

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

- Confirm tax reporting settings
- Notify your data processor that Superior is completing 2025 reporting and review tax file specifications, if applicable
- Ensure accuracy of owner data
- Confirm organization data is accurate in our site

January 2026

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

January 2026 (cont'd)

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

February 2026

- **Due Feb. 2nd** – Forms 1099 & FMV/RMD info (5498) to owners
- **Feb. 20th** – Corrected & new original tax form production (1099 & 5498 series) if approved by your organization
- Reconcile state withholding, if applicable

Important Dates/Reminders

March 2026 – July 2026

March 2026

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

April 2026

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

May 2026

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

June/July 2026

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

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 - 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.

Task - Confirm Your Tax Reporting Settings for Tax Year 2025 Due: 12/31/2025

TAX REPORTING

SETTINGS

Fair Market Value Needed

1099 Tax Report

5498 Tax Report

1099 Tax Report Checklist

5498 Tax Report Checklist

1099 Totals Page

1099 State Tax Files

Download 1099/5498 Tax Forms

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

Reporting Method Preferences

Tax Year
2025

IRA Distributions (1099-R)
Choose One
☒ Spreadsheet (Excel)
Select Spreadsheet (Excel) if you plan to pull spreadsheets from the Superior platform to review the current data listed in the site and make updates accordingly.
☐ Tax File (IRS 750 Format)

IRA FMV and Deposits (5498)
Choose One
☒ Spreadsheet (Excel)
Select Spreadsheet (Excel) if you plan to pull spreadsheets from the Superior platform to review the current data listed in the site and make updates accordingly.
☐ Tax File (IRS 750 Format)

HSA Distributions (1099-SA)
Choose One
☒ Spreadsheet (Excel)
Select Spreadsheet (Excel) if you plan to pull spreadsheets from the Superior platform to review the current data listed in the site and make updates accordingly.
☐ Tax File (IRS 750 Format)

HSA FMV and Deposits (5498-SA)
Choose One
☒ Spreadsheet (Excel)
Select Spreadsheet (Excel) if you plan to pull spreadsheets from the Superior platform to review the current data listed in the site and make updates accordingly.
☐ Tax File (IRS 750 Format)

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)**

Choose One

☒ Spreadsheet (Excel)

Select Spreadsheet (Excel) if you plan to pull spreadsheets from the Superior platform to review the current data listed in the site and make updates accordingly.

☐ Tax File (IRS 750 Format)

✓ **Tax File (IRS 750 Format)**

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.

- 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 to update your 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 tasks.)
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 completing tax reporting 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 Format)**.
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 the data and make updates accordingly to those records.

Select the **Tax File (IRS 750 Format)** option if your organization plans to 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. Click **HERE** to 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

The screenshot displays the 'ACCOUNT SEARCH' interface. At the top, a task bar indicates 'Task - Confirm Accuracy of Account Owner Data' with a due date of '12/31/2025'. The left sidebar contains navigation links: Account Search, Recurring Distributions, Beneficiary Claims, Tax Reporting, Users, Data Import, Organization Settings, and Help Center. The main content area features a search bar with the placeholder 'Enter name, tax id, or account number'. Below the search bar is a 'Recent Searches' section. The 'Search Results' section shows '0 accounts found' and includes buttons for 'ADD NEW ACCOUNT', 'IMPORT ACCOUNTS', and 'EXPORT ACCOUNTS'. The 'EXPORT ACCOUNTS' button is highlighted with an orange border, and a dropdown menu is open showing options to 'Download *.tsv' and 'Download *.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.

