Deposit Year-End Booklet



Copyright 2012, DHI Computing Service, Inc. All rights reserved.

Deposit Year-End Booklet

Instructions for Using Deposit Year-End Forms

This booklet gives you the information you need to ensure timely and accurate submission of required deposit year-end forms.

Deposit Year-End Booklet

Copyright 2012 DHI Computing Service, Inc.

All rights reserved. No parts of this work may be reproduced in any form or by any means--graphic, electronic, or mechanical, including photocopying, recording, taping, or information storage and retrieval systems--without the written permission of the publisher.

Products that are referred to in this document may be either trademarks and/or registered trademarks of the respective owners. The publisher and the author make no claim to these trademarks.

While every precaution has been taken in the preparation of this document, the publisher and the author assume no responsibility for errors or omissions, or for damages resulting from the use of information contained in this document or from the use of programs and source code that may accompany it. In no event shall the publisher and the author be liable for any loss of profit or any other commercial damage caused or alleged to have been caused directly or indirectly by this document.

Printed: September 2012 in Provo, Utah

Table of Contents

Part I	Deposit Year-end Processing	1
Part II	Deposit Year-End Request Overview	1
Part III	Deposit Yearend Run Options Screen	4
1	1099 Processing tab	6
2	Retirement tab	12
3	Shipping field group	15
Part IV	Reports	15
Part V	Forms	25
Part VI	Transmittal of Information Returns	30
Part VII	Year-end Reports Balancing	32

1 Deposit Year-end Processing

Deposit year-end processing is now available from the Yearend Run Options screen in CIM GOLD. Previously, you were required to fill in a paper form requesting your year-end run options, and send that form into FPS GOLD. This information guides you through the Yearend Run Options screen to ensure timely and accurate submission of required deposit year-end forms for the IRS.

2 Deposit Year-End Request Overview

To ensure that your year-end statements and forms are printed correctly, FPS GOLD requires that you fill out a year-end request using the CIM GOLD <u>Deposit Yearend Run Options</u> screen. This request gives FPS GOLD the needed information to properly set up the end-of-year processing. You need to complete this request by <u>October 15</u>.

FPS GOLD will run a test of year-end processing for your institution around the first of November, using the October monthend file. The reports, forms, and statements created from this test will be sent to you to verify and confirm the accuracy of the information. If any part of the test run appears to be incorrect, contact your FPS GOLD banking consultant to resolve the errors. Please do not assume the live run will be correct. Reruns of year-end are billable if the problem existed in the test run.

Your cooperation in completing the year-end form, verifying year-end tests, and discussing year-end concerns with your FPS GOLD banking consultant well before the deadline is necessary for a successful year-end.

IMPORTANT

Any program changes, enhancements, or requests needed for year-end must be submitted by <u>October 1</u>. This includes any Proxy, reports, and all other requests that need to be done by December 31.

Action Dates for Year-end Processing

The following deadlines apply to year-end processing and submitting forms.

October 15	Last day to make any changes to the <u>Yearend Run Options</u> <u>screen</u> for tests and year-end processing. Also the last day to submit year-end programming changes and requests.
November 1	FPS GOLD begins running and sending year-end tests for institutions.
Mid-November	Any problems on accounts (such as missing Social Security numbers or hold codes) should have been identified and corrected by your institution.
December 31	Year-end processing begins.
January 2	Remember to close your General Ledger books on the first working day of the new year so that your General Ledger reports use the proper balances. Contact your FPS GOLD Accounting Banking Consultant if you have questions.
January 7-17	FPS GOLD begins sending out year-end forms and reports. All deposit material will be shipped together. Reports and forms will be produced according to how the <u>Yearend Run Options screen</u> was set up and will be shipped at the same time with a checkoff list enclosed.
February 15	Return of IRS year-end transmittals. FPS GOLD will send your institution the Transmittal for Information Returns. This form must be reviewed by you, signed, and returned to FPS GOLD by February 15. FPS GOLD will not transmit your file to the IRS without having the signed copy of this form.
February 28	All transmissions are due to the IRS.

Note: FPS GOLD will charge for programming changes and reruns if errors could have been found on the test data. Please review the test information thoroughly.

IMPORTANT

No CIS file maintenance should be done until year-end forms and reports are printed and populated by FPS GOLD and then received and verified by your institution. CIS records do not have a year-end file. Any rerun after December 31 looks at a live CIS file.

Note: 1042-S (Foreign Person Withholding) will automatically be put into the IRS GOLD system at year-end if the **1042S Form Required?** field is checkmarked on the Deposits > Account Information > Interest Fields screen, Withholding Information tab. Your institution must enter any missing information on the form, print your own forms from IRS GOLD, and mail them to your customers by January 31.

Loans

Passbook loan and overdraft loan statements need to be ordered on the Loans > System Setup > Yearend Screen.

Contract Collections Interest and Reserve Interest are combined with the deposit accounts by the Social Security number of the IRS owner on the <u>1099-INT form</u>. You need to contact your loan department to verify that this reporting is done for this type of interest payment.

IRS Corrections

Throughout the year, you will need to manually create various IRS forms for corrections, etc. FPS GOLD provides you with two easy ways to create, edit, and print necessary IRS forms, including your IRS corrections.

1. IRS GOLD® in CIM GOLD – This application makes creating and printing your IRS forms and instructions easy. All corrections should be printed in IRS GOLD. Contact your FPS GOLD loan banking consultant for more information on this product.

Note: When you print IRS statements, the IRS instructions must also be sent to your customers (this is the information found on the back of each IRS form).

2. FPS GOLD will transmit any manually created IRS information for the current tax year for you. You will receive a report and transmittal of items being forwarded. You must sign and return the transmittal form in order for the transmission to be sent.

You are responsible for printing any IRS information created manually using IRS GOLD. Corrections and/or new forms for loans are made by the lender during the year and entered into the IRS GOLD system in CIM GOLD.

At monthend, FPS GOLD creates a report called the IRS Information Return System Report (FPSDR029). All changes and/or new forms that your institution has entered in the IRS GOLD system year-to-date, as well as prior years' entries, are on the report. FPS GOLD automatically deletes forms older than five years every October. These reports are not sent again with the transmittal forms.

Your deposit department should review this data monthly to ensure accuracy. Watch for duplicate items for the same account, etc. Monitoring this will allow you to quickly review, sign, and return the original transmittal form prior to each transmission by FPS GOLD. A program is run in February and in June to create the records to be sent. Transmissions are sent in March and in July.

Note: When FPS GOLD transmits to the IRS for the current calendar year, we only send information pertaining to that year. If you have made corrections for an earlier year, a transmission for each year other than the current calendar year must be sent. This will require a special work order; it does not happen automatically. A tax year is the year the information should have been reported, not the year you entered the information into the IRS GOLD system. For these special transmissions, a separate transmittal form is created each year. The account owner must sign these forms and the original must be forwarded to FPS GOLD prior to our sending the transmission.

Please coordinate these transmissions with your loan department as both departments' corrections are sent at the same time. Transmissions are sent in March through July. Refer to the Monitor for specific dates.

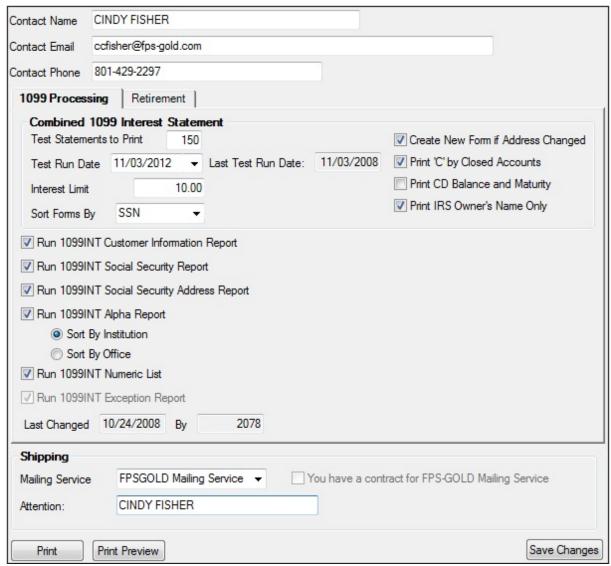
3 Deposit Yearend Run Options Screen

Use the Deposits > Miscellaneous > Yearend Run Options screen to set up how you want <u>year-end</u> to be processed for your institution. The Yearend Run Options screen is mandatory when setting up your deposit year-end statements and documents in order to be IRS compliant. Once you are finished setting up this screen, click <Save Changes> and the system will automatically update your changes and apply them appropriately to year-end processing. Your FPS GOLD deposit banking representative will also be notified via e-mail concerning any changes made to this screen. FPS GOLD keeps a hard copy of your year-end setup.

