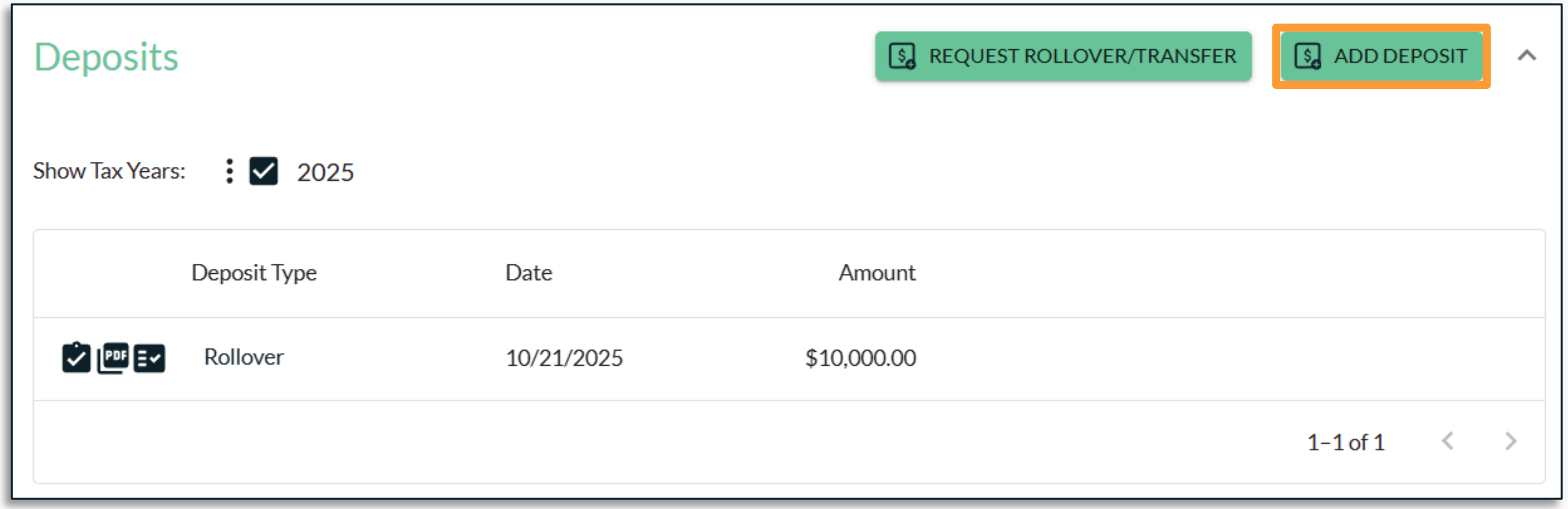
- Expand the **Deposits** section.
- Click the **Deposit Type**.
- Click **Edit Deposit** to make changes.



5498 Spreadsheet Review

#1 – Make **Deposit** Changes at Account Level

- Add any missing deposits that are a different deposit type by clicking **Add Deposit** to launch the **Deposit Money** workflow.

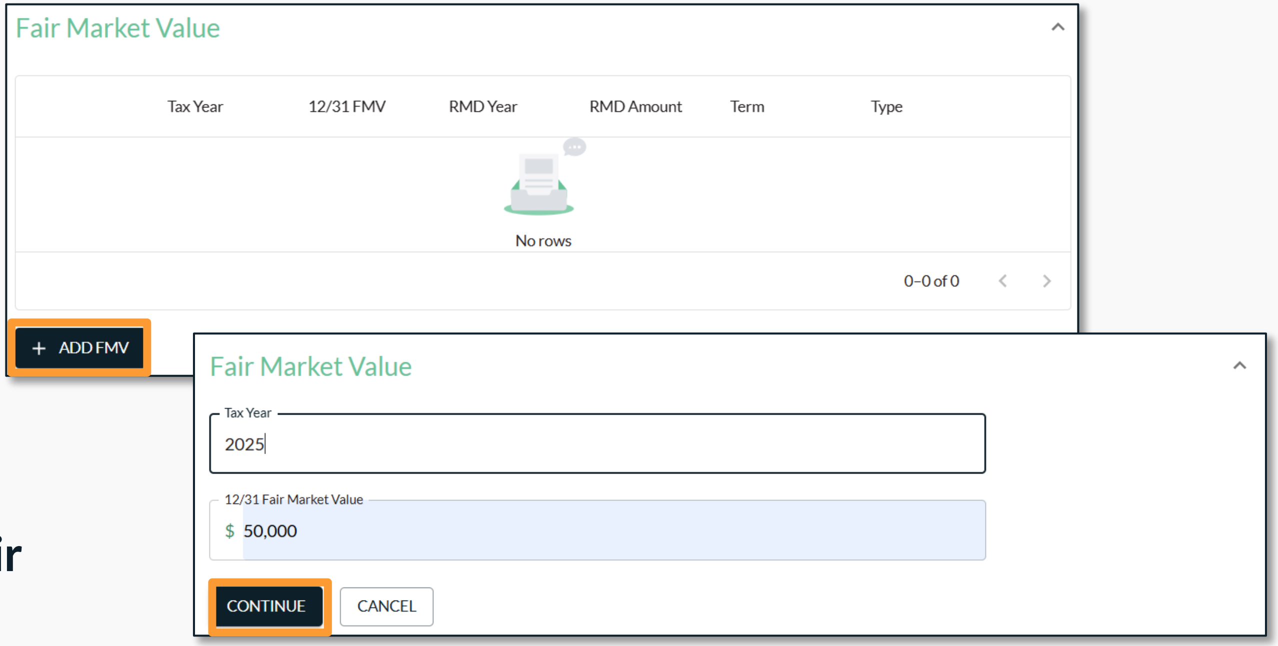


5498 Spreadsheet Review

#1 – Make **FMV** Changes at Account Level

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

- Search for owner under the **Account Search** page.
- Expand the **Fair Market Value** section.
- Click **+ Add FMV**.
- Enter **2025** in **Tax Year** field.
- Enter the 12/31/2025 FMV in 12/31 **Fair Market Value** field.
- Click **Continue**.

