

# Work Tax Reporting Errors

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FOR ORGANIZATIONS USING THE TAX FILE METHOD

# What We'll Cover

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- Important dates/reminders
- 1099 reporting errors
- 5498 reporting errors

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# Important Dates/Reminders

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

### January 2026 (cont'd)

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

### February 2026

- **Due Feb. 2<sup>nd</sup>** – Forms 1099 & FMV/RMD info (5498) to owners
- **Feb. 20<sup>th</sup>** – 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. 27<sup>th</sup>** – Corrected & new original tax form production (1099 & 5498 series) if approved by your organization
- **Due Mar. 31<sup>st</sup>** – 1099 information return filing with IRS (Superior)
- **Due Mar. 31<sup>st</sup>** – 1099 information return filing with state agencies, as needed (your organization)
- Reconcile state withholding, if applicable

## April 2026

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

## May 2026

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

## June/July 2026

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

# 1<sup>st</sup> Quarter Superior Client Calendar

- Refer to the 1<sup>st</sup> 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.

[illegible]

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# 1099 Reporting Errors

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RESOLVING NOT MATCHING ERRORS

# 1099 Reporting Errors

## Review Status After Tax File Upload

After your 1099 tax file is uploaded to the Superior platform, refer to your email for an update on the file's status.

If the file failed in processing due to incorrect formatting, the email will indicate, "Tax File 1099 Upload Failed" and the file's "card" under the **Data Import>1099 Tax files** page will confirm that it failed if the user selects that file.

### Data File Uploads

Superior IRA & HSA Training

Filter Options:

Not Matching ☐ Matching ☒

0 Distributions amounts found that do not match

[← BACK](#) [IMPORT 1099 TAX FILES](#) [↻](#)

<b>Irs Tax File Upload Id 187,</b> FileName: TY20251099-R.txt Created Date: 12/10/2025 Created by:	<b>Irs Tax File Upload Id 188,</b> FileName: TY20251099-SAFile.txt Created Date: 12/10/2025 Created by:	<b>Irs Tax File Upload Id 194,</b> FileName: TY20251099-QFile.txt Created Date: 12/12/2025 Created by: <b>Status: FAILED</b> Import failed: FRecord=File doesn't end with an F record. Update your file with an F Record and resubmit.
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# Review Status After Tax File Upload

If your 1099 tax file successfully processed, refer to the task on your Dashboard page to review the upload results.

Follow the steps in the task to navigate to the **Data Import>1099 Tax files** page. (Or navigate back to the checklist and click **View Errors** to access the page.)

Task - Review IRS Tax File Upload Results

Due: 12/11/2025

Dashboard

Transactions

Account Search

Recurring Distributions

Beneficiary Claims

Tax Reporting

Users

Data Import

Organization Settings

Help Center

DATA IMPORT

Import Organization Data

View the status of uploaded data files or upload additional files using the options below

Add Users

Add/Update Accounts

Update Owners

Add/Update Deposits

Add/Update Distributions

Add Recurring Distributions

1099 Tax files

5498 Tax files

Add/Update Fair Market Values

# 1099 Reporting Errors

## Review Matching Records

- Click the card that includes the file name of your recent upload.
- 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.

Data File Uploads

Superior IRA & HSA Training

← BACK

IMPORT 1099 TAX FILES

Filter Options:

Not Matching

☒

Matching

255 Distributions amounts found that match

Irs Tax File Upload Id 187,

FileName: TY20251099-R.txt

Created Date: 12/10/2025

Created by:

Irs Tax File Upload Id 188,

FileName: TY20251099-SAFile.txt

Created Date: 12/10/2025

Created by:

EXPORT

DELETE

Matching	Account Owner Name	Type	Field	Superior Value	File Value	Error Description
✓	John M Smith	Traditional IRA	DISTRIBUTION_AMOUNT	1171.43	1171.43	
✓	John M Smith	Traditional IRA	STATE_INCOME_TAX_WIT...	0.00	0	
✓	John M Smith	Traditional IRA	TAXABLE_AMOUNT	1171.43	1171.43	

# 1099 Reporting Errors

## Review Not Matching Records

- View the “Not Matching” records to review data that was **not** applied to Superior platform from your tax file. (These records require your review and approval before being applied.)
- Click **Export** to save a list of the errors for your records.
- Click the **Red Error** icon to review an error in a pop-up window that will appear on the screen.