**Remember: This screen must be completed by October 15 each year for successful year-end processing.

This screen ensures that your year-end statements and documents are printed exactly as you want them to be printed or saved to GOLDView. If you need assistance in completing the options on this screen, please contact your FPS GOLD Deposit Banking Consultant.

See the following example of this screen:



Deposits > Miscellaneous > Yearend Run Options Screen

Using this screen you can establish what IRS forms are printed by FPS GOLD and sent to your customers using our mailing service. You can also request certain year-end reports be run. Reports are no longer printed by FPS GOLD. You can use GOLDView to print any reports you want to.

At the top of this screen is the person at your institution who is responsible for handling your institution's deposit year-end. Enter the name, email, and phone number in the **Contact Name**, **Contact Email**, and **Contact Phone** fields. FPS GOLD processes at night and on weekends. If we have a question during these hours, we must be able to contact someone who is authorized to make a decision, or the processing of your year-end information may be delayed until normal business hours. We won't contact anyone in the middle of the night, but we will attempt to contact you in the early evening, Saturday, or Sunday.

The following sections explain how to use this screen to submit your request.

1099 Processing tab

- Retirement tab
- Shipping field group

3.1 1099 Processing tab

The 1099 Processing tab on the <u>Deposit Yearend Run Options screen</u> allows you to select the number of 1099-INT statements you want printed in the test run, the test run date of those statements, the type of <u>1099-INT reports</u> you want run, and other options affecting your year-end processing.

Combined 1099 Interest Statement field group

The Combined 1099 Interest Statement field group contains information specific to 1099-INT statements (forms). Account owners with more than one account at your institution that earned interest will be combined by Social Security number and then sorted according to how the **Sort Forms By** field is selected (which is either by Social Security number, alphabetically by name, or by ZIP code). If the SSN is blank or if it contains all 1's, 8's, 9's, or 0's, a separate 1099 combined statement will be generated for that account.

Combined 1099's can also include interest earned on *contract collection* accounts and interest earned on *loan reserves*. There are institution options available to turn these off. Consult your loan year-end specialist if you want loan interest included on 1099-INT statements. These options are set up using the Loans > System Setup > Yearend screen.

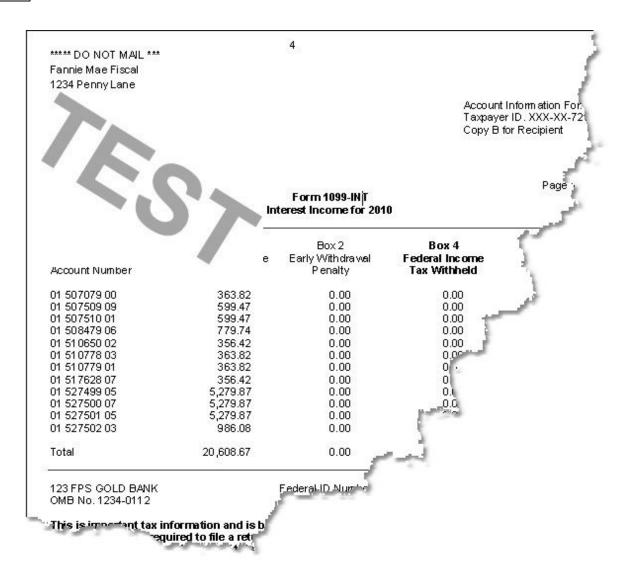
The **2nd TIN Not.** field will be indicated on the 1099-INT statement if you have sent out two B notices within three years of each other and they have not been resolved. See the IRS B Notices field group on the CIS > Entity Maintenance - Person, Trust, or Organization screens for more information.

For both the test and final year-end runs, FPS GOLD stores all reports and forms in GOLDView. Your institution-defined number of days to keep those reports and forms may be different from FPS GOLD's default settings. Test-run forms will be stored for 90 days. Final year-end forms will be stored for 180 days.

See the following definitions for more information on each of the 1099-INT options:

Field	Description
Test Statements to Print (DYFNBR)	Enter the number of statements (forms) you want printed during the test run of the year-end processing. In November (according to the Action Dates), FPS GOLD will print this amount of test statements and mail them to you for verification purposes. The system uses the Sort Forms By field to determine the order of the statements. For example, if the Sort Forms By field is set to SSN, and this field was set to 50, then the first 50 Social Security numbers of account owners would be printed in numerical order for the test run.
	Note: Accounts that are set to Do Not Mail are sorted to the top, so you may want to make sure that your test run is large enough to include accounts <i>without</i> the Do Not Mail indicator (see test example below).

Field	Description
Test Run Date (DYTSTD)	Enter the date you want FPS GOLD to process a test run of your 1099-INT statements. The statements created from this test will be sent to you for verification of their accuracy. Only the number of statements indicated in the Test Statements to Print field (see above) will be printed during the test run. If any part of the test statements appear to be incorrect, or you have selected the wrong setup options, contact your FPS GOLD Deposit Banking Consultant. Failure to contact FPS GOLD will result in your final run at year-end being incorrect, and you will be charged for any necessary reruns. Note: This date should be no later than the first of November. See Action Dates for Year-end Processing for more information. Test statements will have the word "TEST" across the front of each statement, as shown below:



Field	Description
Last Test Run Date	This field displays the last test run date of 1099-INT processing for your institution.
Interest Limit (DYTNIL)	Enter the minimum amount of interest earned by accounts for which you want to print a 1099-INT statement for. Government regulations require that all deposit accounts earning \$10.00 of interest or more must have a 1099-INT statement sent to the account owner at year-end processing. However, your institution may choose to send 1099-INT statements for all deposit accounts earning any amount of interest. In this case, you would enter "0" in this field or leave it blank.
Sort Forms By (DYSBO1)	Use the drop-down list to select the method you want to use to sort statements. You can sort statements by Social Security number, alphabetically by the last name of the IRS owner, or by ZIP code of the address of the IRS owner.

Field	Description
Create New Form If Address Changed	Check this box to print separate 1099-INT statements if IRS owners' addresses are not exactly the same. If this box is checked, all accounts with the same Social Security number are combined and for every different address, a separate 1099 is created for those owners.
Print 'C' by Closed Accounts	Check this box if you want a "C" to print to the right of the account number on the 1099-INT statement. The "C" indicates that the account is closed.
Print CD Balance and Maturity	Check this box if you want to include the Year-End Balance and Maturity Date fields on 1099-INT statements. The Year-End Balance field displays the balance of the account at year-end. The Maturity Date is the date of maturity for any CDs, if applicable. Year-end balance and maturity date are not furnished to the IRS. See the following example of where these fields are found on the 1099-INT statement:

	Form 1099-INT Interest Income for 2012				
	Box 1 Interest Income	Box 2 Early Withdrawal Penalty	Box 4 Federal Income Tax Withheld	Year-End Balance	Maturity Date
Account Number		-			
01 507079 00	363.82	0.00	0.00	1,234.52	
01 507509 09	599.47	0.00	0.00	546.32	02-03-12
01 507510 01	599.47	0.00	0.00	2,703.13	
01 508479 06	779.74	0.00	0.00	1,350.10	07-02-12
01 510650 02	356.42	0.00	0.00	125.23	
01 510778 <u>03 c</u>	363.82	0.00	0.00	0.00	
Total	3,062.74	0.00	0.00	5959.30	

Field	Description
Print IRS Owner's Name Only	Check this box if you only want the name of the IRS owner to print on the 1099-INT statement. When combining by Social Security number, we may include husbands, wives, and children's accounts, where different co-owners are listed. If this box is checked, only the IRS owner's name and Social Security number will be shown. If this box is not checked, then the lowest account number in the accounts combined will print both owner and co-owner names and only one name will be sent to the IRS.

