Prepare for Tax Reporting Season

TAX YEAR 2025 FORM 1099 & 5498 REPORTING

What We'll Cover

- Important dates/reminders
- Tax reporting tasks for December
  - ✓ Confirm tax reporting settings
  - ✓ Confirm accuracy of account owner data

Important Dates/Reminders

FROM NOW THROUGH JULY 2026

Important Dates/Reminders

December 2025 – February 2026

December 2025	January 2026	January 2026 (cont'd)	February 2026
• Confirm tax reporting settings • Notify your data processor that Superior is completing 2025 reporting and review tax file specifications, if applicable • Ensure accuracy of owner data • Confirm organization data is accurate in our site	• **Jan. 12th** – Deadline communicated to data processors to submit 1099/5498 data for clients, if applicable • **Due Jan. 14th** – 1099-R, 1099-Q, 1099-SA, & 5498 information submission to Superior (5498-ESA & 5498-SA optional) • **Jan. 15th** – Original tax form production (5498 series) if approved by your organization • **Jan. 16th** – Original tax form production (1099 series) if approved by your organization	• **Jan. 21st** – Corrected & new original tax form production (1099 & 5498 series) if approved by your organization • **Jan. 23rd** – Final day to approve 1099 & 5498 series tax form production to meet IRS mailing deadline • **Jan. 26th** – Corrected & new original tax form production (1099 & 5498 series) if approved by your organization • Reconcile state withholding, if applicable	• **Due Feb. 2nd** – Forms 1099 & FMV/RMD info (5498) to owners • **Feb. 20th** – Corrected & new original tax form production (1099 & 5498 series) if approved by your organization • Reconcile state withholding, if applicable

Important Dates/Reminders

March 2026 – July 2026

March 2026

- **Mar. 27th** – Corrected & new original tax form production (1099 & 5498 series) if approved by your organization
- **Due Mar. 31st** – 1099 information return filing with IRS (Superior)
- **Due Mar. 31st** – 1099 information return filing with state agencies, as needed (your organization)
- Reconcile state withholding, if applicable

April 2026

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

May 2026

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

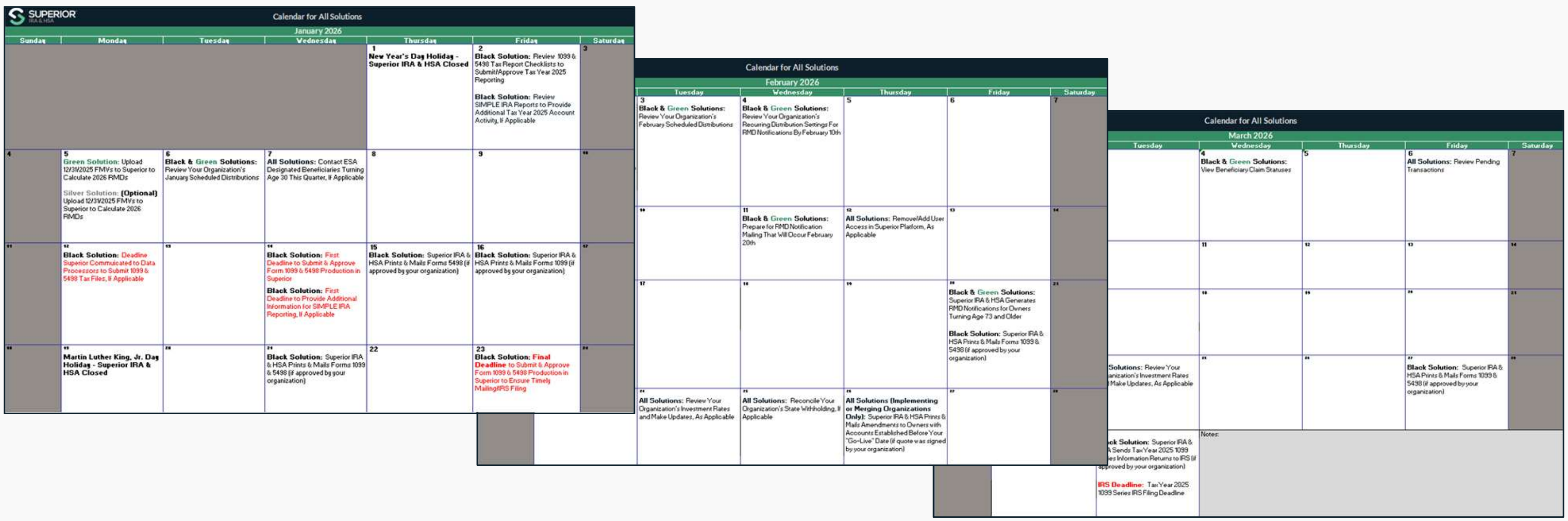
June/July 2026

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

Important Dates/Reminders

1st Quarter Superior Client Calendar

- Refer to the 1st quarter Superior Client Calendar in our Help Center for additional reminders: https://help.superiorira.com/info/2026-client-calendar
- Use the calendar alongside monthly tasks for a streamlined, full-picture view of priorities.



Tax Reporting Tasks for December

COMPLETE TASKS ON DASHBOARD BEFORE YEAR END

Review Tax Reporting Tasks

For December

- Click a task on your Dashboard to expand and follow the steps provided by the due date listed.

Tasks

Superior IRA & HSA Training

Filter by: COMPLETE TO-DO

Task	Due
Task - Confirm Your Tax Reporting Settings for Tax Year 2025	Due: 12/31/2025
Task - Inform Your Data Processor If Superior Will Complete 2025 Tax Reporting	Due: 12/31/2025
Task - Review Q1 2026 Calendar for Tax Reporting Deadlines	Due: 12/31/2025
Task - Confirm Accuracy of Account Owner Data	Due: 12/31/2025
Task - Verify Your Organization Settings	Due: 12/31/2025

Review Tax Reporting Tasks

For December

- If applicable, click **Resolve** to navigate to the specific page to complete the task, which will open in a new window.
- Refer to your previous browser tab (that will display the Dashboard/task) to follow the steps within that task.
- Click **Mark Complete** after completing the instructions within the task.