### Data File Uploads

Superior IRA & HSA Training

Filter Options:

**Not Matching** ☐ Matching

312 Distributions amounts found that do not match

Irs Tax File Upload Id 187,

FileName: TY20251099-R.txt  
Created Date: 12/10/2025  
Created by:






Irs Tax File Upload Id 188,

FileName: TY20251099-SAFfile.txt  
Created Date: 12/10/2025  
Created by:

Irs Tax File Upload Id 194,

FileName: TY20251099-QFile.txt  
Created Date: 12/12/2025  
Created by:

**EXPORT** **DELETE**

<input type="checkbox"/>	Matching	Account Owner Name	Field	Superior Value	File Value	Error Description ↑
<input type="checkbox"/>		Jane L Hendricks	DISTRIBUTION_AMOUNT	0	2000.00	Distribution reason '7' is inv...
<input type="checkbox"/>		Jane L Hendricks	STATE_INCOME_TAX_WIT...	0	140.00	Distribution reason '7' is inv...
<input type="checkbox"/>		Jane L Hendricks	FEDERAL_TAX_WITHHELD	0	300.00	Distribution reason '7' is inv...
<input type="checkbox"/>		Matt D Miller	STATE_INCOME_TAX_WIT...	0	0	Distribution reason '7' is inv...
<input type="checkbox"/>		Matt D Miller	DISTRIBUTION_AMOUNT	0	57000.00	Distribution reason '7' is inv...

# 1099 Reporting Errors

## Review Not Matching Records

- Review the red error message to determine why the record errored.

Correct 1099 DistributionReason

Distribution reason '7' is invalid

Follow the instructions under the remaining steps to apply the data.

1 Current Account Owner Information

NAME

Jane L Hendricks

ACCOUNT

Roth IRA

More Information

Resolve errors one of the following two ways:

1. Correct the error within the queue; **OR**
2. Correct the error under the owner's account and return to the queue to delete the error.

# 1099 Reporting Errors

## #1 – Resolve Not Matching Records Within Error Queue

If resolving errors within the error queue, follow the instructions within **step 1** and **step 2** of the screen.

Correct 1099 DistributionReason

Distribution reason '7' is invalid

Follow the instructions under the remaining steps to apply the data.

1 Current Account Owner Information

NAME

Jane L Hendricks

ACCOUNT

Roth IRA

More Information

CHANGE ACCOUNT CREATE NEW ACCOUNT

2 Select the correct **Distribution Reason**, enter the correct value in the **Reconcile Amount** box for each row marked with **!** and click **Continue**. If the transaction should not be applied or has already been added under the owner's account, check the **Delete Record** box and click **Continue**.

Distribution reason '7' is invalid


Distribution Reason

# 1099 Reporting Errors

## #1 – Resolve Not Matching Records Within Error Queue


- If no account is found or multiple accounts found, select **Change Account** or **Create New Account** within step 1.
- If you click **Change Account**, enter the name, tax ID, or account number of the individual to which the record should be applied and click the owner's name to select that account.
- If you click **Create New Account**, the **Open New Account** workflow will open in a new tab of your browser. Complete the workflow to establish the missing account, then return to the record in the error queue and select **Change Account** to search for the new account, as shown here.

CHANGE ACCOUNT

CREATE NEW ACCOUNT 

1 Current Account Owner Information


Enter name, tax id, or account number  
Hendricks



Account Owner



NAME  
Jane L Hendricks

Date of Birth  
01/01/1938

SSN/ID  
\*\*-\*\*\*1111 

Showing results for  
"Hendricks"

2 accounts found

	Name	SSN/ID	Birth Date	Account Type	Account #	Date of Death
<input checked="" type="checkbox"/>	Bruce O Hendricks	***- 1112 	11/22/1940	Roth IRA	123	
<input checked="" type="checkbox"/>	Sandra K Hendricks	***- 1113 	02/15/1960	Traditional IRA	790	

# 1099 Reporting Errors

## #1 – Resolve Not Matching Records Within Error Queue

- Within step 2, select the correct **Distribution Reason** from the drop-down if the error indicates it's invalid.
- Enter the correct value in the **Reconcile Amount** field for each record that appears with a **Red Error** icon. (This will either be the value from the **File Value** or **Superior Value** column.)
- Click **Continue**. (Success message will appear if error is fixed/applied and removed from the error list.)
- Move to the next error and repeat until all errors have been addressed.

② Select the correct **Distribution Reason**, enter the correct value in the **Reconcile Amount** box for each row marked with **!** and click **Continue**. If the transaction should not be applied or has already been added under the owner's account, check the **Delete Record** box and click **Continue**.