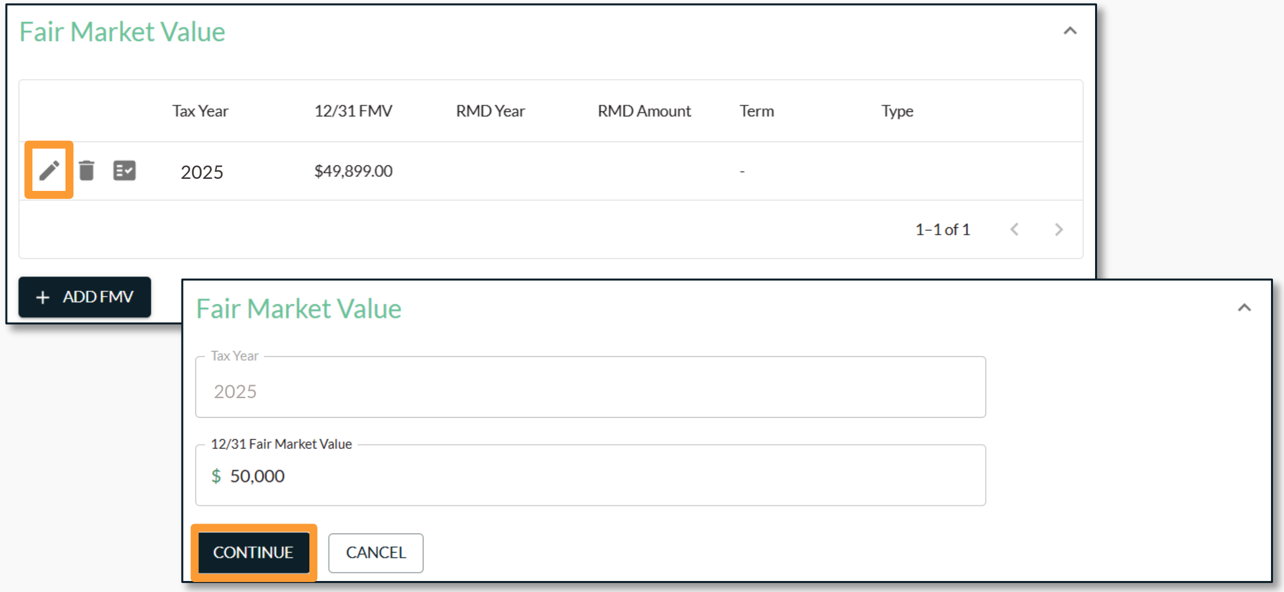


5498 Spreadsheet Review

#1 – Make **FMV** Changes at Account Level

If an FMV is listed for 2025 but is incorrect, edit under the same section.

- Expand the **Fair Market Value** section.
- Click the **Pencil** icon next to **Tax Year 2025**.
- Enter the correct 12/31/2025 FMV in 12/31 **Fair Market Value** field.
- Click **Continue**.

