Deposit Year-End Processing



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Deposit Year-End Processing

Deposit year-end processing is available from the Year-End Run Options screen in CIM GOLD (Deposits > Miscellaneous). This information guides you through the Year-End Run Options screen to ensure timely and accurate testing and submission of required deposit year-end forms for the IRS.

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 Year-End 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 available in GOLDView 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. 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. Year-end tests cannot be processed after November 30 without programming assistance.

Action Dates for Year-End Processing

October 15	Last day to make any changes to the <u>Year-End Run Options 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>Year-End Run Options screen</u> was set up and will be shipped at the same time with a check-off list enclosed.
February 15	Return of IRS year-end transmittals. FPS GOLD will send your institution the <u>Transmittal for Information Returns</u> . 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 <i>signed copy</i> of this form.
February 28	All transmissions are due to the IRS.

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

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 uses your 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 the required 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 > Year-End 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 <u>transmittal form</u> 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 <u>IRS Information Return System Report (FPSDR029</u>). 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 <u>Monitor</u> for specific dates.

Deposit Year-End Run Options Screen

Use the Deposits > Miscellaneous > Year-End Run Options screen to set up how you want <u>year-end</u> to be processed for your institution. The Year-End 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.

Important: This screen must be completed by <u>October 15</u> 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.

Contact Name Annette Cassity	
Contact Email annette@bosv.com]
Contact Phone 307-885-6231	
1099 Processing Retirement	
Combined 1099 Interest Statement Test Statements to Print 200	Create New Form if Address Changed
Test Run Date 11/06/2020 V Last Test Run Date: 11/06/2015	Print C by closed Accounts
Interest Limit 10.00	Print IRS Owner's Name Only
Sort Forms By Alpha V	
Run 1099INT Customer Information Report	Other Print Options
Run 1099INT Social Security Report	None
Run 1099INT Social Security Address Report	O Print CD Balance and Maturity
Run 1099INT Alpha Report	O Print State Withholding on Form
Sort By Institution	
◯ Sort By Office	
Run 1099INT Numeric List	
Run 1099INT Exception Report	
Last Changed 03/15/2017 By 1742	
Shipping	
Mailing Service FPSGOLD Mailing Service Vou have a cor	ntract for FPS-GOLD Mailing Service
Attention: ANNETTE CASSITY Printing forms in	house
Print Preview	Save Changes

See the following example of this screen:

Deposits > Miscellaneous > Year-end 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

1099 Processing tab

The 1099 Processing tab on the <u>Deposit Year-End Run Options screen</u> allows you to select the number of 1099-INT statements you want to audit 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).

Your bank's return address and contact phone number must be set up on the rendered form. If it is incorrect, send a work order to get it fixed before the year-end final run. It is an image on the rendered statement.

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). Names with CID numbers will print on separate forms.

Combined 1099s 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 > Year-End 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.

Field	Description		
Test Statements to Print (DYFNBR)	Enter the number of statements (for test run of the year-end processing. <u>Dates</u>), FPS GOLD will process thi them in your warehouse for audit. T field to determine the order of the st Forms By field is set to SSN, and Social Security numbers of accoun numerical order for the test run.	rms) you want processed . In November (according s amount of test stateme he system uses the Sort tatements. For example, this field was set to 50, th t owners would be proces	during the to the <u>Action</u> ents and put t Forms By if the Sort nen the first 50 ssed in
	Accounts set to D to the top, so you sure that your test	NOTE To Not Mail are sorted may want to make t run is large enough to	

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

Field	Description
	include accounts <i>without</i> the Do Not Mail indicator (see test example below).
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 put into your warehouse for audit. Only the number of statements indicated in the Test Statements to Print field (see above) will be processed 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 reruns.
	NOTE This date should be after November 4 and no later than November 15. See <u>Action Dates for Year-End Processing</u> 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. IRS 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 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.

Field	Description					
Print CD Balance and Maturity	Select this option Date fields on 109 the balance of the maturity for any C not furnished to th Maturity and Prir enough room on th these options. The following exar	if you want 39-INT state account at Ds, if applic ie IRS. You it State Wi he form to p mple shows	to include the ments. The Ye year-end. The cable. Year-En can't select b thholding on wint both. Sele	Year-End E ear-End Bal Maturity D d balance ar oth Print CE Form becar oct None if y n the 1099-II	Balance and ance field d ate is the da nd maturity of D Balance a use there is rou don't war	I Maturity isplays ate of date are ind not nt either of
		In	Form 1099-INT terest Income for 2015		Page 1 of	1
	Account Number 11 201141 08 01 205524 04 01 530387 02 Total	Box 1 Interest Income 4.25 21.81 1,908.67 1,934.73	Box 2 Early Withdrawal Penalty 0.00 0.00 0.00 0.00	Box 4 Federal Income Tax Withheld 0.00 0.00 0.00 0.00	Year-End Balance 3,430.75 10,842.24 249,017.10 263,290.09	Maturity Date 12-29-12
Print State Withholding on Form	Select this option posted to any acc Maturity and Prin enough room on the these options. The following exar	if your insti ounts. You It State Wi he form for t	tution does sta can't select b thholding on both. Select N this field on th	ate withholdi oth Print CE Form becar one if you d ne 1099-INT	ng on any in) Balance a use there is on't want eit statement:	terest nd not her of

Field	Description				
		In	Form 1099-INT terest Income for 201	5	Page 1 of 1
	Account Number	Box 1 Interest Income	Box 2 Early Withdrawal Penalty	Box 4 Federal Income Tax Withheld	Box 16 State Withholding
	11 201141 08 01 205524 04 01 530387 02	4.25 21.81 1,908.67	0.00 0.00 0.00	0.00 0.00 0.00	10.00 20.00 0.00
	Total	1,934.73	0.00	0.00	30.00