The screenshot displays the Superior IRA & HSA Training web application. On the left is a dark sidebar with a menu containing: Dashboard, Transactions, Account Search (highlighted), Recurring Distributions, Beneficiary Claims, Tax Reporting, Users, Data Import, Organization Settings, and Help Center. The main content area is titled 'Home / AccountOwner' and 'ACCOUNT SEARCH'. It includes a search bar with the placeholder 'Enter name, tax id, or account number' and a 'Recent Searches' section. Below this is a 'Search Results' section showing '0 accounts found' and buttons for 'ADD NEW ACCOUNT' and 'IMPORT ACCOUNT'. A green toast message at the bottom states: 'Your file will be available shortly under Notifications, located at the top of the page.' In the top right corner, a notification bell icon with a red '1' is highlighted with an orange box. A 'Notifications' dropdown menu is open, also highlighted with an orange box, showing a document icon, the text 'Document', '1 minute ago', and the file name 'accountOwnerAccount-2025-11-19T02:29:49.xlsx was successfully generated.' with a three-dot menu icon. The top navigation bar includes the Superior logo, a 'SUPERIOR IRA & HSA TRAINING' button, and a 'SIGN OUT' link.

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.

NAME
Michael Chen

Email
SSN/ID
***-**-4444

More Information

Date of Birth
07/07/1955

Email

Phone

Paper Delivery Opt-Out
No

Address
515 38th Street
Salt Lake City, UT 84143
USA

EDIT DETAILS **DELETE OWNER** **VIEW AUDIT**

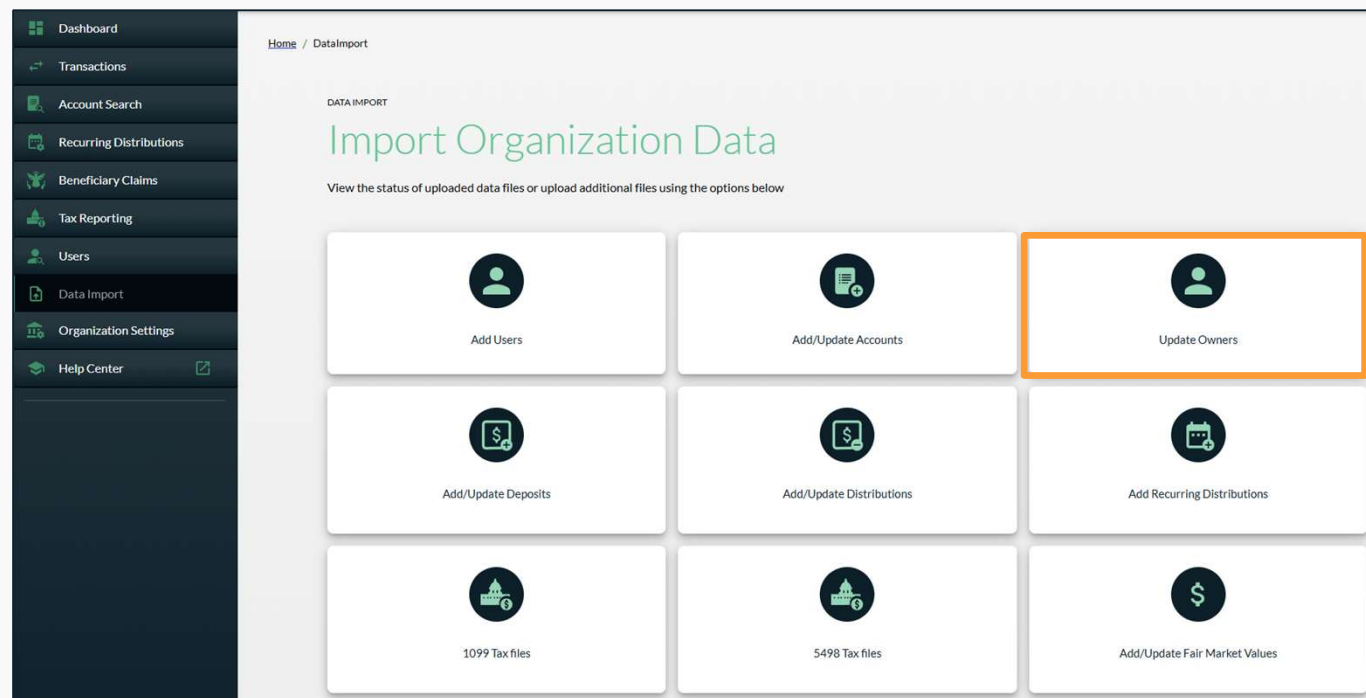
Confirm Accuracy of Owner Data

#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.

