

Work Tax Reporting Errors

FOR ORGANIZATIONS USING THE TAX FILE METHOD

What We'll Cover

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

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	April 2026	May 2026	June/July 2026
<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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.

Calendar for All Solutions						
January 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 New Year's Day Holiday - Superior IRA & HSA Closed	2 Black Solution: Review 1099 & 5498 Tax Report Checklists to Submit/Approve Tax Year 2025 Reporting	3
				Black Solution: Review SIMPLE IRA Reports to Provide Additional Tax Year 2025 Account Activity, If Applicable		
4	5 Green Solution: Upload 12/31/2025 FMWs to Superior to Calculate 2026 RMDs Silver Solution: (Optional) Upload 12/31/2025 FMWs to Superior to Calculate 2026 RMDs	6 Black & Green Solutions: Review Your Organization's January Scheduled Distribution	7 All Solutions: Contact ESA Designated Beneficiaries Turning Age 30 This Quarter, If Applicable	8	9	
"	"	"	"	10 Black Solution: First Deadline to Submit & Approve Form 1099 & 5498 Production in Superior Black Solution: First Deadline to Provide Additional Information for SIMPLE IRA Reporting, If Applicable	11 Black Solution: Superior IRA & HSA Prints & Mails Forms 1099 (if approved by your organization)	12 Black Solution: Superior IRA & HSA Prints & Mails Forms 5498 (if approved by your organization)
"	"	"	"	13 Black Solution: Final Deadline to Submit & Approve Form 1099 & 5498 Production in Superior to Ensure Timely Mailing IRS Filing	14	
				All Solutions: Review Your Organization's Investment Rates and Make Updates, As Applicable	All Solutions: Reconcile Your Organization's State Withholding, As Applicable	All Solutions (Implementing or Merging Organizations Only): Superior IRA & HSA Prints & Mails Amendments to Owners with Account Established Before Your "Go-Live" Date (if quote was signed by your organization)
						15 Black Solution: Superior IRA & HSA Generates RMD Notifications for Owners Turning Age 73 and Older Black Solution: Superior IRA & HSA Prints & Mails Forms 1099 & 5498 (if approved by your organization)
						Solutions: Review Your Organization's Investment Rates and Make Updates, As Applicable
						16 Black Solution: Superior IRA & HSA Prints & Mails Forms 1099 & 5498 (if approved by your organization)
						17 Black Solution: Superior IRA & HSA Generates RMD Notifications for Owners Turning Age 73 and Older Black Solution: Superior IRA & HSA Prints & Mails Forms 1099 & 5498 (if approved by your organization)
						18 Black Solution: Superior IRA & HSA Generates RMD Notifications for Owners Turning Age 73 and Older Black Solution: Superior IRA & HSA Prints & Mails Forms 1099 & 5498 (if approved by your organization)
						19 Black Solution: Superior IRA & HSA Generates RMD Notifications for Owners Turning Age 73 and Older Black Solution: Superior IRA & HSA Prints & Mails Forms 1099 & 5498 (if approved by your organization)
						20 Black Solution: Superior IRA & HSA Generates RMD Notifications for Owners Turning Age 73 and Older Black Solution: Superior IRA & HSA Prints & Mails Forms 1099 & 5498 (if approved by your organization)
						21 Black Solution: Superior IRA & HSA Generates RMD Notifications for Owners Turning Age 73 and Older Black Solution: Superior IRA & HSA Prints & Mails Forms 1099 & 5498 (if approved by your organization)
						22 Black Solution: Final Deadline to Submit & Approve Form 1099 & 5498 Production in Superior to Ensure Timely Mailing IRS Filing
						23 Black Solution: Final Deadline to Submit & Approve Form 1099 & 5498 Production in Superior to Ensure Timely Mailing IRS Filing
						24 Black Solution: Superior IRA & HSA Prints & Mails Tax Year 2025 1099 Series Information Returns to IRS (if approved by your organization)
						25 IRS Deadline: Tax Year 2025 1099 Series IRS Filing Deadline

1099 Reporting Errors

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

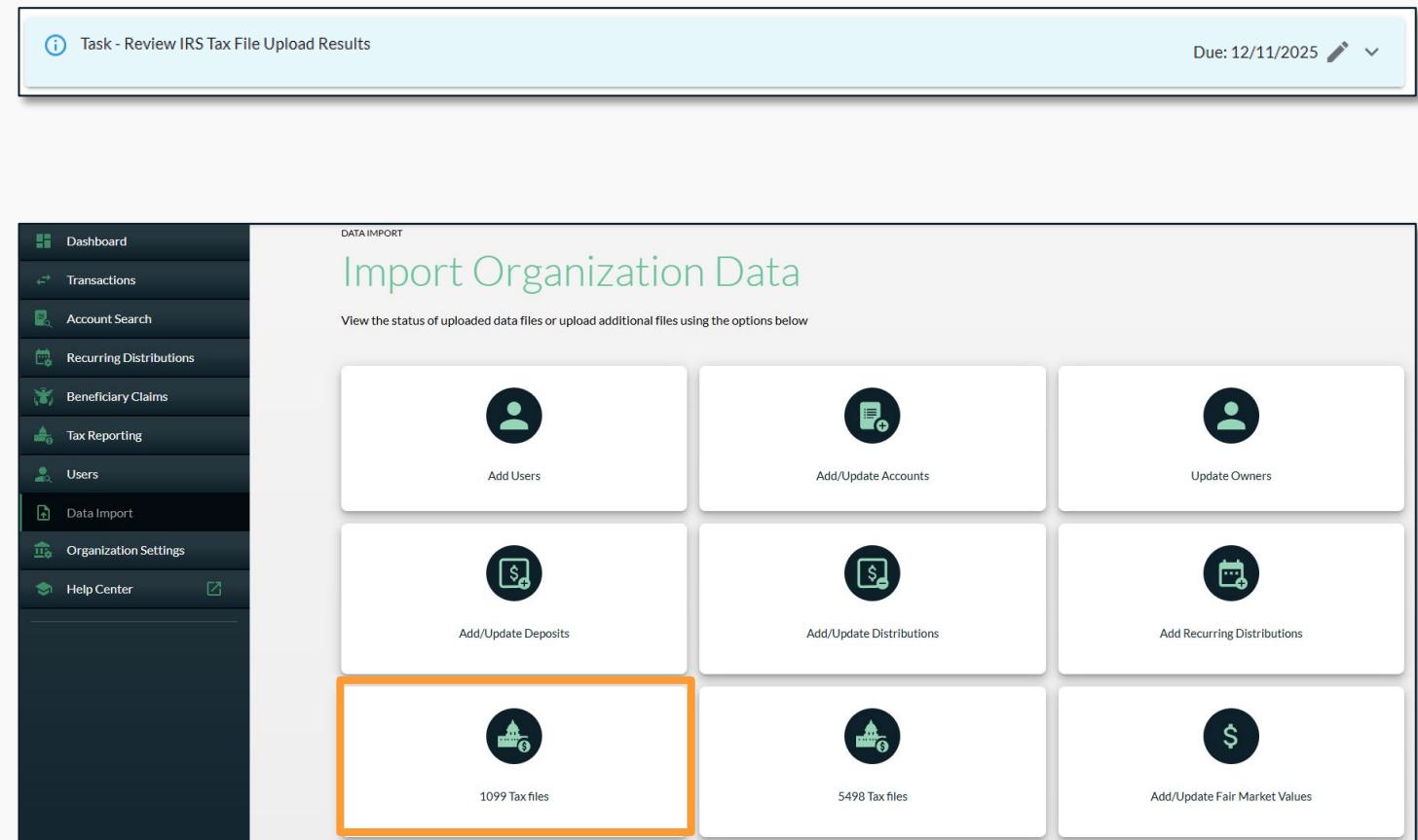
Irs Tax File Upload Id 187,	Irs Tax File Upload Id 188,	Irs Tax File Upload Id 194,
FileName: TY20251099-R.txt Created Date: 12/10/2025 Created by:	FileName: TY20251099-SAFile.txt Created Date: 12/10/2025 Created by:	FileName: TY20251099-QFile.txt Created Date: 12/12/2025 Created by: Status: FAILED Import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