Note: We'll discuss the following tasks in further detail within this module:

- Confirm Tax Reporting Settings for Tax Year 2025
- Confirm Accuracy of Account Owner Data

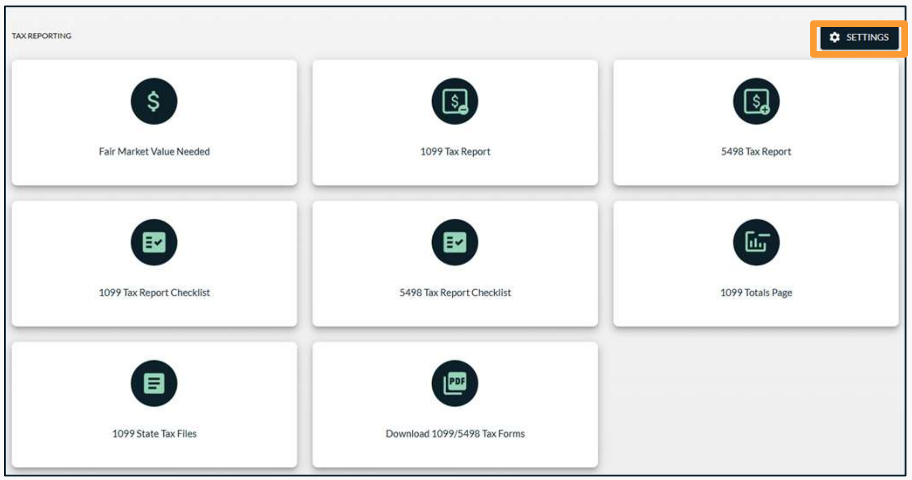
Confirm Your Tax Reporting Settings

FOR TAX YEAR 2025

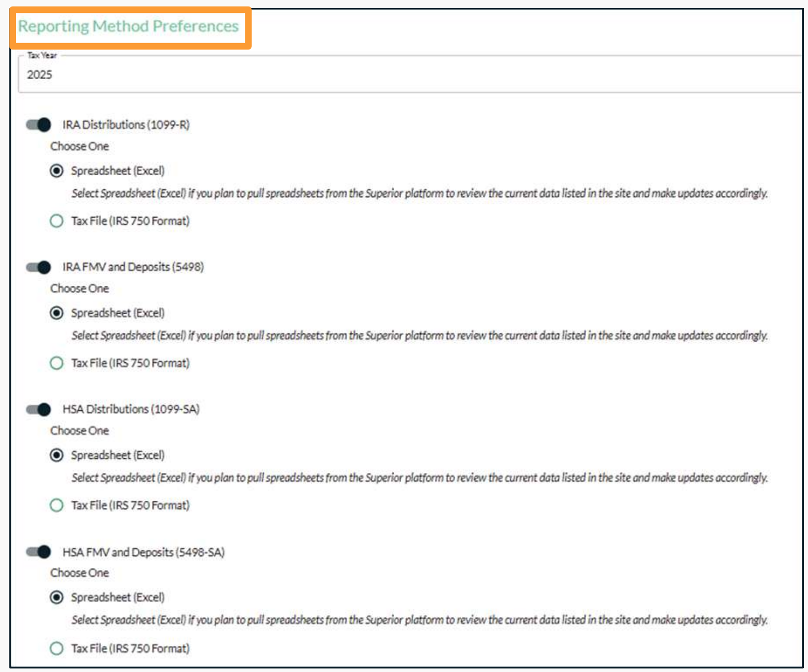
Confirm Your Tax Reporting Settings

For Tax Year 2025

- Click **Resolve** within the "Confirm Your Tax Reporting Settings for Tax Year 2025" task to navigate to the **Tax Reporting** page and click the **Settings** button.



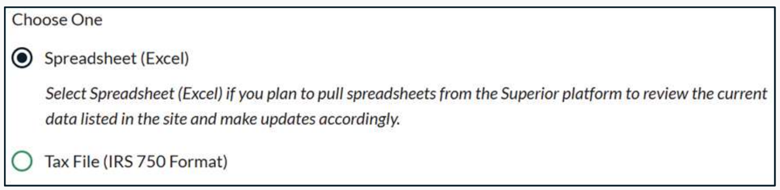
- Expand the **Reporting Method Preferences** section.



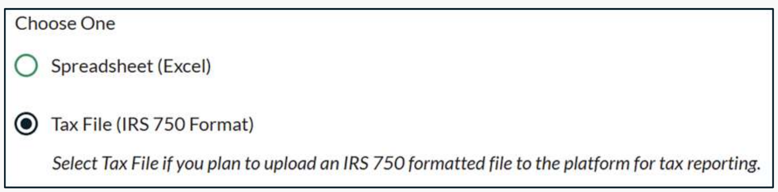
Confirm Your Tax Reporting Settings

For Tax Year 2025

- Confirm toggles are enabled for each tax form type Superior will produce your organization's behalf.
- Select the reporting method you'll use to submit tax data:
  - ✓ **Spreadsheet (Excel)**



  - ✓ **Tax File (IRS 750 Format)**

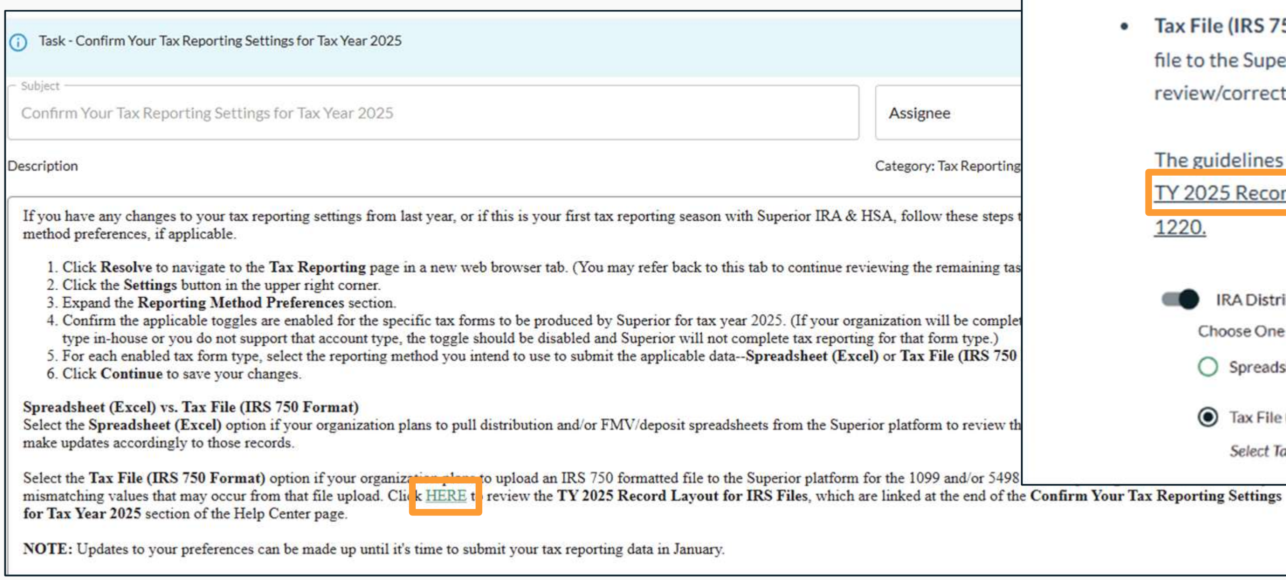


- Click **Continue** to save any changes.