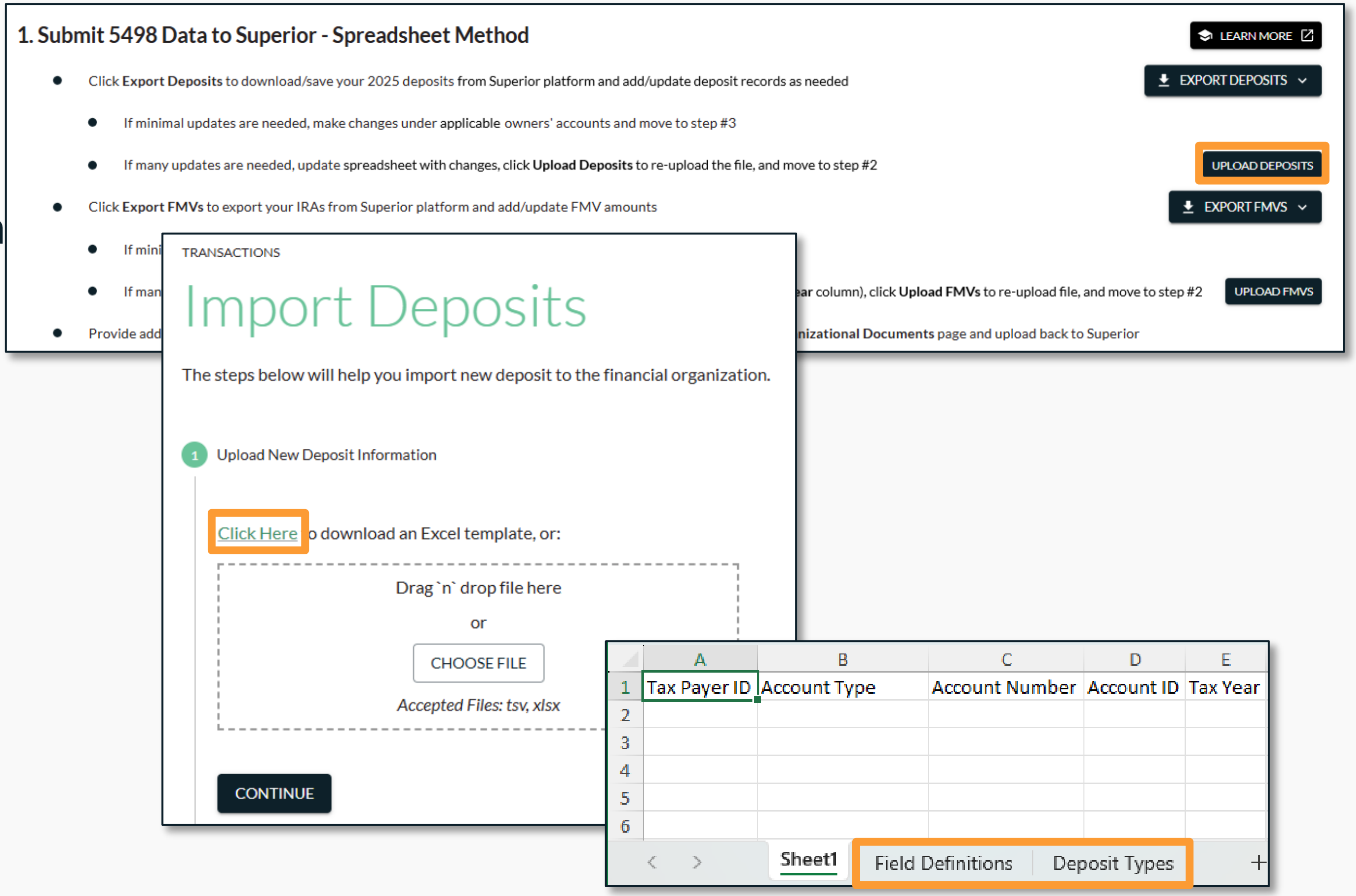


5498 Spreadsheet Review

#2 – Upload **Deposit** Changes to Spreadsheet Under Data Import

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

- Add/save any changes to deposit data within saved deposits spreadsheet.
- Refer to field definitions in the **Add/Update Deposits** template to ensure you follow formatting rules.
  - ✓ Return to the **5498 Tax Report Checklist**.
  - ✓ Click **Upload Deposits**.
  - ✓ Click the **Click Here** link to download the template.
  - ✓ Refer to the **Field Definitions** and **Deposit Types** tabs.



5498 Spreadsheet Review

#2 – Upload **Deposit** 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** and **Contribution ID** columns).
  - ✓ This ensures updates are applied to the existing deposit and do not duplicate the deposit.
  - ✓ If adding a new row to the spreadsheet to record a missing deposit, leave the ID columns blank.
- If a deposit 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 deposit under the owner's account level.)
- To change a **Deposit Type**, update any dollar values to $0 within that row, and add a new row with the correct values and **Deposit Type**.

D
Account ID
161535
161536
161395

R
Contribution Id
177825
178578
176480

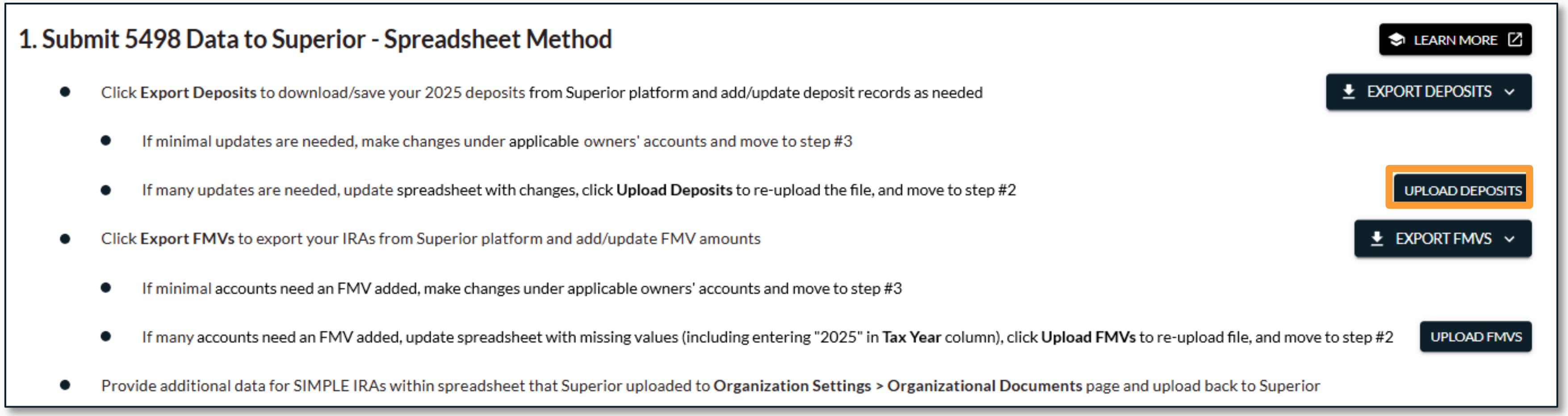
E	F	G	H	I
Tax Year	Amount	Deposit Type	Date of Deposit	Deposit Method
2025	15000.00	ROLLOVER	2025-08-01	TRANSFER
2025	900.00	REGULAR_CURRENT_YEAR	2025-09-24	CASH
2025	~~1000.00~~ 0	REGULAR_CURRENT_YEAR	2025-04-23	DIRECT_DEPOSIT

5498 Spreadsheet Review

#2 – Upload **Deposit** Changes to Spreadsheet Under Data Import

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

- Return to the **5498 Tax Report Checklist**.
- Click **Upload Deposits** to navigate to the **Data Import>Add/Update Deposits** page.



5498 Spreadsheet Review

#2 – Upload **Deposit** Changes to Spreadsheet Under Data Import

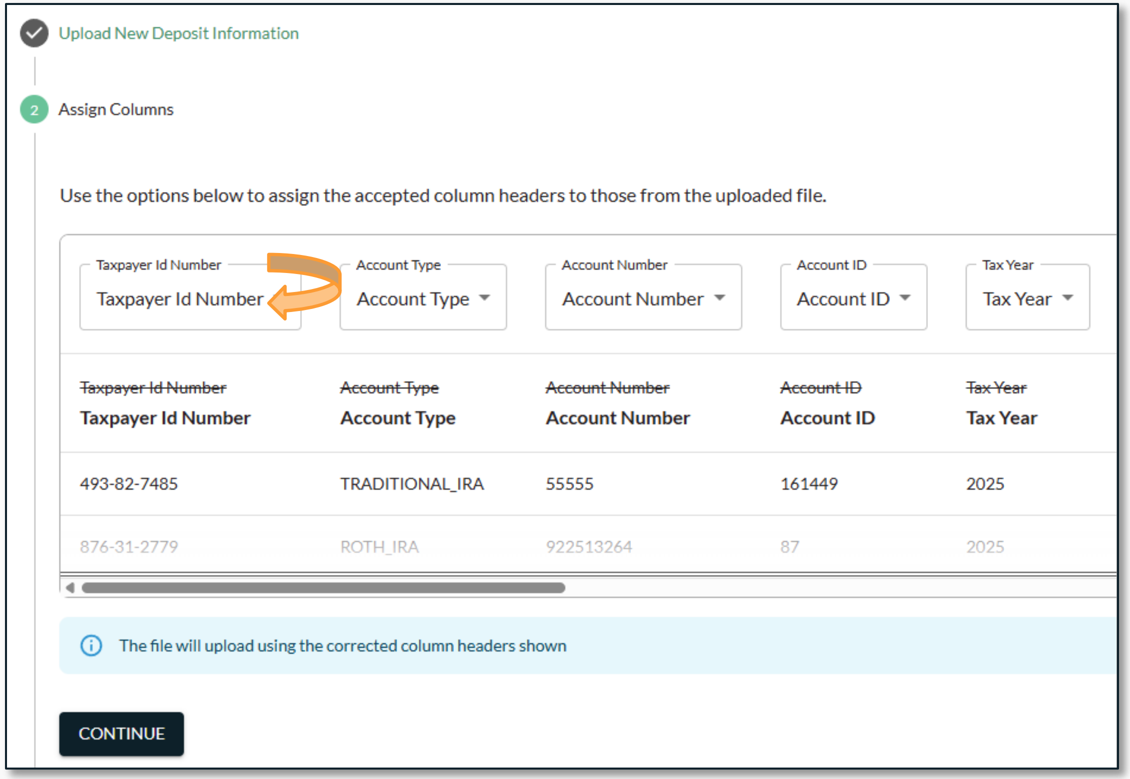
- Click **Choose File** to locate your saved file or drag ‘n’ drop it into the field.
- Click **Continue**.

