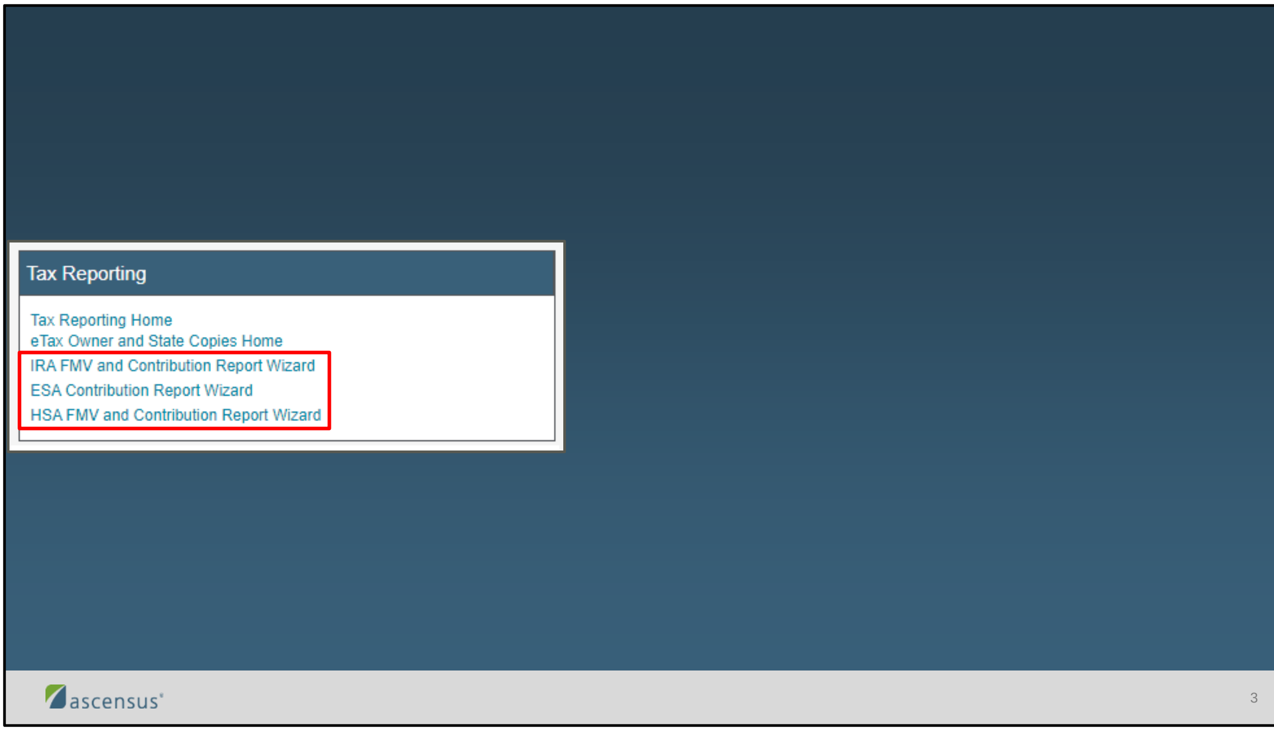
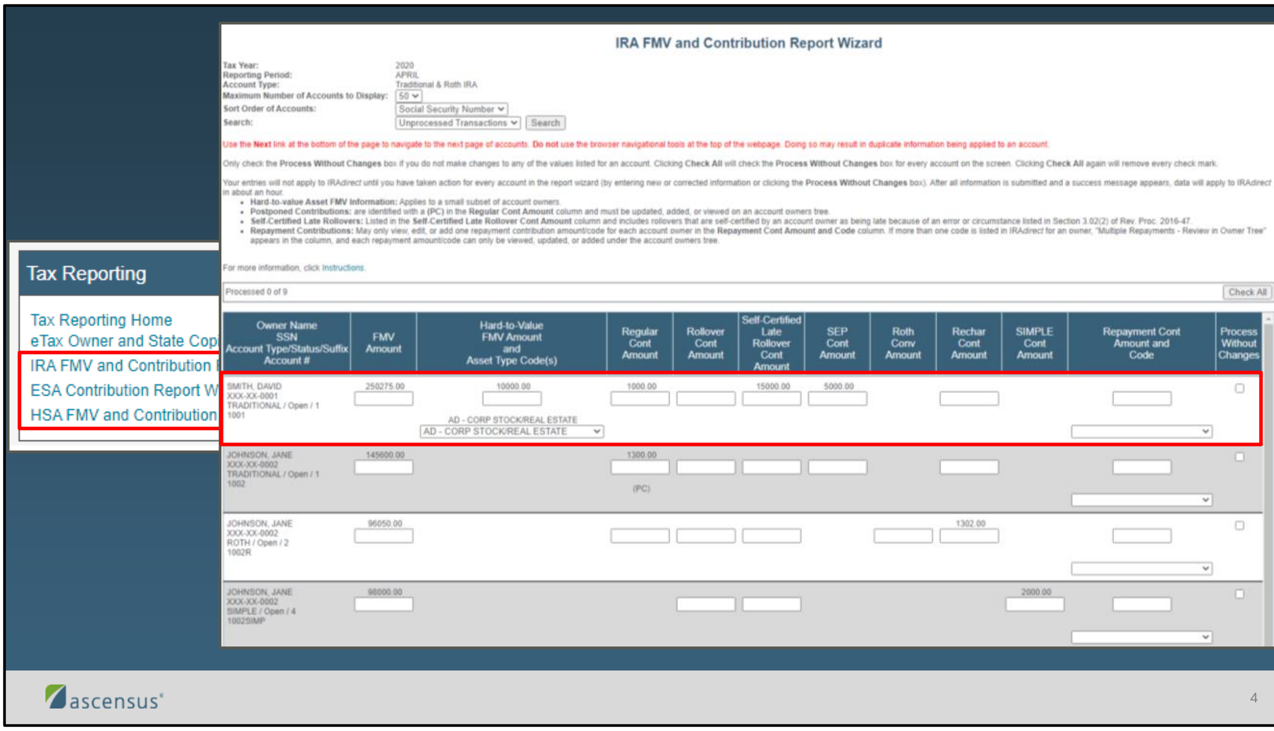
Welcome to the **Confirming the Financial Organization's Reporting Method** tutorial.