1099 Reporting Errors

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.)



The screenshot shows the 'Import Organization Data' page. On the left is a sidebar with navigation links: Dashboard, Transactions, Account Search, Recurring Distributions, Beneficiary Claims, Tax Reporting, Users, Data Import (which is highlighted in blue), Organization Settings, and Help Center. The main area is titled 'Import Organization Data' and contains a sub-header 'DATA IMPORT' and a sub-sub-header 'View the status of uploaded data files or upload additional files using the options below'. Below this are eight cards arranged in a 2x4 grid. The bottom-left card, '1099 Tax files', is highlighted with an orange border. The other cards are: 'Add Users', 'Add/Update Accounts', 'Update Owners', 'Add/Update Deposits', 'Add/Update Distributions', 'Add Recurring Distributions', '5498 Tax files', and 'Add/Update Fair Market Values'. Each card has a corresponding icon: a person, a document with a plus sign, a person, a banknote, a document with a dollar sign, a calendar, a banknote, and a dollar sign.

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

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-SAFile.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

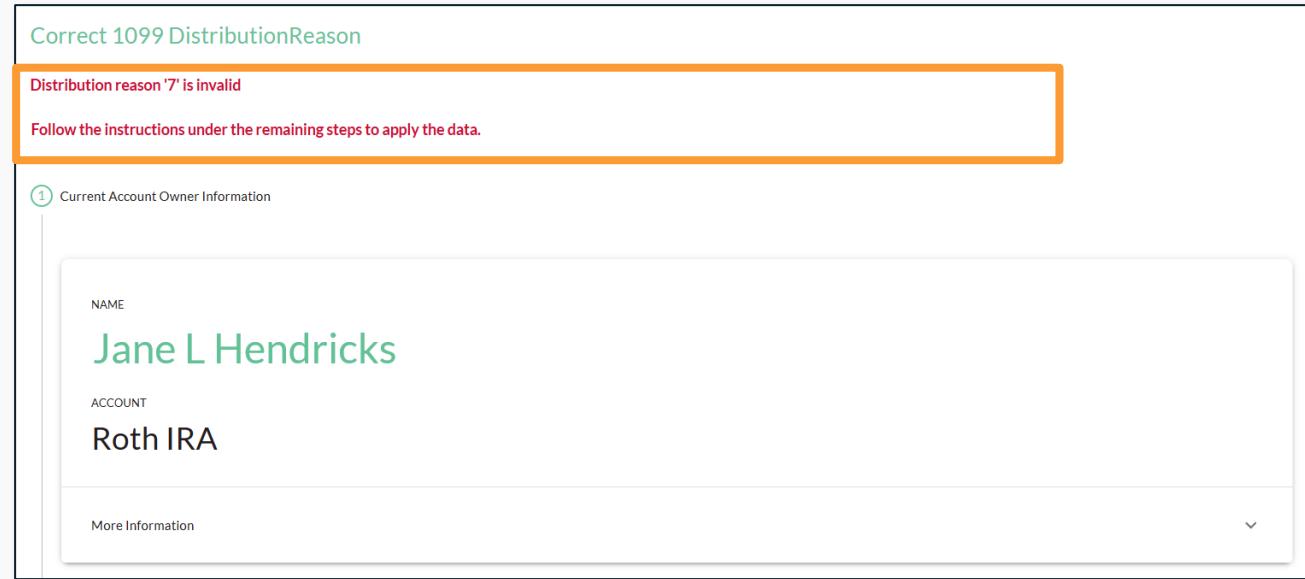
Follow the instructions under the remaining steps to apply the data.

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.

The screenshot shows a software interface for managing 1099 reporting errors. At the top, a green header reads "Correct 1099 DistributionReason". Below it, a red error box states "Distribution reason '7' is invalid" and "Follow the instructions under the remaining steps to apply the data." Step 1, "Current Account Owner Information", shows a NAME field with "Jane L Hendricks" and an ACCOUNT field with "Roth IRA". Step 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.", shows a "Distribution Reason" dropdown menu. At the bottom, two buttons are visible: "CHANGE ACCOUNT" and "CREATE NEW ACCOUNT".