The following is an example of a final 1099-INT statement:

FPS GOLD BANK 1525 W. 820 N. Provo, UT 84606 (801) 555-1212

***** DO NOT MAIL *** Fannie Mae Fiscal 1234 Penny Lane Provo, UT 84601

> Account Information For: Taxpayer ID, XXX-XX-7210 Copy B for Recipient

> > Page 1 of 1

Form 1099-INT Interest Income for 2012

	Box 1 Interest Income	Box 2 Early Withdrawal Penalty	Box 4 Federal Income Tax Withheld	Year-End Balance	Maturity Date
Account Number		1 criaity	Tax With Hord		
01 507079 00	363.82	0.00	0.00	1,234.52	
01 507509 09	599.47	0.00	0.00	546.32	02-03-12
01 507510 01	599.47	0.00	0.00	2,703.13	
01 508479 06	779.74	0.00	0.00	1,350.10	07-02-12
01 510650 02	356.42	0.00	0.00	125.23	
01 510778 03ൂ.	363.82	0.00	0.00	0.00	
Total	3,062.74	0.00	0.00	5959.30	

123 FPS GOLD BANK OMB No. 1234-0112 Federal ID Number 12-3456789

This is important tax information and is being furnished to the Internal Revenue Service, If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.

C=Closed

1099-INT (Front of Statement)

INSTRUCTIONS:

Box 1.

Shows interest paid to you during the calendar year by the payer. This does not include interest shown in box 3. If you receive a Form 1099-INT for interest paid on a tax-exempt obligation, see the instructions for your income tax return.

Box 2.

Shows interest or principal forfeited because of early withdrawal of time savings. You may deduct this amount to figure your adjusted gross income on your income tax return. See the instructions for Form

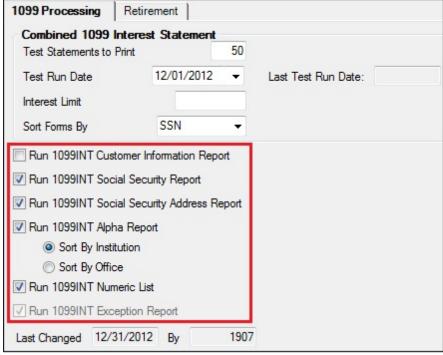
1040 to see where to take the deduction. Box 4. Shows backup withholding. Generally, a payer must backup withhold at a 28% rate if you did not furnish your taxpayer identification number (TIN) or you did not furnish the correct TIN to the payer. See FORM W-9, Request for Taxpayer Identification Number and Certification, for information on backup withholding. INCLUDE THIS AMOUNT ON YOUR INCOME TAX RETURN AS TAX WITHHELD. NOMINEES: If this form includes amounts belonging to another person(s), you are considered a nominee recipient. Complete a Form 1099-INT for each of the other owners showing the income allocable to each. File Copy A of the form with the IRS. Furnish Copy B to each owner. List yourself as the "payer" and the other owners as the "recipient." File Form(s) 1099-INT with FORM 1096, Annual Summary and Transmittal of U.S. Information Returns, with the Internal Revenue Service Center for your area. On Form 1096 list yourself as the "filer." A husband or wife is not required to file a nominee return to show amounts ow ned by the other.

Year-end balance and maturity date are not furnished to the IRS.

1099-INT (Back of Statement)

1099-INT Reports

Below the Combined 1099 Interest Statement field group on the 1099 Processing tab of the <u>Yearend</u> Run Options screen is a list of reports. You can check the box in front of each of them to indicate you want to run that report at year-end, as shown below:



Deposits > Miscellaneous > Yearend Run Options Screen, 1099 Processing Tab

The reports are available for you to view, print, and save from GOLDView in CIM GOLD once you indicate you want the report.

Each report is documented fully in the Deposit Reports manual on DocsOnWeb.

See the following links for more information concerning each of these reports:

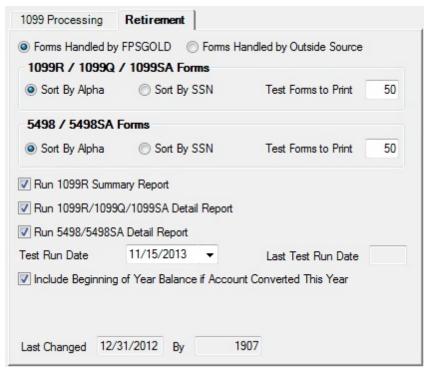
- 1099INT Customer Information Report
- 1099INT Social Security Report
- 1099INT Social Security Address Report
- 1099INT Alpha Report By Office or Institution
- 1099INT Numeric List (Account Number Order)
- 1099INT Exception Report

For a quick definition of all the reports available from the Yearend Run Options screen, see Reports.

3.2 Retirement tab

The Retirement tab on the <u>Deposit Yearend Run Options screen</u> allows you to select whether you want FPS GOLD to print and send you all year-end retirement forms or whether your institution uses a third-party source to handle retirement account year-end forms.

The following is an example of the Retirement tab:



Deposits > Miscellaneous > Yearend Run Options Screen, Retirement Tab

At the top of this tab are two radio buttons called Forms Handled by FPS GOLD and Forms

Handled by Outside Sources. Select one of these buttons to indicate how your institution handles year-end retirement forms (1099R, 1099Q, 1099SA, 5498, and 5498SA). You either have FPS GOLD process the year-end forms, send the information to the IRS, and print the test and final year-end forms and send them to you during year-end processing, or you use an outside source to compile the year-end retirement data and generate the forms.

If you select **Forms Handled by FPS GOLD**, then you must also enter information about how you want the forms sorted and how many test forms you want printed for each type of retirement account. See the following definitions for more information.

Field	Description
1099R/1099Q/1099SA Forms (FPDYFNBR)	Enter the number of statements (forms) you want printed during the test run of the year-end processing for these retirement forms in the Test Forms to Print field. In November (according to the Action Dates), FPS GOLD will print this amount of test forms and mail them to you for verification purposes. The system uses the Sort Forms By Alpha and Sort By SSN fields to determine the order of the forms for both the test and final runs. For example, if the Sort Forms By SSN field is selected, and the Test Forms to Print field was set to 50, then the first 50 Social Security numbers of account owners would be printed in numerical order for the test run. Note: Accounts that are set to Do Not Mail are included first, so you may want to make sure that your test run is large enough to include accounts without the Do Not Mail indicator. For more information and an example concerning the specific type of
5498/5498SA Forms (FPDYFNBR)	Enter the number of statements (forms) you want printed during the test run of the year-end processing for the 5498 and 5498SA forms in the Test Forms to Print field. In November (according to the Action Dates), FPS GOLD will print this amount of test forms and mail them to you for verification purposes. The system uses the Sort Forms By Alpha and Sort By SSN fields to determine the order of the forms for both the test and final runs. For example, if the Sort Forms By SSN field is selected, and the Test Forms to Print field was set to 50, then the first 50 Social Security numbers of account owners would be printed in numerical order for the test run. Note: Accounts that are set to Do Not Mail are included first, so you may want to make sure that your test run is large enough to include accounts without the Do Not Mail indicator. For more information and an example concerning the specific type of form, see Forms.
Run 1099R Summary Report	Check this box if you want to generate a 1099R Summary Report (FPSDR152-2) in GOLDView in CIM GOLD. The 1099R Summary Report shows how the information on retirement accounts, their owners, and distributions made from those retirement accounts was sent to the IRS. This report can be sorted by short name or by Social

Field	Description
	Security Number (SSN). It lists one account per distribution code in summary form, printing the IRS owner's short name and Social Security Number. This report matches the 1099R forms
	For detailed information concerning this report, see FPSDR152-2 in the Deposit Reports manual in DocsOnWeb. Also see the Reports section of this help for summary information concerning this report.
Run 1099R/1099Q/1099SA Detail Report	Check this box if you want to generate a 1099R, 1099Q, or 1099-SA Detail Report (FPSDR152-1, FPSDR154, and FPSDR103) in GOLDView in CIM GOLD. These reports are run in November every year as a test. On December 31st of every year these reports are run. These reports show the relationship between retirement accounts, their owners, and distributions made from those retirement accounts. These reports can be sorted by short name or by Tax Identification number (TIN). They will list every account by social security number and each distribution code.
	For detailed information concerning these reports, see FPSDR152-1 , and FPSDR103 in the Deposit Reports manual in DocsOnWeb. Also see the Reports section of this help for summary information concerning this report.
Run 5498/5498SA Detail Report	Check this box if you want to generate the 5498 or 5498-SA report (FPSDR174 and FPSDR104) in GOLDView. The Retirement 5498 and 5498-SA Reports shows all retirement accounts that require 5498 or 5498-SA forms. Every account holder that has a balance or contribution for the year must receive a 5498 or 5498-SA form by January 31. If the account holder has more than one account, only one account number will be printed. This account number must be used for any corrections after year-end.
	For detailed information concerning these reports, see FPSDR104 in the Deposit Reports manual in DocsOnWeb. Also see the Reports section of this help for summary information concerning these reports.
Test Run Date	Enter the date you want FPS GOLD to process a test run of your retirement forms. The forms created from this test will be sent to you for verification of their accuracy. Only the number of forms indicated in the Test Forms to Print field (see above) will be printed during the test run. If any part of the test forms appear to be incorrect, or you have selected the wrong setup options, contact your FPS GOLD deposit banking consultant and tell him or her about the errors. Failure to contact FPS GOLD will result in your final run at year-end being incorrect, and you will be charged for any necessary reruns.
	Note: This date should be no later than the first of November. See Action Dates for Year-end Processing for more information.
	Test forms will have the word "TEST" across the front of each form.