The financial organization has two options to submit tax reporting data to Ascensus. There's the Online method or the Transmission method. We'll briefly discuss what each method entails before describing how the organization confirms the method they currently use.

First, we'll review the Online method.

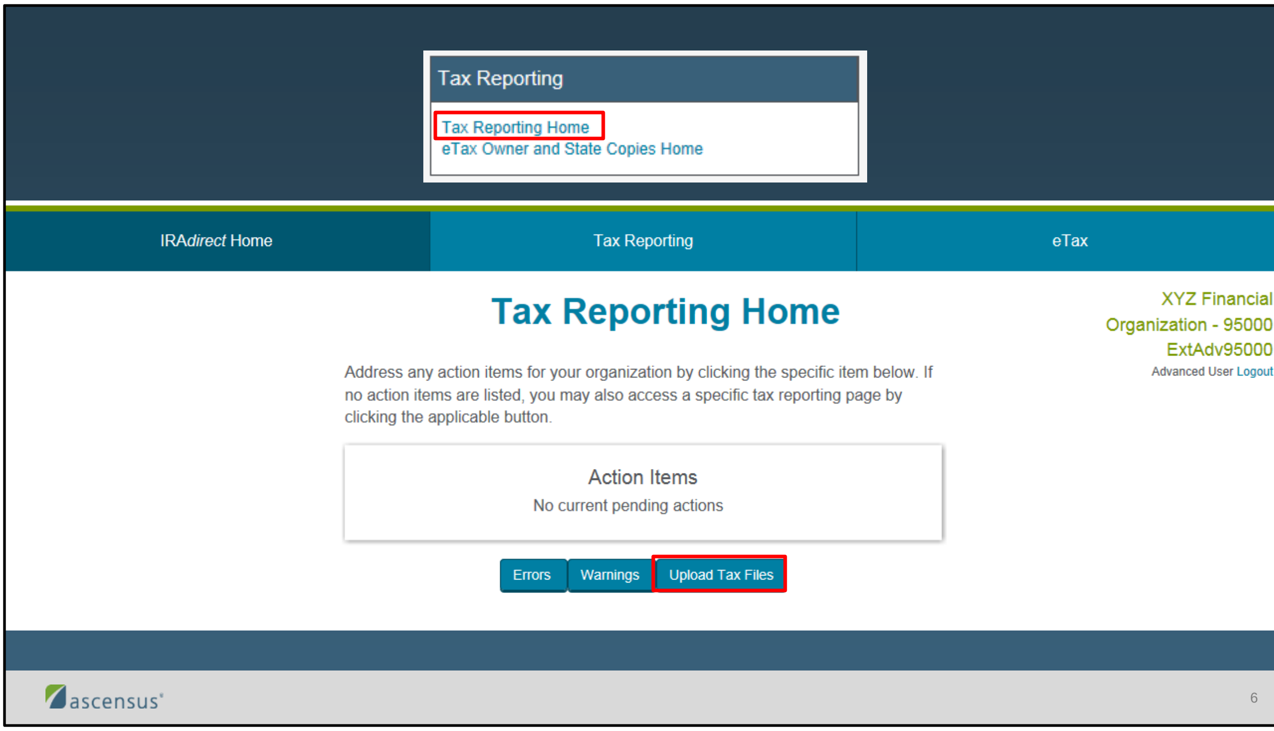


For Form 5498, 5498-ESA, or 5498-SA reporting, the organization completes the applicable *IRA