

Validate & Approve Tax Form Production

FINAL STEPS FOR FORM 1099 & 5498 REPORTING

What We'll Cover

- Important dates/reminders
- 1099 reporting
 - ✓ Validating 1099 tax data
 - ✓ Approving production of Forms 1099-R, 1099-Q, and/or 1099-SA
- 5498 reporting
 - ✓ Validating 5498 tax data
 - ✓ Approving production of Forms 5498 (5498-ESA and 5498-SA optional)
- Tax form production dates

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.

1099 Reporting

VALIDATING/APPROVING 1099 TAX DATA

1099 Reporting

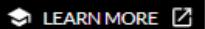
Validate 1099 Tax Data

After completing all updates and reviewing/resolving any applicable errors, move to the **Validate & Approve 1099 Tax Form Production** section of the **1099 Tax Report Checklist**.

- Click **Get Report**.

3. Validate & Approve 1099 Tax Form Production

- Click **Get Report** to produce the **1099 Tax Report**
 - Confirm 2025 is listed as the **Tax Year** and click **Search**
 - Select **1099-R** 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 the **Approve Tax Form Production** section below and click **Create 1099-R Tax Forms** to approve tax form production
(Tax forms will not be mailed to owners/submitted to IRS unless approved)

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 [GET REPORT](#)

1099 Reporting

Validate 1099 Tax Data

- Enter **2025** for **Tax Year** and click **Search**.
- Select **Tax Form Type** from drop-down to filter by form type, if desired, or view all form types in one report.
- Click **Export**.
- Validate that each record appears correctly within the exported spreadsheet.
- Make any changes under that owner's account, if applicable.

TAX REPORTING

1099 Tax Report

Tax Year: 2025

Show tax for...

Owner	SSN/ID	Corrected Indi...	Date Sent to Owner	Date Filed with IRS
TINA FAYE	***-**-2336 	-		
JACK WARREN	***-**-5284 	-		