Distribution reason '7' is invalid

Distribution Reason  
Qualified distribution

Delete Record	Field	File Value	Superior Value	Reconcile Amount
<input type="checkbox"/>	! Distribution Amount	\$2,000.00	\$0.00	\$ 2000.00
<input type="checkbox"/>	! Federal Tax Withheld	\$300.00	\$0.00	\$ 300.00
<input type="checkbox"/>	! State Income Tax Withheld	\$140.00	\$0.00	\$ 140.00
<input type="checkbox"/>	✓ Taxable Amount	\$2,000.00	\$0.00	\$

Rows per page: 100 1-4 of 4

CONTINUE CANCEL

✓ Jane L Hendricks successfully corrected ✕

# 1099 Reporting Errors

## #2 – Resolve Not Matching Records Under Account Level

If a distribution error is corrected at the account owner level instead of within the error queue, 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.
- 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.

**Tax Forms**

**1099 Forms**

Show Tax Years: ☒ 2024 ☒ 2025

Tax Year	Reason	Amount	Date Sent to...	Date Filed...	Corrected
2025	Normal distribution	\$2,600.00			

1-1 of 1



# 1099 Reporting Errors

## #2 – Resolve Not Matching Records Under Account Level

To edit under **Distributions** section:

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

**Distributions** ADD DISTRIBUTION

Show Tax Years: ☒ 2024 ☒ 2025

	Reason	Date	Gross Amount	Federal Withholding	State Withholding
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Normal distribution	12/01/2025	\$1,250.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Normal distribution	09/01/2025	\$100.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Normal distribution	06/01/2025	\$1,250.00	\$0.00	\$0.00