FMV and Contribution Report Wizard, ESA Contribution Report Wizard*, or *HSA FMV and Contribution Report Wizard*.

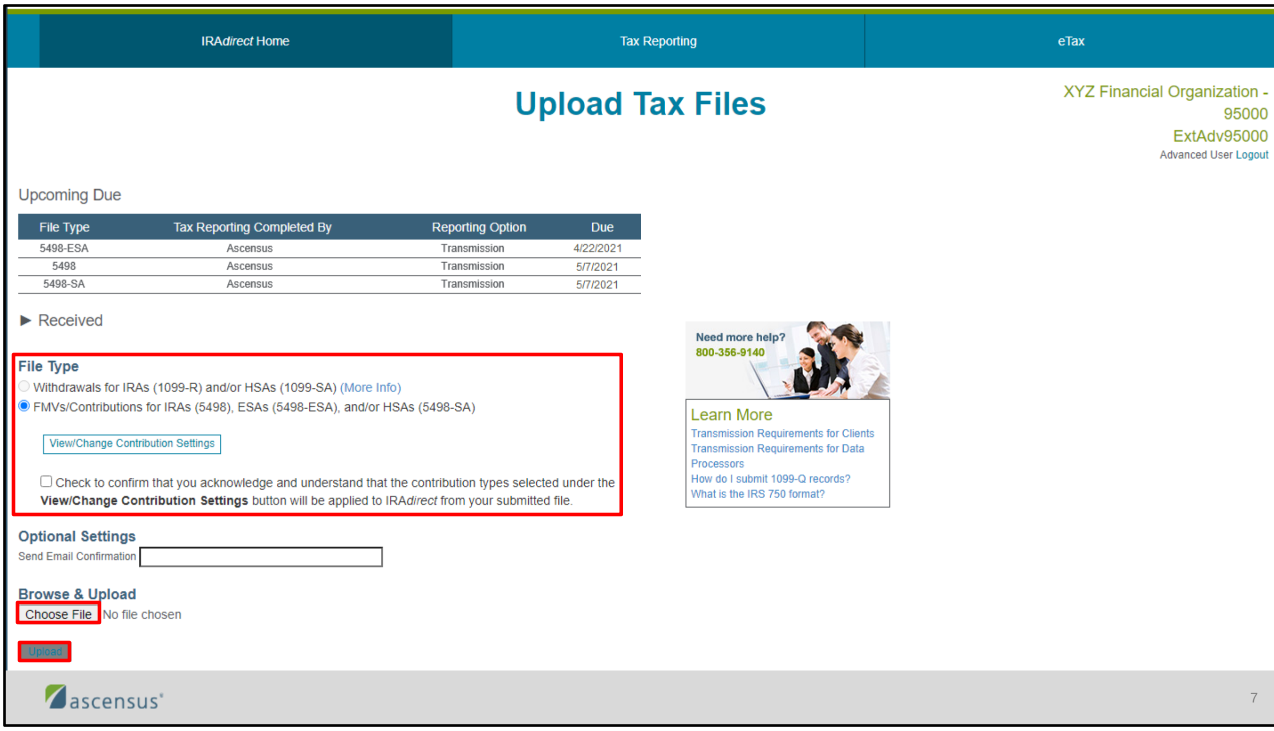


The user confirms or edits the fair market value and contribution information pulled from IRA*direct* that appears in the report wizard for each account owner and submits the data to Ascensus for processing. Remember that FMV information is not needed for Coverdell ESAs in April.