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	***				
			Accour Taxpay Copy E	nt Information (er ID, XXX-X) for Recipient	For: <-7210
					Page1 of1
		Form 1099 Interest Income	-INT for 2012		
	Box 1 Interest Income	Box 2 Early Withdrawal Penalty	Box 4 Federal Income Tax Withheld	Year-End Balance	Maturity Date
Account Number		, on any			
01 507079 00 01 507509 09 01 507510 01	363.82 599.47 599.47	0.00 0.00	0.00 0.00	1,234.52 546.32 2,703.13	02-03-12
01 508479 06 01 510650 02 01 510778 03_c	779.74 356.42 363.82	0.00 0.00 0.00	0.00 0.00 0.00	1,350.10 125.23 0.00	07-02-12
Total	3,062.74	0.00	0.00	5959.30	
123 FPS GOLD BA OMB No. 1234-011	NK Federal ID Ni 2	umber 12-3456789			
This is important ta: <u>Service</u> , If you are r <u>sanction</u> may be im that it has not been	x information and is b equired to file a retur posed on you if this i reported.	peing furnished to the n, a negligence penal ncome is taxable and	Internal Revenue ty orother the IRS determines		
C=Closed					

1099-INT (Front of Statement)

Instructions for Recipient

The information provided may be different for covered and noncovered securities. For a description of covered securities, see the Instructions for Form 8949. For a taxable covered security acquired at a premium, unless you notified the payer in writing in accordance with Regulations section 1.6045-1(n)(5) that you did not want to amortize the premium under section 171, or for a taxexempt covered security acquired at a premium, your payer may report either (1) a net amount of interest that reflects the offset of the amount of interest paid to you by the amount of premium amortization allocable to the payment(s), or (2) a gross amount for both the interest paid to you and the premium amortization allocable to the payment(s). If you did notify your payer that you did not want to amortize the premium on a taxable covered security, then your payer will only report the gross amount of interest paid to you. For a noncovered security acquired at a premium, your payer is only required to report the gross amount of interest paid to you.

Recipient's identification number. For your protection, this form may show only the last four digits of your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN). However, the issuer has reported your complete identification number to the IRS.

FATCA filing requirement. If the FATCA filing requirement box is checked, the payer is reporting on this Form 1099 to satisfy its chapter 4 account reporting requirement. You also may have a filing requirement. See the Instructions to Form 8938.

Account number. May show an account or other unique number the payer assigned to distinguish your account.

Box 1. Shows taxable interest paid to you during the calendar year by the payer. This does not include interest shown in box 3. May also show the total amount of the credits from clean renewable energy bonds, new clean renewable energy bonds, qualified school construction bonds, and build America bonds that must be included in your interest income. These amounts were treated as paid to you during 2015 on the credit allowance dates (March 15, June 15, September 15, and December 15). For more information, see Form 8912, Credit to Holders of Tax Credit Bonds. See the instructions above for a taxable covered security acquired at a premium.

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 3. Shows interest on U.S. Savings Bonds, Treasury bills, Treasury bonds, and Treasury notes. This may or may not all be taxable. See Pub. 550. This interest is exempt from state and local income taxes. This interest is not included in box 1. See the instructions above for a taxable covered security acquired at a premium.

Box 4. Shows backup withholding. Generally, a payer must backup withhold 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. Include this amount on your income tax return as tax withheld.

Box 5. Any amount shown is your share of investment expenses of a singleclass REMIC. If you file Form 1040, you may deduct these expenses on the "Other expenses" line of Schedule A (Form 1040) subject to the 2% limit. This amount is included in box 1.

Box 6. Shows foreign tax paid. You may be able to claim this tax as a deduction or a credit on your Form 1040. See your Form 1040 instructions.

Box 7. Shows the country or U.S. possession to which the foreign tax was paid. **Box 8.** Shows tax-exempt interest paid to you during the calendar year by the

payer. Report this amount on line 8b of Form 1040 or Form 1040A. This amount may be subject to backup withholding. See box 4. See the instructions above for a tax-exempt covered security acquired at a premium.

Box 9. Shows tax-exempt interest subject to the alternative minimum tax. This amount is included in box 8. See the Instructions for Form 6251. See the instructions above for a tax-exempt covered security acquired at a premium.

Box 10. For a taxable or tax-exempt covered security, if you made an election under section 1278(b) to include market discount in income as it accrues and you notified your payer of the election, shows the market discount that accrued on the debt instrument during the year while held by you. Report this amount on your income tax return as directed in the instructions for Form 1040 or 1040A. Market discount on a tax-exempt security is includible in taxable income as interest income.

Box 11. For a taxable covered security, shows the amount of premium amortization allocable to the interest payment(s), unless you notified the payer in writing in accordance with Regulations section 1.6045-1 (n)(5) that you did not want to amortize bond premium under section 171. If an amount is reported in this box, see the instructions for Form 1040 (Schedule B). If an amount is not reported in this box for a taxable covered security acquired at a premium, the payer has reported a net amount of interest in box 1 or 3, whichever is applicable. If the amount in this box is greater than the amount of interest paid on the covered security, see Regulations section 1.171-2 (a)(4).

Box 13. For a tax-exempt covered security, shows the amount of premium amortization allocable to the interest payment(s). If an amount is not reported in this box for a tax-exempt covered security acquired at a premium, the payer has reported a net amount of interest in box 8 or 9, whichever is applicable. If the amount in this box is greater than the amount of interest paid on the tax-exempt covered security, the excess is a nondeductible loss. See Regulations section 1.171-2(a)(4)(ii).

Box 14. Shows CUSIP number(s) for tax-exempt bond(s) on which tax-exempt interest was paid, or tax credit bond(s) on which taxable interest was paid or tax credit was allowed, to you during the calendar year. If blank, no CUSIP number was issued for the bond(s).