1-3 of 3 <

**Distributions** ADD DISTRIBUTION

**Reason**  
Normal distribution

**Method**  
Check

**ID**  
3657

**Date**  
12/01/2025

**Date Signed**

**Net Amount**  
\$1,250.00

**Total Amount**  
\$1,250.00

**Federal Withholding**  
0%  
\$0.00

**State Withholding**  
0%  
\$0.00

**Penalty**

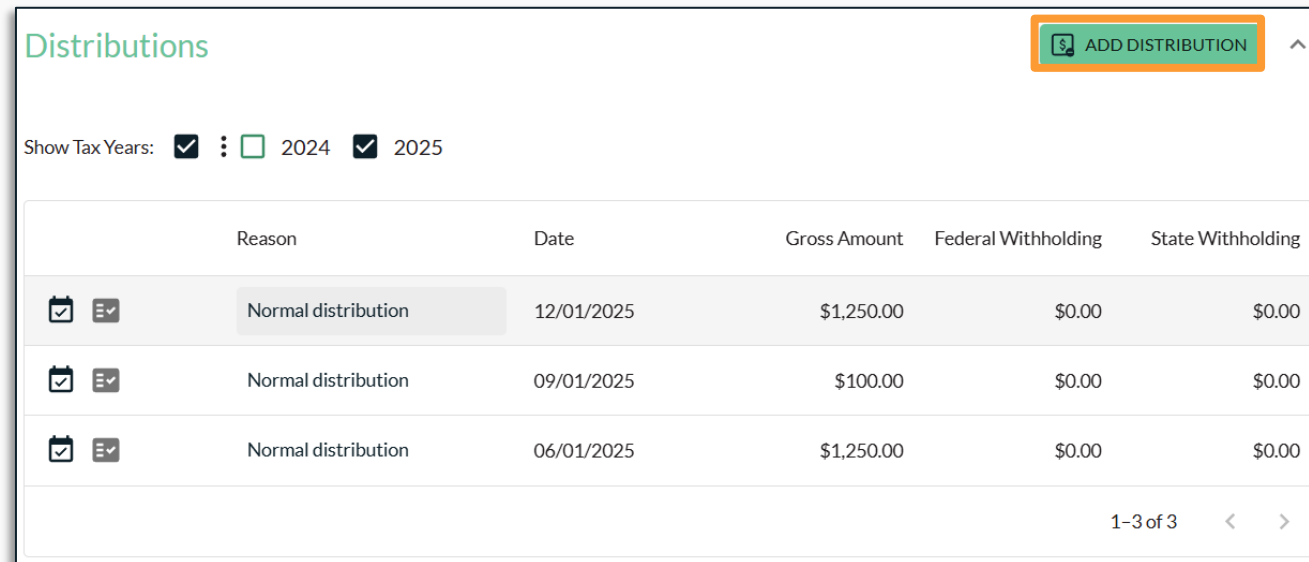
**Additional State**  
\$0.00

← ALL DISTRIBUTIONS EDIT DETAILS DELETE DISTRIBUTION







# 1099 Reporting Errors

## #2 – Resolve Not Matching Records Under Account Level

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



The screenshot shows a web interface titled "Distributions". In the top right corner, there is a green button with a plus icon and the text "ADD DISTRIBUTION", which is highlighted with an orange rectangular box. Below the title, there is a "Show Tax Years:" section with two checked checkboxes for "2024" and "2025". The main part of the interface is a table with the following columns: "Reason", "Date", "Gross Amount", "Federal Withholding", and "State Withholding". The table contains three rows of data, each starting with a calendar icon and a dropdown arrow. The first row shows "Normal distribution" for "12/01/2025" with a gross amount of "\$1,250.00" and zero withholding. The second row shows "Normal distribution" for "09/01/2025" with a gross amount of "\$100.00" and zero withholding. The third row shows "Normal distribution" for "06/01/2025" with a gross amount of "\$1,250.00" and zero withholding. At the bottom right of the table, there is a pagination control showing "1-3 of 3" with left and right arrow icons.

	Reason	Date	Gross Amount	Federal Withholding	State Withholding
 	Normal distribution	12/01/2025	\$1,250.00	\$0.00	\$0.00
 	Normal distribution	09/01/2025	\$100.00	\$0.00	\$0.00
 	Normal distribution	06/01/2025	\$1,250.00	\$0.00	\$0.00

1-3 of 3 < >

# 1099 Reporting Errors

## #2 – Resolve Not Matching Records Under Account Level

After making applicable corrections at the account owner level, delete that record from the error queue:

- Check the box next to the error records.
- Click the **Delete** button to remove the records from the queue.

Tax forms will be produced according to the distribution information listed under the owner's account level.

								EXPORT	DELETE
<input type="checkbox"/>	Matching	Account Owner Name	Type	Field	Superior Value	File Value	Error		
<input checked="" type="checkbox"/>	!	Robert J Frank	Traditional IRA	FEDERAL_TAX_WITHHELD	0	0	Distrib		
<input checked="" type="checkbox"/>	!	Robert J Frank	Traditional IRA	DISTRIBUTION_AMOUNT	0	57000.00	Distrib		
<input checked="" type="checkbox"/>	!	Robert J Frank	Traditional IRA	STATE_INCOME_TAX_WIT...	0	0	Distrib		
<input type="checkbox"/>	!	Bryan A Roberts	Inherited Traditional IRA	STATE_INCOME_TAX_WIT...	0	0	Distrib		
<input type="checkbox"/>	!	Bryan A Roberts	Inherited Traditional IRA	DISTRIBUTION_AMOUNT	0	4624.87	Distrib		

✓ Selected rows successfully deleted ✕

# 1099 Reporting Errors

## Common Errors

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### Multiple accounts found in Superior for this tax id

The account owner has multiple accounts within the Superior platform, and it's unclear which account to apply the record to. Select the correct account within the error queue or click **Create New Account** to launch the **Open New Account** workflow and add the account to the platform. (Then return to the queue to select the new account and apply the record.)

### No account found in Superior for this tax id

The account owner with the submitted tax ID number does not exist in the Superior platform. Click **Change Account** if the record should be applied to a different, existing owner, or click **Create New Account** to launch the **Open New Account** workflow and add the account to the platform. (Then return to the queue to select the new account and apply the record.)

### Distribution reason '4' is invalid

Reason code '4' cannot be reported for a regular IRA. If this record is to report a death distribution paid to a beneficiary of a deceased owner, click **Change Account** to search for the beneficiary and apply the distribution record. (While a total distribution may have been taken directly from the decedent's account in your core, it must be reported under the beneficiary's name/SSN in Superior.)

### Value listed in tax file is less than value listed in Superior

The value submitted in your tax file for this record is less than the value currently listed in the Superior platform for the account owner. Enter the correct value that was distributed within the **Reconcile Amount** fields and click **Continue** to apply the record.

# 1099 Reporting Errors

## New Error for QCD Reporting Codes

Optional for tax year 2025, your organization may use code Y7 or Y4 to report a **qualified charitable distribution (QCD)**.

If your organization updated the reporting code for a QCD within the Superior platform, but code(s) 7 or 4 were still listed in your core system, the following errors may appear.