Confirm Your Tax Reporting Settings

For Tax Year 2025

- If using the **Tax File (IRS 750 Format)** method, click the **HERE** link within the task to access the **TY 2025 Record Layout for IRS Files** (which are linked at the end of the **Confirm Your Tax Reporting Settings for Tax Year 2025** section of the Help Center page that appears).


Task - Confirm Your Tax Reporting Settings for Tax Year 2025

Subject

Confirm Your Tax Reporting Settings for Tax Year 2025

Assignee

Description

Category: Tax Reporting

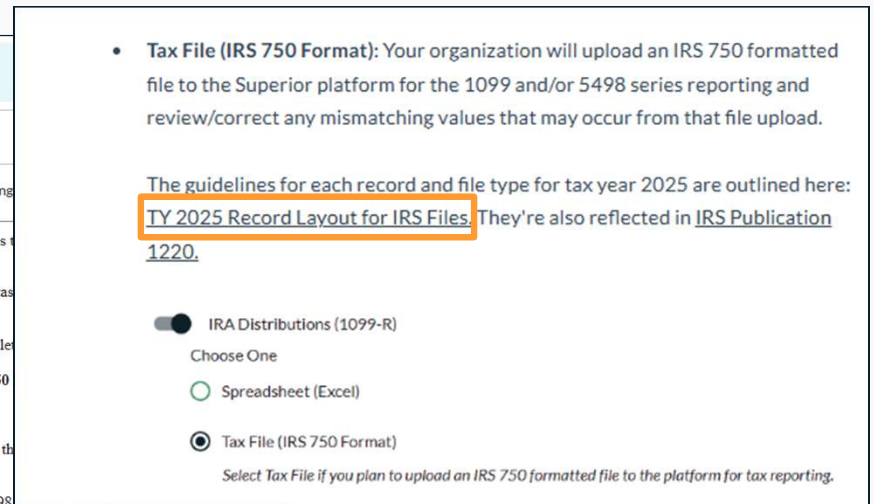
If you have any changes to your tax reporting settings from last year, or if this is your first tax reporting season with Superior IRA & HSA, follow these steps t
method preferences, if applicable.

1. Click **Resolve** to navigate to the **Tax Reporting** page in a new web browser tab. (You may refer back to this tab to continue reviewing the remaining tas
2. Click the **Settings** button in the upper right corner.
3. Expand the **Reporting Method Preferences** section.
4. Confirm the applicable toggles are enabled for the specific tax forms to be produced by Superior for tax year 2025. (If your organization will be complet
type in-house or you do not support that account type, the toggle should be disabled and Superior will not complete tax reporting for that form type.)
5. For each enabled tax form type, select the reporting method you intend to use to submit the applicable data--**Spreadsheet (Excel)** or **Tax File (IRS 750**
6. Click **Continue** to save your changes.

Spreadsheet (Excel) vs. Tax File (IRS 750 Format)
Select the **Spreadsheet (Excel)** option if your organization plans to pull distribution and/or FMV/deposit spreadsheets from the Superior platform to review th
make updates accordingly to those records.

Select the **Tax File (IRS 750 Format)** option if your organiz... to upload an IRS 750 formatted file to the Superior platform for the 1099 and/or 5498
mismatching values that may occur from that file upload. Cli k HERE t review the **TY 2025 Record Layout for IRS Files**, which are linked at the end of the **Confirm Your Tax Reporting Settings for Tax Year 2025** section of the Help Center page.

NOTE: Updates to your preferences can be made up until it's time to submit your tax reporting data in January.


- **Tax File (IRS 750 Format):** Your organization will upload an IRS 750 formatted file to the Superior platform for the 1099 and/or 5498 series reporting and review/correct any mismatching values that may occur from that file upload.

  The guidelines for each record and file type for tax year 2025 are outlined here: TY 2025 Record Layout for IRS Files. They're also reflected in IRS Publication 1220.

IRA Distributions (1099-R)

Choose One

Spreadsheet (Excel)

Tax File (IRS 750 Format)

Select Tax File if you plan to upload an IRS 750 formatted file to the platform for tax reporting.

