






## IRS Forms Process Checklist

Use the following checklist to prepare, maintain, and export your IRS Forms.

 Unlike previous years, you perform *all* of these steps from your PC workstation.

 Steps 1,2, and 3 are also on the Year-End Checklist.

Step	Description	<input checked="" type="checkbox"/>
1.	<p><b>Set Control Parameters</b> - Before processing any IRS Forms, ensure that you correctly configure the following Control-Master parameters (Back Office &gt; Standard &gt; Parameters &gt; Control-Master):</p> <p>Click the blue <b>IRS Tax</b> link to take you to the IRS Tax Info Data section.</p> <ul style="list-style-type: none"> <li>● Credit Union Federal ID#</li> <li>● IRS Transmitter Code (TCC)</li> <li>● 1099 Minimum For Reporting</li> <li>● Contact Name</li> <li>● Contact Email Address</li> <li>● Contact Phone Number</li> </ul>	
2.	<p><b>Set Loan Account Types</b> - Before processing any IRS Forms, ensure that the Loan Account Types/Rates Maintenance for loans that require IRS Form 1098s are set properly in the Account Type Maintenance (Back Office &gt; Standard &gt; Parameters &gt; Account Types/Rates Maintenance, select <b>Loans</b> from the <b>Account Type Selection</b> drop-down list). Select the <b>1098 Needed</b> checkbox.</p>	
3.	<p><b>Set Control-Loan Parameters</b> - Before processing any IRS Forms, ensure that you set the <b>1098 Minimum Interest for Reporting</b> text box in the Control-Loans parameters (Back Office &gt; Standard &gt; Parameters &gt; Control-Loans) to the IRS-mandated amount threshold.</p>	
4.	<p><b>Run Proof List</b> - Use the Proof List to verify the information for IRS forms. Use the Proof List to identify problems such as invalid/zero social security numbers, invalid/zero zip codes, misspelled names, and incorrect addresses. You must resolve any duplicate social security numbers and verify any dollar amounts in question.</p> <p>Use the CAMS-ii HELP topic, <a href="#">Running an IRS Forms Proof List</a>.</p> <p> <b>Correct ALL errors through Maintenance before archiving or exporting any IRS forms.</b></p> <p> <b>Re-run the proof list after correcting any errors to ensure the errors have cleared.</b></p>	
5.	<p><b>Maintenance</b> -Correct incorrect data for IRS forms before exporting any IRS forms. Options are available for adding, changing and deleting records. Nearly all information derived from member accounts may be edited here .Use the CAMS-ii HELP topic, <a href="#">Maintaining IRS Forms</a>.</p>	

	<p> Correct <b>ALL</b> errors through Maintenance <i>before archiving or exporting any IRS forms.</i></p> <p> You use this procedure to correct any errors identified by your members after they have received their forms in January.</p>	
6.	<p>Generate your IRS forms so that you can:</p> <ul style="list-style-type: none"> <li>• Archive them for storage in CAMS-ii elimages.</li> <li>• Prepare them for electronic delivery via SDDS/eDocuments.</li> <li>• Make them available for printing from the DRM to print locally and/or send them to a third-party printing service.</li> </ul> <p>Use the CAMS-ii HELP topic, <a href="#">Generating IRS Laser Forms</a>.</p> <p>For saving PDF IRS Form Files from the DRM, use the CAMS-ii HELP topic, <a href="#">Saving Member IRS Forms Files from CAMS-ii</a>.</p>	
7.	<p>a. If you are creating an electronic file for Commercial Business Systems' IRS Forms Electronic Filing Service for transmission the to the IRS. Use the CAMS-ii HELP topic, <a href="#">Exporting the IRS Electronic Tax Form File to CBS</a>.</p> <p> Because your members need to verify and notify you of any errors to IRS forms, strongly recommend that you wait until after your members have a chance to review their IRS forms. Usually, CBS sets a mid-to-late February date to begin submission.</p> <p>b. If you are using another service or exporting the file to the IRS directly or to another service, go to Step 8.</p>	
8.	<p>a. If you are uploading <i>electronic files</i>, not PDF versions of IRS forms to the IRS or another service — other than CBS—use the procedures in the CAMS-ii HELP topic, <a href="#">Creating IRS Electronic Files for Upload</a>.</p> <p>b. If you are uploading <i>PDF versions (from the DRM)</i>, not electronic versions to another service — other than CBS — use the procedures in the CAMS-ii HELP topic, <a href="#">Saving Member IRS Forms Files from CAMS-ii</a>.</p>	
9.	<p><i>If you are using CBS's IRS Forms Electronic Filing Service</i>, once you have successfully exported the IRS Electronic File, please send an email to <a href="mailto:support@camsbycbs.com">support@camsbycbs.com</a> with <i>IRS Forms Service</i> as the subject.</p>	

Was this topic helpful? **Yes** or **No**? If you answer **Yes**, please let us know what is helpful. If you answer **No**, please suggest ways to improve it. 