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

5498 Spreadsheet Review

#2 – Upload **Deposit** Changes to Spreadsheet Under Data Import

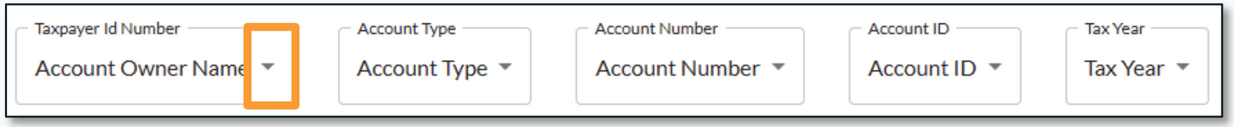
- Match the columns that will be read from the file, so they match Superior's template. (Every column should match unless you moved columns around while editing.)

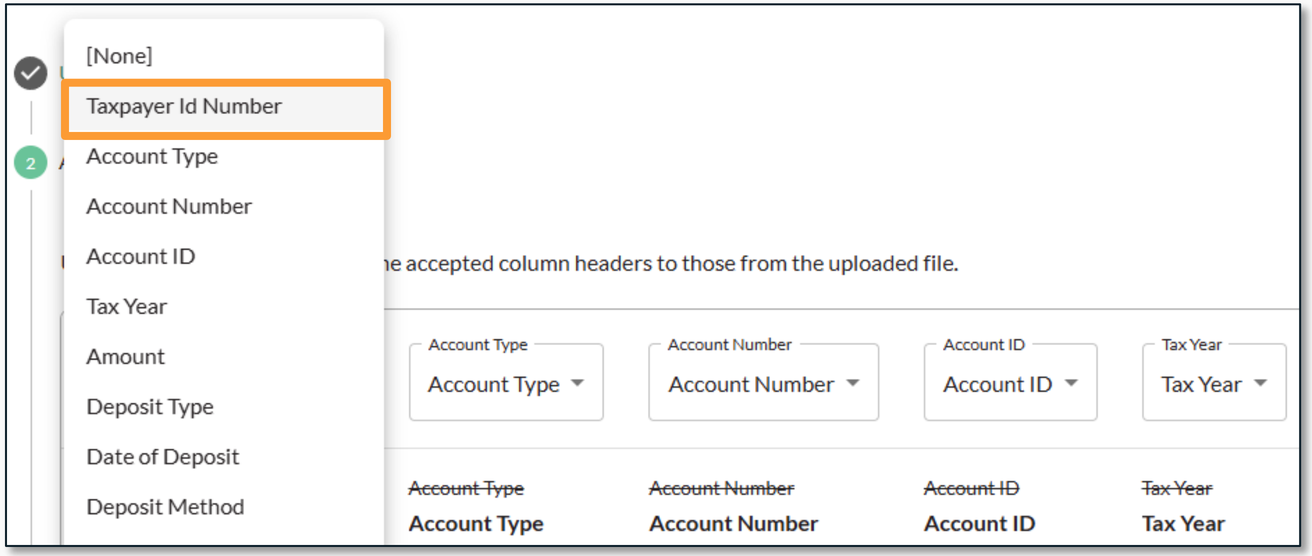


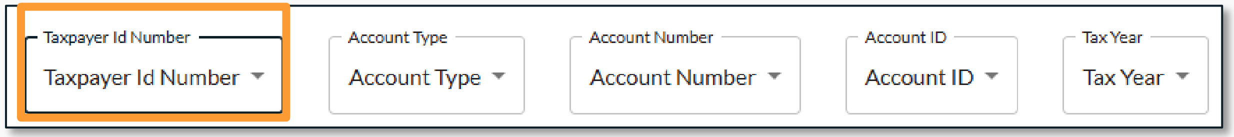
5498 Spreadsheet Review

#2 – Upload **Deposit** 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.