**Distribution reason in file 7  
does not match value in  
Superior Y7**

The same value submitted in your tax file with code 7 matches the value listed in Superior as a code Y7 (for a QCD). Select the correct **Distribution Reason** from the drop-down and click **Continue** to apply the record.

**Distribution reason in file 4  
does not match value in  
Superior Y4**

The same value submitted in your tax file with code 4 matches the value listed in Superior as a code Y4 (for a QCD from an inherited Traditional IRA). Select the correct **Distribution Reason** from the drop-down and click **Continue** to apply the record.

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# 5498 Reporting Errors

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RESOLVING NOT MATCHING ERRORS

# 5498 Reporting Errors

## Review Status After Tax File Upload

After your 5498 tax file is uploaded to the Superior platform, refer to your email for an update on the file's status.

If the file failed in processing due to incorrect formatting, the email will indicate, "Tax File 5498 Upload Failed" and the file's "card" under the **Data Import>5498 Tax files** page will confirm that it failed if the user selects that file.

### Data File Uploads

Superior IRA & HSA Training

[← BACK](#)[IMPORT 5498 TAX FILES](#)[↻](#)

Filter Options:

Not Matching ☐ Matching ☒ [FAIR MARKET VALUES](#) [X RESET FILTERS](#)

0 Contributions amounts found that do not match

**Irs Tax File Upload Id 197,**

FileName: TY20255498.txt  
Created Date: 12/15/2025  
Created by:

**Irs Tax File Upload Id 196,**

FileName: TY20255498-SA.txt  
Created Date: 12/04/2025  
Created by:  
**Status: FAILED**  
**Import failed: FRecord=File doesn't end with an F record.**  
**Update your file with an F Record and resubmit.**

# 5498 Reporting Errors

## Review Status After Tax File Upload

If your 5498 tax file successfully processed, refer to the task on your Dashboard page to review the upload results.

Follow the steps in the task to navigate to the **Data Import>5498 Tax files** page. (Or navigate back to the checklist and click **View Errors** to access the page.)

Task - Review IRS Tax File Upload Results

Due: 12/11/2025

Dashboard

Transactions

Account Search

Recurring Distributions

Beneficiary Claims

Tax Reporting

Users

Data Import

Organization Settings

Help Center

DATA IMPORT

Import Organization Data

View the status of uploaded data files or upload additional files using the options below

Add Users

Add/Update Accounts

Update Owners

Add/Update Deposits

Add/Update Distributions

Add Recurring Distributions

1099 Tax files

5498 Tax files

Add/Update Fair Market Values



# 5498 Reporting Errors

## Review Matching Records

Use the same process as outlined earlier to review your matching/not matching records.

- Click the card that includes the file name of your recent upload.
- 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.

Data File Uploads  
Superior IRA & HSA Training

← BACK   **IMPORT 5498 TAX FILES** ↻

Filter Options:  

Not Matching ☒ Matching ☐

✓ FAIR MARKET VALUES   ✕ RESET FILTERS

9564 Contributions amounts found that match

Irs Tax File Upload Id 197,  
FileName: TY20255498.txt  
Created Date: 12/15/2025  
Created by:

Irs Tax File Upload Id 196,  
FileName: TY20255498-SA.txt  
Created Date: 12/15/2025  
Created by:

**EXPORT**   DELETE

Matching	Account Owner Name	Type	Field	Superior Value	File Value	Error Descript
✓	Abby R Cruse	Health Savings Account	HSA_CONTRIBUTION_AM...	3900.00	3900.00	
✓	Abby R Cruse	Health Savings Account	HSA_ROLLOVER_AMOUNT	0	0	
✓	Abby R Cruse	Health Savings Account	HSA_PRIOR_YEAR_CONT...	0	0	

# 5498 Reporting Errors

## Review Not Matching Records

- View the “Not Matching” records to review data that was **not** applied to Superior platform from your tax file. (These records require your review and approval before being applied.)
- Click **Export** to save a list of the errors for your records.
- Click the **Red Error** icon to review an error in a pop-up window that will appear on the screen.