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

Showing results for "Hendricks"

2 accounts found

Name	SSN/ID	Birth Date	Account Type	Account #	Date of Death
Bruce O Hendricks	***-**-1112	11/22/1940	Roth IRA	123	
Sandra K Hendricks	***-**-1113	02/15/1960	Traditional IRA	790	

Account Owner
NAME
Jane L Hendricks
Date of Birth
01/01/1938
SSN/ID
--1111

1099 Reporting Errors

#1 – Resolve Not Matching Records Within Error Queue

- Within step 2, select the correct **Distribution Reason** from the dropdown 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
<input type="checkbox"/>	Distribution Amount
<input type="checkbox"/>	Federal Tax Withheld
<input type="checkbox"/>	State Income Tax Withheld
<input checked="" type="checkbox"/>	Taxable Amount

Reconcile Amount

\$ 2000.00
\$ 300.00
\$ 140.00
\$

Rows per page: 100 ▾ 1-4 of 4 < >

CONTINUE **CANCEL**

 Jane L Hendricks successfully corrected X

1099 Reporting Errors

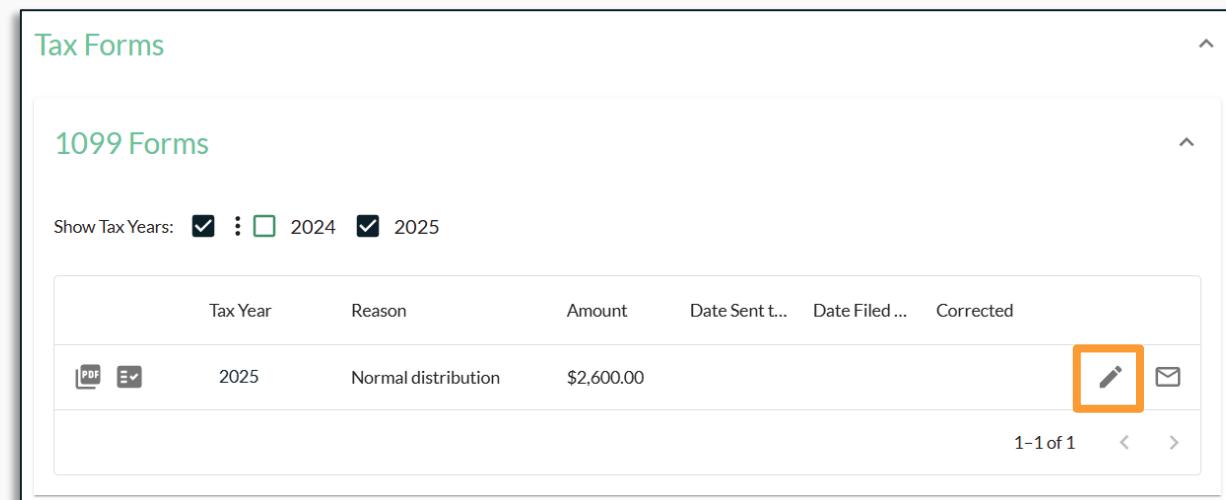
#2 – Resolve Not Matching Records Under Account Level

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.



The screenshot shows a software interface for managing tax forms. The top navigation bar has a 'Tax Forms' section with a green '1099 Forms' button. Below this, a table lists a single distribution record. The table has columns for Tax Year, Reason, Amount, Date Sent to..., Date Filed..., and Corrected. The first row shows a distribution for 2025, reason 'Normal distribution', amount '\$2,600.00', and a 'Pencil' icon in the 'Corrected' column, indicating it is ready to be edited. At the bottom right of the table, there are navigation buttons for '1-1 of 1' and arrows.

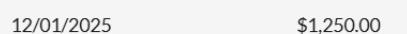
1099 Forms					
Show Tax Years: <input checked="" type="checkbox"/> : <input type="checkbox"/> 2024 <input checked="" type="checkbox"/> 2025					
Tax Year	Reason	Amount	Date Sent to...	Date Filed...	Corrected
2025	Normal distribution	\$2,600.00			 

1099 Reporting Errors

#2 – Resolve Not Matching Records Under Account Level

To edit under **Distributions** section:

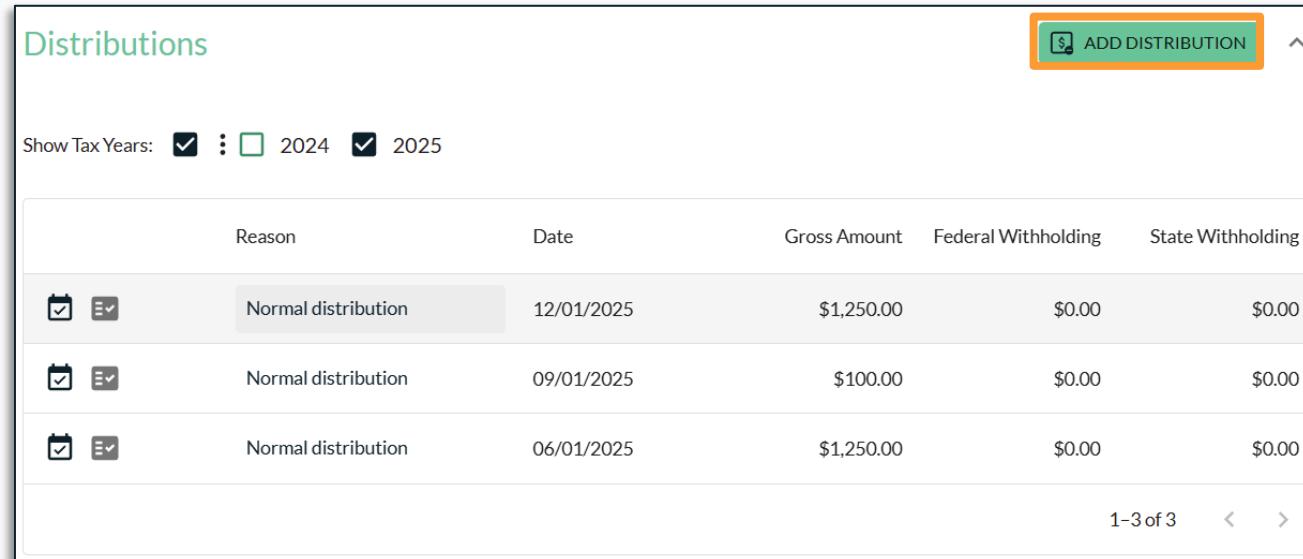
- Expand the **Distributions** section.
- Click the **Reason** (distribution type).
- Click **Edit Details** to make changes.