Field	Description
Include Beginning of Year Balance if Account Converted This Year	Check the checkbox for this field if you want to include the beginning of year balance on the combined retirement statement for accounts that converted this year. WARNING: If the beginning of year balance field was not converted from your previous data center, then it is not possible to include it on the statement. To keep the transaction detail from looking out of
	balance, this option must not be set.
Last Changed By	These fields display the date and employee number of the person who last made changes to this screen.

3.3 Shipping field group

The fields in the Shipping field group on the <u>Yearend Run Options screen</u> allow you to indicate how you want year-end forms sent to your institution. If you use an outside source to process year-end documents, you can ignore these fields.

In the **Mailing Service** field, select how you want the forms sent to you. You can use FedEx, UPS, or FPS GOLD's mailing service. FPS GOLD offers a mailing service for the distribution of statements and forms to your account holders. If you would like FPS GOLD to mail your year-end forms, please select "FPSGOLDMailing Service" from the **Mailing Service** drop-down field. Also indicate whether or not you currently have a contract with FPS GOLD for mailing services. If you choose to have FPS GOLD mail your year-end forms and do not have a contract, one will be provided to ensure timely delivery of your forms.

In the **Attention** field, enter the person at your institution responsible for year-end forms.

4 Reports

Using the <u>Yearend Run Options screen</u>, you can signify which year-end reports you want run for your institution. These reports are available to view, print, and save in GOLDView in CIM GOLD. Each of these reports must be checkmarked on the Yearend Run Options screen. Detailed information for each report is found in the Deposit Reports manual in CIM GOLD.

The reports are divided by section:

- 1099INT Reports
- Retirement Reports
- Balancing Report

1099INT Reports

Check the boxes in front of each report on the Yearend Run Options screen, <u>1099 Processing tab</u> for the report you want to run in GOLDView. The following paragraphs briefly describe each of the

1099INT reports.

- 1099INT Customer Information Report
- 1099INT Social Security Report
- 1099INT Social Security Address Report
- 1099INT Alpha Report By Office or Institution
- 1099INT Numeric List (Account Number Order)
- 1099INT Exception Report

• 1099INT Customer Information Report

The 1099INT Customer Information Report is printed in account number order. This report also includes a balancing report that you will need to balance to your transmittal. This is the only report that breaks out Contract Collections and Reserve Interest.

FPS GOLD does not print a paper copy. All reports requested will be placed in CIM GOLDView.

See the following example of the 1099INT Customer Information Report.

12-31-2012	FPS GOLD BA	MK 109	91 CUST	OMER INFORMA	TION REPOR	RT	1 FPSDR150	8003 PAGE	1
ACCOUNT NUMBER	SOC SEC MBR	SHORT NAME	REC ACT	YTD INTEREST	YTD PENALTY	YTD WITHHOLD	CURRENT BALANCE	MATURITY DATE	CLS
11 000000 08	123-45-6789	ADAMS G	DEP INT	124.40	0.00	0.00	7,769.01		
11 000001 06	123-45-6789	BLET SH	DEP INT	37.79	0.00	0.00	1,278.87		
11 000005 07	123-45-6789	NORRIS QQ	DEP INT	464.93			8,561.34		
11 000007 03	123-45-6789	KARRAS GW	DEP INT	441.26	0.00	0.00	10,304.35		
11 000008 01	123-45-6789	KARRAS EN	DEP INT	441.26 0.00 16.22	0.00	0.00	0.00 365.25		CL
11 000011 05	123-45-6789	NORRIS QQ	DEP INT	16.22	0.00 0.00 0.00	0.00	365.25		
11 000012 03	123-45-6789	SIMMONS VE	DEP INT	9.53	0.00	0.00	117.87		
11 000013 01		BLETCHERS D	DEP INT	124.55	0.00	0.00	174.89		
11 000030 05	123-45-6789	ASHLEY QQ	DEP INT	122.85		0.00	5,073.13		
11 000037 00	123-45-6789	BOLT KD	DEP INT	69.87	0.00	0.00	2,682.00		
11 000059 04		CASTINGSON JL		39 79	0.00	0.00	2,120.47		
11 000063 06	123-45-6789	CALL AA	DEP INT	240.04	0.00	0.00	8,528.10		
11 000064 04	123-45-6789	BUNDT D	DEP INT	231.22	0.00	0.00	8,432.45		
11 000066 09		WARREN QQ					274.94		
11 000091 07	12-3456789	PROFIT SHARING	DEP INT	101.88	0.00	0.00	3,447.13		
11 000114 07	123-45-6789	BUSH GW	DEP INT	206.99	0.00	0.00 0.00 0.00	3,332.88		
11 000115 04	123-45-6789	BUSH GW	DEP INT	206.99	0.00	0.00	11.07		
· INSTITUTION 1	COTALS	INTEREST (INT) AC(cts retire	MENT (RET)	ACCTS T	OTAL OF ALL	ACCOUNTS	
TOTAL NUMBER	OF ACCOUNTS	AL 6 L TOTAL S COUNTS	44	998	260.0	666	£ 0.59	26629	
MEAN TO DATE	TMIRKEDI IUI	т б	,102,121	.02	16.4	E4 U3	0,059	, /44.00	
VEAR TO DAIL	S PENALIT IULA	<u>ш</u> тотат	6,232	.00	10,4	0.00	16	,000.01	
COMPTNED ACC	OTRIT DATARCES	10141	0,007	.00	6 246 1	31 96	162 200	040 20	
TOTAL MIDWOVE	OOMI BALANCES	, 126, COUNTS	,034,700	.44 680	0,240,1	66	162,280	,040.30 6454	
	REREST SET TO		۰	000		-		687.22-	
MEGWIIAE IMI	OI Ide Icana	SERO						001.22	

For more information concerning this report, see $\underline{\text{1099INT Customer Information Report}}$ in DocsOnWeb.

• 1099 Numeric Listing (Account Number Order)

The Numeric Listing is printed in account number order and contains the same information as the Alpha Listing.

FPS GOLD does not print a paper copy. All reports requested will be placed in CIM GOLDView.

See the following example of a 1099 Numeric Listing Report (account number order).

12-31-2012	FPS GOLD BANK	10	99I NUMERI	c Listing		1	FPSDR150 8	007 PAGE	1
ACCOUNT NUMBER	SOC SEC NBR	SHORT NAME		YTD INTEREST		YTD WITHHOLD		MATURITY DATE	CLS
11 000000 00 11 000001 01 11 000002 02 11 000003 03 11 000004 04 11 000005 05 11 000006 06 11 000007 07 11 000008 08 11 000009 09 11 000010 10	999-99-8888	BUCK UN NORRIS MS KUNTZ D CARRIES FS JACOBS MS SIMTONS SS FLETCHER F ASHTON QQ	DEP INT	124.40 37.79 464.93 441.26 0.00 16.22 9.53 124.55 122.85 69.87 38.28	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00	7,769.01 1,278.87 8,561.34 10,304.35 0.00 365.25 117.87 174.89 5,073.13 2,682.00 2,120.47		CLS
** INSTITUTION TO	DTALS	INTEREST (INT) ACCTS	RETIREM	ENT (RET)	ACCTS TO	TAL OF ALL	ACCOUNTS	
TOTAL NUMBER OF YEAR TO DATE IN YEAR TO DATE WI COMBINED ACCOUNTOTAL NUMBER OF NEGATIVE INTERE	TEREST TOTAL NALTY TOTAL THHOLDING TOTA T BALANCES CLOSED ACCOUNT	126, NTS			260,0 16,4 6,246,1	666 017.11 454.03 0.00 131.96 66	6,05 1 162,28	26629 9,744.80 6,686.61 6,807.00 0,840.38 6454 687.2	22-

For more information concerning this report, see <u>1099INT Numeric List (Account Number Order)</u> in DocsOnWeb.