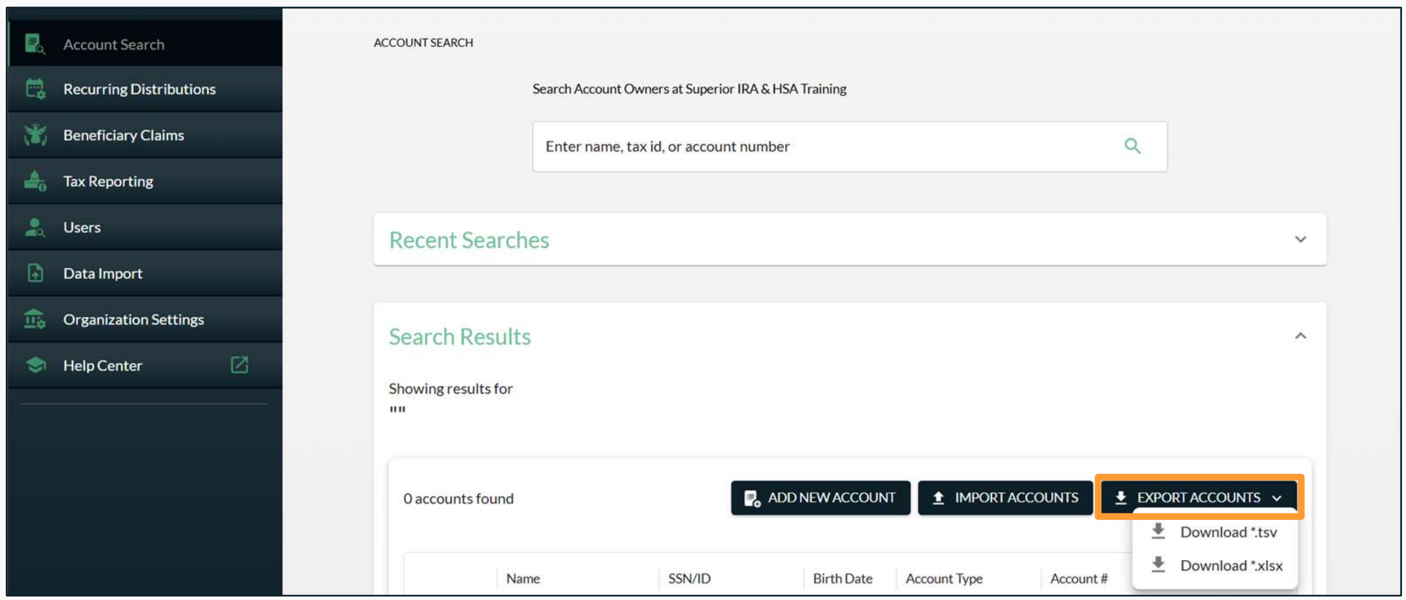
Confirm Accuracy of Account Owner Data

TO ENSURE ACCURATE REPORTING ON TAX FORMS

Confirm Accuracy of Owner Data

Export Accounts

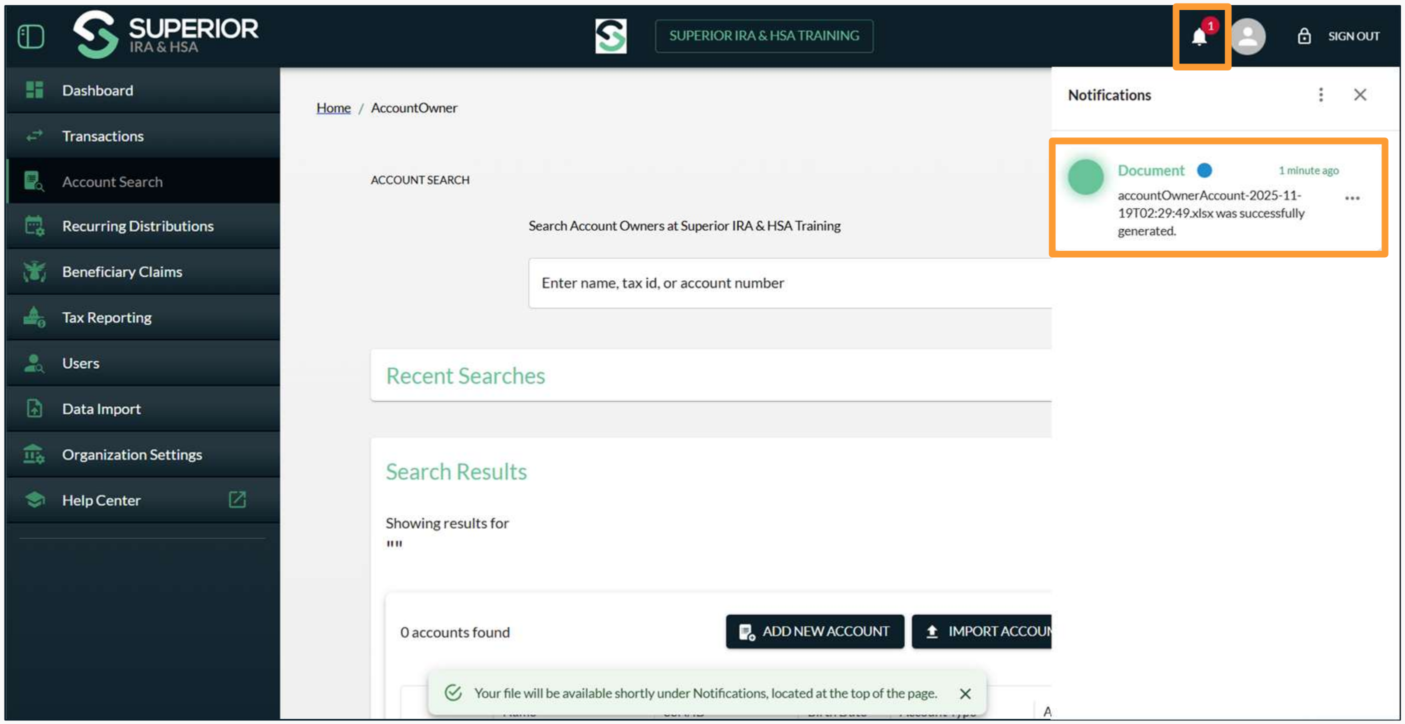
- Click **Resolve** within the "Confirm Accuracy of Account Owner Data" task to navigate to the **Account Search** page.
- Click **Export Accounts.**
  - ✓ Download as .tsv, or
  - ✓ Download as .xlsx



Confirm Accuracy of Owner Data

Export Accounts

- Click the **Notifications** bell once available.
- Click the file name to download report.
- Save the spreadsheet to your computer.



Confirm Accuracy of Owner Data

Compare Data with Core and Update in Platform, If Needed

If all data matches the information listed in your core processing system, you are done reviewing account owner data.

If updates are needed in the Superior platform, you can make changes one of two ways:

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

OR

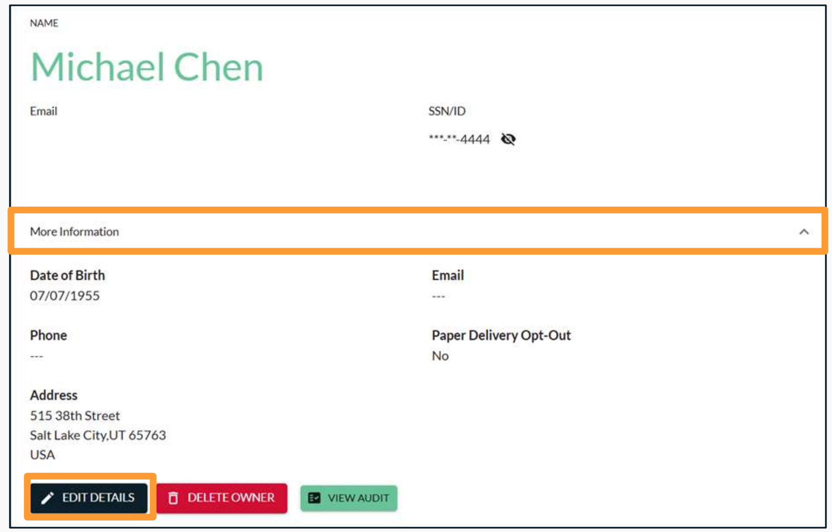
2. Enter the account owner updates on the saved spreadsheet pulled from Superior and upload the file under the **Data Import>Update Owners** page. (Follow the steps outlined on slides 19-28 to use this method.)