Distributions					 ADD DISTRIBUTION
Show Tax Years: <input checked="" type="checkbox"/> <input type="checkbox"/> 2024 <input checked="" type="checkbox"/> 2025					Check
Reason	Date	Gross Amount	Federal Withholding	State Withholding	ID
  Normal distribution	12/01/2025	\$1,250.00	\$0.00	\$0.00	3657
  Normal distribution	09/01/2025	\$100.00	\$0.00	\$0.00	
  Normal distribution	06/01/2025	\$1,250.00	\$0.00	\$0.00	

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 table titled 'Distributions' with the following data:

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

At the top right of the table, there is a green button labeled 'ADD DISTRIBUTION' with a dollar sign icon, which is highlighted with an orange box. The table has a header and three data rows. The first row has a total of 5 columns. The second and third rows have 5 columns. The fourth row has 5 columns. The table is currently showing 1-3 of 3 pages.

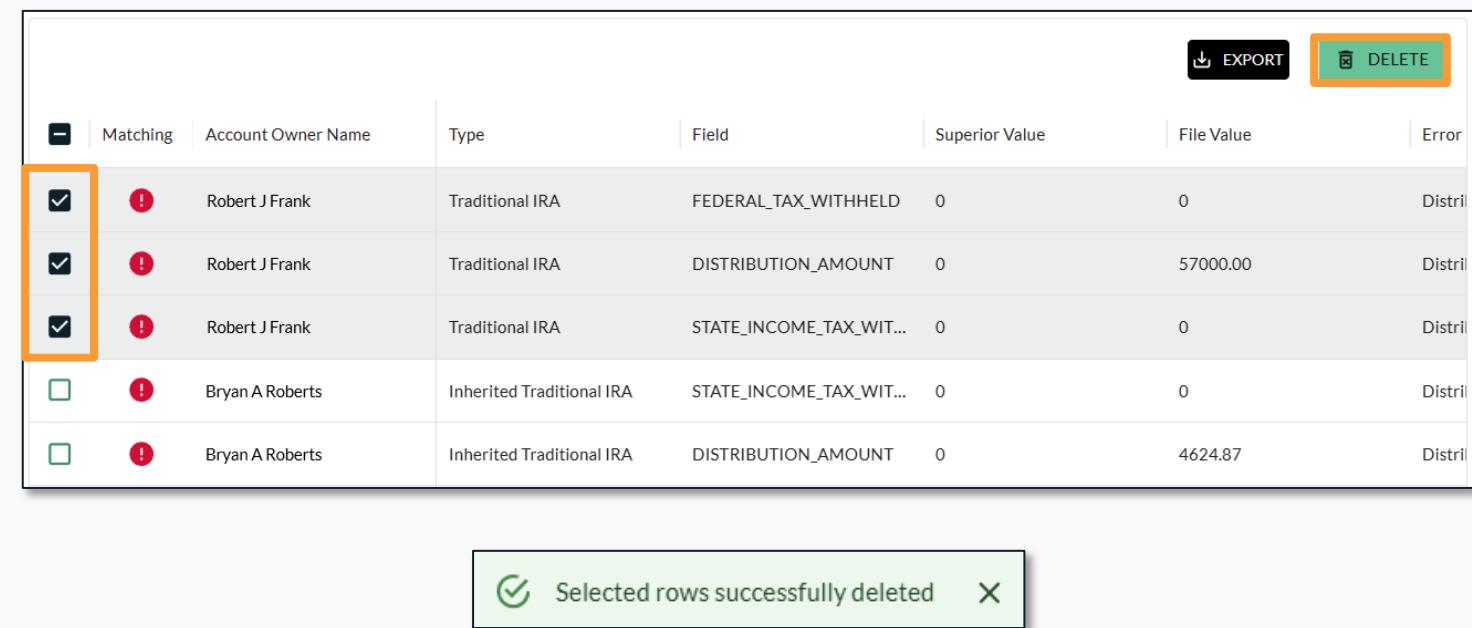
1099 Reporting Errors

#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.



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	Distr...
<input checked="" type="checkbox"/>	Robert J Frank	Traditional IRA	DISTRIBUTION_AMOUNT	0	57000.00	Distr...
<input checked="" type="checkbox"/>	Robert J Frank	Traditional IRA	STATE_INCOME_TAX_WIT...	0	0	Distr...
<input type="checkbox"/>	Bryan A Roberts	Inherited Traditional IRA	STATE_INCOME_TAX_WIT...	0	0	Distr...
<input type="checkbox"/>	Bryan A Roberts	Inherited Traditional IRA	DISTRIBUTION_AMOUNT	0	4624.87	Distr...

Selected rows successfully deleted X

1099 Reporting Errors

Common Errors

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.

5498 Reporting Errors

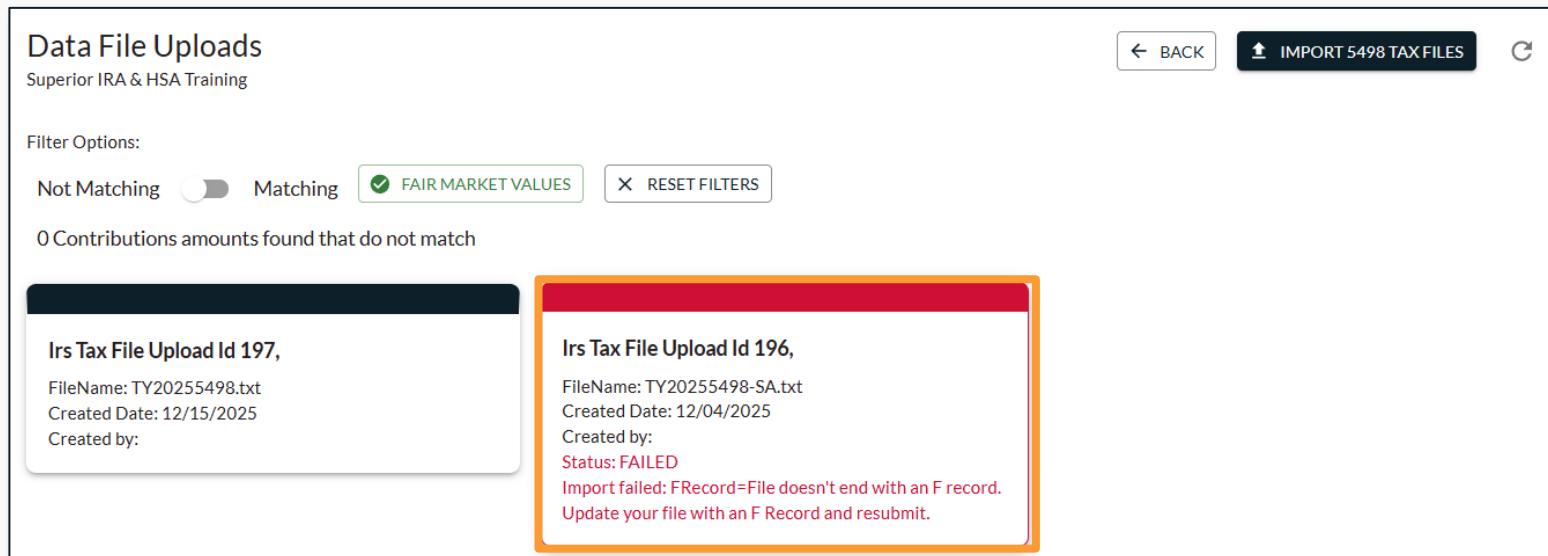
RESOLVING NOT MATCHING ERRORS

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.