## Running an IRS Forms Proof List

The Proof List allows you to verify the information for IRS forms. Use the Proof List to identify problems such as invalid/zero social security numbers, invalid/zero zip codes, misspelled names, and incorrect addresses. Duplicate social security numbers must be resolved and any dollar amounts in question should be verified with the member's accounts.



To run an IRS Forms Proof List:

1. On the Level One menu, click **Back Office**. The Back Office > Standard menu appears.
2. On the Level Three menu, click **IRS Tax Processes**. The IRS Tax Processes screen appears.
3. From the **Tax Forms** drop-down list, select the form for which you want a proof list.
4. From the **Tax Process** drop-down list, select **Proof List**.
5. Click **Accept**. The message, Your Report Request Has Been Successfully Submitted, appears.
6. Go to the Document Retrieval Manager to access the IRS Forms Proof List.

Go to [Maintaining IRS Forms](#) to reconcile the IRS Form information.

## Maintaining IRS Forms

You can edit, add, or delete information about a member's IRS form using IRS Tax Forms Maintenance. You also use this procedure to correct errors to IRS Forms that your members identify after they have received the forms in January.

-  You generally maintain IRS forms *after* you run a Proof List for the IRS form(s).
-  Once you have finished maintaining the IRS forms, we strongly recommend that you *re-run* an IRS Forms Proof List. Running the Proof List again can help ensure that you have no discernible errors in your IRS Forms.

 [Correct a member's IRS information](#)

 [Add a member's information to an IRS Form File](#)

 [Delete a member's information from a IRS Form File](#)

### ***Editing or Correcting a Member IRS Information***

To edit (correct) a member's IRS information:

1. On the Level One menu, click **Back Office**. The Back Office > Standard menu appears.
2. On the Level Three menu, click **IRS Tax Processes**. The IRS Tax Processes screen appears.
3. From the **Tax Forms** drop-down list, select the form for which you want to edit or correct.
4. From the **Tax Process** drop-down list, select **Maintenance**. The IRS Forms Maintenance screen appears.
5. If you want to narrow the maintenance to a range of members by social security number, based on the information from the IRS Forms Proof List, type the social security number in the **Beginning Social Security Number** and the **Ending Social Security Number** text boxes. Otherwise, type all zeroes in the **Beginning Social Security Number** text box and all nines in the **Ending Social Security Number** text boxes.
6. Click **Accept**. The Maintenance screen for the form that you selected in Step 3 with the list of members appears.
7. Click the member that you want to edit. The Maintenance screen with the member's IRS information for the form that you selected in Step 3 appears.
8. Make the corrections necessary to the member's data. The Maintenance screen with the list of members re-appears.
9. Continue until all members are corrected.



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### ***Adding a Member's Information to an IRS Form File***

To add a member's IRS information to an IRS Form file:

1. On the Level One menu, click **Back Office**. The Back Office > Standard menu appears.
2. On the Level Three menu, click **IRS Tax Processes**. The IRS Tax Processes screen appears.
3. From the **Tax Forms** drop-down list, select the form.
4. From the **Tax Process** drop-down list, select **Maintenance**. The IRS Forms Maintenance screen appears.
5. Type all zeroes in the **Beginning Social Security Number** text box and all nines in the **Ending Social Security Number** text box.
6. Click **Accept**. The Maintenance screen for the form that you selected in Step 3 with the list of members appears.
7. Click **Add New Entry**. The Maintenance screen for the form that you selected in Step 3 with the list of members appears
8. Complete the member's data.
9. Click **Accept**. The Maintenance screen with the list of members re-appears.



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### ***Deleting a Member's IRS Form Information***

You can delete the member's tax information for a single IRS Form. If the member has multiple forms

To delete a member's IRS Form information:

1. On the Level One menu, click **Back Office**. The Back Office > Standard menu appears.
2. On the Level Three menu, click **IRS Tax Processes**. The IRS Tax Processes screen appears.
3. From the **Tax Forms** drop-down list, select the form.
4. From the **Tax Process** drop-down list, select **Maintenance**. The IRS Forms Maintenance screen appears.
5. If you want to narrow the maintenance to a range of members by social security number, based on the information from the IRS Forms Proof List, type the social security number in the **Beginning Social Security Number** and the **Ending Social Security Number** text boxes. Otherwise, type all zeroes in the Beginning Social Security Number text box and all nines in the Ending Social Security Number text boxes.
6. Click **Accept**. The Maintenance screen for the form that you selected in Step 3 with the list of members appears.