Boxes 15-17. State tax withheld reporting boxes.

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 owner(s) as the "recipient." File Form(s) 1099-INT with Form 1096 with the Internal Revenue Service Center for your area. On Form 1096 list yourself as the "filer." A spouse is not required to file a nominee return to show amounts owned by the other spouse.

Future developments. For the latest information about developments related to Form 1099-INT and its instructions, such as legislation enacted after they were published, go to www.irs.gov/form1099int.

1099-INT (Back of Statement)

1099-INT Reports

Below the Combined 1099 Interest Statement field group on the 1099 Processing tab of the <u>Year-End Run</u> <u>Options screen</u> 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:

1099 Processing Retin	rement		
Combined 1099 Intere Test Statements to Print Test Run Date	st Statement 12/01/2012	50	Last Test Run Date:
Sort Forms By	SSN	•	
 Run 1099INT Customer I Run 1099INT Social Sec Run 1099INT Social Sec Run 1099INT Alpha Rep Sort By Institution Sort By Office Run 1099INT Numeric Li Run 1099INT Exception 	information Repo curity Report curity Address Re ort st Report	port	
Last Changed 12/31/201	2 By	1907	

Deposits > Miscellaneous > Year-End 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
- <u>1099INT Social Security Report</u>
- <u>1099INT Social Security Address Report</u>
- <u>1099INT Alpha Report By Office or Institution</u>
- 1099INT Numeric List (Account Number Order)
- 1099INT Exception Report

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

Retirement tab

The Retirement tab on the <u>Deposit Year-End 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:

Sort By Alpha	Sort By SSN	Test Forms to Print 50
5498 / 5498SA	Forms	
Sort By Alpha	Sort By SSN	Test Forms to Print 50
Run 1099R Sum	mary Report	
Run 1099R/109	9Q/1099SA Detail Report	
Run 5498/5498	SA Detail Report	
est Run Date	11/15/2013 👻	Last Test Run Date
Include Beginnin	g of Year Balance if Accou	nt Converted This Year

Deposits > Miscellaneous > Year-end 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 have three options for handling them:

- 1. Have FPS GOLD process the year-end forms, send the information to the IRS, send the forms to you during year-end processing.
- 2. You print them from GOLDView and send them to your account owners.
- 3. Use an outside source to compile the year-end retirement data and generate the forms.

Your bank return address comes from Institution Options, Name, ADDR, and state. The phone number comes from Institution Number in CIS.

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	Enter the number of statements (forms) you want processed and put into your warehouse for audit during the test run of the year-end processing for

Field	Description									
(FPDYFNBR)	these retirement (according to the system uses the order of reports In the Test Forr to review.	t forms in the Test Forms to Print field. In N e <u>Action Dates</u>), you will audit the forms in G e Sort By Alpha and Sort By SSN fields to for both the test and final runs. Forms are so ms to Print field, enter the number of test for	lovember GOLDView. The determine the orted by SSN. ms you want							
		NOTE								
		Accounts 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 <i>without</i> the Do Not Mail indicator.								
	For more inform see <u>Forms</u> .	For more information and an example concerning the specific type of form, see <u>Forms</u> .								
5498/5498SA Forms (FPDYFNBR)	Enter the number of statements (forms) you want processed and put into your warehouse for audit 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 <u>Action Dates</u>), you will audit the forms in GOLDView. The system uses the Sort By Alpha and Sort By SSN fields to determine the order of reports for both the test and final runs. Forms are sorted by SSN. In the Test Forms to Print field, enter the number of test forms you want to review.									
		NOTE								
		Accounts 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 <i>without</i> the Do Not Mail indicator.								
		Also, 5498SA forms are not required at year-end, but FPS GOLD does process them for everyone.								
	For more inform see <u>Forms</u> .	ation and an example concerning the specifi	c type of form,							
Run 1099R Summary Report	Check this box (FPSDR152-2) i shows how the distributions ma This report can (SSN). It lists of	if you want to generate a 1099R Summary R n GOLDView in CIM GOLD. The 1099R Sum information on retirement accounts, their own ide from those retirement accounts was sent be sorted by short name or by Social Securi ne account per distribution code in summary	Report mary Report ners, and to the IRS. ty Number form, printing							

Field	Description						
	the IRS owner's short name and Social Security Number. This report matches the 1099R forms						
	For detailed information concerning this report, see <u>FPSDR152-2</u> in the Deposit Reports manual in DocsOnWeb. Also see the <u>Reports</u> 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 <u>FPSDR152-1</u> , <u>FPSDR154</u> , and <u>FPSDR103</u> in the Deposit Reports manual in DocsOnWeb. Also see the <u>Reports</u> 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 <u>FPSDR174</u> and <u>FPSDR104</u> in the Deposit Reports manual in DocsOnWeb. Also see the <u>Reports</u> 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 processed 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 <u>Action Dates for Year-</u> <u>End Processing</u> for more information.						

Field	Description
	Test forms will have the word "TEST" across the front of each form.
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.

Shipping field group

The fields in the Shipping field group on the <u>Year-End 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 or you print the forms yourselves from GOLDView and send them to your account owners, you can ignore these fields.

- 1. In the **Mailing Service** field, select how you want the forms sent to you:
 - Select 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, select "FPS GOLD Mailing Service" from the **Mailing Service** drop-down list. If you currently have a contract with FPS GOLD for mailing services, also check the box. 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.
- 2. In the Attention field, enter the person at your institution responsible for year-end forms.

or

Check **Print Forms In-house** if you are going to print your own forms from the warehouse. If this field is checked, all other shipping fields are disabled.

Reports

Using the <u>Year-End 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 Year-End 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
- <u>Retirement Reports</u>
- Balancing Report

1099INT Reports

Check the boxes in front of each report on the Year-End 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.