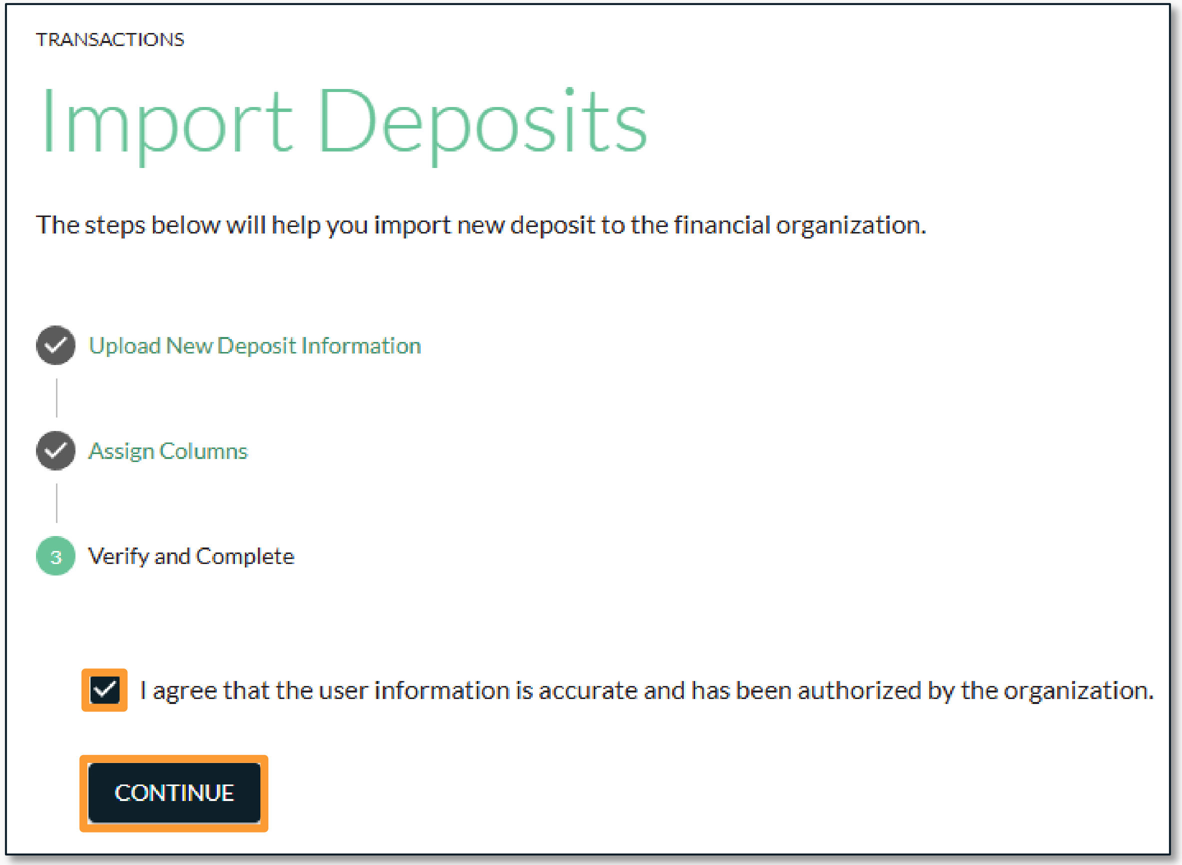




5498 Spreadsheet Review

#2 – Upload **Deposit** Changes to Spreadsheet Under Data Import

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

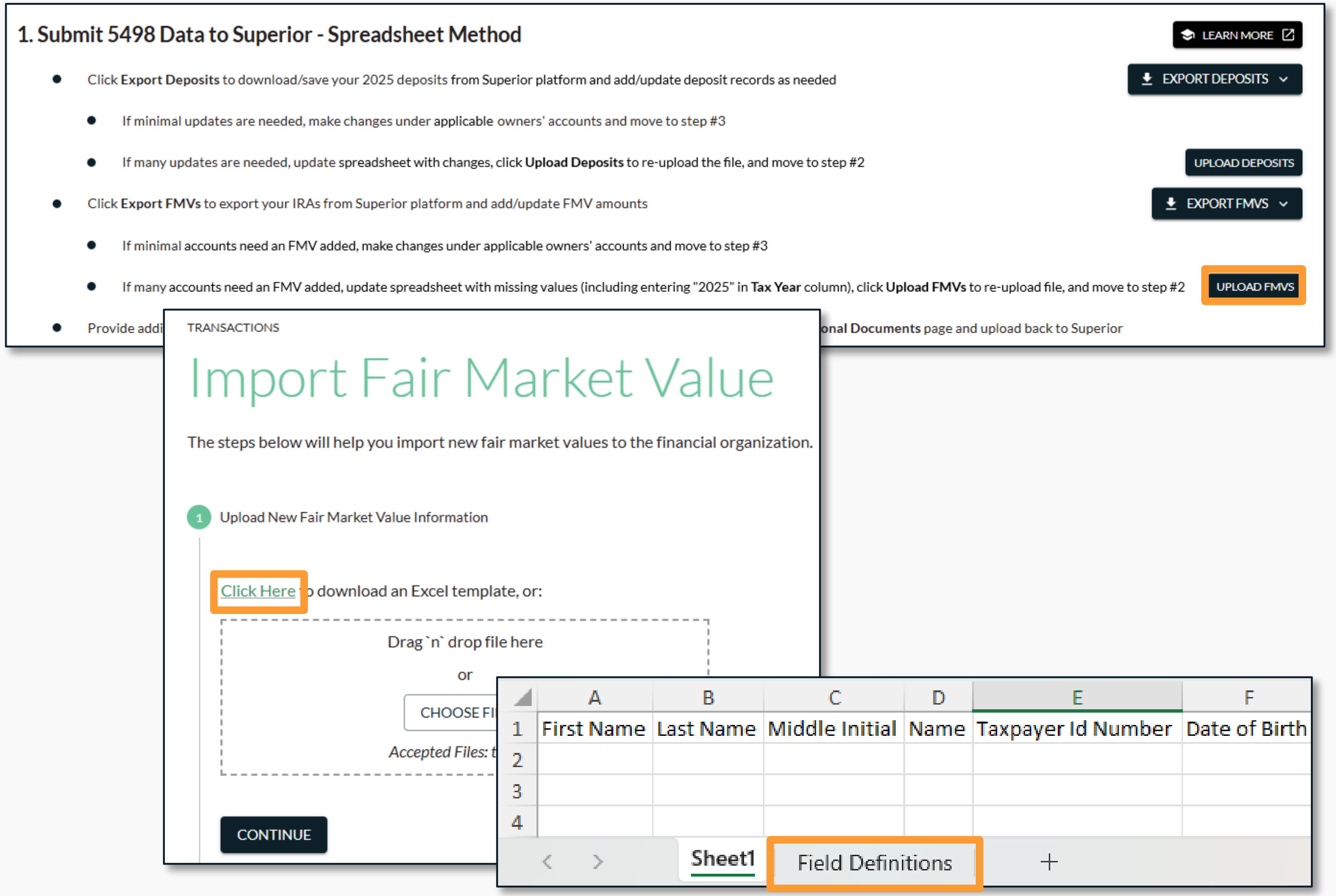


5498 Spreadsheet Review

#2 – Upload **FMV** Changes to Spreadsheet Under Data Import

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

- Add/save any changes to FMV data within saved FMV spreadsheet.
- Refer to field definitions in the **Add/Update Fair Market Values** template to ensure you follow formatting rules.
  - ✓ Return to the **5498 Tax Report Checklist.**
  - ✓ Click **Upload FMVs**.
  - ✓ Click the **Click Here** link to download the template.
  - ✓ Refer to the **Field Definitions** tab.