Confirm Accuracy of Owner Data

#1 – Make Changes at Account Level

To make account owner updates at the account level:

- Search for the owner under the **Account Search** page.
- Click **More Information** under the owner's name.
- Click **Edit Details** to update any data.
- Click **Continue** to save changes.



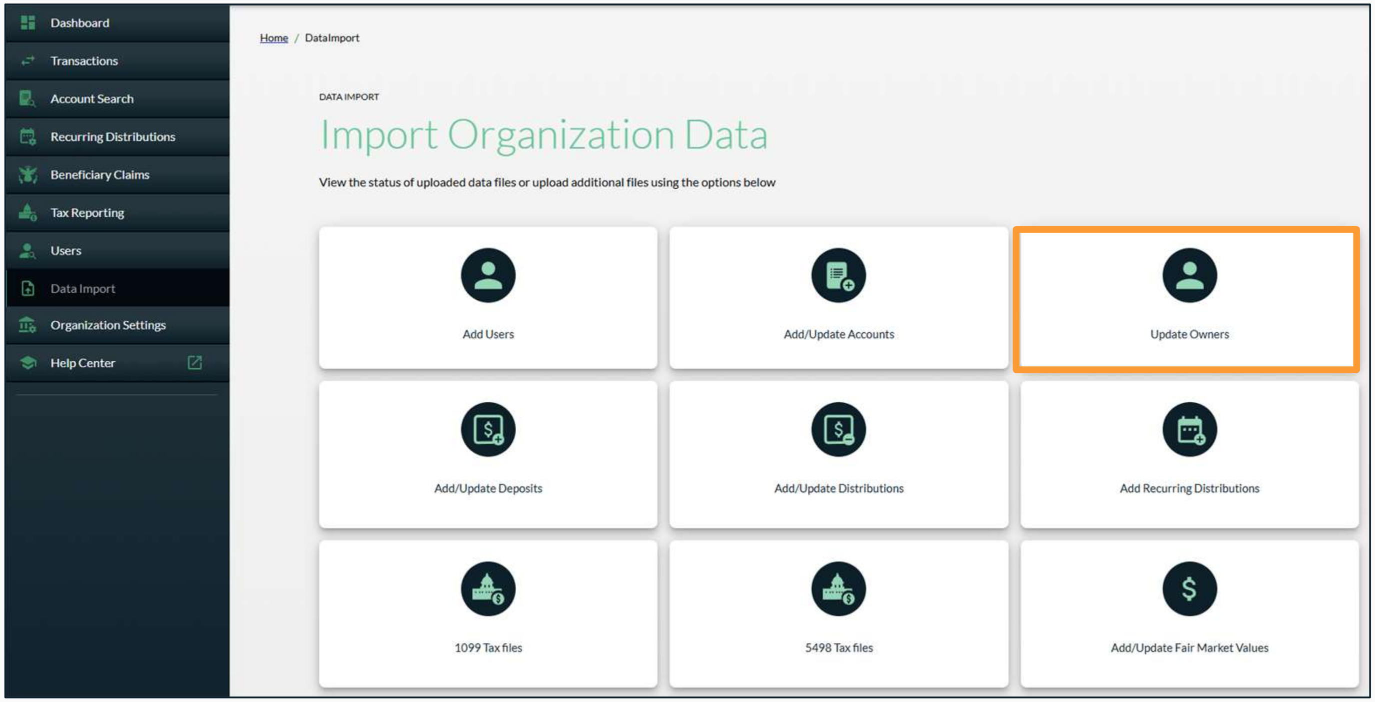
Confirm Accuracy of Owner Data

#2 – Upload Changes to Spreadsheet Under Data Import

To enter account owner updates within the downloaded spreadsheet and upload the changes to the Superior platform:

- Enter/save any changes to account owner information in the downloaded spreadsheet.
- Upload under **Data Import>Update Owners** page.

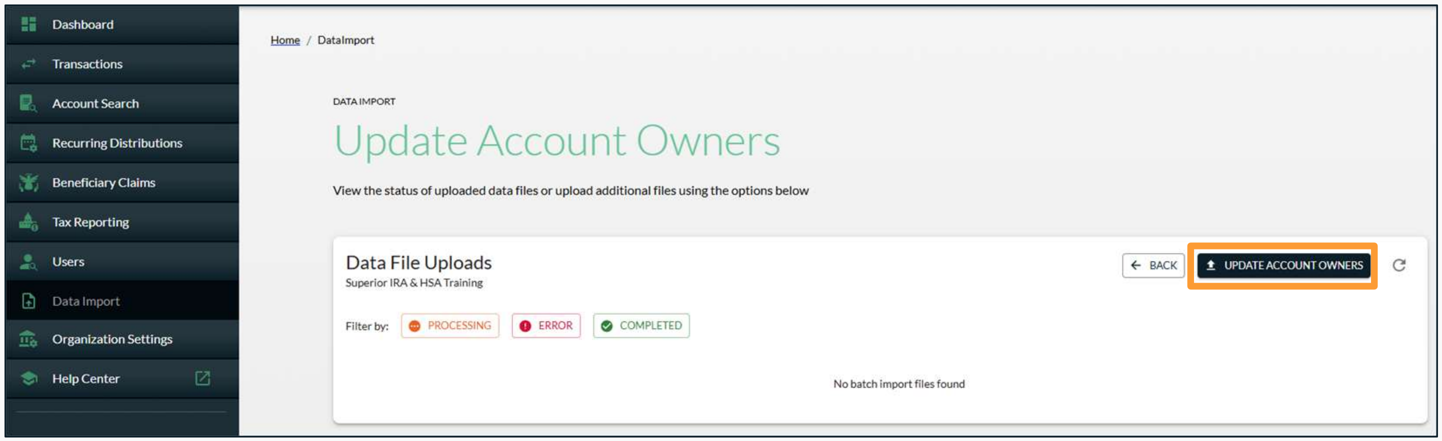
Note: Taxpayer ID Number and Date of Birth updates must be made at account level, along with any changes to non-human accounts.