- <u>1099INT Customer Information Report</u>
- <u>1099INT Social Security Report</u>
- <u>1099INT Social Security Address Report</u>
- <u>1099INT Alpha Report By Office or Institution</u>
- <u>1099INT Numeric List (Account Number Order)</u>
- 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 GOLDView.

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

12-31-2012	FPS GOLD BA	NIK 109	99I C	USTOM	R INFORMA	TION REPOR	T	1 FPSDR150	8003 PAGE	1
ACCOUNT NUMBER	SOC SEC NBR	SHORT NAME	REC TYP	ACT TYP	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	0.00	0.00	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	0.00	0.00	0.00	0.00		CLS
11 000011 05	123-45-6789	NORRIS QQ	DEP	INT	16.22	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	123-45-6789	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	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	123-45-6789	CASTINGSON JL	DEP	INT	38.28	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	123-45-6789	WARREN QQ	DEP	INT	8.13	0.00	0.00	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	3,332.88		
11 000115 04	123-45-6789	BUSH GW	DEP	INT	0.00	0.00	0.00	11.07		
** INSTITUTION T	OTALS									
		INTEREST (INT)	ACCTS	; RETIREN	IENT (RET)	ACCTS T	OTAL OF ALL	ACCOUNTS	
TOTAL NUMBER	OF ACCOUNTS			4499	8		666		26629	
YEAR TO DATE	INTEREST TOT	AL 6	.769	727.6	9	260.01	.7.11	6.059	.744.80	
YEAR TO DATE	PENALTY TOTA	L	6	232 5	8	16.45	4.03	16	686 61	
YEAR TO DATE	WITHHOLDING	TOTAL	6	807.0	ō	,	0.00	6	.807.00	
COMBINED ACC	OUNT BALANCES	126	.034	708.4	2	6,246,13	31.96	162.280	840.38	
TOTAL NUMBER	OF CLOSED AC	COUNTS	, ,	668	0		66	,	6454	
NEGATIVE INT	EREST SET TO	ZERO							687.22-	

For more information concerning this report, see <u>1099INT Customer Information Report</u> in DocsOnWeb.

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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 1099I NUMERIC LISTING 1 FPSDR150 8007 PAGE 1								1	
ACCOUNT NUMBER	SOC SEC NBR	SHORT NAME	REC ACT TYP TYP	YTD INTEREST	YTD PENAL TY	YTD WITHHOLD	CURRENT BALANCE	MATURI TY DATE	CLS
11 000000 00 11 00001 01 11 00002 02 11 00003 03 11 00004 04 11 000005 05 11 000006 06 11 000007 07 11 000008 08 11 000009 09 11 000010 10	999-88-7777 999-77-6666 999-55-4444 999-44-3333 999-33-2222 999-22-1111 999-11-0000 999-00-9999 999-90-8888 999-88-7766	BARRY D BUCK UN NORRIS MS KUNTZ D CARRIES FS JACOBS MS SIMIONS SS FLETCHER F ASHTON QQ BLUE KD CHAMBERLAIN	DEP INT DEP INT DEP INT DEP INT DEP INT DEP INT DEP INT DEP INT DEP INT 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 0.00 0.00 0.0	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 T	DTALS								
		INTEREST (INT) ACCTS	RETIREM	ENT (RET)	ACCTS TO	TAL OF ALL	ACCOUNTS	
TOTAL NUMBER OF YEAR TO DATE IN YEAR TO DATE P YEAR TO DATE WI COMBINED ACCOUN TOTAL NUMBER OF NEGATIVE INTERP	7 ACCOUNTS TEREST TOTAL INALTY TOTAL ITHHOLDING TOT. IT BALANCES 7 CLOSED ACCOU IST SET TO ZER	6, AL 126, 0	44998 769,727.69 6,232.58 6,807.00 034,708.42 6680		260,0 16,4 6,246,1	666 017.11 154.03 0.00 131.96 66	6,05 1 162,28	26629 9,744.80 6,686.61 6,807.00 0,840.38 6454 687.3	22-

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

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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 Year-End 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.

