

2011 Tax Forms Handling Instructions

Self Processing Credit Unions

Credit Union Name

Contact Name

Phone

IRA Administration

- We do not offer IRAs
- Our IRA program is self administered
- Our IRA program is administered by a third party*
 By Ascensus (Ascensus # _____),
or
 By _____

HSA Administration

- We do not offer HSAs
- Our HSA program is self administered
- Our HSA program is administered by a third party*
 By Ascensus (Ascensus # _____),
or
 By _____

***IMPORTANT:** If your IRA or HSA programs are administered by a third-party vendor (such as Ascensus, Bankers, etc.), be sure to notify your vendor in advance what they will be receiving from you, to avoid incurring fees for incorrect information!

Substitute 1099-INT Forms

- We will be printing 1099-INT information on our year-end member statements.
⇒ *Not available for credit unions that converted to CU*BASE during 2011.*
- We need to order "Instructions for Recipients" inserts. Quantity Needed: _____

Printing Forms (check one)

- We will be handling the printing of our own tax forms.
- We would like CU*Answers to laser-print the following tax forms for us:
- Non-IRA Tax Forms**
Includes 1098, 1098-E (if applicable), 1099-B, 1099-C, 1099-INT, and 1099-MISC.
- We would like 1098 forms to be printed even if the total amount is under \$600.00.
- We would like to add delinquency fines to the interest paid amount when reporting mortgage interest on 1098 forms.
⇒ *If checked, a total of interest paid + delq. fines paid would be reported in box 1 of the form. IRS instructions for form 1098 say that interest includes prepayment penalties and late charges unless the late charges are for a specific mortgage service. So your choice here will depend on how this requirement applies in your situation.*
- IRA and HSA Tax Forms**
Includes 1099-Q, 1099-R, 1099-SA, 5498, 5498-ESA, and 5498-SA. Forms are printed only if your IRA program is self administered, as indicated above.
- We would like to print 5498 forms ONLY if the member makes a 2011 contribution during January through April, 2012. (*Applies only if your IRA/HSA programs are self-administered.*)

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CD-ROM Copies of Tax Forms & Reports

If CU*Answers prints your tax forms, you may also order copies of your **2011 Tax Forms** on CD-ROM. CDs will be produced at the time your forms are processed, so you have an exact copy of what the member receives.

You may also elect to receive an archive copy of the **1099/1098 Tax Information Report** and the **IRA 5498 Report**. Both will be produced after final adjustments are made to the tax file next year. Normal CD-ROM charges will apply (single copy \$10.00 per CD + \$0.01 per page/form; additional CD copies \$10.00 per CD).

Two CDs will be produced as follows; **please indicate the # of copies** you would like to receive:

CD	Item to be Included	Will Be Produced	# of Copies Desired
# 1	1099 and 1098 Tax Forms	No later than February 1, 2011	
# 2	1099/1098 Tax Information Report 5498 Tax Forms 5498 Report(s)	No later than June 1, 2010	

NOTE: If you have an **in-house eDOC server**, remember that there is now an option for sending 5498 and 1099/1098 data to your eDOC server. Refer to the Year-End Processing Guide for instructions.

RETURN TO CU*ANSWERS AT FAX # 616-285-5702, ATTN: VANESSA FRANCE
NO LATER THAN NOVEMBER 23