Data File Uploads

Superior IRA & HSA Training

← BACK

IMPORT 5498 TAX FILES

↻

Filter Options:

Not Matching

Matching

FAIR MARKET VALUES

RESET FILTERS

59 Contributions amounts found that do not match

Irs Tax File Upload Id 197,

FileName: TY20255498.txt

Created Date: 12/15/2025

Created by:

Irs Tax File Upload Id 196,

FileName: TY20255498-SA.txt

Created Date: 12/15/2025

Created by:

EXPORT

DELETE

<input type="checkbox"/>	Matching	Account Owner Name	Type	Field	Superior Value	File Value	Error
<input type="checkbox"/>	!	Amber M Mason	Health Savings Account	HSA_CONTRIBUTION_AM...	0	14600.00	400 B
<input type="checkbox"/>	!	Ana C Crosby	Traditional IRA	IRA_CONTRIBUTION_AM...	124.00	0	Value
<input type="checkbox"/>	!	Andrea M Cortez	Health Savings Account	HSA_ROLLOVER_AMOUNT	2001.02	0	Value
<input type="checkbox"/>	!	Andrea M Cortez	Health Savings Account	HSA_CONTRIBUTION_AM...	5930.55	4125.00	Value

# 5498 Reporting Errors

## Review Not Matching Records

- Review the red error message to determine why the record errored.

Correct 5498

Value listed in tax file is less than value listed in Superior

Follow the instructions under the remaining steps to apply the data.

1 Current Account Owner Information

NAME

Ana C Crosby

ACCOUNT

Traditional IRA

More Information

Resolve errors one of the following two ways:

1. Correct the error within the queue; **OR**
2. Correct the error under the owner's account and return to the queue to delete the error.

# 5498 Reporting Errors

## #1 – Resolve Not Matching Records Within Error Queue

If resolving errors within the error queue, follow the instructions within **step 1** and **step 2** of the screen.

**Note:** Review the steps discussed earlier to select **Change Account** or **Create New Account** if there is no account found or multiple accounts found.

Correct 5498

Value listed in tax file is less than value listed in Superior

Follow the instructions under the remaining steps to apply the data.

1 Current Account Owner Information

NAME

Ana C Crosby

ACCOUNT

Traditional IRA

More Information

CHANGE ACCOUNT

CREATE NEW ACCOUNT

2 Enter the correct value in the Reconcile Amount box for each row marked with 1 and click Continue. If the transaction should not be applied or has already been added under the owner's account, check the Delete Record box and click Continue.

Value listed in tax file is less than value listed in Superior

Override Contribution Limit

# 5498 Reporting Errors












## #1 – Resolve Not Matching Records Within Error Queue

- Within step 2, enter the correct value in the **Reconcile Amount** field for each record that appears with a **Red Error** icon. (This will either be the value from the **File Value** or **Superior Value** column.)
- Click **Continue**. (Success message will appear if error is fixed/applied and removed from the error list.)
- Move to the next error and repeat until all errors have been addressed.

2 Enter the correct value in the **Reconcile Amount** box for each row marked with **1** and click **Continue**. If the transaction should not be applied or has already been added under the owner's account, check the **Delete Record** box and click **Continue**.


Value listed in tax file is less than value listed in Superior

☐ Override Contribution Limit

Delete Record	Field	File Value	Superior Value	Reconcile Amount
<input type="checkbox"/>	 IRA Contribution Amount	\$0.00	\$124.00	<input type="text" value="\$ 124.00"/>
	 FMV Amount	\$6,171.24	\$6,171.24	<input type="text" value="\$"/>
	 IRA Recharacterized Amount	\$0.00	\$0.00	<input type="text" value="\$"/>
	 IRA Rollover Amount	\$0.00	\$0.00	<input type="text" value="\$"/>
	 IRA Roth Contribution Amount	\$0.00	\$0.00	<input type="text" value="\$"/>
	 IRA Roth Conversion Amount	\$0.00	\$0.00	<input type="text" value="\$"/>
	 IRA SEP Amount	\$0.00	\$0.00	<input type="text" value="\$"/>
	 IRA SIMPLE Amount	\$0.00	\$0.00	<input type="text" value="\$"/>
	 Postponed Contributions	\$0.00	\$0.00	<input type="text" value="\$"/>
	 Repayment Code			<input type="text"/>
	 Repayments	\$0.00	\$0.00	<input type="text" value="\$"/>

Rows per page: 100 1-11 of 11

**CONTINUE** **CANCEL**

 Ana C Crosby successfully corrected **X**

# 5498 Reporting Errors

## #1 – Resolve Not Matching Records Within Error Queue





If an owner contributed more than the annual limit to their account, the record from your tax file will error, but you can take these steps to apply the excess contribution amount if it was truly contributed to the account.