12-31-2012	FP3 GOLD BANK	1099	I AI	PHA	LISTING BY	OFFICE		3 FPSDR150	8005 PAGE	1
			REC	ACT	YTD	YTD	YTD	CURRENT	MATURITY	
ACCOUNT NUMBER	30C SEC NBR	SHORT NAME	TYP	TYP	INTEREST	PENALTY	WITHHOLD	BALANCE	DATE	CLS
			80							
02 123456 06	99-1234567	A & C INC.	DEP	INT	47.56	0.00	0.00	1,440.44		
02 123456 08	99-1234567	ALG BUILDING	DEP	INT	5.98	0.00	0.00	0.00		CLS
02 123456 02	99-1234567	AAA ALPHABET	DEP	INT	0.00	0.00	0.00	41,005.95		
02 123456 01	999-12-3456	ABARB LK	DEP	INT	211.04	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	27.05	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 123455 04	99-1234567	ACTION PERF	DEP	INT	0.00	0.00	0.00	5,032.87		
02 123455 02	99-1234557	ACTION PERF	DEP	INT	0.00	0.00	0.00	187,474.77		
02 123455 00	99-1234567	ACTION PERF	DEP	INT	0.00	0.00	0.00	2,579.95		
02 123455 05	99-1234557	ACTION PERF	DEP	INT	0.00	0.00	0.00	129,581.94		
02 123455 07	99-1234557	ADD PADD ING	DEP	INT	2,765.50	0.00	0.00	7,881.34	-	
02 123455 05	999-12-3455	ADAMS QH	DEP	INT	5.13	0.00	0.00	173.35		
02 123455 03	999-12-3455	ADAMS QJ	DEP	RET	12.92	0.00	0.00	357.92	10-15-98	
02 123455 02	999-12-3455	ADAMS QX	DEP	INT	2.70	0.00	0.00	91.30		
02 123455 08	999-12-3455	ADAMS QY	DEP	INT	0.00	0.00	0.00	13.37		
02 123455 01	999-12-3455	ADAM3 QZ	DEP	INT	205.55	0.00	0.00	10,119.78		
02 123455 03	999-12-3455	ADAMSON AT	DEP	INT	2,770.83	0.00	0.00	57,032.51	7-27-98	
02 123455 05	99-1234557	ADAMSON ENTER.	DEP	INT	1,580.95	0.00	0.00	0.00	2-02-98	CLS
02 123455 07	999-12-3455	ADAMSON, QM	DEP	INT	1,033.54	0.00	0.00	24,842.55	2-04-98	
02 123455 02	999-12-3455	ADAMSON, QQ	DEP	INT	1,780.85	0.00	0.00	41,837.25	3-21-98	
02 123455 08	99-1234557	ADJENTUREL AND	DEP	INT	0.00	0.00	0.00	4,858.78		
** INSTITUTION T	OT AL 3									<u></u>
		INTEREST	(INT	n ac	CTS RETIRE	MENT (RET) ACCTS	TOTAL OF 2	LL ACCOUNTS	
									25520	
TOTAL NUMBER	UP ACCOUNTS		250	44	440	250	017 11		050 744 80	
MEAR TO DATE	TRILELSI TOTA	ᅝ	, 103	, , , , , ,	.03	200	454 02		15 505 51	
YEAR TO DATE	PENALTY TOTAL		2	,232	. 30	TD	,434.03		10,000.01	
YEAR TO DATE	WITHHOLDING T	OT AL	0.00	,807	.00	5 945	101.00	1.50	200 040 00	
COMBINED ACC	OUNT BALANCES	126	,034	,708	. 42	D,24D	22.30	TPS	1200,040.30	
TOTAL NOMBER	OF CLUSED ACC	UOM'S		6	600		DD		507 00	
MEGATIVE INT.	EREST SET TO 2.	ERU							007.22	

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

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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 <u>1099INT</u> <u>Social Security Address Report</u> below.)

12-31-2012	FP3 GOLD BA	як	10991 :	BOCIAL	SECURITY	REPORT	1	FP3DR150 8	004 PAGE	8
ACCOUNT NUMBER	30C SEC MBR	SHORT NAME	REC TYP	ACT TYP	YTD INTEREST	YTD PEN ALTY	YTD WITHHOLD	CURRENT B AL ANCE	MATUR ITY DATE	CL3
01 123455 03	111-22-3333	SMITH 0	DEP	INT	0.62	0.00	0.00	299.11-		
03 123455 04	111-33-2222	SMITH 0	DEP	INT	0.00	0.00	0.00	24.40		
02 123455 04	222-33-4444	DOMERTY 0	DEP	INT	0.00	0.00	0.00	0.00		CLS
04 123455 05	222-44-3333	OLIVER 00	DEP	INT	438.91	0.00	0.00	15,710.35		
05 123455 05	333-44-5555	MACDONALD	DEP	INT	52.52	0.00	0.00	5,475.06		
05 123455 02	333-55-4444	NICHOLS 0	DEP	INT	8.29	0.00	0.00	758.01		
07 123455 01	444-55-6666	NICHOLS Z	DEP	INT	8.82	0.00	0.00	232.04		
08 123455 04	444-66-5555	NICHOLS T	DEP	INT	12.44	0.00	0.00	108.42		
19 123455 04	555-66-7777	MARYBOY 0	DEP	INT	0.00	0.00	0.00	1,253.92		
01 123456 03	555-77-6666	TALBOTT T	DEP	INT	6.95	0.00	0.00	53.28		
03 123455 05	666-77-8888	TALBOTT J	DEP	INT	7.94	0.00	0.00	82.54		
02 123455 07	666-88-7777	PASTORELLA	DEP	INT	2,508.75	0.00	0.00	85,920.03		
03 123455 05	777-88-9999	PASTORELLA	DEP	INT	89.08	0.00	0.00	5,943.42		
04 123455 02	777-99-8888	TIMM QQ	DEP	INT	31.55	0.00	0.00	0.00		
04 123455 05	888-99-0000	FURMAN Q	DEP	INT	8.05	0.00	0.00	158.41		
05 123455 07	888-00-9999	GANAPOL QQ	DEP	INT	0.00	0.00	0.00	170.41-		
05 123455 05	999-00-1111	CRAGUN QQ	DEP	INT	0.00	0.00	0.00	1,495.59		
07 123455 08	999-11-0000	KELLOGG R	DEP	INT	1.54	0.00	0.00	55.38		
08 123455 05	000-11-2222	FRANCIS F	DEP	INT	0.00	0.00	0.00	1.70		
09 123455 05	000-22-1111	FRANCIS 3	DEP	INT	0.00	0.00	0.00	0.00		CLS
09 123455 05	123-45-5789	JENSE U	DEP	INT	0.00	0.00	0.00	0.00		CLS
** INSTITUTION	TOTALS									
		INTEREST	(INT)	ACCTS	RET IRI	EMENT (RE	T) ACCTS	TOTAL OF	ALL ACCOUN	WT 3
TOTAL NUMBER O	F ACCOUNTS			4499	8		666		25	629
YEAR TO DATE I	NTEREST TOTAL		6,769	,727.6	9	21	50,017.11		5,059,744	.80
YEAR TO DATE P	ENALTY TOTAL		6	,232.5	8		15,454.03		15,585	.61
YEAR TO DATE N	ITHHOLDING TO	TAL	6	807.0	0		0.00		5,807	.00
COMBINED ACCOU	NT BALANCES	1	.25,034	,708.4	2	5,2	45,131.95	1	52,280,840	.38
TOTAL NUMBER O	F CLOSED ACCO)UNTS		668	0		66		6	454
NEGATIVE INTER	EST SET TO ZE	RO		8830	1974				587	.22-

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

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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 <u>1099INT Social Security Report</u> above.)