The screenshot shows the 'Data File Uploads' page for 'Superior IRA & HSA Training'. The page includes filter options for 'Not Matching' and 'Matching' (with 'FAIR MARKET VALUES' selected), and a 'RESET FILTERS' button. It displays 0 contributions found that do not match. Two tax file entries are listed:

- 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.)

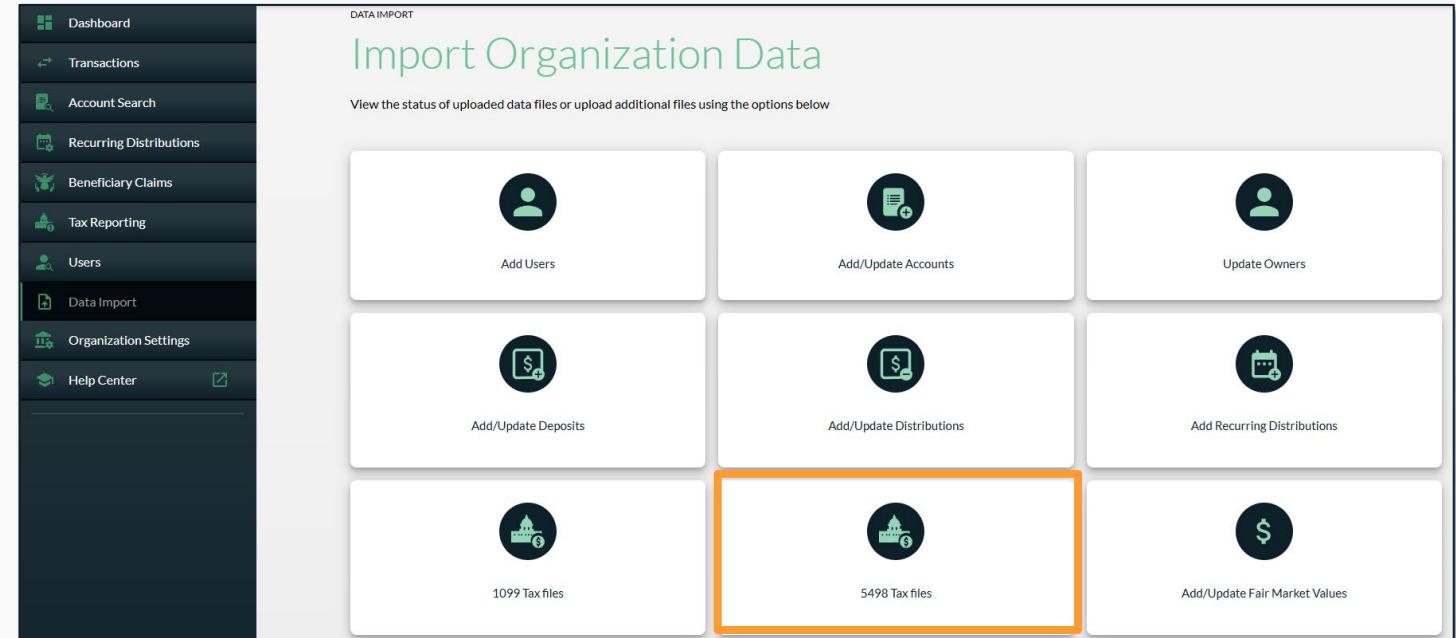
Task - Review IRS Tax File Upload Results

Due: 12/11/2025

DATA IMPORT

Import Organization Data

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



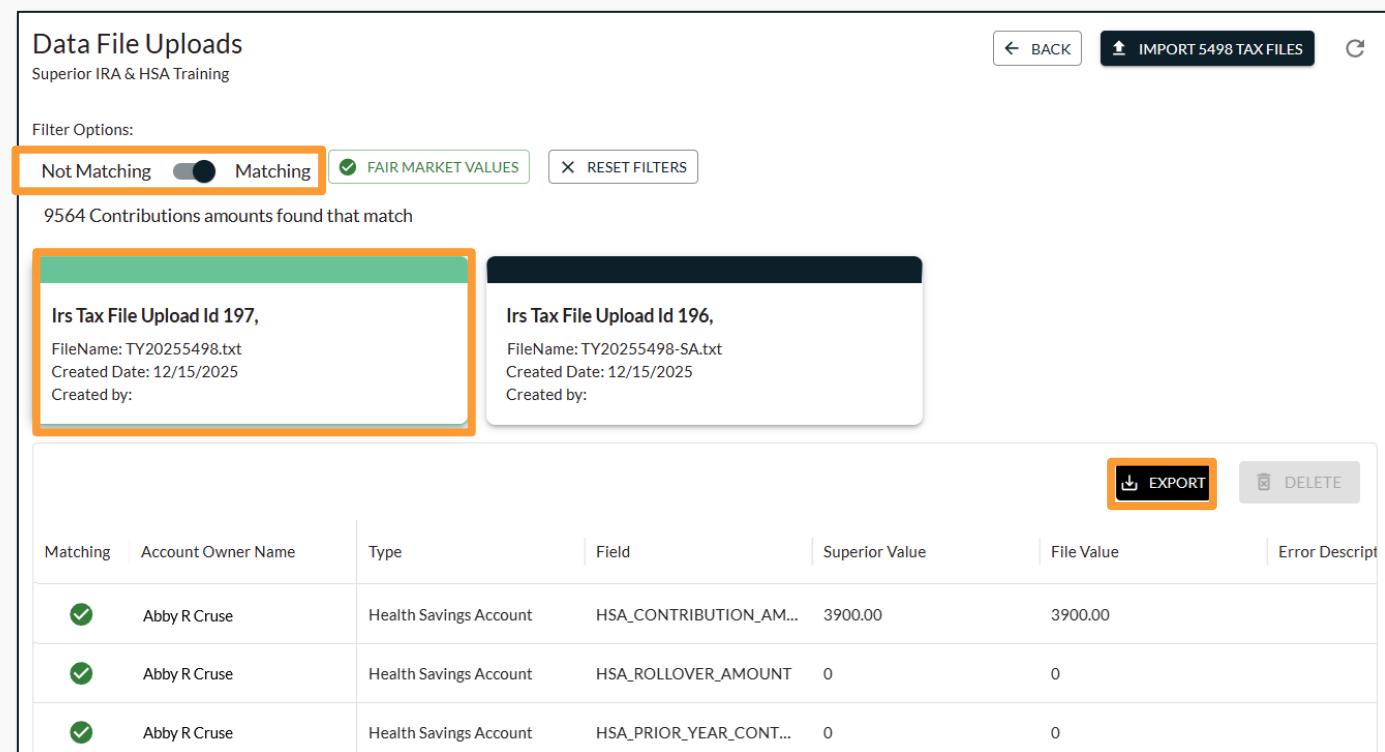
 Add Users	 Add/Update Accounts	 Update Owners
 Add/Update Deposits	 Add/Update Distributions	 Add Recurring Distributions
 1099 Tax files	 5498 Tax files	 Add/Update Fair Market Values