Confirm Accuracy of Owner Data

#2 – Upload Changes to Spreadsheet Under Data Import

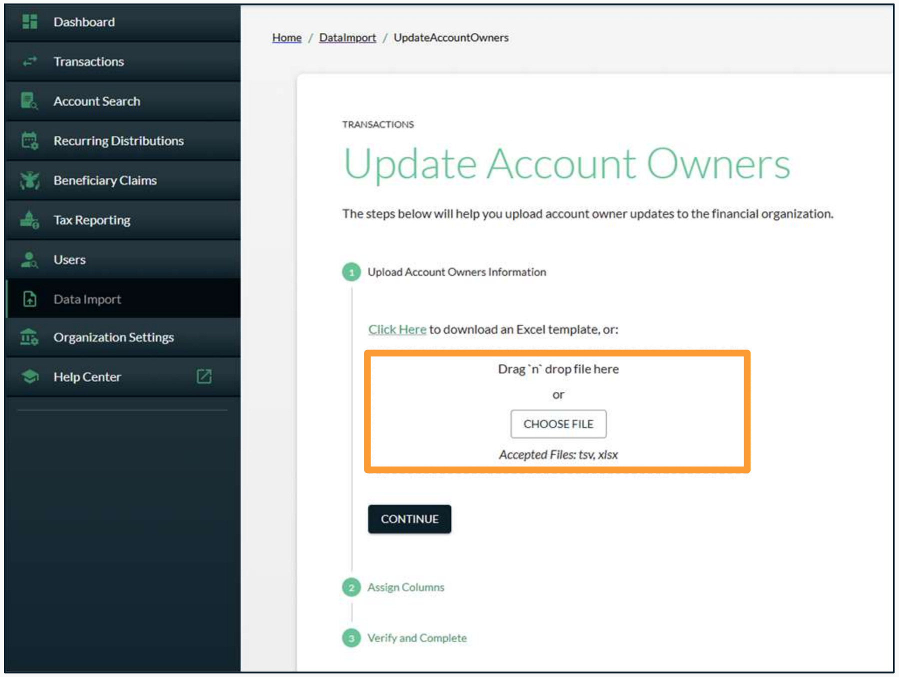
- Click **Update Account Owners.**



Confirm Accuracy of Owner Data

#2 – Upload Changes to Spreadsheet Under Data Import

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

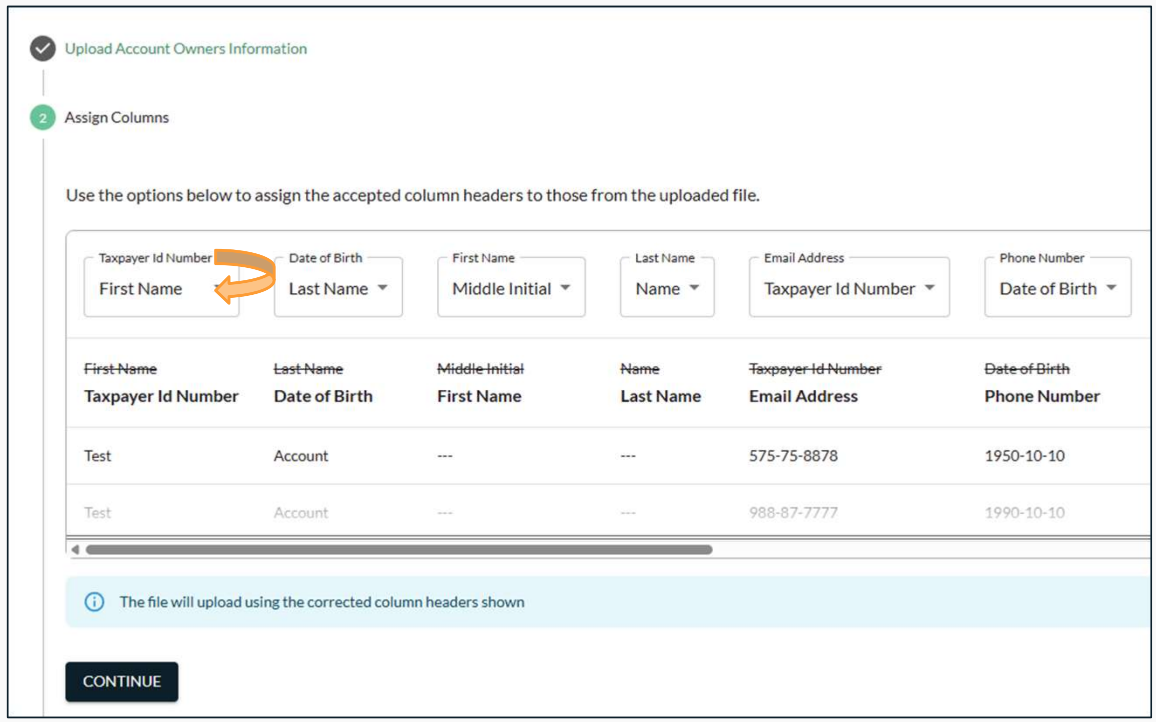


Note: Make sure you close the file before you click **Continue**. If it’s open, you’ll receive an error.

Confirm Accuracy of Owner Data

#2 – Upload Changes to Spreadsheet Under Data Import

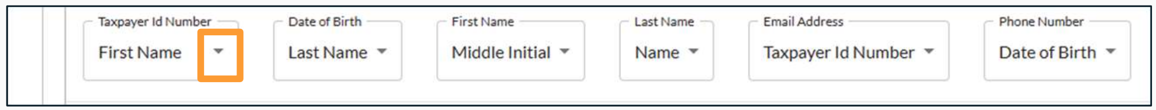
- Match the columns that will be read from the file, so they match Superior's **Update Owners** template.
  - ✓ The first column listed in the Account Search file that was downloaded and edited by your organization is the "First Name".
  - ✓ The first column required when using the **Update Owners** page to upload/update account owner data is the "Taxpayer ID Number".