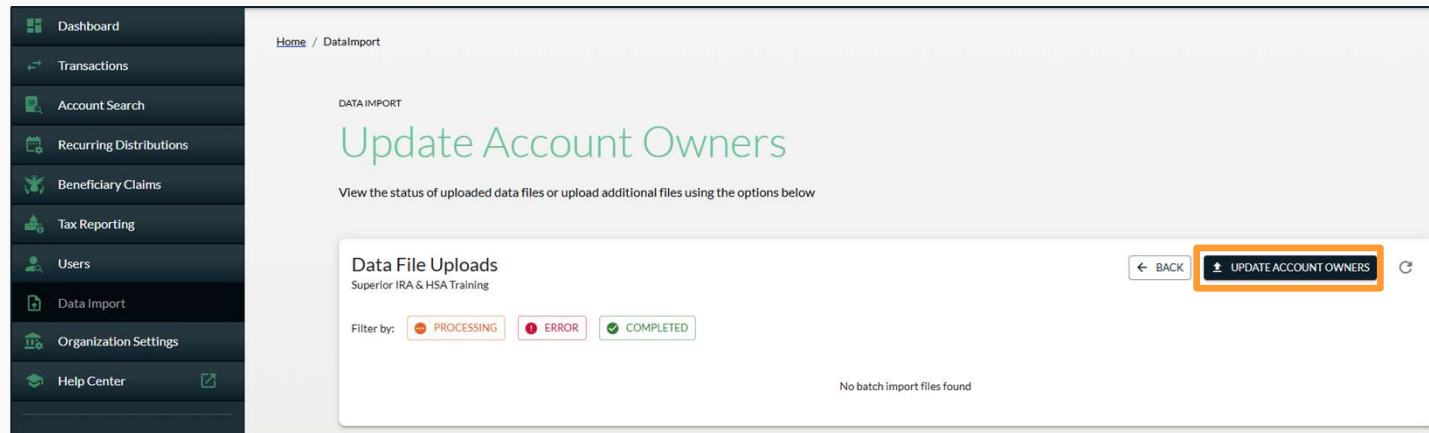
Note: Taxpayer ID Number and Date of Birth updates must be made at account level, along with any changes to non-human accounts.



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.

The screenshot shows the 'Update Account Owners' page within the Superior IRA & HSA system. On the left is a dark sidebar with a menu containing: Dashboard, Transactions, Account Search, Recurring Distributions, Beneficiary Claims, Tax Reporting, Users, Data Import (highlighted), Organization Settings, and Help Center. The main content area has a breadcrumb trail: Home / DataImport / UpdateAccountOwners. Below this, the title 'Update Account Owners' is displayed in green, followed by the instruction: 'The steps below will help you upload account owner updates to the financial organization.' A progress indicator shows three steps: 1. Upload Account Owners Information (active), 2. Assign Columns, and 3. Verify and Complete. Step 1 includes a link 'Click Here to download an Excel template, or:' and a large orange-bordered box containing the text 'Drag "n" drop file here or' and a 'CHOOSE FILE' button. Below the box, it says 'Accepted Files: tsx, xlsx'. A 'CONTINUE' button is located below the box.

#2 – Upload Changes to Spreadsheet Under Data Import

- ✓ 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”.

✓

Upload Account Owners Information

2

Assign Columns

Use the options below to assign the accepted column headers to those from the uploaded file.