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.



The screenshot shows the 'Data File Uploads' page for 'Superior IRA & HSA Training'. The 'Matching' filter is selected, highlighted with an orange border. The page displays two cards: 'Irs Tax File Upload Id 197, FileName: TY20255498.txt' and 'Irs Tax File Upload Id 196, FileName: TY20255498-SA.txt'. Below these cards is a table with three rows of matching data. The table columns are: Matching, Account Owner Name, Type, Field, Superior Value, File Value, and Error Description. The data in the table is as follows:

Matching	Account Owner Name	Type	Field	Superior Value	File Value	Error Description
✓	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

Filter Options:

Not Matching Matching FAIR MARKET VALUES

59 Contributions amounts found that do not match

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

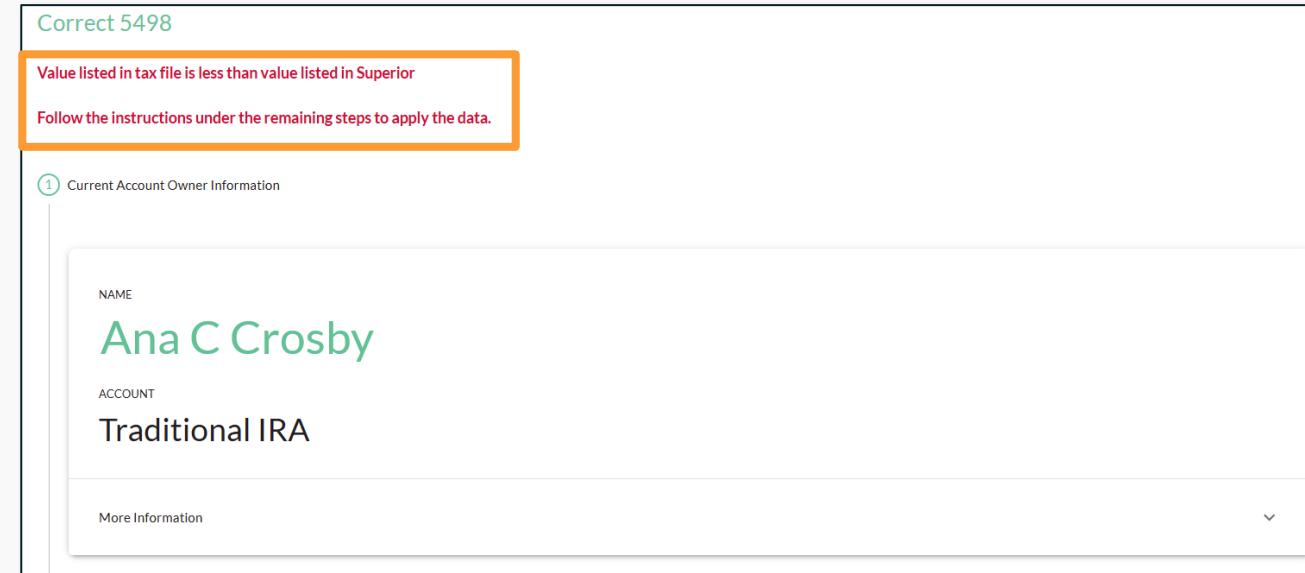
Irs Tax File Upload Id 196,
FileName: TY20255498-SA.txt
Created Date: 12/15/2025
Created by:

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.



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.

The screenshot shows a software interface for resolving 5498 reporting errors. At the top, a message box says: "Value listed in tax file is less than value listed in Superior" and "Follow the instructions under the remaining steps to apply the data." Below this, a section titled "1 Current Account Owner Information" displays the name "Ana C Crosby" and account type "Traditional IRA". At the bottom of this section are "CHANGE ACCOUNT" and "CREATE NEW ACCOUNT" buttons. A second message box at the bottom says: "2 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." It also displays the error message "Value listed in tax file is less than value listed in Superior" and an "Override Contribution Limit" toggle switch.

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 ! 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	\$124.00
	✓ FMV Amount	\$6,171.24	\$6,171.24	\$
	✓ IRA Recharacterized Amount	\$0.00	\$0.00	\$
	✓ IRA Rollover Amount	\$0.00	\$0.00	\$
	✓ IRA Roth Contribution Amount	\$0.00	\$0.00	\$
	✓ IRA Roth Conversion Amount	\$0.00	\$0.00	\$
	✓ IRA SEP Amount	\$0.00	\$0.00	\$
	✓ IRA SIMPLE Amount	\$0.00	\$0.00	\$
	✓ Postponed Contributions	\$0.00	\$0.00	\$
	✓ Repayment Code			
	✓ Repayments	\$0.00	\$0.00	\$

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  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	\$ 14600.00
	 FMV Amount	\$6,775.86	\$6,775.86	\$
	 HSA Rollover Amount	\$0.00	\$0.00	\$
	 Total HSA contributions made in 2026 for 2025	\$0.00	\$0.00	\$