• 1099INT Alpha Listing by Office or Institution

The 1099INT Alpha Listing report may be sorted either by short name within office or by short name within institution. Please indicate your preference on the Yearend Run Options screen.

FPS GOLD does not print a paper copy. All reports requested will be placed in CIM GOLDView.

See the following example of a 1099 Alpha Listing Report by office.

-31-	2012	FP3 GOLD BANK	1033	LI WI	FILE	LISTING BY	OITICL		3 FPSDR150	8006 PAGE	1
				REC	ACT	YTD	YTD	YTD	CURRENT	MATURITY	
AC CO	UNT NUMBE	R 30C SEC MBR	SHORT NAME	TYP	TYP	INTEREST	PENALTY	WITHHOLD	BALANCE	DATE	CLS
02	123456 06	99-1234567	A & C INC.	DEP	INT	47.56	0.00	0.00	1,440.44		
02	123455 08	99-1234567	AGG BUILDING	DEP	INT	5.98	0.00	0.00	0.00		CL
02	123456 02	99-1234567	AAA ALPHABET	DEP	INT	0.00	0.00	0.00	41,005.95		
02	123456 01	999-12-3456		DEP	INT	211.54	0.00	0.00	5,491.68		
02	123456 08	999-12-3456	ABARB LK	DEP	INT	111.71	0.00	0.00	344.30		
02	123456 07	999-12-3456	ABARB LK	DEP	INT	27.65	0.00	0.00	1,377.12		
02	123456 07	99-1234567	ACTION PERF	DEP	INT	398.59	0.00	0.00	18,811.18		
02	123456 04		ACTION PERF	DEP	INT	0.00	0.00	0.00	6,032.87		
02	123456 02			DEP	INT	0.00	0.00		187,474.77		
02	123456 00			DEP	INT	0.00	0.00		2,579.95		
	123456 06		ACTION PERF	DEP	INT	0.00	0.00		129,581.94		
	123456 07				INT	2,765.50	0.00	0.00	7,881.34-		
	123456 05				INT	5.13	0.00	0.00	173.35		
02	123456 03			DEP	RET	12.92	0.00	0.00		10-15-98	
	123456 02	999-12-3456	ADAMS QJ ADAMS QX	DEP	INT	2.70	0.00	0.00	91.30		
	123456 08			DEP	INT	0.00	0.00	0.00	13.37		
	123456 01		ADAMS 02	DEP	INT	205.55	0.00	0.00	10,119.78		
02	123456 03			DEP	INT	2,770.83	0.00	0.00	57,032.51	7-27-98	
02	123456 06	99-1234567	ADAMSON ENTER	DEP	INT	1,680.96	0.00	0.00	0.00	2-02-98	CL
		999-12-3456				1,033.54	0.00	0.00	24,842.56		
	123456 02				INT	1,780.85	0.00	0.00	41,837.25		
		99-1234567		DEP	INT	0.00	0.00	0.00	4,858.78	1007000	
INS	TITUTION	TOTALS				0000254900					
			INTEREST	(IM) AC	CTS RETIRE	MENT (RET) ACCTS	TOTAL OF A	LL ACCOUNTS	
		R OF ACCOUNTS			44	998		666	_	25529	
Y	AR TO DAT	E INTEREST TOTAL E PENALTY TOTAL	L 6	,769	,727	. 69 . 58	250,	,017.11 ,454.03	δ,	059,744.80	
Y	AR TO DAT	E PENALTY TOTAL		- 6	,232	.58	16			15,686.61	
Y	AR TO DAT	E WITHHOLDING T COUNT BALANCES	OTAL	- 6	,807	.00 .42 580	2000	0.00	8 <u>8</u> 222	5,807.00	
			125	,034	,708	. 42	6,246,	131.96	152,	280,840.38	
		R OF CLOSED ACC TEREST SET TO 2			6	580		66		5454 587.22	

For more information concerning this report, see <u>1099INT Alpha Report By Office or Institution</u> in DocsOnWeb.

• 1099INT Social Security Report

The 1099INT Social Security report is printed in Social Security number order. There are two different types for the Social Security List. One report will display the account dollar figures, and the second report displays the address information.

FPS GOLD does not print a paper copy. All reports requested will be placed in CIM GOLDView.

See the following example of a Social Security Report showing the dollar amounts. (See also 1099INT Social Security Address Report below.)

2-31-20	12	FPS GOLD BA	NK	10991	BOCIAL	SECURITY	REPORT	1	. FP3DR150 8	004 PAGE	8
ccount	number	30C SEC MBR	SHORT NAME		ACT TYP	YTD INTEREST	YTD PENALTY	YTD WITHHOLD		MATUR ITY DATE	CL
01 1234	56 03	111-22-3333	SMITH 0	DEP	INT	0.52	0.00	0.00	299.11-		
03 1234	56 04	111-33-2222	SMITH 0	DEP	INT	0.00	0.00	0.00	24.40		
02 1234	56 04	222-33-4444	DOMERTY Q	DEP	INT	0.00	0.00	0.00	0.00		CL
04 1234	56 05	222-44-3333	OLIVER QQ	DEP	INT	438.91	0.00	0.00	15,710.35		
05 1234	56 05	333-44-5555	MACDONALD	DEP	INT	52.52	0.00	0.00	5,475.06		
05 1234	56 02	333-55-4444	NICHOLS Q	DEP	INT	8.29	0.00	0.00	758.01		
07 1234	56 01	444-55-6666	NICHOLS Z	DEP	INT	8.82	0.00	0.00	232.04		
08 1234	56 04	444-66-5555	NICHOLS T	DEP	INT	12.44	0.00	0.00	108.42		
19 1234	56 04	555-66-7777	MARYBOY Q		INT	0.00	0.00	0.00	1,263.92		
01 1234	56 03	555-77-6666	TALBOTT T	DEP	INT	6.96	0.00	0.00	53.28		
03 1234	56 05	555-77-8888	TALBOTT J	DEP	INT	7.94	0.00	0.00	82.54		
02 1234	56 07	666-88-7777	PASTORELLA	DEP	INT	2,608.76	0.00	0.00	85,920.03		
03 1234	56 05	777-88-9999	PASTORELLA	DEP	INT	89.08	0.00	0.00	5,943.42		
04 1234	56 02	777-99-8888	TIMM QQ	DEP	INT	31.56	0.00	0.00	0.00		
04 1234	56 06	888-99-0000	FURMAN Q	DEP	INT	8.05	0.00	0.00	168.41		
05 1234	56 07	888-00-9999	GANAPOL QQ		INT	0.00	0.00	0.00	170.41-		
06 1234	56 05	999-00-1111	CRAGUN QQ	DEP	INT	0.00	0.00	0.00	1,496.59		
07 1234	56 08	999-11-0000	KELLOGG R	DEP	INT	1.54	0.00	0.00	55.38		
08 1234	56 05	000-11-2222	FRANCIS F	DEP	INT	0.00	0.00	0.00	1.70		
09 1234	56 05	000-22-1111	FRANCIS S	DEP	INT	0.00	0.00	0.00	0.00		CI
09 1234	56 06	123-45-6789	JENSE U	DEP	INT	0.00	0.00	0.00	0.00		CI
* INSTI	TUTION	TOTALS									
			INTEREST	(INT)	ACCTS	RET IR	EMENT (RE	T) ACCTS	TOTAL OF	ALL ACCOUN	TT3
TOTAL E	TUMBER (OF ACCOUNTS			4499	8		666			629
YEAR TO	DATE	INTEREST TOTAL		6,769	,727.6	9		50,017.11		6,059,744	
YEAR TO	DATE 1	PENALTY TOTAL		- 6	,232.5	8		16,454.03		16,686	
YEAR TO	DATE 1	PENALTY TOTAL WITHHOLDING TO	TAL		,807.0			0.00		6,807	
COMBINE	D ACCO	UNT BALANCES	1	25,034	,708.4	2	6,2	46,131.96	1	62,280,840	
TOTAL N	TUMBER	OF CLOSED ACCO	UNTS		558	0		55			454
		REST SET TO ZE									.22

For more information concerning this report, see 1099INT Social Security Report in DocsOnWeb.