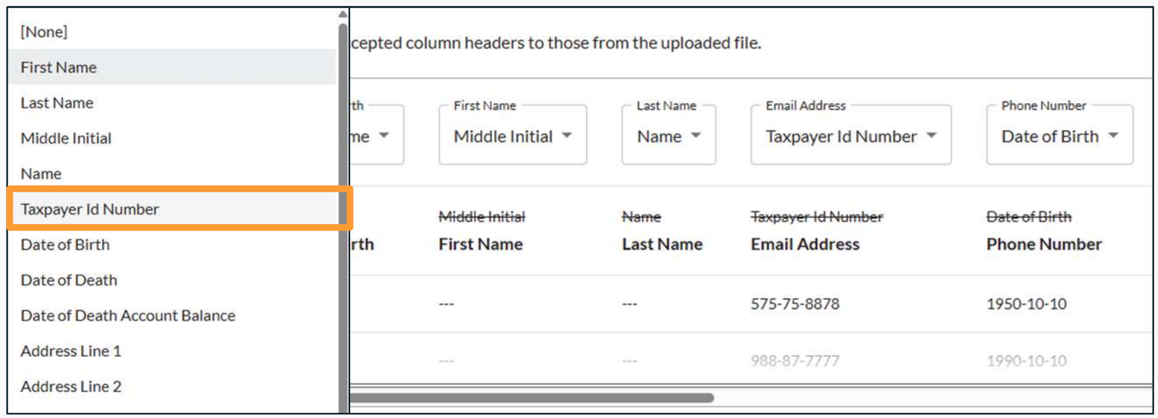


Confirm Accuracy of Owner Data

#2 – Upload Changes to Spreadsheet Under Data Import

- From the drop-downs, 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 **Tax Id Number** drop-down, “First Name” is listed. 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 (scroll right until all are completed).
- Click **Continue** after all columns match.

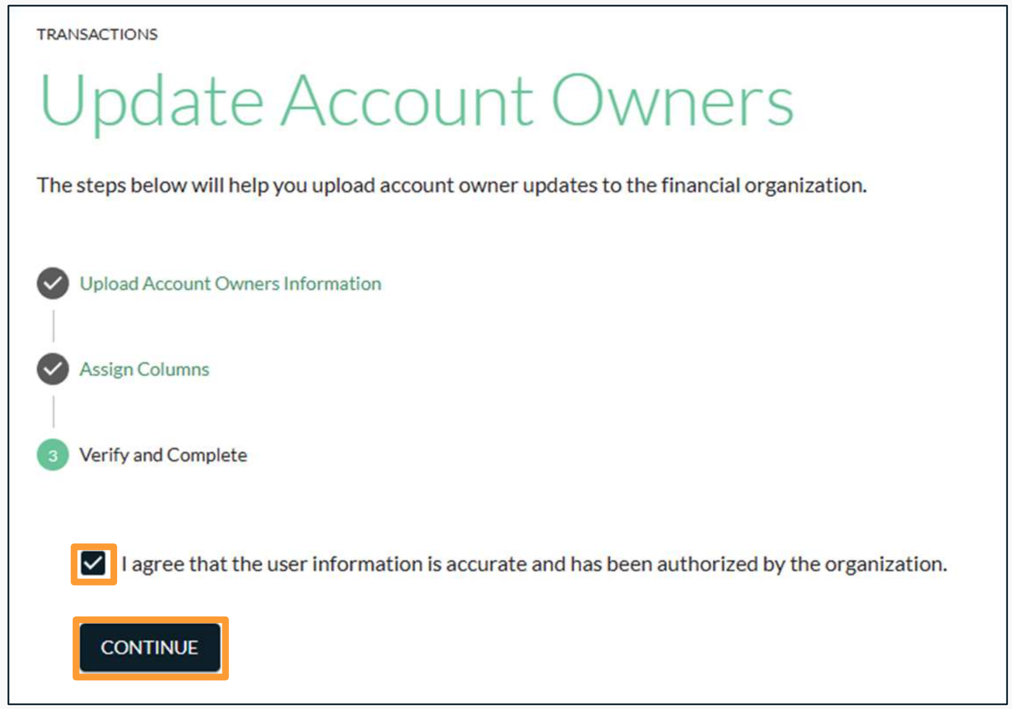




Confirm Accuracy of Owner Data

#2 – Upload Changes to Spreadsheet Under Data Import

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



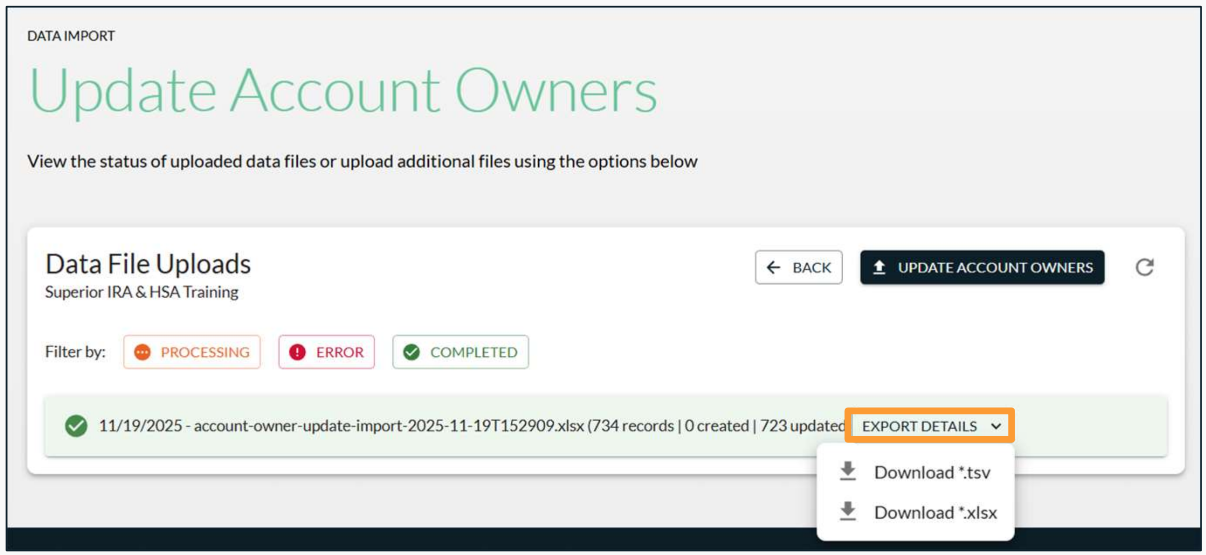
Confirm Accuracy of Owner Data

#2 – Upload Changes to Spreadsheet – Review Status

All *Data Processor* user roles receive an email notification after the file upload is complete, and a task will appear on the Dashboard.

- Follow the steps in the task to navigate to the **Data Import>Update Owners** 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.