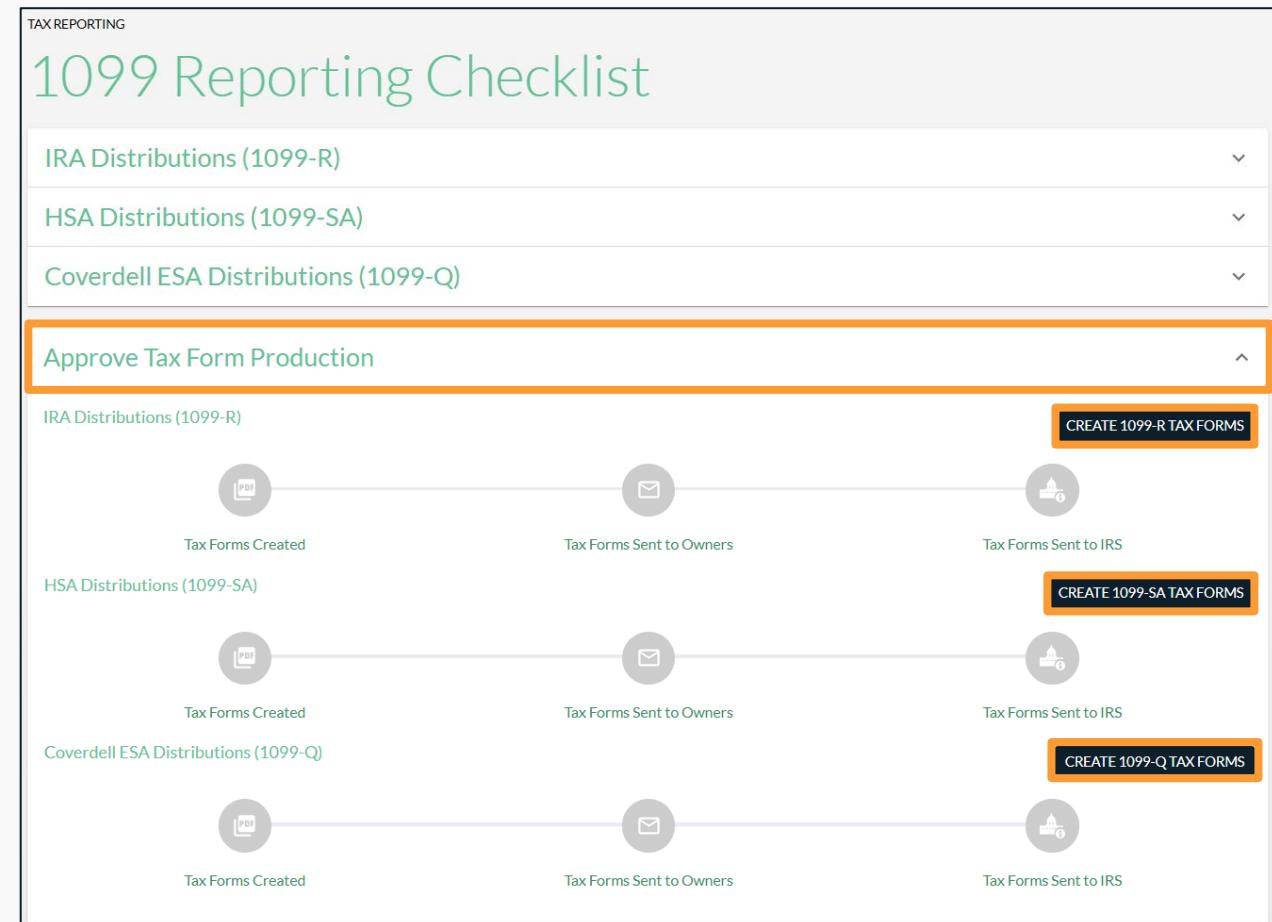
1099 Reporting

Approve Production of Forms 1099-R, 1099-Q, and/or 1099-SA

After all tax forms have been reviewed/validated for 100% accuracy, approve Form 1099-R, 1099-Q, and/or 1099-SA tax form production.

- Expand the **Approve Tax Form Production** section of the **1099 Tax Report Checklist**.
- Click the applicable **Create “1099-R”, “1099-Q”, or “1099-SA” Tax Forms** buttons to approve production and create the applicable tax forms.

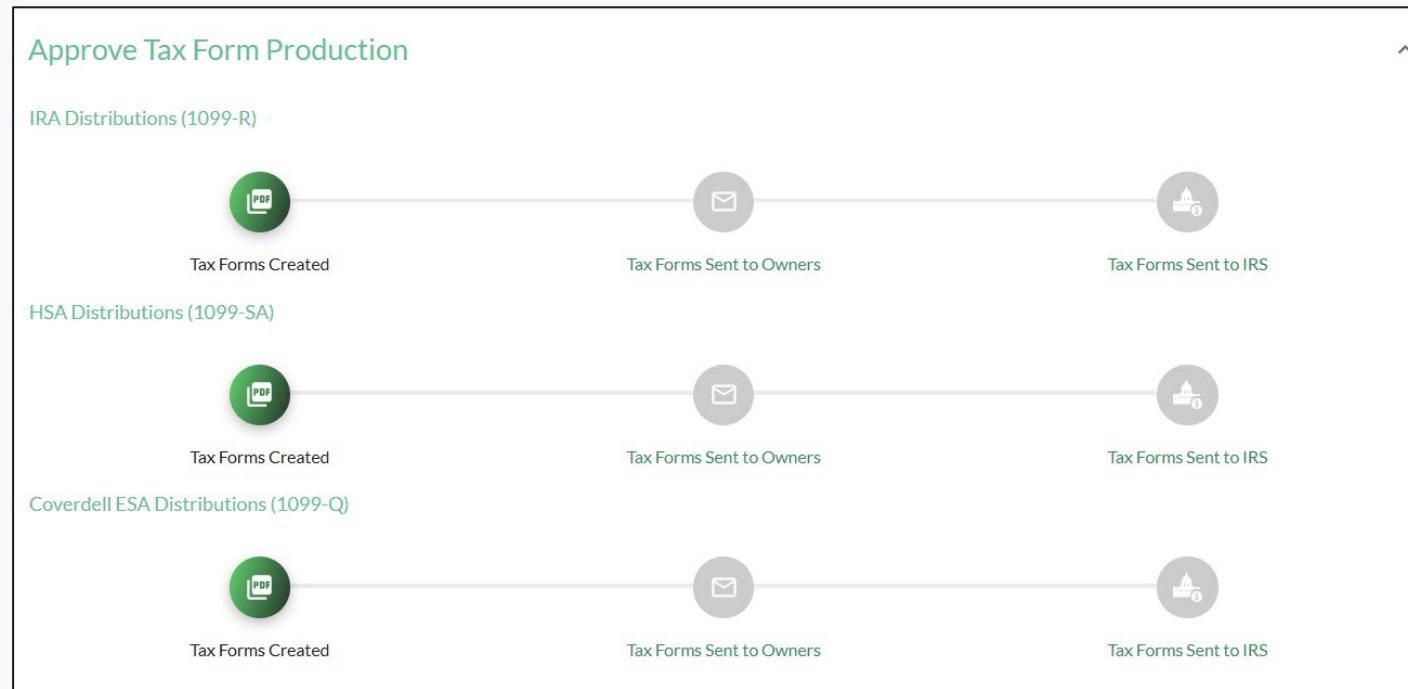
IMPORTANT: Tax forms will not be produced until you approve tax form production for that form type.