- Click the **Override Contribution Limit** toggle.
- Enter the total contribution amount in the **Reconcile Amount** field for the record that has the **Red Error** icon.
- Click **Continue**.

2 Enter the correct value in the **Reconcile Amount** box for each row marked with 1 and click **Continue**. If the transaction should not be applied or has already been added under the owner's account, check the **Delete Record** box and click **Continue**.

Is greater than allowed contribution left of 8550.00

☒ Override Contribution Limit

Delete Record	Field	File Value	Superior Value	Reconcile Amount
<input type="checkbox"/>	 Total contributions made in 2025	\$14,600.00	\$0.00	<input type="text" value="\$ 14600.00"/>
	 FMV Amount	\$6,775.86	\$6,775.86	<input type="text" value="\$"/>
	 HSA Rollover Amount	\$0.00	\$0.00	<input type="text" value="\$"/>
	 Total HSA contributions made in 2026 for 2025	\$0.00	\$0.00	<input type="text" value="\$"/>

Rows per page: 100 1-4 of 4

**CONTINUE** CANCEL

# 5498 Reporting Errors

## #2 – Resolve Not Matching Records Under Account Level

If a contribution or FMV error is corrected at the account owner level instead of within the error queue, 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.
- Edit fair market value information under **Fair Market Value** section.

To edit deposit info under **Tax Forms** section:

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

The screenshot shows the 'Tax Forms' section of the Superior IRA & HSA interface. The '5498 Forms' subsection is expanded. Below the section header, there is a filter for 'Show Tax Years' with a checkbox for '2025' selected. A table displays the data for the year 2025. The table has four columns: 'Tax Year', 'Date Sent to Owner', 'Date Filed with IRS', and 'Corrected'. The row for 2025 shows a PDF icon, a checkmark icon, and a pencil icon (highlighted with an orange box) for editing. The 'Corrected' column is empty. At the bottom right, it says '1-1 of 1' with navigation arrows.

Tax Year	Date Sent to Owner	Date Filed with IRS	Corrected
2025			

# 5498 Reporting Errors

## #2 – Resolve Not Matching Records Under Account Level

To edit deposit info under **Deposits** section:

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

The image shows a software interface for managing deposits. On the left, a 'Deposits' section is expanded, showing a table of deposits. The table has columns for 'Deposit Type', 'Date', and 'Amount'. A row is highlighted with an orange box, showing 'Rollover' as the deposit type, '10/21/2025' as the date, and '\$10,000.00' as the amount. To the right, a detailed view of this deposit is shown. It includes fields for 'Deposit Method' (CASH), 'ID' (180475), 'Date' (10/21/2025 (Tax Year: 2025)), and 'Amount' (\$10,000.00). At the bottom of this view, there are three buttons: 'ALL DEPOSITS', 'EDIT DEPOSIT' (highlighted with an orange box), and 'DELETE DEPOSIT'.

**Deposits**

REQUEST ROLLOVER/TRANSFER ADD DEPOSIT

Show Tax Years: ☒ 2025

Deposit Type	Date	Amount
<input checked="" type="checkbox"/> PDF <input checked="" type="checkbox"/> Rollover	10/21/2025	\$10,000.00

**Deposits**

REQUEST ROLLOVER/TRANSFER ADD DEPOSIT

**Deposit Method**  
CASH  
07/20/2025

**ID**  
180475

**Date**  
10/21/2025 (Tax Year: 2025)

**Amount**  
\$10,000.00

**Deposit Type**  
Rollover

← ALL DEPOSITS EDIT DEPOSIT DELETE DEPOSIT



# 5498 Reporting Errors

## #2 – Resolve Not Matching Records Under Account Level

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

Deposits

REQUEST ROLLOVER/TRANSFER

ADD DEPOSIT

Show Tax Years:

2025

	Deposit Type	Date	Amount
<div><div><div></div><div>PDF</div><div></div></div></div>	Rollover	10/21/2025	\$10,000.00

1-1 of 1

<

>

# 5498 Reporting Errors

## #2 – Resolve Not Matching Records Under Account Level

To edit **FMV** info under **Fair Market Value** section:

- Expand the **Fair Market Value** section.
- Click **+ Add FMV**. (Or click the **Pencil** icon next to **Tax Year 2025** to edit the current value.)
- Enter **2025** in **Tax Year** field.
- Enter the 12/31/2025 FMV in 12/31 **Fair Market Value** field.
- Click **Continue**.