12-31-2012 FF	S GOLD BANK	10991 30CIAL	SECURITY #	ADDRESS REP(ORT 1	FP3DR150 8005	PAGE	9
ACCOUNT NUMBER 01 123456 03 02 123456 05 03 123456 01 04 123456 07 05 123456 09 06 123456 09 06 123456 04 09 123456 04 09 123456 01 10 123456 02 01 123456 05 ** INSTITUTION TO	SOC SEC MBR 029-30-1234 029-32-1234 029-48-1234 029-48-1234 029-48-1234 030-14-1234 030-14-1234 030-14-1234 030-32-1234 030-32-1234 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 0 MCKAY	INFORMATIC 1938 N 20 1824 WHIT DUSTIN SM TRAVIS L P 0 BOX 5 P 0 BOX 5 P 0 BOX 1 P 0 BOX 1 JEFF M 30 NANCY R (P 0 BOX 4	DN 05 W0 17 OAK RD 181TH P (750 133 501 184 184 184 184 184 184 184 18	0 B0X 750 0 B0X 750 0 B0X 7501 4 W 2550 3	CITY, TORREY RALEIGH TORREY TORREY LOA MT PLEASANT MT PLEASANT TORREY PROVO MORONI	STAT UT NC UT UT UT UT UT UT UT	E Z IP 84775 27508 84775 84775 84747 84547 84547 84547 84547 84547 84504 84545
		INTEREST (INT) ACCT3	RET IREMENT	F (RET) ACC	TOTAL OF	ALL	ACCOUNTS
TOTAL NUMBER YEAR TO DATE YEAR TO DATE YEAR TO DATE COMBINED ACCO TOTAL NUMBER NEGATIVE INTE	OF ACCOUNTS INTEREST TOTAL PENALTY TOTAL WITHHOLDING TO UNT BALANCES OF CLOSED ACCO REST SET TO 28	. 5,755 6 DTAL 6 125,034 DUMTS CR0	44998 1,727.69 5,232.58 5,807.00 4,708.42 6680		5, 250,017 16,454. 0.1 5,245,131.:	55 11 13 30 96 16 56	δ,05 1 2,28	25529 9,744.80 5,585.51 5,807.00 0,840.38 5454 587.22-

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

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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 Year-End 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.

12-31-2009 11	8 FPS GOLD B	ANK	1099I B	EXCEPTION REPOR	T ** TEST **		FPSDR151	8008 PAGE	1
			REC ACT	YTD	YTD	YTD	CURRENT	MATURITY	
ACCOUNT NUMBER	SOC SEC NBR	SHORT NAME	TYP TYP	INTEREST	PENALTY	WITHHOLD	BALANCE	DATE	CDE
92 123459 3	999-99-9999	HENRY H	DEP INT	1,369.34	0.00	0.00	30,765.67		NE
							NON-CITIZEN	W8 ON FI	LE.
91 123450 5	123-40-9362	BOLYN AN	DEP INT	0.00	0.00	0.00	74.97		YE
91 123454 1	123-04-7389	SMITH GA	DEP INT	0.00	0.00	0.00	68.19		YE
91 123454 7	999-44-6267	JONES RT	DEP INT	0.00	0.00	0.00	0.00		CYE
91 123415 3	321-78-8212	YOUNG HH	DEP INT	0.00	0.00	0.00	0.00		CYE
92 123428 6	999-34-4005	TUDOR Q	DEP INT	0.00	0.00	0.00	10.00		YY
91 123518 7		WU S	DEP INT	6,255.62	0.00	0.00	130,309.15	2-03-04	NE
							NON-CITIZEN	W8 ON FI	LE.
91 123362 9		WU S	DEP INT	1,356.96	0.00	0.00	35,036.32	8-12-04	NE
							NON-CITIZEN	W8 ON FI	LE.
91 123382 7		WU S	DEP INT	3,788.85	0.00	0.00	96,411.98	8-25-04	NE
							NON-CITIZEN	W8 ON FI	LE.
91 123644 1	111-46-2595	BLACK DA	DEP INT	0.00	0.00	0.00	0.00		CYE
92 123720 7	222-72-6981	WHITE BG	DEP INT	0.00	0.00	0.00	0.00		CYE
91 106659 5	333-58-9031	GOLD M	DEP INT	0.00	0.00	0.00	42.15		YE
92 123094 6	99-2900711	GREENE CONSTRUCTI	DEP INT	0.00	0.00	0.00	1,118.99		YE
92 123136 4	444-46-5298	SCARLET MM	DEP INT	0.00	0.00	0.00	78.55		YE
91 123648 2	99-0352526	RED ONE LLC	DEP INT	0.00	0.00	0.00	1,042.90		YE
91 123649 0	99-0352526	RED ONE LLC	DEP INT	0.00	0.00	0.00	1,760.47		YE
91 123301 7	555-11-5717	CHARTREUSE L	DEP INT	0.00	0.00	0.00	0.00		CYE

1099 Exception Report

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

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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 $\frac{1099-R/1099-Q}{Q/1099-SA \text{ forms}}$.