1099 Reporting

Approve Production of Forms 1099-R, 1099-Q, and/or 1099-SA

Upon approval, the **Tax Forms Created** bubble will turn green, and the applicable tax forms will be sent to Superior's print vendor in our next production run.



REMEMBER: Tax forms will not be produced until you approve tax form production for that form type.

5498 Reporting

VALIDATING/APPROVING 5498 TAX DATA
(5498-SA & 5498-ESA TAX DATA OPTIONAL)

5498 Reporting

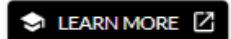
Validate 5498 Data (5498-SA & 5498-ESA Data Optional)

After completing all updates and reviewing/resolving any applicable errors, move to the **Validate & Approve 5498 Tax Form Production** section of the **5498 Tax Report Checklist**.

- Click **Get Report**.

3. Validate & Approve 5498 Tax Form Production

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

 [LEARN MORE](#)  [GET REPORT](#)

5498 Reporting

Validate 5498 Data (5498-SA & 5498-ESA Data Optional)

- Enter **2025** for **Tax Year** and click **Search**.
- Select **Tax Form Type** from drop-down to filter by form type, if desired, or view all form types in one report.
- Click **Export**.
- Validate that each record appears correctly within the exported spreadsheet.
- Make any changes under that owner's account, if applicable.

TAX REPORTING

5498 Tax Report

Tax Year SEARCH

Show tax for...

Owner ↑	SSN/ID	Corrected Indi...	Date Sent to Owner	Date Filed with IRS
ALISON TEST	***-**-6676	-		
BONNIE BENE	***-**-3123	-		