The second option for submitting tax data is the Transmission method. This method uses the data listed on the organization's core processing system to create an IRS 750 formatted file to upload to IRA*direct*.

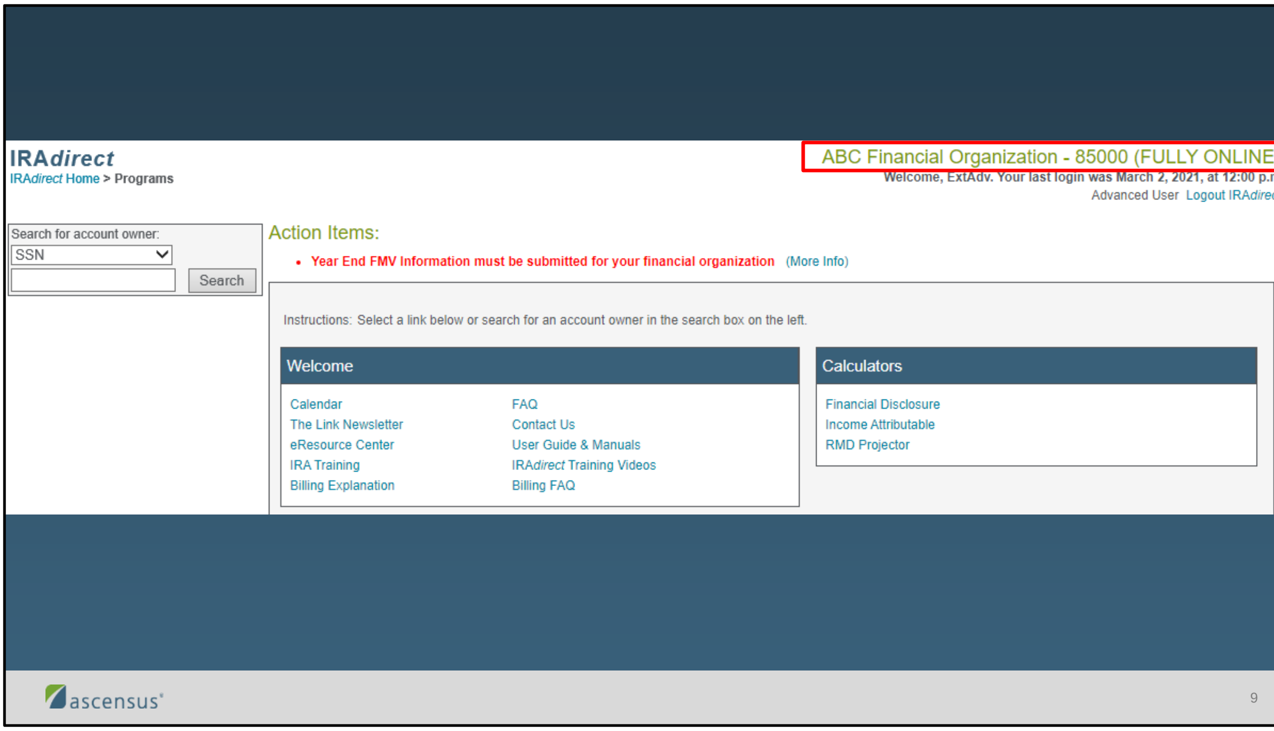


After the tax return deadline, which is generally April 15, the organization clicks the **Tax Reporting Home** link on the IRA*direct* homepage and accesses the Upload Tax Files page.