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 CODE	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	IRA					
888-12-3455	06 123456 02	SMITH GH	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	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 SI NUMBER OF SI NUMBER OF II NUMBER OF QU	69,524.66 0.00 0.00 NUMBER OF SEPP ACCOUNTS 5 NUMBER OF SIMPLE ACCOUNTS 4 NUMBER OF IRA ACCOUNTS 145 NUMBER OF QUALIFIED ACCOUNTS 0											

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

The 1099-R/1099-Q/1099-SA report accompanies the <u>1099-R/1099-Q/1099-SA forms</u>. 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	UMMARY REPORT	1 FPSDI	2152 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	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 TOTALS NBR OF DISTRIBUTIONS FEDERAL WITHHOLDINGS			335 D) 0.00 ST	ISTRIB. WITH W/. FATE WITHHOLDIN	HLDNG GS	555,418.97 0.00	
NUMBER OF SEPP A NUMBER OF SIMPLA NUMBER OF IRA AA NUMBER OF QUALIN	ACCOUNTS E ACCOUNTS CCOUNTS FIED ACCOUNTS	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	DBANK	54	98 REPORT		FP 3DI	R174 8029 1	PAGE 1
33N# 123-45-7223	IRS OWNERS NAME ACCOUNT # FRANKL IN BL 01 7890101 0	TYPE IRA	CONTRIBUTIONS THIS YEAR 0.00	ROLLOVER AMT	END OF YEAR BALANCE 27,511.10	EMD SEP 0.00	PLOYER 3 IMPLE 0.00	ROTI CONVERSIO 0.00	H RECHAR N 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 SI 01 1000008 0	ROL	0.00	0.00	581.45	0.00	0.00	0.00	0.00
557-12-1230	ADAMIS BE 01 2000009 4	IRA	0.00	0.00	2,324.73	0.00	0.00	0.00	2,307.58
555-62-1230	ADAMIS CB 01 1000004 5	FTH	0.00	0.00	2,872.55	0.00	0.00	0.00	0.00
455-55-0550	HOUSTON SM 01 1313131 3	IRA	0.00	0.00	7,570.22	0.00	0.00	0.00	0.00
455-55-0550	HOUSTON SM 01 1414141 4	IRA	0.00	0.00	517.95	0.00	0.00	0.00	0.00
455-55-0550	HOUSTON 3M 01 1212121 7	IRA	0.00	0.00	5,591.25	0.00	0.00	0.00	0.00
455-55-055	0 HOUSTON SM 01 1000401 1	0.00 RTH	0.00	0.00	517.95	0.00	0.00	0.00	0.00
TOTAL ACCOUNT	NTS 4	0.00	0.00	0.00 1	4,297.38	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 ACCOUNT	NTS 10	0.00	100.00	0.00 5	3,382.77	0.00	0.00	0.00	2,307.58
								[Back to top

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	1099I IRS TAPE TOTALS	1 FP31099T PAGE 1
TOTAL DESCRIPTION	TOTALS SENT TO IRS	TOTALS NOT SENT
YEAR-TO-DATE INTEREST TOTAL YEAR-TO-DATE PENALTY TOTAL YEAR-TO-DATE WITHHOLDING TOTAL	1,267,365.77 5,122.93 14.70	5,908.74 6.58 0.00
TOTAL NUMBER OF DETAIL (B) RECORDS SENT	2,452	

12-31-02	FP3 GOLD BANK	1099I IRS TAPE TOTALS	1	FP31099T	PAGE 1
TOTAL DESCRIP	TION	TOTALS SENT TO IRS	TOTALS NOT SENT		
GR033 DISTRIB	UTIONS TOTAL	255,738.58	0.00		
TAXABLE AMOUNT	т	255,738.58	0.00		
FEDERAL INCOM	E TAX WITHHELD	1,715.85	0.00		
EMPLOYEE CONT:	RIBUTIONS	0.00	0.00		
TOTAL EMPLOYE	E CONTRIBUTIONS	0.00	0.00		
TOTAL NUMBER	OF DETAIL (B) RECORDS SENT	42			

Tape Totals

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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 Year-End Run Options screen, <u>Retirement tab</u>.

The following paragraphs describe each of the Retirement Forms available.

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

PAYER'S name, street address, city of country, ZIP or foreign postal code, a	or town, state o ind telephone n	or pr 10.	rovince,	1 \$ 2a	Gross distribution	n t	ON	MB No. 1545-01 20 23	¹⁹ Po Pr	Distributions From ensions, Annuities, Retirement or ofit-Sharing Plans, IRAs, Insurance
				\$			F	Form 1099-F	2	Contracts, etc.
				2b	Taxable amount not determined			Total distribution		Copy 1
PAYER'S TIN RE	CIPIENT'S TIN			3	Capital gain (inclu box 2a)	uded in	4	Federal incon withheld	ne tax	State, City, or Local Tax Department
				\$			\$			
RECIPIENT'S name				5 \$	Employee contrib Designated Roth contributions or insurance premiu	utions/	6 \$	Net unrealized appreciation i employer's se	d n ecurities	
Street address (including apt. no.)				7	Distribution code(s)	IRA/ SEP/ SIMPLE	8 \$	Other	%	
City or town, state or province, country	, and ZIP or fore	ign	postal code	9 a	Your percentage distribution	of total %	9b \$	Total employee	contributions	
10 Amount allocable to IRR within 5 years F	st year of desig. Roth contrib.	12	FATCA filing requirement	14 \$	State tax withhe	bld	15	State/Payer	s state no.	16 State distribution \$
6				\$						\$
Account number (see instructions)		13	Date of payment	17 \$	Local tax withhe	əld	18	Name of loc	ality	19 Local distribution \$
1000 B				φ			_	D	T	Ψ

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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.