• 1099INT Social Security Report Address

The 1099INT Social Security Address Report shows tax identification numbers (TINs) and the associated account(s) and name and address information. Invalid customer numbers (CIDs) will be sent to the IRS with blank TINs. The report is sorted by tax identification number, then by account number within each tax identification number.

Detailed information on interest, withholding, and penalty amounts for retirement accounts will print on this report. However, retirement accounts will not print a 1099INT form or go to the IRS for reporting.

FPS GOLD does not print a paper copy. All reports requested will be placed in CIM GOLDView.

See the following example of a Social Security Address Report. (See also 1099INT Social Security Report above.)

12-31-2012	FP3 GOLD BANK	1099I 30CIAL	SECURITY .	ADDRESS REPO	RT 1	FP3DR150 8005	PAGE	. 9
ACCOUNT NUMBER 01 123456 03 02 123456 03 03 123456 03 04 123456 03 05 123456 03 07 123456 03 08 123456 03 10 123456 03 10 123456 03	3 029-30-1234 5 029-32-1234 1 029-48-1234 7 029-48-1234 9 029-48-1234 0 030-14-1234 4 030-14-1234 1 030-1234 2 030-32-1234 6 033-70-1234	NAME AND ADDRESS JENN M SCHMIERER BRIAN J KINGSLEY BRENT R LESTER BRENT R LESTER MIKE J BEUKEMA HARRY N STALEY HARRY N STALEY JANICE E BIRD ASHLEY GARRETT DAVID O MCKAY	1938 M 2 1824 WHI DUSTIN SI TRAVIS L P 0 BOX P 0 BOX P 0 BOX P 0 BOX P 0 BOX JEFF M S	05 W0 TE 0AK RD MITH P 0 SMITH P 0 750133 184 184 184 184 184 187 187		TORREY RALEIGH TORREY	UT NC UT	84547 84547 84775 84504
** INSTITUTION	TOTAL S	INTEREST (IN	r) accts	RET IREMENT	(RET) ACC	TS TOTAL OF	ALL	accounts
YEAR TO DAT COMBINED AC TOTAL NUMBI	ER OF ACCOUNTS TE INTEREST TOTA TE PENALTY TOTAL TE WITHHOLDING T CCOUNT BALANCES ER OF CLOSED ACC WTEREST SET TO Z	L 6,76: OTAL 126,03: OUNTS	5,807.00		250,017. 15,454. 0. 5,245,131.		1	26629 39,744.80 L6,585.61 6,807.00 30,840.38 6454 687.22-

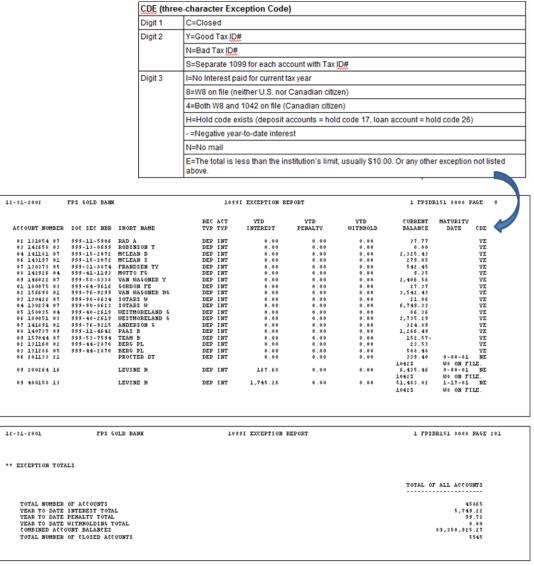
For more information concerning this report, see <u>1099INT Social Security Address Report</u> in DocsOnWeb.

• 1099INT Exception Report

The 1099INT Exception Report lists accounts not reported on a 1099 form. Accounts are exceptions for the following reasons:

- Missing or invalid Social Security number (reported with a blank TIN to the IRS).
- Interest is below the minimum specified on the Yearend Run Options screen.
- A hold code 017 or W8 indicator = Y.
- 1042-S required.
- W-8 on file.

See the following example of a 1099INT Exception Report. The table above the report example explains the codes in the far right column of the table.



1099 Exception Report

For more information concerning this report, see 1099INT Exception Report in DocsOnWeb.

Retirement Reports

• 1099-R/1099-Q/1099-SA Detail Report

The 1099-R/1099-Q/1099-SA Detail Report lists by Social Security number the detail of the information reported on each 1099-R/1099-Q/1099-SA form. These reports sort in the same order as the 1099-R/1099-Q/1099-SA forms.

FPS GOLD does not print a paper copy of this report. All reports requested will be placed in GOLDView in CIM GOLD.

For detailed information concerning these reports, see <u>FPSDR152-1</u>, <u>FPSDR154</u>, and <u>FPSDR103</u> in the Deposit Reports manual in DocsOnWeb.

See the following example of a 1099-R Detail Report follows.

12-31-2012	FPS GOLD B	ANK	1099R	DETAIL REPORT	1 FPSDR	152 8011 PAGE	10
soc sec nbr	ACCOUNT NUMBER	SHORT NAME	DIST	YTD DISTRIB.	YTD FEDERAL WITHHOLDING	YTD STATE WITHHOLDING	TYPE
888-12-3450	11 123456 06	JONES P	1	13,800.00 13,800.00	0.00 0.00	0.00 0.00	IRA
888-12-3451	02 123456 03	LYON RT	7	880.06 880.06	0.00 0.00	0.00 0.00	IRA
888-12-3452	03 123456 00	ORTON KL	7	1,500.00 1,500.00	0.00 0.00	0.00 0.00	IRA
888-12-3453	04 123456 08	HUNTER CV	7	4,490.69 4,490.69	0.00 0.00	0.00 0.00	IRA
888-12-3454	05 123456 01	OLROD FF	2B	380.00 380.00	0.00 0.00	0.00 0.00	IRA
888-12-3455	06 123456 02	SMITH CH	7	100.00 100.00	0.00 0.00	0.00 0.00	IRA
888-12-3456	07 123456 08	KROMPEL J	7	1,458.75 1,458.75	0.00 0.00	0.00 0.00	IRA
888-12-3457	08 123456 06	JENSEN TG	7	875.00 875.00	0.00 0.00	0.00 0.00	IRA
888-12-3458	09 123456 00	HARMON DF	4	69,524.66 69,524.66	0.00 0.00	0.00 0.00	IRA
NUMBER OF SE	PP ACCOUNTS	5					
NUMBER OF IT	MPLE ACCOUNTS A ACCOUNTS ALIFIED ACCOUNTS	4 145 3 O					

• 1099-R/1099-Q/1099-SA Summary Report

The 1099-R/1099-Q/1099-SA report accompanies the $\frac{1099-R/1099-Q/1099-SA \text{ forms}}{1099-R/1099-Q/1099-SA}$. This report lists all of the accounts that received a 1099-R/1099-Q/1099-SA and the amounts reported to the IRS. This report will sort in the same order as your 1099-R/1099-Q.1099-SA forms.

FPS GOLD does not print a paper copy. All reports requested will be placed in CIM GOLDView.

For detailed information concerning these reports, see <u>FPSDR152-1</u>, <u>FPSDR154</u>, and <u>FPSDR103</u> in the Deposit Reports manual in DocsOnWeb.

See the following example of a 1099-R Summary Report.