Rows per page: 100 ▾ 1-4 of 4 < >

CONTINUE **CANCEL**

5498 Reporting Errors

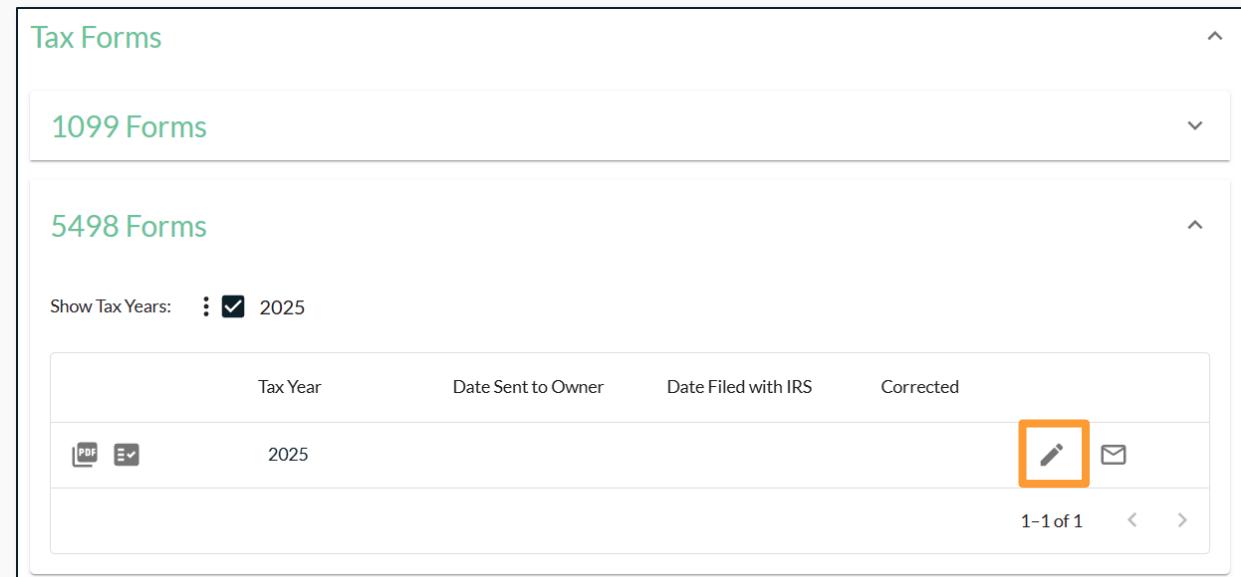
#2 – Resolve Not Matching Records Under Account Level

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.

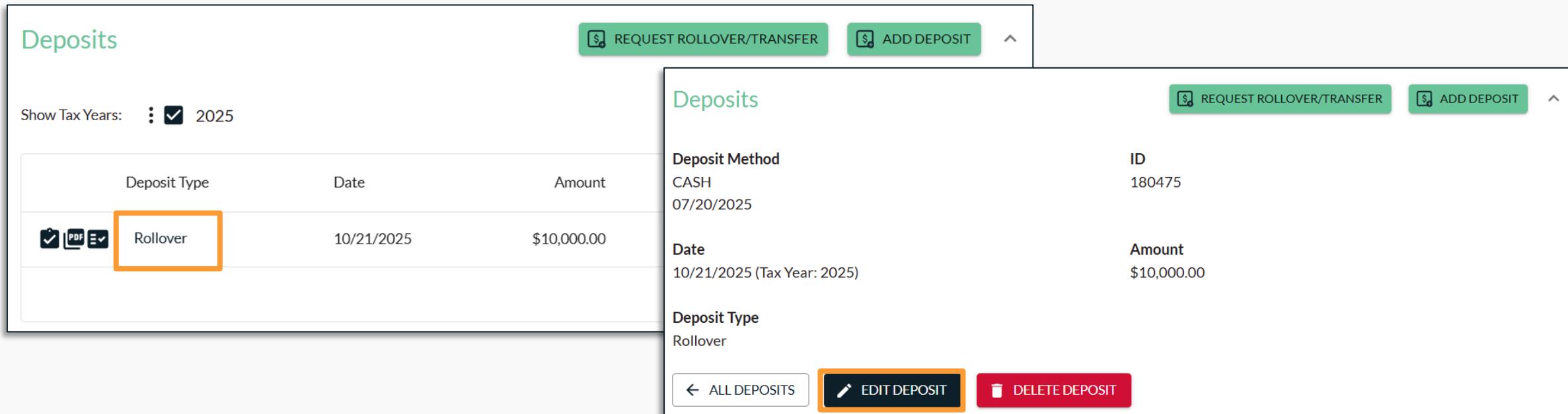


5498 Reporting Errors

#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.