PAYER'S/TRUSTEE'S name, stree country, ZIP or foreign postal cod	t address, city or town, state or province a, and telephone no.	1 Gross distribution	OMB No. 1545-1760 Form 1099-Q (Rev. November 2019) For calendar year 20		Payments Fron Qualifier Education Programs (Under Sections 529 and 530
PAYER'S/TRUSTEE'S TIN	RECIPIENT'S TIN	3 Basis \$	4 Trustee-to-trustee transfer		Copy / Fo
RECIPIENT'S name		5 Distribution is from: • Qualified tuition program— Private or State	6 Check if the recipier not the designated beneficiary	nt is	Internal Revenue Service Cente File with Form 1096
Street address (including apt. no.)		Coverdell ESA			For Privacy Ac and Paperwor Beduction Ac
City or town, state or province, co	untry, and ZIP or foreign postal code				Notice, see th current General Instructions for
Account number (see instructions					Certain Informatio Returns

1099Q Form

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1099-SA Forms

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

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

PAYER'S TIN RECIPIENT'S TIN 1 Gross distribution 2 Earnings on excess cont. \$ RECIPIENT'S name 3 Distribution code 4 FMV on date of death 5	-
RECIPIENT'S name 3 Distribution code 4 FMV on date of death Se	Copy /
File w	nal Revenu rvice Cente ith Form 109
\$	For Privacy Ad
Street address (including apt. no.) 5 HSA Archer	Reduction Ad Notice, see th
City or town, state or province, country, and ZIP or foreign postal code MA MSA III	urrent Genera structions fo
Account number (see instructions)	Informatio Return:
Form 1099-SA (Rev. 11-2019) Cat. No. 38471D www.irs.gov/Form1099SA Department of the Treasury - Internal	Revenue Servic

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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.

TRUSTEE'S or ISSUER'S name, street address, city or town, state or province, country, and ZIP or foreign postal code	IRA contributions (other than amounts in boxes 2–4, 8–10, 13a, and 14a) S Rollover contributions S Roth IRA conversion	OMB No. 1545-0747 2023 Form 5498 4 Recharacterized	IRA Contribution Information
TRUSTEE'S or ISSUER'S TIN PARTICIPANT'S TIN	amount \$	contributions	Сору В
	5 FMV of account	6 Life insurance cost included box 1	d in For Participant
PARTICIPANT'S name	7 IRA SEP 8 SEP contributions \$	SIMPLE Roth IRA 9 SIMPLE contributions \$	This information is being furnished to
Street address (including apt. no.)	10 Roth IRA contributions \$ 12a RMD date	11 If checked, required minimu distribution for 2024	the IRS.
City or town, state or province, country, and ZIP or foreign postal code	13a Postponed/late contrib.	\$ 13b Year 13c Code	
	14a Repayments	14b Code	
Account number (see instructions)	15a FMV of certain specified assets	15b Code(s)	

5498 Form

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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.

TRUSTEE'S name, street address ZIP or foreign postal code, and te	, city or town, state or province, country, lephone number	1 Employee or self-employed person's Archer MSA contributions made in 2023 and 2024 for 2023 \$ 2 Total contributions made in 2023	20 23	HSA Med	, Archer MSA, or licare Advantage MSA Information
		\$	Form 5498-SA		
TRUSTEE'S TIN	PARTICIPANT'S TIN	3 Total HSA or Archer MSA con \$	ntributions made in 2024	for 2023	Copy A For
PARTICIPANT'S name		4 Rollover contributions	5 Fair market value of Archer MSA, or MA	HSA, MSA	Internal Revenue Service Center
		\$	\$		File with Form 1096.
Street address (including apt. no.		6 HSA			For Privacy Act and Paperwork Reduction Act
City or town, state or province, co	untry, and ZIP or foreign postal code	MA MSA			Notice, see the 2023 General
Account number (see instructions)				Certain Information Returns.

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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.

		(See Instruc	ctions on back)			
Form 4804 (Rev. May 2002)	Departmen Transi	t of the Treasury – Inte mittal of Inform Reported Magr Please type or print in I	ernal Revenue Service nation Returns netically BLACK ink	IRS Use	Only	OMB No. 1545-0367
	(Use	a separate Form 480	4 for each file.)			
1. Type of file repre	sented by this	transmittal	Tax year for which media is			
Original] Test	submitted			
Replaceme	ent D	Correction				
3. Transmitter Cont	rol Code (TC	C) (Required)	4. Name of transmitte	er (Owner of	TCC)	
5. Name/address of (should be the sam Company Name Address	f company and e information a	d name/litle of person v as in 'T' record)	who should receive corre	spondence o	n prot	olem files
City			State	Zin		
				Zip		
Contact Person		T	elephone Number (_)		
E-mail Address						
6. Forms 1098, 109 W-2G Combined to 'B' records	99, 5498, tal of payee	7. Form 1042-S Total number of 'Q' records	8. Form 8027 Total nun establishment(s) report	nber of 9. 1 ed me	'ransm dia nu	nitter in-house mber(s)
		Aff	idavit			
Under penalties of documents, and, t (Normally, the pay conditions are me	f perjury, I de to the best of ver must sign t as stated or	clare that I have exar my knowledge and b the affidavit above. I the back.)	nined this transmittal, in elief, it is correct and co The authorized agent of	ncluding ac omplete. f the payer i	compa nay si	anying ign if all
SIGNATURE (Req	juired)			RS Use Only	'	
Title		Date				
		Catalog N	umber 272101	Fo	rm 480	04 (Rev. 5-2002)

Year-End Reports Balancing

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

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

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,	The combined year-to-date interest of the TOTALS
penalty, and withholding under the	SENT TO IRS and the TOTALS NOT SENT column
column INTEREST (INT) ACCTS on	of the 1099INT IRS Tape Totals Report plus the
the <u>1099INT Customer Information</u> ,	institution totals in the TOTAL OF ALL
<u>Numeric</u> , <u>Alpha</u> , or <u>Social Security</u>	ACCOUNTS column of the <u>1099INT Exception</u>
reports	<u>Report</u>

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