5498 Spreadsheet Review

#2 – Upload **FMV** Changes to Spreadsheet Under Data Import

- Enter “2025” in the **Tax Year** column.
- Enter the 12/31/2025 FMV in the **Fair Market Value** column.
- If the account owner passed away in 2025, confirm the data is accurate, or provide it if missing, in these columns.
  - ✓ **Date of Death** column
  - ✓ **Date of Death Account Balance** column

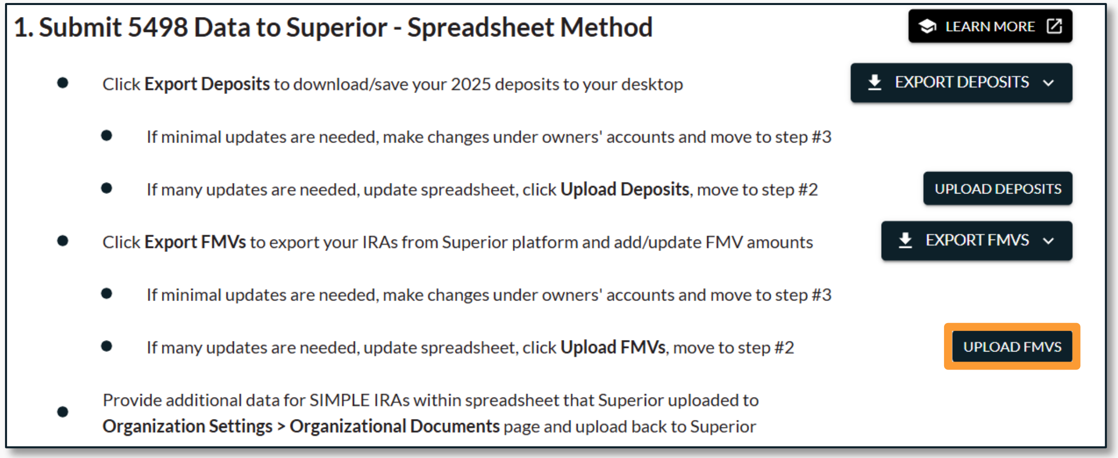
H	I	J	K	L	M	N	O	P	Q
Account Type	Account Status	Account Number	Tax Year	Fair Market Value	RMD Amount	RMD Term	RMD Type	Date of Death	Date of Death Account Balance
ROTH_IRA	OPEN	321421	2025	15500.75					
INHERITED_TRADITIONAL_IRA	OPEN		2025	6200.15					
TRADITIONAL_IRA	OPEN	619212174	2025	84200.25					
SIMPLE_IRA	OPEN	242881672						2025-05-05	10692.73
TRADITIONAL_IRA	OPEN	639086221						2025-04-01	53672.60

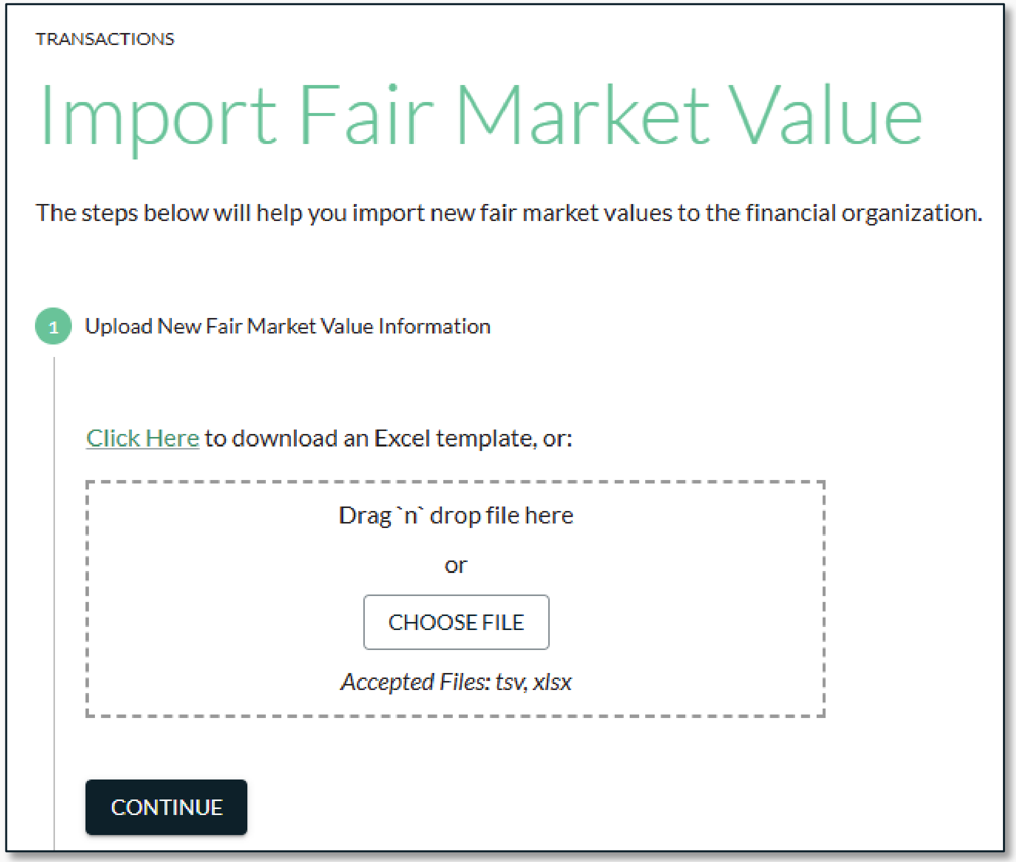
5498 Spreadsheet Review

#2 – Upload **FMV** Changes to Spreadsheet Under Data Import

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

- Return to the **5498 Tax Report Checklist.**
- Click **Upload FMVs** to navigate to the **Data Import>Add/Update Fair Market Values** page to upload the saved file, following the steps outlined on slides 28–31.