Deposits

Show Tax Years: 2025

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

REQUEST ROLLOVER/TRANSFER

Deposits

Deposit Method: CASH
Date: 07/20/2025
Deposit Type: Rollover

ID: 180475
Amount: \$10,000.00

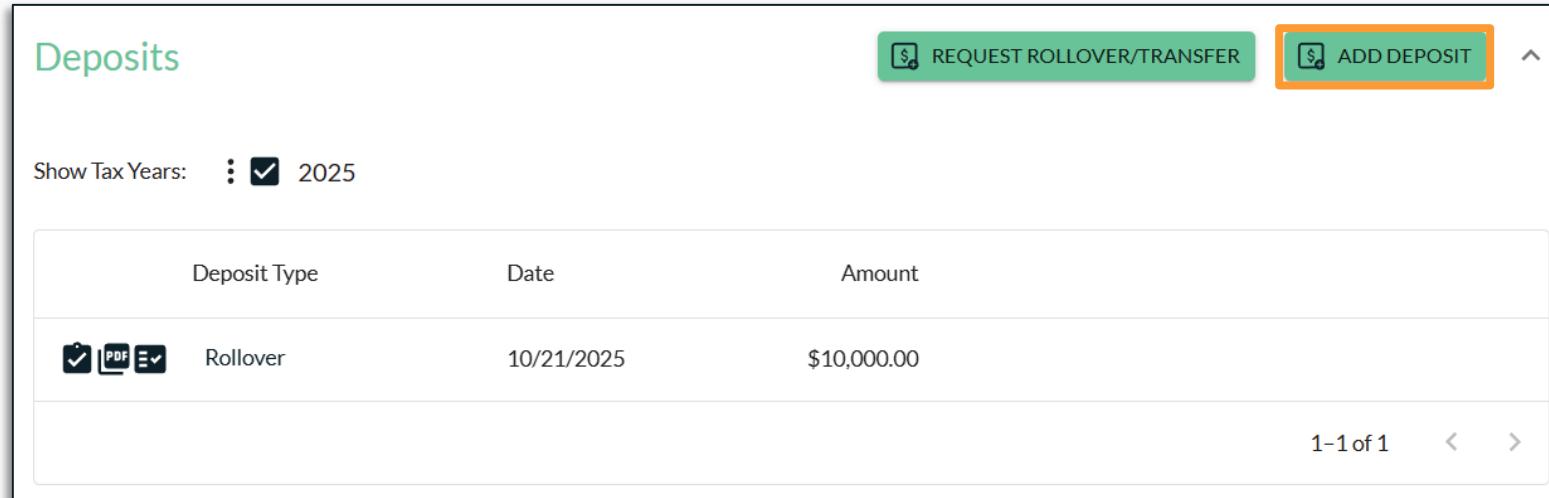
REQUEST ROLLOVER/TRANSFER

ALL DEPOSITS 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.



The screenshot shows a 'Deposits' page with the following details:

- Header buttons: REQUEST ROLLOVER/TRANSFER (green) and ADD DEPOSIT (orange, highlighted).
- Show Tax Years: 2025
- Table of deposits:

Deposit Type	Date	Amount
Rollover	10/21/2025	\$10,000.00

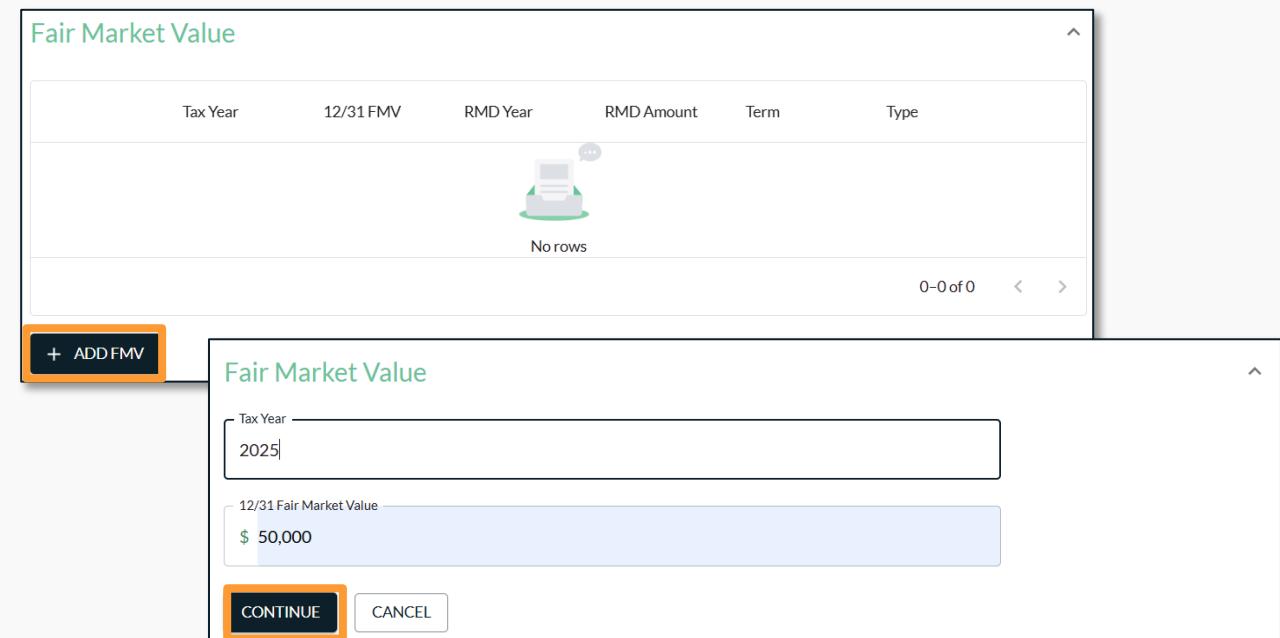
- Page navigation: 1-1 of 1

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**.



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

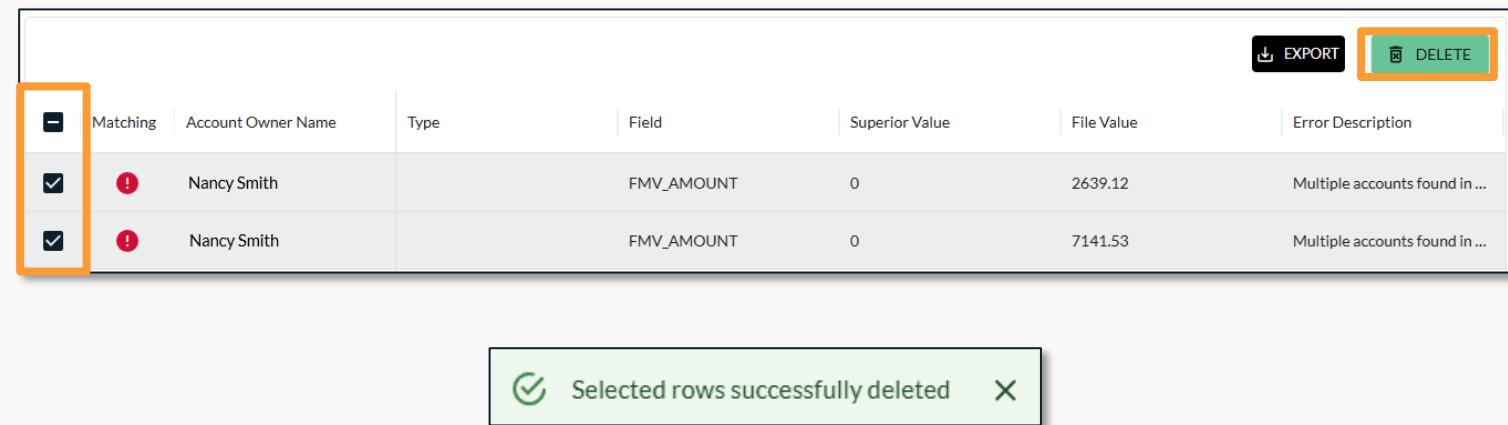
CONTINUE CANCEL

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.



Matching	Account Owner Name	Type	Field	Superior Value	File Value	Error Description
<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_AMOUNT 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?



CHAT WITH US OR CALL US AT [888.470.4542](tel:888.470.4542)

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