12-31-2001	FPS GOLD BAI	NK	1099R ST	MMARY REPORT	1 FPSD:	R152 8010 PAGE	5
ACCOUNT NUMBER	SOC SEC NBR	SHORT NAME	DIST CODE	YTD DISTRIB. WITH W/HLDNG	YTD FEDERAL WITHHOLDING	YTD STATE WITHHOLDING	TYPE
01 123456 08	888-20-2134	DUNFORD SD	7	236.00 236.00	0.00 0.00	0.00 0.00	IRA
				236.00	0.00	0.00	
12 123456 90	888-22-2134	TAFT RT	7	1,550.90 1,550.90	0.00 0.00	0.00 0.00	IRA
				1,550.90	0.00	0.00	
23 123456 01	888-22-2134	LEAVITT AQ	7	600.00 600.00	0.00 0.00	0.00 0.00	IRA
				600.00	0.00	0.00	
34 123456 12	888-24-2134	MARASCO HJ	4	7,735.55 7,735.55	0.00 0.00	0.00 0.00	IRA
				7,735.55	0.00	0.00	
** INSTITUTION : NBR OF DISTI FEDERAL WITH	RIBUTIONS			ISTRIB. WITH W/ FATE WITHHOLDIN		555,418.97 0.00	100
NUMBER OF SEPP A NUMBER OF SIMPLA NUMBER OF IRA A NUMBER OF QUALIT	E ACCOUNTS CCOUNTS	5 4 145 0					

• 5498/5498-SA Report

The Retirement 5498 and 5498-SA Reports shows all retirement accounts that require 5498 or 5498-SA forms. Every account holder that has a balance or contribution for the year must receive a 5498 or 5498-SA form by January 31. If the account holder has more than one account, only one account number will be printed. This account number must be used for any corrections after year-end.

For detailed information concerning these reports, see <u>FPSDR174</u> and <u>FPSDR104</u> in the Deposit Reports manual in DocsOnWeb.

12-31-2012		FP3 GOLI	BANK	54:	78 REPORT		FP SD	R174 8029 P	AGE 1
33 n#	IRS OWNERS NAME ACCOUNT #	TYPE	THIS YEAR	ROLLOVER AMT	END OF YEAR BALANCE	SEP	LOYER SIMPLE	ROTH CONVERSION	RECHAR
123-45-7223	FRANKLIN BL 01 7890101 0	IRA	0.00	0.00	27,511.10	0.00	0.00	0.00	0.00
555-55-9234	CRUISE TO 01 1000003 7	SEP	0.00	0.00	5,587.79	0.00	0.00	0.00	0.00
444-23-7897	CRUISE 31 01 1000008 0	ROL	0.00	0.00	681.46	0.00	0.00	0.00	0.00
667-12-1230	ADAMS BE 01 2000009 4	IRA	0.00	0.00	2,324.73	0.00	0.00	0.00	2,307.68
555-62-1230	ADAMS CB 01 1000004 5	RTH	0.00	0.00	2,872.56	0.00	0.00	0.00	0.00
456-56-0560	HOUSTON SM 01 1313131 3	IRA	0.00	0.00	7,670.22	0.00	0.00	0.00	0.00
456-56-0560	HOUSTON 3M 01 1414141 4	IRA	0.00	0.00	517.95	0.00	0.00	0.00	0.00
456-56-0560	HOUSTON 3M 01 1212121 7	IRA	0.00	0.00	5,591.26	0.00	0.00	0.00	0.00
456-56-0560	0 HOUSTON SM 01 1000401 1	0.00 RTH	0.00	0.00	517.95	0.00	0.00	0.00	0.00
TOTAL ACCOUN	TT3 4	0.00	0.00	0.00 1	1,297.38	0.00	0.00	0.00	0.00
500-50-5000	3MITH BD 01 1000023 4	IRA	100.00	0.00	107.75	0.00	0.00	0.00	0.00
TOTAL ACCOUN	FTS 10	0.00	100.00	0.00 5	3,382.77	0.00	0.00	0.00	2,307.6

Balancing Report

The 1099I IRS Tape Totals Report is created with <u>1099 forms</u> on 1-part paper. Balance this report with your <u>transmittal</u> to the IRS. This is not an optional report.

The following is an example of the 1099I IRS Tape Totals Report:

12-31-02 FPS GOLD BANK	10991 IRS TAPE TOTALS	1	FP31099T	PAGE	1
TOTAL DESCRIPTION	TOTALS SENT TO IRS	TOTALS NOT SENT			
YEAR-TO-DATE INTEREST TOTAL	1,267,365.77	5,908.74			
YEAR-TO-DATE PENALTY TOTAL	5,122.93	5. 58			
YEAR-TO-DATE WITHHOLDING TOTAL	14.70	0.00			
TOTAL NUMBER OF DETAIL (B) RECORDS SENT	2,452				

12-31-02 FPS GOLD BANK	1099I IRS TAPE TOTALS	1 FP31099T PAGE 1
TOTAL DESCRIPTION	TOTALS SENT TO IRS	TOTALS NOT SENT
GROSS DISTRIBUTIONS TOTAL	255,738.58	0.00
TAXABLE AMOUNT	255,738.58	0.00
FEDERAL INCOME TAX WITHHELD	1,715.85	0.00
EMPLOYEE CONTRIBUTIONS	0.00	0.00
TOTAL EMPLOYEE CONTRIBUTIONS	0.00	0.00
TOTAL NUMBER OF DETAIL (B) RECORDS SENT	42	

Tape Totals

5 Forms

Retirement forms can be processed by FPS GOLD or an outside source of your choosing. You must select how you want Year-End Retirement Forms generated using the Yearend Run Options screen, Retirement tab.

The following paragraphs describe each of the Retirement Forms available.

- 1099-R Forms
- 1099-Q Forms
- 1099-SA Forms
- 5498 Forms
- <u>5498-SA Forms</u>

• 1099-R Forms

1099-R forms are created for retirement accounts with distributions in the current year. A separate 1099-R is created for each Distribution Type. FPS GOLD will print the 1099-R forms using a laser printer. FPS GOLD will create two forms for customers with withholding and make one additional copy for the bank. Your bank's phone number will also be added to this form. Qualified plans will be on a separate form. The only sorts available are by Social Security Number or Alphabetically.

See the following example of a 1099-R form:

	VOID CORRE	СТІ	ED					
PAYER'S name, street address,	city, state, and ZIP code	1	Gross distribut	ion	OM	IB No. 1545-0119		Distributions From
		\$ 2a \$	Taxable amour	nt		20 12	P	ensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
		2b	Taxable amour not determined			Total distributio		Copy 1
PAYER'S federal identification number	RECIPIENT'S identification number	3	Capital gain (in in box 2a)	cluded	4	Federal income withheld	tax	State, City, or Local
		\$			\$			Tax Department
RECIPIENT'S name		5	Employee contr /Designated Ro contributions or insurance prem	th	6	Net unrealized appreciation in employer's sec		
Street address (including apt. no	h.)	\$ 7	Distribution code(s)	IRA/ SEP/ SIMPLE	1 -	Other		
City, state, and ZIP code		9a	Your percentage distribution	of total %	\$ 9b \$	Total employee con	% tributions	
10 Amount allocable to IRR within 5 years	11 1st year of desig. Roth contrib.	\$	State tax withhe	eld	13	State/Payer's st	tate no.	14 State distribution \$
\$		\$			_			\$
Account number (see instructions)		15	Local tax withhe	eid	16	Name of localit	У	17 Local distribution
		\$			\vdash			\$
Form 1099-R	www.lrs.gov/	*	1099r		0	epartment of the T	reasury -	Internal Revenue Service

1099-R Form

• 1099-Q Forms

1099-Q forms list the gross distribution (including in-kind distributions) paid this year from a Qualified Tuition program or a Coverdell ESA.

The following is an example of a 1099-Q form.

	CORRE	CTED (if checked)			
PAYER'S/TRUSTEE'S name, street addre	ss, city, state, ZIP code, and telephone no.	1 Gross distribution	OMB No. 1545-1760		Payments From
		\$ 2 Earnings	2012		Qualified Education Programs (Under Sections
		\$	Form 1099-Q		529 and 530)
PAYER'S/TRUSTEE'S federal identification no.	RECIPIENT'S social security number	3 Basis	4 Trustee-to-trustee transfer		Сору В
		\$	transfer		For Recipient
RECIPIENT'S name		5 Check one:	6 If this box is check		This is important tax information and is
		 Qualified tuition program— 	recipient is not the designated benefit		being furnished to the
		Private Of State	doughard bonon	olar y	Internal Revenue
Street address (including apt. no.)		Coverdell ESA			Service. If you are required to file a return,
		If the fair market value (FMV) is			a negligence penalty or
City, state, and ZIP code		Tax Benefits for Education, for	how to figure earning	18.	other sanction may be imposed on you if this
					Income is taxable and the IRS determines that
Account number (see instructions)					It has not been reported.
Form 1099-Q	(keep for your records)	Department of the	Treasury -	Internal Revenue Service

1099Q Form

• 1099-SA Forms

1099-SA forms lists distributions from Health Savings Accounts plans.