5498 Spreadsheet Review

#2 – Upload Deposit/FMV Changes to Spreadsheet – Review Status

After the file uploads are 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.

- **Contribution 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
- **FMV 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.

Task - Review Add/Update Deposits Data Import Results — Due: 12/15/2025

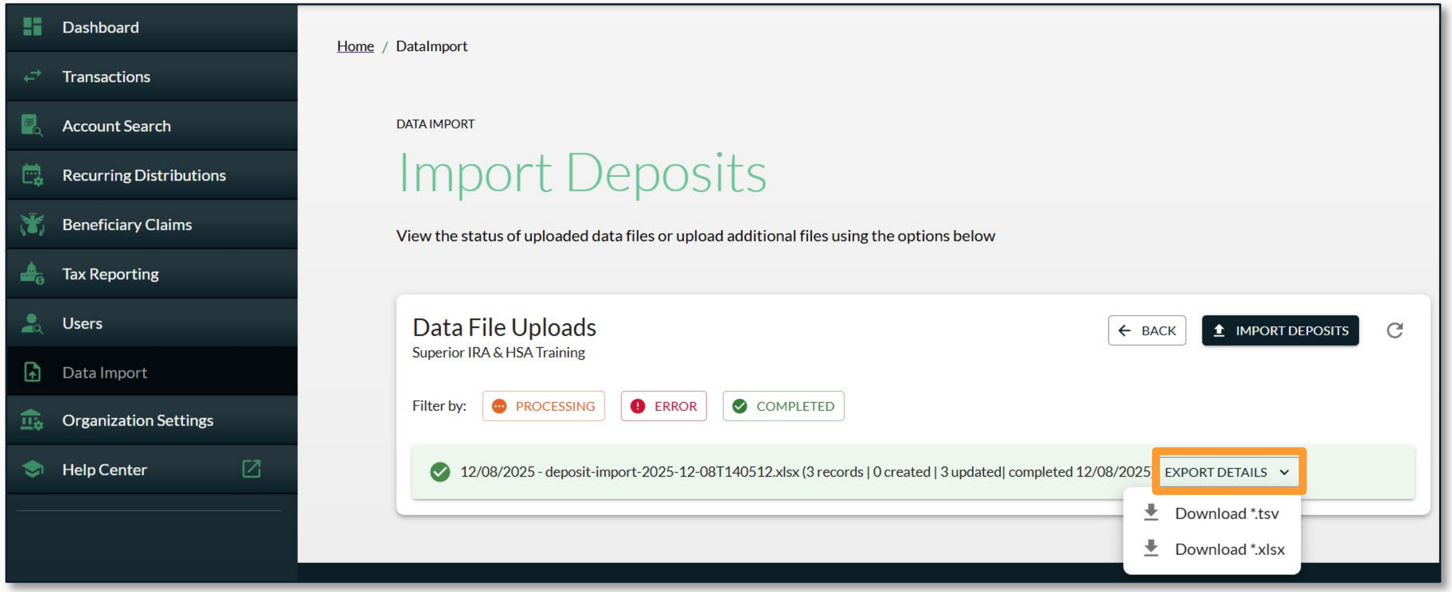
Task - Review Add/Update Fair Market Values Data Import Results — Due: 12/15/2025

5498 Spreadsheet Review

#2 – Upload Deposit/FMV Changes to Spreadsheet – Review Status

Follow the steps in the task to navigate to the **Data Import>Add/Update Deposits** page or **Add/Update Fair Market Values** 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.

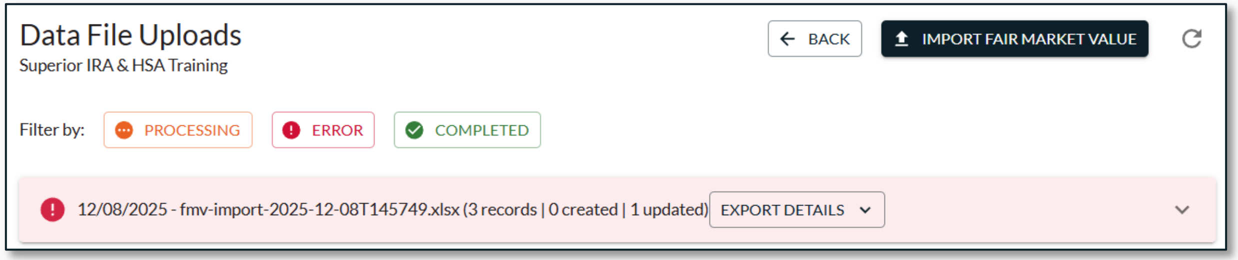


Note: It may take several minutes for the file to apply. If you don't receive an email/task, **do not** re-upload the file. It may cause the data to apply twice. Instead, contact Superior.

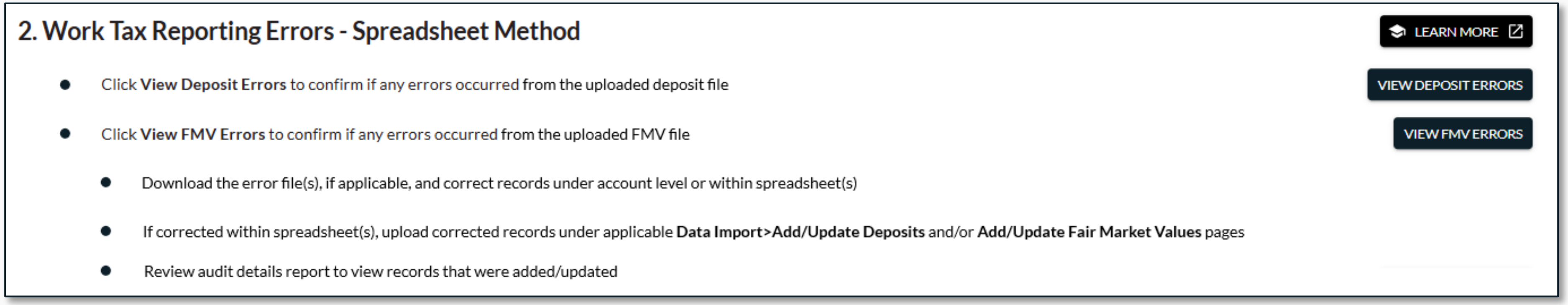
5498 Spreadsheet Review

#2 – Upload Deposit/FMV 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 **5498 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).