EXPORT

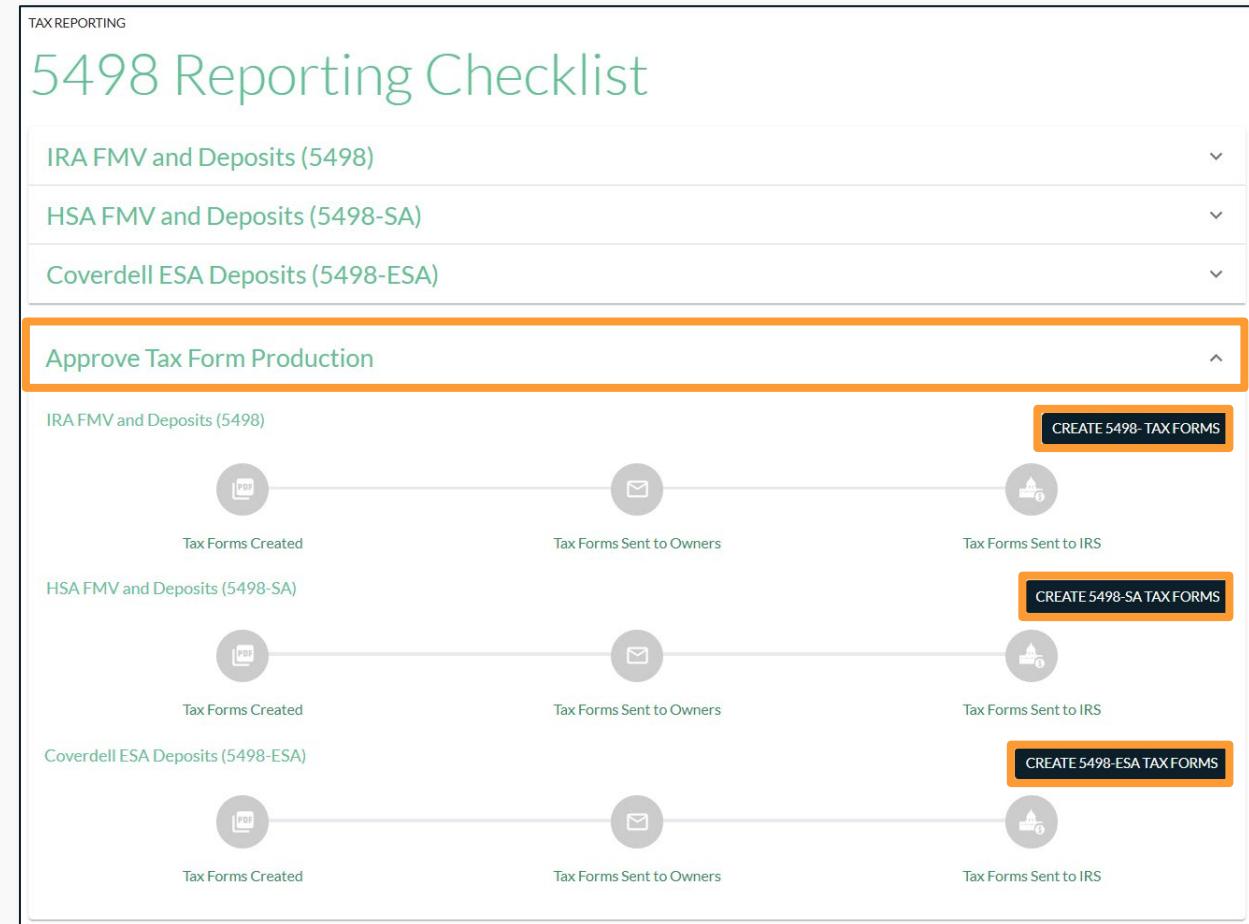
5498 Reporting

Approve Production of Forms 5498 (5498-SA & 5498-ESA Optional)

After all tax forms have been reviewed/validated for 100% accuracy, approve Form 5498 tax form production.

- Expand the **Approve Tax Form Production** section of the **5498 Tax Report Checklist**.
- Click the **Create 5498 Tax Forms** buttons to approve production and create Forms 5498.

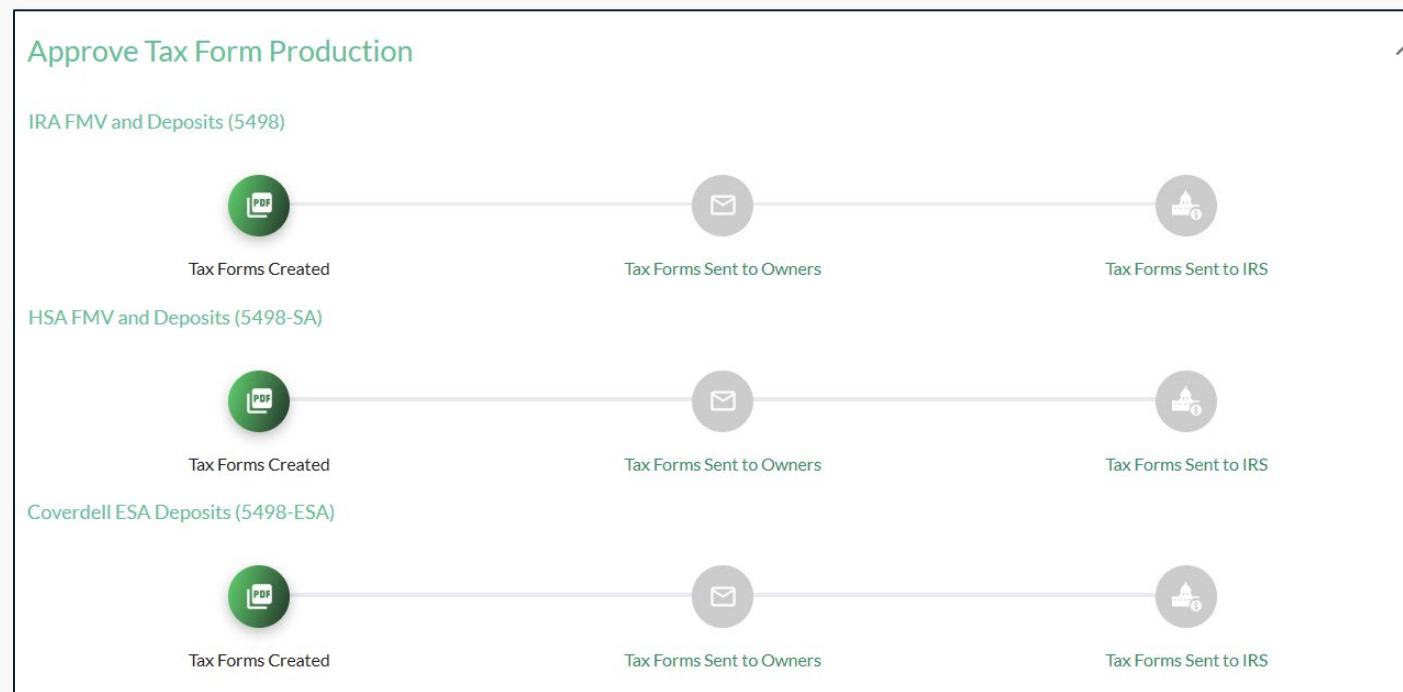
Remember: Only IRA 5498 data must be submitted in January to meet IRS FMV/RMD reporting requirements. You may also submit 5498-SA/5498-ESA data, but it's not required to be submitted until after April 15, 2026.