7. Select the **Delete** check box next to the member listing that you want to delete.
8. Select the **Delete** button. A confirmation dialog box appears.
9. Click **OK**. The Maintenance screen with the list of members re-appears. This removes the information from the IRS Electronic File and IRS Forms.

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## Generating IRS Forms

This procedure generates IRS forms for these CAMS-ii processes —

- **e-images** – Places copies of the IRS Forms in the member's elimages > System Generated Documents.
- **Document Retrieval Manager (DRM)** – Generates PDF versions in the DRM.
- **e-Docs** – Queues the IRS forms for delivery using eDelivery.

 Regardless of how you print your IRS Forms, you *must* use this process to archive the forms for elimages and electronic delivery/availability.

 Make sure that you have run an IRS Forms Proof List and corrected any exceptions in IRS Forms Maintenance BEFORE you generate any IRS forms.

 This procedure is for the IRS Form 1098 and IRS 1099 Forms. IRS Form 5498s are set up differently.


To generate IRS Laser Forms:

1. On the Level One menu, click **Back Office**. The Back Office > Standard menu appears.
2. On the Level Three menu, click **IRS Tax Processes**. The IRS Tax Processes screen appears.
3. From the **Tax Forms** drop-down list, select the form for which you want an estimate.
4. From the **Tax Process** drop-down list, select **Generate Laser Forms**.
5. If you want to narrow the printing forms by a range of members by social security number, type the social security number in the **Beginning Social Security Number** and the **Ending Social Security Number** text boxes. Otherwise, type all zeroes in the Beginning Social Security Number text box and all nines in the Ending Social Security Number text boxes.
6. From the **Option** drop-down list, select one of the following:
  - **Print Standard** - Prints all of the existing correct IRS forms.
  - **Print Corrected** - Prints only IRS forms that have been corrected.
  - **Print Voided** - Prints only IRS forms that have been voided.
  - **Print Corrected AND Voided** - Prints only IRS forms that have been edited and deleted.
7. In the **Tax Year** text box, type the current tax year.
8. Click **Accept**. The message, Your Report Request Has Been Successfully Submitted, appears.

 Every time you click **Accept**, it generates *another set of documents*. This creates duplicates that are

delivered via eDelivery.


9. Go to the Document Retrieval Manager to view and print the IRS forms.


***Was this topic helpful? Yes or No? If you answer Yes, please let us know what is helpful. If you answer No, please suggest ways to improve it. ***

## Exporting the IRS Electronic Forms Tax File to CBS Services

You use this process to export the electronic IRS forms to CBS for filing. This process creates the IRS export file for IRS Form 1098 and 1099 varieties that apply to your members' accounts and exports it to CBS.

If you submit your upload to the IRS or another service, do not use this procedure. Use the CAMS-ii HELP topic, [Creating IRS Export Files for Upload](#).

 Use this procedure *ONLY* if you are using CBS Services' IRS Forms Filing service. Because this creates the electronic form files for submission to the IRS, strongly recommend that you do not submit files to CBS before your members have had time to verify and alert you to any questions. Usually, the CBS Services date for submission is mid-to-late February.

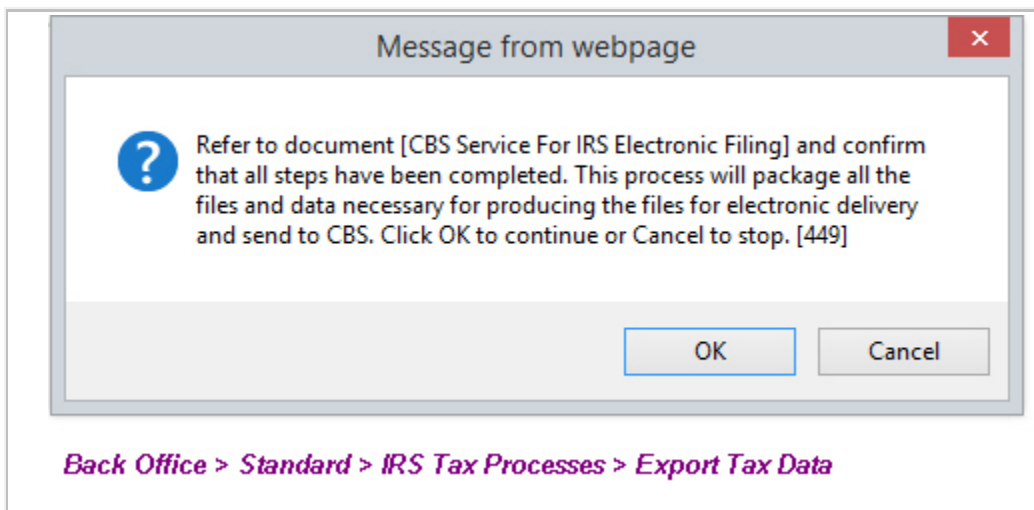
 Do not export your file until you have completed maintenance on *ALL* of the IRS Form 1098 and 1099 varieties that apply to your members' accounts.