Taxpayer Id Number

First Name

Date of Birth

Last Name ▾

First Name

Middle Initial ▾

Last Name

Name ▾

Email Address

Taxpayer Id Number ▾

Phone Number

Date of Birth ▾

| First Name | Last Name | Middle Initial | Name | Taxpayer Id Number | Date of Birth |
|--------------------|---------------|----------------|-----------|--------------------|---------------|
| Taxpayer Id Number | Date of Birth | First Name | Last Name | Email Address | Phone Number |
| Test | Account | --- | --- | 575-75-8878 | 1950-10-10 |
| Test | Account | --- | --- | 988-87-7777 | 1990-10-10 |

ⓘ

The file will upload using the corrected column headers shown

CONTINUE

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.

| | | | | | |
|--------------------|---------------|----------------|-----------|--------------------|---------------|
| Taxpayer Id Number | Date of Birth | First Name | Last Name | Email Address | Phone Number |
| First Name | Last Name | Middle Initial | Name | Taxpayer Id Number | Date of Birth |

| | | | | | |
|-------------------------------|--|-----------|--------------------|---------------|--|
| [None] | Accepted column headers to those from the uploaded file. | | | | |
| First Name | First Name | Last Name | Email Address | Phone Number | |
| Last Name | Middle Initial | Name | Taxpayer Id Number | Date of Birth | |
| Middle Initial | | | | | |
| Name | Middle Initial | Name | Taxpayer Id Number | Date of Birth | |
| Taxpayer Id Number | First Name | Last Name | Email Address | Phone Number | |
| Date of Birth | | | | | |
| Date of Death | | | | | |
| Date of Death Account Balance | --- | --- | 575-75-8878 | 1950-10-10 | |
| Address Line 1 | --- | --- | 988-87-7777 | 1990-10-10 | |
| Address Line 2 | | | | | |

| | | | | | |
|--------------------|---------------|----------------|-----------|--------------------|---------------|
| Taxpayer Id Number | Date of Birth | First Name | Last Name | Email Address | Phone Number |
| Taxpayer Id Number | Last Name | Middle Initial | Name | Taxpayer Id Number | Date of Birth |

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.

TRANSACTIONS

Update Account Owners

The steps below will help you upload account owner updates to the financial organization.

✓

 Upload Account Owners Information

✓

 Assign Columns

3

 Verify and Complete

☒ I agree that the user information is accurate and has been authorized by the organization.

CONTINUE

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.

Task - Review Update Owners Data Import Results

Due: 11/26/2025

DATA IMPORT

Update Account Owners

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

Data File Uploads

Superior IRA & HSA Training

← BACK

UPDATE ACCOUNT OWNERS

↻

Filter by:

PROCESSING

ERROR

COMPLETED

✓ 11/19/2025 - account-owner-update-import-2025-11-19T152909.xlsx (734 records | 0 created | 723 updated)

EXPORT DETAILS

Download *.tsv

Download *.xlsx

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.

11/20/2025 - account-owner-update-import-2025-11-20T145634.xlsx (5 records | 0 created | 2 updated) EXPORT DETAILS ▾

Row 1: [state: invalid state name or code;]
Row 2: [emailAddress: must be a well-formed email address;]
Row 5: [zip: invalid US zip;]

DOWNLOAD AND FIX ERRORS ▾ MARK COMPLETED

Download *.tsv
Download *.xlsx

11/20/2025 - account-owner-update-import-2025-11-20T141551.xlsx (5 records | 0 created | 4 updated) EXPORT DETAILS ▾

| | 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.
- **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 |

| | 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 | testemail.co | (608) 213-4266 | 123 Main Street | | | Montpelier | VTN | | 25631 |
| 3 | [emailAddress: must be a well-formed email address;] | 456-57-6474 | 1980-5-05 | Fred | Adams | | | 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.

Data File Uploads

Superior IRA & HSA Training

Filter by: PROCESSING ERROR COMPLETED

11/20/2025 - account-owner-update-import-2025-11-20T145634.xlsx (5 records | 0 created | 2 updated) EXPORT DETAILS

Row 1: [state: invalid state name or code;]
Row 2: [emailAddress: must be a well-formed email address;]
Row 5: [zip: invalid US zip;]

File successfully downloaded. Fix the errors and [re-upload the file.](#)

Questions?



CHAT WITH US OR CALL US AT 888.470.4542

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