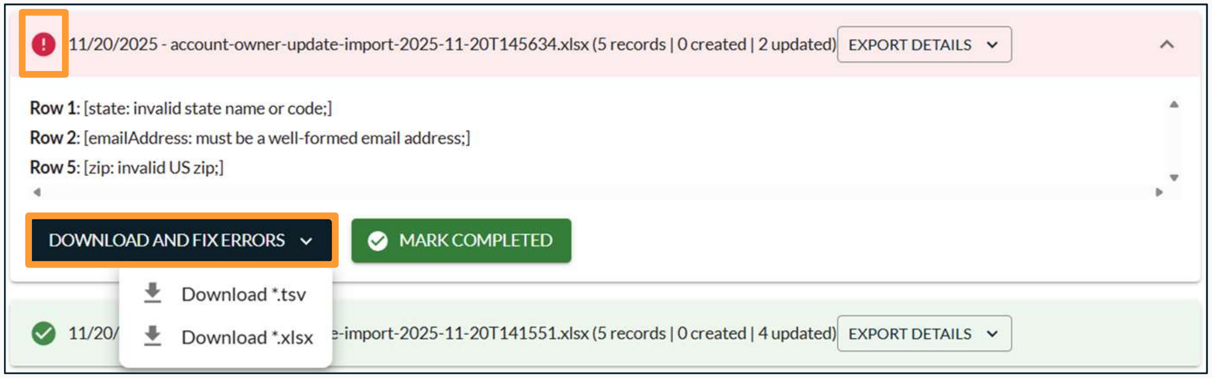
Note: It may take several minutes for the file to apply. If you don't receive an email/task, **do not** re-upload the file. It may cause the data to apply twice. Instead, contact Superior.



Confirm Accuracy of Owner Data

#2 – Upload Changes to Spreadsheet – Review Errors, If Applicable

- If the file appears red, click the red exclamation to review errors.
- Click **Download and Fix Errors** to download the errors as a .tsv or .xlsx file.
- Review the **Failure Response Messages** in column A.



	A	B	C	D	E	F
1	Failure Response Message	Taxpayer Id Number	Date of Birth	First Name	Last Name	Email Address
2	[state: invalid state name or code;]	575-75-8878	1950-10-10	Test	Account	
3	[emailAddress: must be a well-formed email address;]	456-57-6474	1980-5-05	Fred	Adams	testemail.co
4	[zip: invalid US zip;]	523-52-3523	1974-5-19	Ali	Adams	

Confirm Accuracy of Owner Data

#2 – Upload Changes to Spreadsheet – Review Errors, If Applicable

Note: Taxpayer ID Number/Date of Birth (DOB) changes and updates to non-human accounts must be updated under the account level.

- **Error Example:** Taxpayer ID Number matches but date of birth (DOB) is different
  - ✓ To update a DOB, make the change under the owner's account level.
  - ✓ If a change was submitted for an inherited IRA of a non-human beneficiary, make the update under the account level of the inherited IRA.

	A
1	Failure Response Message
2	owner with matching taxpayerID and different date of birth exists for this financialOrganization
3	Account owner not found in this financialOrganization

- **Error Example :** Account owner not found
  - ✓ To update a Taxpayer ID Number (SSN), make the change under the owner's account level.
  - ✓ If the owner truly doesn't exist in the Superior platform, complete the **Open New Account** workflow to add the missing account (or approve from **Pending Transactions** queue).

	A
1	Failure Response Message
2	owner with matching taxpayerID and different date of birth exists for this financialOrganization
3	Account owner not found in this financialOrganization

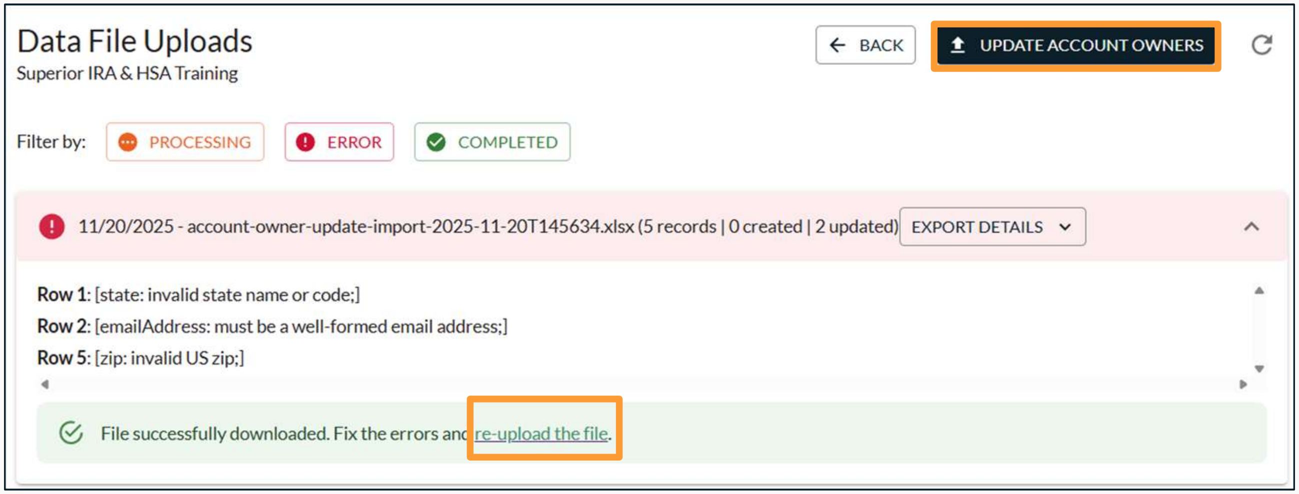
Confirm Accuracy of Owner Data

#2 – Upload Changes to Spreadsheet – Review Errors, If Applicable

- Correct the data errors in the file as applicable. Delete column A after all updates are made.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Failure Response Message	Taxpayer Id Number	Date of Birth	First Name	Last Name	Email Address	Phone Number	Address Line 1	Address Line 2	Address Line 3	City	State	Foreign State/Province/Region	Zip Code
2	[state: invalid state name or code;]	575-75-8878	1950-10-10	Test	Account			123 Main Street			Montpelier	VTN		25631
3	[emailAddress: must be a well-formed email address;]	456-57-6474	1980-5-05	Fred	Adams	testemail.co	(608) 213-4266	358 76th Street			Solon	CA		51234
4	[zip: invalid US zip;]	523-52-3523	1974-5-19	Ali	Adams			358 76th Street			Solon	CA		5123B

- Re-upload the updates under the **Data Import>Update Owners** page.
  - ✓ Click the **re-upload the file** link under the file, or
  - ✓ Click the **Update Account Owners** button.
- Repeat process until all errors are resolved and file turns green.



Questions?

CHAT WITH US OR CALL US AT 888.470.4542

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