To export the IRS Electronic Forms Tax file for CBS Services:

1. On the Level One menu, click **Back Office**. The Back Office > Standard menu appears.
2. On the Level Three menu, click **IRS Tax Processes**. The IRS Tax Processes screen appears.

 You do not need to make any changes to the IRS Tax processes screen.

3. Click **Export Tax Data**. An advisory dialog appears.




4. Click **OK**. The message, Your Request Has Been Successfully Written, appears.
5. Send an email to [support@camsbycbs.com](mailto:support@camsbycbs.com) with the *IRS Forms Service* as the subject.

## Creating IRS Electronic Forms Files for Upload




You can create IRS Electronic Forms for upload to the IRS or another service using this procedure.

If you upload your files to CBS, do not use this topic. Refer to the CAMS-ii HELP topic, [Exporting the IRS Electronic File to CBS Services](#), for the correct procedure.

 You must repeat the procedure for every type of IRS Form (1098s and 1099s) that apply to your members.

 Ensure that you have run an IRS Forms Proof List and have corrected any exceptions in IRS Forms Maintenance before you generate any IRS forms.

To create IRS Electronic form files for upload:

1. On the Level One menu, click **Back Office**. The Back Office > Standard menu appears.
2. On the Level Three menu, click **IRS Tax Processes**. The IRS Tax Processes screen appears.
3. From the **Tax Forms** drop-down list, select the form for which you want to print.
4. From the **Tax Process** drop-down list, select **Create IRS Electronic File**. The IRS Forms Maintenance screen appears.
5. In the **Tax Year** text box, type the current tax year.
6. From the **Is This a Replacement Tape** drop-down list, select **No**.
  -  Select **Yes** if you are creating a replacement file.
7. From the **Is This a Correction Tape** drop-down list, select **No**.
  -  Select **Yes** if you are creating a correction file. Generally, you create a correction file to correct errors in a previously submitted file.
8. Leave the **Replacement Code** text box blank.
  -  If this is a replacement file, type the number provided by the IRS.
9. Click **Accept**. The message, Your Report Request Has Been Successfully Submitted, appears.
10. Repeat this procedure for each form as applicable.
11. Each file is available in the CAMS-ii Transfer Folder with file name cu1099tpfl, cu1098tpfl, 1099rtfl, and so forth.
12. Retrieve files from the [CAMS-ii Transfer Folder](#) to transfer it to your PC.

Was this topic helpful? **Yes** or **No**? If you answer **Yes**, please let us know what is helpful. If you answer **No**, please suggest ways to improve it. 


## Saving Member IRS Forms Files from CAMS-ii

Once you have generated/archived the IRS forms following the instructions in the CAMS-ii HELP topic, [Generating IRS Laser Forms](#) the IRS Forms are available in the Document Retrieval Manager (DRM) as PDFs.

You can use this procedure to save your IRS Forms as PDF documents to send them to a third-party IRS Forms vendor.


Each IRS Form type has a separate file that includes all of the forms of that type for your credit union.

To save IRS Forms file from CAMS-ii:

1. On the Level One menu, click the DRM icon . The separate DRM screen appears.
2. Using the **Document Name** drop-down list, select the IRS form file that you want to save. The Document names are CU\$1098, CU\$1099, and so forth.

 Each of the IRS form types are available as separate PDF documents in the DRM.

3. Click the Document Name link of the document that you want to save. A separate screen with the IRS PDF document with the IRS forms appears.

4. Click the PDF Save icon  or press SHIFT+CTRL+S to save this IRS PDF forms file using the file name according to the third-party vendor's upload instructions.

 Write down the folder where you saved the file.

5. Repeat Steps 2-4 for each IRS Forms PDF file.

*Was this topic helpful? **Yes** or **No**? If you answer **Yes**, please let us know what is helpful. If you answer **No**, please suggest ways to improve it.* 