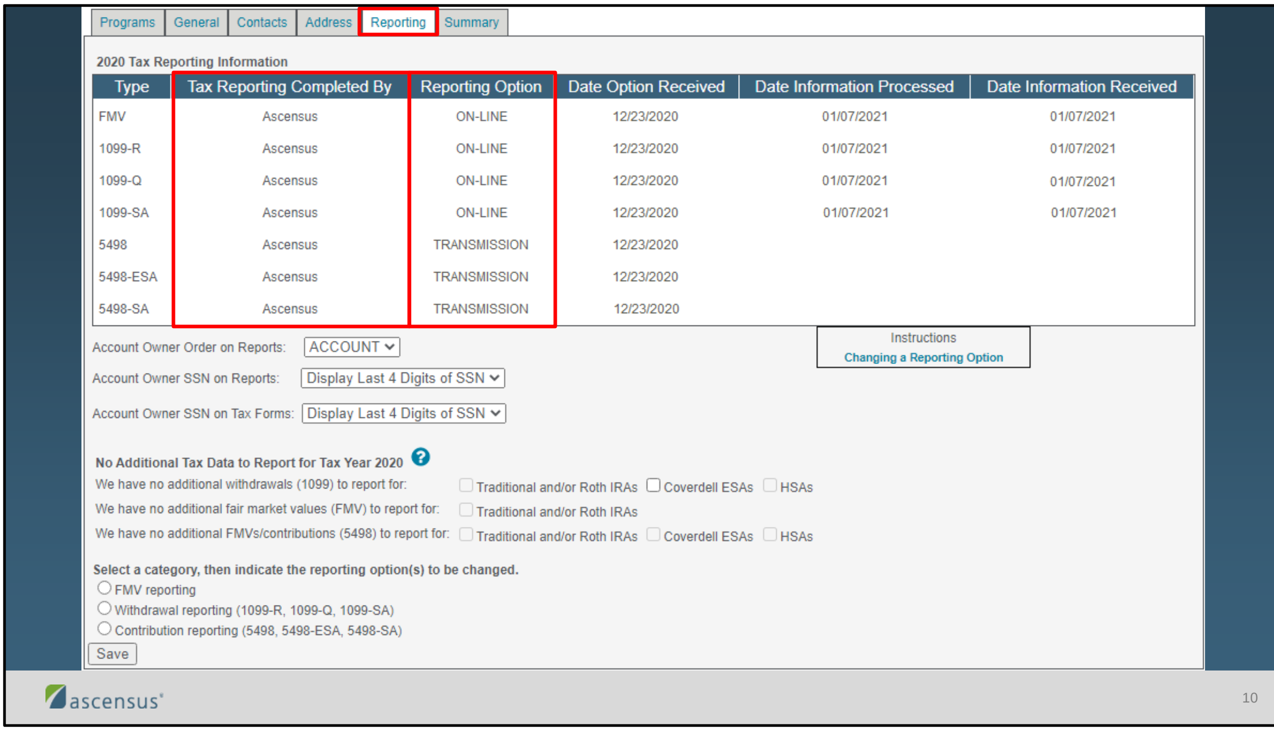


Then they make the applicable selections on the page and upload the IRS 750 formatted tax file directly into IRA*direct* to apply the information.

Now that we’ve briefly covered the difference between Online and Transmission reporting, we’ll discuss how the organization confirms the method they currently use to submit tax data in April and May.



First, the user clicks the organization's name in the upper right corner of the IRA*direct* homepage.



Programs | General | Contacts | Address | Reporting | Summary

2020 Tax Reporting Information

Type	Tax Reporting Completed By	Reporting Option	Date Option Received	Date Information Processed	Date Information Received
FMV	Ascensus	ON-LINE	12/23/2020	01/07/2021	01/07/2021
1099-R	Ascensus	ON-LINE	12/23/2020	01/07/2021	01/07/2021
1099-Q	Ascensus	ON-LINE	12/23/2020	01/07/2021	01/07/2021
1099-SA	Ascensus	ON-LINE	12/23/2020	01/07/2021	01/07/2021
5498	Ascensus	TRANSMISSION	12/23/2020		
5498-ESA	Ascensus	TRANSMISSION	12/23/2020		
5498-SA	Ascensus	TRANSMISSION	12/23/2020		

Account Owner Order on Reports: ACCOUNT

Account Owner SSN on Reports: Display Last 4 Digits of SSN

Account Owner SSN on Tax Forms: Display Last 4 Digits of SSN

Instructions
Changing a Reporting Option

No Additional Tax Data to Report for Tax Year 2020

We have no additional withdrawals (1099) to report for: Traditional and/or Roth IRAs Coverdell ESAs HSAs

We have no additional fair market values (FMV) to report for: Traditional and/or Roth IRAs

We have no additional FMVs/contributions (5498) to report for: Traditional and/or Roth IRAs Coverdell ESAs HSAs

Select a category, then indicate the reporting option(s) to be changed.