5498 Reporting

Approve Production of Forms 5498 (5498-SA & 5498-ESA Optional)

Upon approval, the **Tax Forms Created** bubble will turn green, and the applicable tax forms will be sent to Superior's print vendor in our next production run.



IMPORTANT: Tax forms will not be produced until you approve tax form production for that form type.

Tax Form Production Dates

APPROVE TAX FORMS BEFORE NEXT PRODUCTION RUN

Tax Form Production Dates

Forms 1099 Series and 5498 Series

Remember that tax form production dates are outlined in the 1st quarter Superior Client Calendar in our Help Center: <https://help.superiorira.com/info/2026-client-calendar>

- **First 5498 production run: January 15th**
 - ✓ **Approve production by end of day January 14th to be included**
- **First 1099 production run: January 16th**
 - ✓ **Approve production by end of day January 14th to be included**
- **Next 5498/1099 production run: January 21st**
 - ✓ **Approve production by end of day January 20th to be included**
- **Next 5498/1099 production run: January 26th**
 - ✓ **Approve production by end of day January 23rd to be included**
 - ✓ **Final production guaranteed to meet February 2nd IRS deadline to mail Forms 1099-R, 1099-Q, 1099-SA, & 5498 (to meet FMV/RMD reporting)**

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
4	5 Green Solution: Upload 12/31/2025 FMVs to Superior to Calculate 2026 RMDs Silver Solution: (Optional) Upload 12/31/2025 FMVs to Superior to Calculate 2026 RMDs	6 Black & Green Solutions: Review Your Organization's January Scheduled Distributions	7 All Solutions: Contact ESA Designated Beneficiaries Turning Age 30 This Quarter, If Applicable	8	9	10
11	12 Black Solution: Deadline Superior Communicated to Data Processors to Submit 1099 & 5498 Tax Files, If Applicable	13	14 Black Solution: First Deadline to Submit & Approve Form 1099 & 5498 Production in Superior	15 Black Solution: Superior IRA & HSA Prints & Mails Forms 1099 (If approved by your organization)	16 Black Solution: Superior IRA & HSA Prints & Mails Forms 1099 (If approved by your organization)	17
18	19 Martin Luther King, Jr. Day Holiday - Superior IRA & HSA Closed	20	21 Black Solution: Superior IRA & HSA Prints & Mails Forms 1099 & 5498 (If approved by your organization)	22	23 Black Solution: Final Deadline to Submit & Approve Form 1099 & 5498 Production in Superior to Ensure Timely Mailing/IRS Filing	24
25	26 Black Solution: Superior IRA & HSA Prints & Mails Forms 1099 & 5498 (If approved by your organization)	27 Black Solution: Download Electronic Tax Forms to Upload to Online Banking Site, If Applicable	28 All Solutions: Review Your Organization's Investment Rates and Make Updates, As Applicable	29	30 All Solutions: Reconcile Your Organization's State Withholding, If Applicable	31

Tax Form Production Dates

Forms 1099 Series and 5498 Series

- View progress within the Approve Tax Form Production sections of the **1099 Tax Report Checklist** and **5498 Tax Report Checklist** pages.
- A **green-colored bubble** indicates the following:
 - ✓ **Tax Forms Created** = Tax form production is approved
 - ✓ **Tax Forms Sent to Owners** = Tax forms sent to Superior's print vendor and will be subsequently mailed to account owners
 - ✓ **Tax Forms Sent to IRS** = Tax forms filed with IRS (completed by Superior on behalf of your organization)



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