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 **cannot be collected from your Deposits/FMV spreadsheets** and must be submitted to Superior by following the steps outlined within the task added in January for your *Site Administrator* users .

Task - Review/Update SIMPLE IRA Spreadsheet to Report Additional TY 2025 Account Activity Due: 01/14/2026

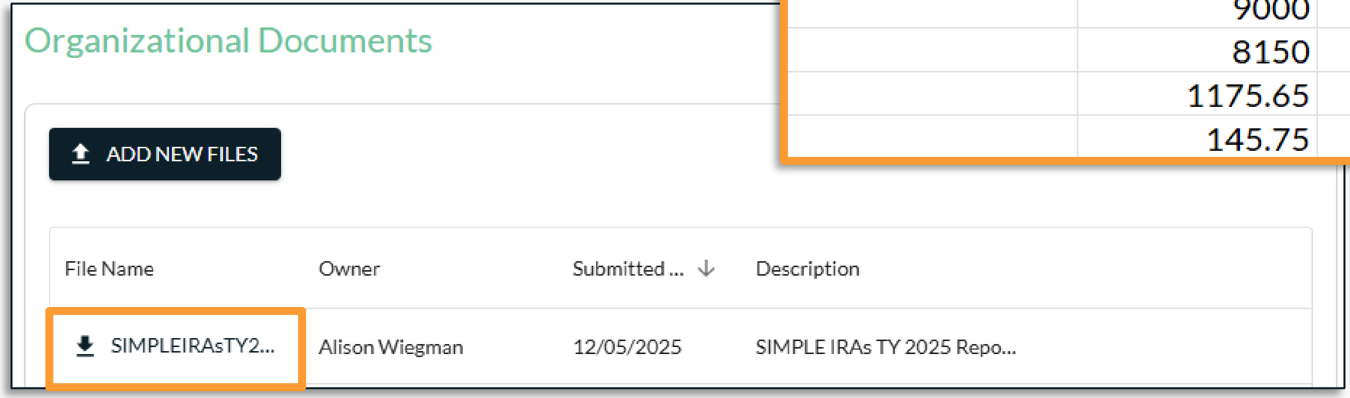
SIMPLE IRA Reporting

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**

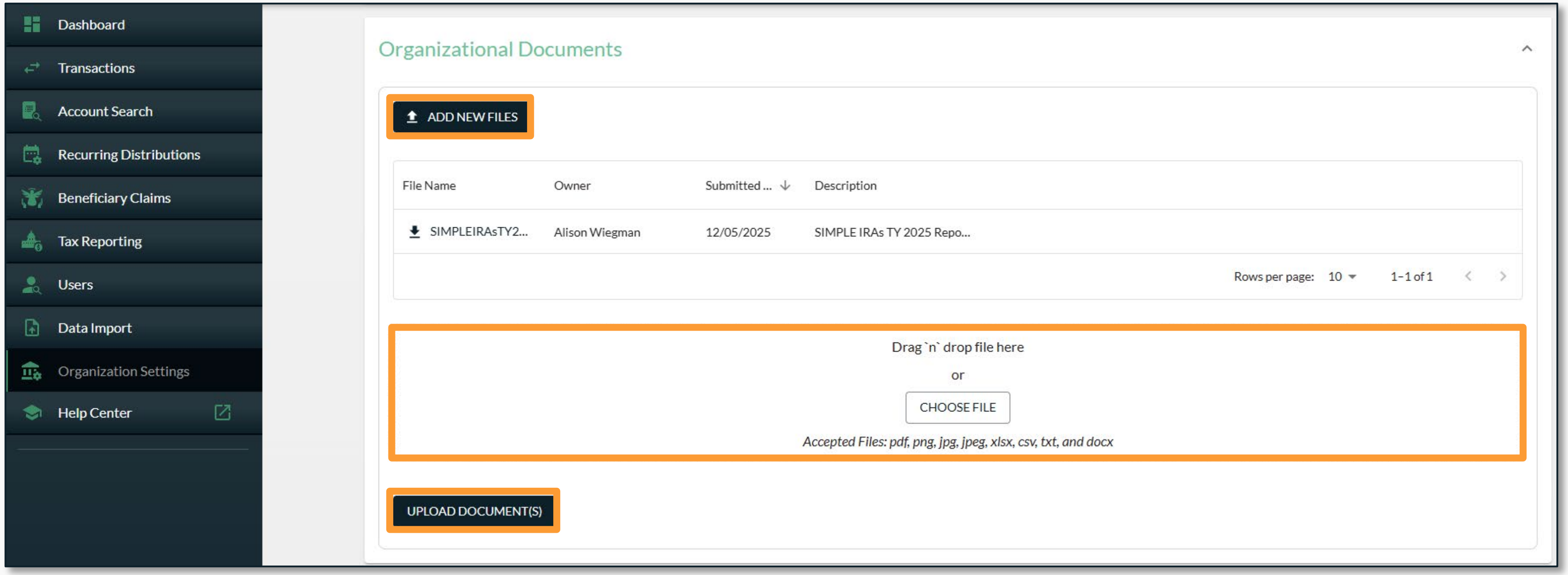
V	W	X	Y	Z
fair_market_value	Total Deposits	Total Distributions	Total Fees/Penalties	Total Interest/Dividends
	9000	5400	0	
	8150	9300	0	
	1175.65			
	145.75	140.73	0	



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