FMV reporting

Withdrawal reporting (1099-R, 1099-Q, 1099-SA)

Contribution reporting (5498, 5498-ESA, 5498-SA)

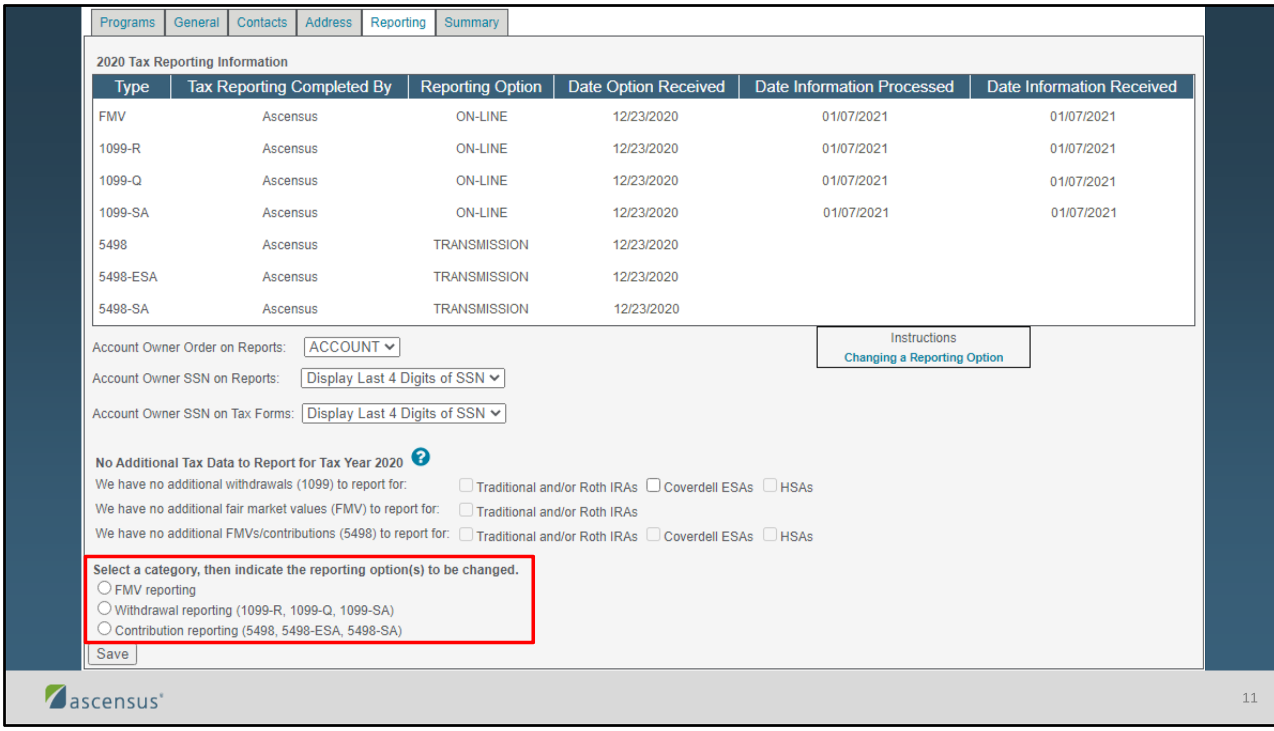
Save

ascensus

10

Then the user clicks the Reporting tab.

If Ascensus is listed in the **Tax Reporting Completed By** column, the user refers to the **Reporting Option** column to confirm the method currently used for each form type to submit tax data.



Programs | General | Contacts | Address | Reporting | Summary

2020 Tax Reporting Information

Type	Tax Reporting Completed By	Reporting Option	Date Option Received	Date Information Processed	Date Information Received
FMV	Ascensus	ON-LINE	12/23/2020	01/07/2021	01/07/2021
1099-R	Ascensus	ON-LINE	12/23/2020	01/07/2021	01/07/2021
1099-Q	Ascensus	ON-LINE	12/23/2020	01/07/2021	01/07/2021
1099-SA	Ascensus	ON-LINE	12/23/2020	01/07/2021	01/07/2021
5498	Ascensus	TRANSMISSION	12/23/2020		
5498-ESA	Ascensus	TRANSMISSION	12/23/2020		
5498-SA	Ascensus	TRANSMISSION	12/23/2020		

Account Owner Order on Reports: ACCOUNT

Account Owner SSN on Reports: Display Last 4 Digits of SSN

Account Owner SSN on Tax Forms: Display Last 4 Digits of SSN

Instructions
Changing a Reporting Option

No Additional Tax Data to Report for Tax Year 2020

We have no additional withdrawals (1099) to report for: Traditional and/or Roth IRAs Coverdell ESAs HSAs

We have no additional fair market values (FMV) to report for: Traditional and/or Roth IRAs

We have no additional FMVs/contributions (5498) to report for: Traditional and/or Roth IRAs Coverdell ESAs HSAs

Select a category, then indicate the reporting option(s) to be changed.