Fair Market Value

Tax Year	12/31 FMV	RMD Year	RMD Amount	Term	Type
No rows					

0-0 of 0

+ ADD FMV

Fair Market Value

Tax Year  
2025

12/31 Fair Market Value  
\$ 50,000

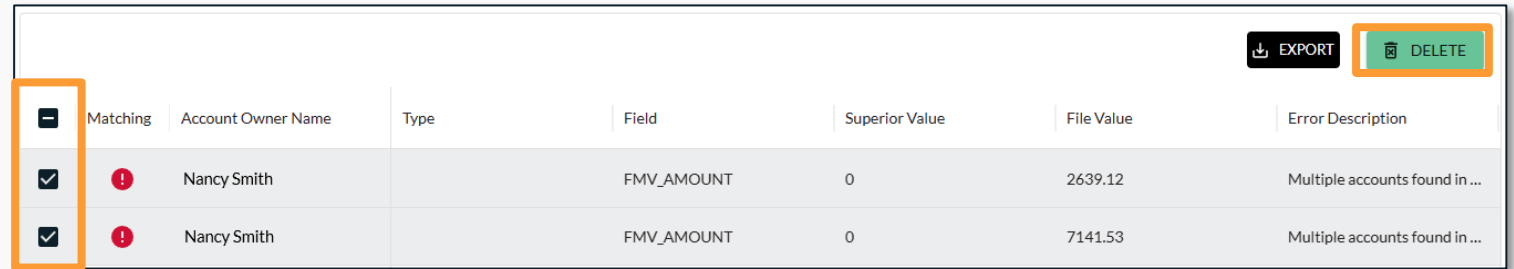
CONTINUE CANCEL

# 5498 Reporting Errors

## #2 – Resolve Not Matching Records Under Account Level

After making applicable corrections at the account owner level, delete that record from the error queue:

- Check the box next to the error records.
- Click the **Delete** button to remove the records from the queue.



The screenshot shows a web interface for managing 5498 reporting errors. At the top right, there are two buttons: 'EXPORT' and 'DELETE'. The 'DELETE' button is highlighted with an orange box. Below the buttons is a table with the following columns: Matching, Account Owner Name, Type, Field, Superior Value, File Value, and Error Description. The first column, 'Matching', has three rows: the first row has an unchecked checkbox, and the next two rows have checked checkboxes. The 'Account Owner Name' column shows 'Nancy Smith' for the last two rows. The 'Field' column shows 'FMV\_AMOUNT' for the last two rows. The 'Superior Value' column shows '0' for the last two rows. The 'File Value' column shows '2639.12' and '7141.53' for the last two rows. The 'Error Description' column shows 'Multiple accounts found in ...' for the last two rows. The first row of the table is highlighted with an orange box.

Matching	Account Owner Name	Type	Field	Superior Value	File Value	Error Description
<input type="checkbox"/>						
<input checked="" type="checkbox"/>	Nancy Smith		FMV_AMOUNT	0	2639.12	Multiple accounts found in ...
<input checked="" type="checkbox"/>	Nancy Smith		FMV_AMOUNT	0	7141.53	Multiple accounts found in ...

✓ Selected rows successfully deleted ✕

Tax forms will be produced according to the FMV/contribution information listed under the owner's account level.

# 5498 Reporting Errors

## Common Errors

"Amount is greater than allowed contribution left of XXXX.XX"

The contribution amount listed in your tax file exceeds the owner's remaining annual contribution limit. Either enter the correct amount (that does not exceed the limit) in the **Reconcile Amount** field or click the **Override Contribution Limit** toggle and enter the excess contribution amount in the **Reconcile Amount** field and click **Continue**.

FMVs can only be created for years previous to account closing

The fair market value (FMV) was submitted for an account that was closed in 2025 or earlier. Either delete the record if the FMV should not be applied or click **Reopen Account** if the account is in fact open and should have never been closed within the Superior platform. Enter the FMV amount in the **Reconcile Amount** field and click **Continue**.

Field  
IRA\_CONTRIBUTION\_A  
MOUNT is not valid for  
account type SEP\_IRA

A regular Traditional IRA contribution amount was submitted in your tax file for an account that is listed as a SEP IRA in the Superior platform. Enter the amount of the SEP contribution in the **Reconcile Amount** field for the **IRA SEP Amount** and enter "0" for the **IRA Contribution Amount**. Click **Continue**. (If the contribution should be applied to a different account, click **Change Account** or **Create New Account**.)

# Questions?

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CHAT WITH US OR CALL US AT 888.470.4542

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