The following is an example of a 1099-SA form.

CORRECTED (if checked)					
TRUSTEE'S/PAYER'S name, street a	ddress, city, state, and ZIP code		OMB No. 1545-1517 2012 Form 1099-SA	Med	Distributions From an HSA, Archer MSA, or licare Advantage MSA
PAYER'S federal identification number	RECIPIENT'S Identification number	1 Gross distribution \$	2 Earnings on exces \$	s cont.	Copy B For
RECIPIENT'S name		3 Distribution code	4 FMV on date of de	ath	Recipient
Street address (including apt. no.)		5 HSA Archer MSA			This information is being furnished
City, state, and ZIP code		MA MSA			to the Internal Revenue Service.
Account number (see Instructions)					
Form 1099-SA	(keep for	r your records)	Department of the T	reasury -	Internal Revenue Service

1099-SA Form

• 5498 Forms

5498 forms are created for all retirement plans to disclose the fair market value and the owners in distribution. The only sorts available are by Social Security Number or Alphabetically. If you do not select a sort, the default is Social Security number.

The following is an example of a 5498 form.

	☐ CORRE	ECTED (if checked)			
TRUSTEE'S or ISSUER'S name, street address, city, state, and ZIP code		IRA contributions (other than amounts in boxes 2-4, 8-10, 13a, and 14a) Rollover contributions	OMB No. 1545-0747		IRA Contribution Information
		3 Roth IRA conversion amount	4 Recharacterized contributions		Сору В
TRUSTEE'S or ISSUER'S federal Identification no.	PARTICIPANT'S social security number	\$ 5 Fair market value of account	6 Life insurance cost box 1	included in	For Participant
PARTICIPANT'S name Street address (including apt. no.)		7 IRA SEP SEP 8 SEP contributions \$ 10 Roth IRA contributions \$ 12a RMD date	SIMPLE Roth IRA 9 SIMPLE contributions \$ 11 If checked, required minimum distribution for 2013 12b RMD amount		This information is being furnished to the Internal Revenue Service.
City, state, and ZIP code		13a Postponed contribution \$ 14a Repayments	\$ 13b Year 13c Code)	
Account number (see instructions)		\$	THE CONE		
Form 5498 (keep f	or your records)	www.irs.gov/form5498	Department of the	Treasury -	Internal Revenue Service

5498 Form

• 5498-SA Forms

Every account holder that has a balance or contribution to a Health Savings Account (HSA) for the year must receive a 5498-SA form by January 31st.

The following is an example of a 5498-SA form.

CORR	ECTED (if checked)			
TRUSTEE'S name, street address, city, state, and ZIP code FPS GOLD BANK 1525 W. 820 N. Provo, UT 84601	Employee or self-employed person's Archer MSA contributions made in 2012 and 2013 for 2012 Z Total contributions made in 2012	OMB No. 1545-1518	HSA, Archer MSA, Medicare Advanta MSA Informati	age
(801) 555-4242	\$	Form 5498-SA		
TRIUSTEE'S federal identification number PARTICIPANT'S social security number	3 Total HSA or Archer MSA con \$	tributions made in 2013 f	for 2012 Copy	y B
PARTICIPANT'S name	4 Rollover contributions	5 Fair market value of Archer MSA, or MA		For
	\$	\$	Farticipa	anı
Street address (including apt. no.)	6 HSA X		The information boxes 1 thro	
City, state, and ZIP code	MA MSA		6 is be furnished to Internal Reve	the
Account number (see instructions)			Serv	
Form 5498-SA (keep for your record	(8)	Department of the 1	Treasury - Internal Revenue Ser	rvice

6 Transmittal of Information Returns

The following is an example of the IRS transmittal form, which FPS GOLD will send to you. You must sign and return this to FPS GOLD no later than <u>February 15</u>. FPS GOLD will not send the data to the IRS until this form is returned. One will be created for <u>1099INT</u> and one for <u>1099-R/1099-Q/1099-SA</u> forms. (**Note:** We will accept fax copies with authorized signature.)

70		(See Instruc	ctions on back)	57.0		
Form 4804 (Rev. May 2002)	Department of the Treasury – Internal Revenue Service Transmittal of Information Returns Reported Magnetically Please type or print in BLACK ink		IRS	Use Only	OMB No. 1545-0367	
	(Use	a separate Form 480	04 for each file.)			
 Type of file repre 	sented by this	s transmittal	Tax year for which media is			
☐ Original		□ Test	submitted			
☐ Replaceme	ent [☐ Correction				
Transmitter Control Code (TCC) (Required)			Name of transmitt	er of TCC)		
should be the sam	e information	as in 'T' record)	who should receive corre		nce on prob	em files
City			State		ıp	
E-mail Address 6. Forms 1098, 109 W-2G Combined to 'B' records	9, 5498,	7. Form 1042-S Total number of 'Q' records	8. Form 8027 Total nun establishment(s) report		9. Transm media nui	nitter in-hous mber(s)
		Aff	idavit			
documents, and, t	o the best of er must sign	my knowledge and b the affidavit above.	mined this transmittal, i selief, it is correct and c The authorized agent o	omplete	à.	
Signature (Req	uired)			RS Use	Only	
Title		Date	+			
		Catalog N	umber 272101		Form 480	04 (Rev. 5-20

7 Year-end Reports Balancing

Three separate reports are needed for balancing the year-end 1099 information generated by FPS GOLD:

- One of either the 1099INT Customer Information, Numeric, Alpha, or Social Security reports
- The 1099INT IRS Tape Totals Report
- The 1099INT Exception Report

The following table shows the totals that should balance on these reports.

The information in the cell below this one	Should match the information in the cell below this one
The institution totals for interest, penalty, and withholding under the column INTEREST (INT) ACCTS on the 1099INT Customer Information, Numeric, Alpha, or Social Security reports	The combined year-to-date interest of the TOTALS SENT TO IRS and the TOTALS NOT SENT column of the 1099INT IRS Tape Totals Report plus the institution totals in the TOTAL OF ALL ACCOUNTS column of the 1099INT Exception Report

The following example illustrates interest balancing:

1099INT IRS Tape Totals Report	
Year-to-Date Interest Totals Sent to IRS	\$12,103,950.21
+Year-to-Date Interest Totals Not Sent	\$1,856.51
1099INT Exception Report	
+Year-to-Date Interest Totals of All Accounts	\$41,546.48
	\$12,147,353.20
1099INT Social Security Report	
=Year-to-Date Interest (INT) Accts	\$12,147,353,20

Note: You should be able to balance the total to the YTD total interest posted from the Deposit system. To do this, you can run a GOLDWriter to pull in the total YTD interest using the field DMYITL (**Prior YTD Interest**). Run this on the live (online) set, *not* the monthend set.

The following shows the example above on the IRS Tape Totals Report.

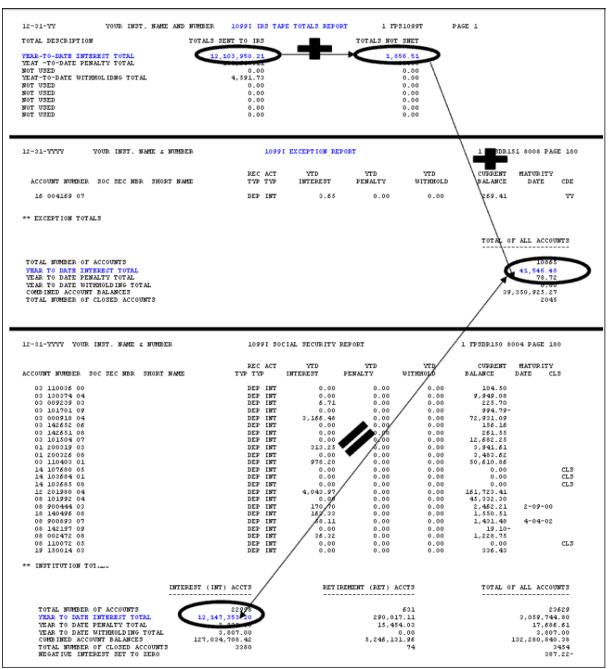


Illustration of Year-end Balancing