- FMV reporting
- Withdrawal reporting (1099-R, 1099-Q, 1099-SA)
- Contribution reporting (5498, 5498-ESA, 5498-SA)

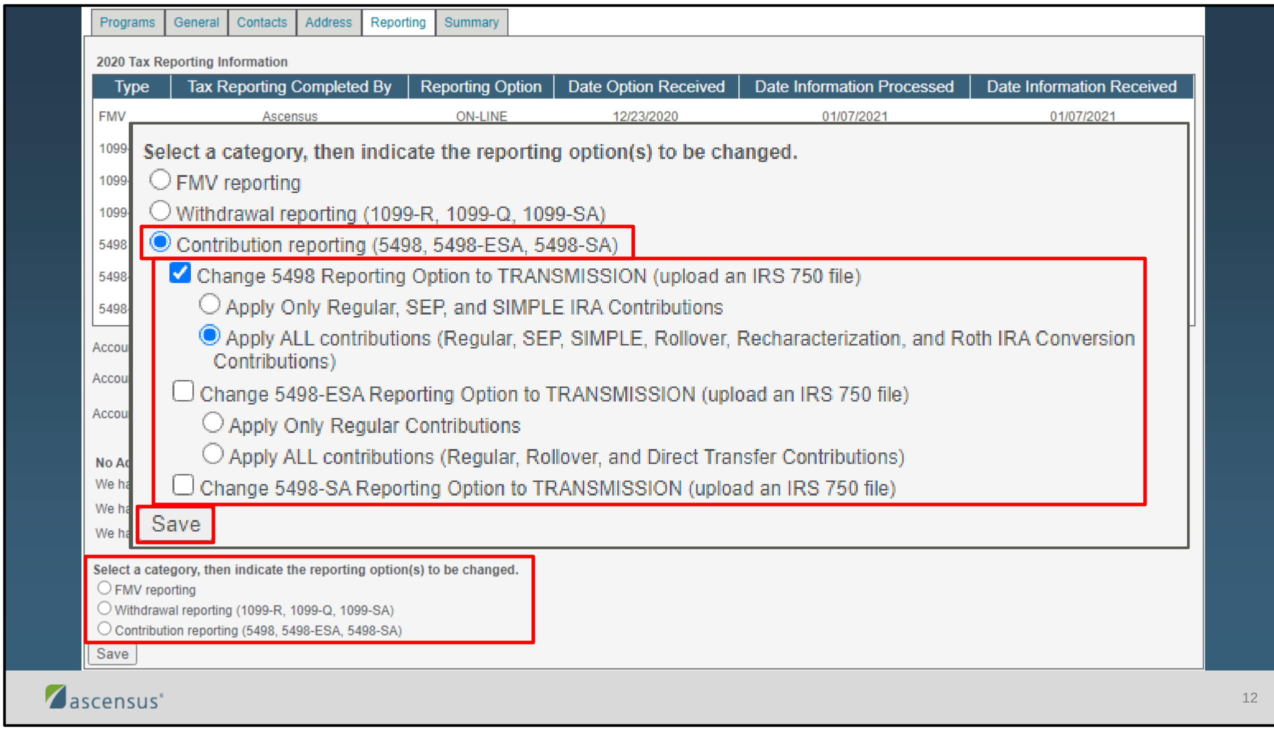
Save

ascensus

11

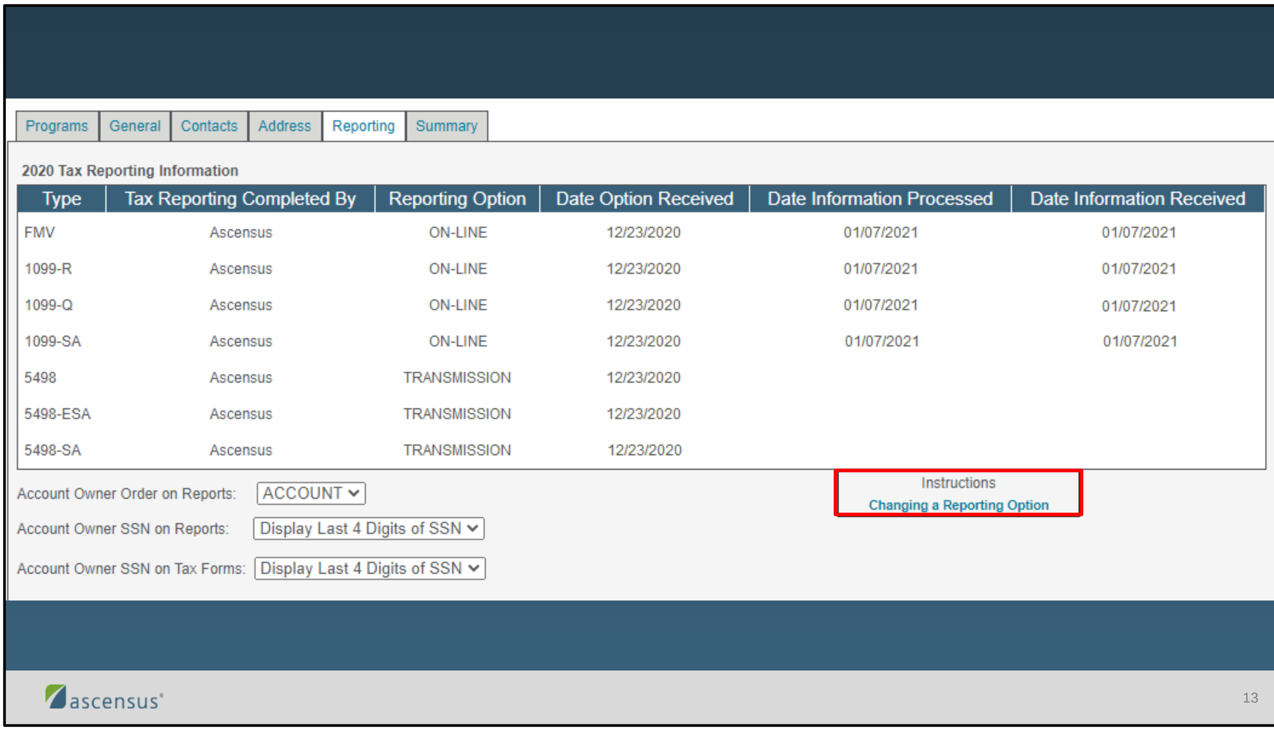
Advanced Users may also use the Reporting tab to change their reporting method from Online to Transmission, or vice versa.

To change the method, an Advanced User selects a category, and indicates the reporting option to be changed.



The user then selects the appropriate option boxes to make the reporting change. Note that if the user is changing from Online 5498 reporting to Transmission 5498 reporting, the user must indicate if **all** contributions will be read from the financial organization’s file, or if only certain contribution types will be read. We recommend applying all contribution types from transmission files, unless the organization’s core system is not programmed to properly code all contributions types as outlined in IRS Publication 1220. If this is the case, the organization may only want to apply regular contributions from the file and then add all other contribution types to an account owner’s tree in IRA*direct* after the file is applied.

After all changes are selected, the user clicks **Save**.



Type	Tax Reporting Completed By	Reporting Option	Date Option Received	Date Information Processed	Date Information Received
FMV	Ascensus	ON-LINE	12/23/2020	01/07/2021	01/07/2021
1099-R	Ascensus	ON-LINE	12/23/2020	01/07/2021	01/07/2021
1099-Q	Ascensus	ON-LINE	12/23/2020	01/07/2021	01/07/2021
1099-SA	Ascensus	ON-LINE	12/23/2020	01/07/2021	01/07/2021
5498	Ascensus	TRANSMISSION	12/23/2020		
5498-ESA	Ascensus	TRANSMISSION	12/23/2020		
5498-SA	Ascensus	TRANSMISSION	12/23/2020		

For further guidance about changing a reporting option, review the **Changing a Reporting Option** instructions linked on the Reporting tab.

For detailed information about submitting FMV and contribution information using the Online or Transmission method, please view our applicable tutorials available on the IRA*direct* Training Videos page.

Thank you for watching the **Confirming the Financial Organization's Reporting Method** tutorial.