



CBS Service for IRS Electronic Filing Transmittal Sheet

Complete and return this transmittal (**just the transmittal sheet pages, please**) to CBS. By completing and returning this form to CBS, you are authorizing us to perform the services indicated and to assess the applicable charges for each service rendered.

CREDIT UNION NAME	
CREDIT UNION TELEPHONE #	
CREDIT UNION TCC # (Transmitter Control Code)	
CREDIT UNION EIN (Employer Identification Number)	
CREDIT UNION EMAIL ADDRESS	
AUTHORIZATION (Please Sign and Print)	SIGNATURE: _____ DATE: _____ PRINT: _____

For Calendar Year
2014



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SERVICE(S) REQUESTED

		Electronic Filing via the IRS FIRE system
Type of IRS Information Return		✓ if YES
1098	Mortgage Interest	_____
1099-INT	Interest Income	_____
1099-C	Cancellation of Debt	_____
1099-MISC	Miscellaneous Income	_____
1099-Q	Payments Qualified Education	_____
1099-R	Distributions (Pension, Annuity, IRA, etc.)	_____
1099-SA	Distributions (Health Savings, etc.)	_____
5498	IRA Contributions (see Note #1)	_____
5498-ESA	Coverdell Education (see Note #1)	_____
5498-SA	Health Savings, etc. (see Note #1)	_____

FOR CBS USE ONLY: _____



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Note #1

Please Be Advised: The CBS Service for IRS Electronic Filing does not include any electronic filing for Fair Market Values and Contributions forms as of the end-of-December. All electronic filing of Information Returns for IRS Form 5498 does not occur until after the mid-April (15-17th) cutoff.

VERY IMPORTANT

Do you have a third-party IRA Plan Administrator (such as Ascensus, CUNA Service Group, etc.) that administrates your IRA program, processes your 5498 forms, and/or files electronically to the IRS?

IF YES, Who is your IRA Plan Administrator: _____

If Yes, you need to contact your account representative at this third-party company and get a clear understanding of their expectations and finalize how and from whom they are going to receive your 5498 data. If you and your third-party company determine that your credit union will be providing them with the required data, then you do not have to do anything else with CBS. If CBS does not hear back from your credit union (in writing at cbsservices@camsbycbs.com) then we will be assuming that you and your third-party company have communicated and will be handling this matter. Again, it is your responsibility to communicate with your third-party IRA Plan Administrator.

If you and your third-party IRA Plan Administrator determine that your credit union will be depending upon CBS to provide the third-party company with the required 5498 data, then your credit union has to notify CBS (in writing at cbsservices@camsbycbs.com). CBS will not accept any verbal communications! There will be a \$300 Administration, Setup, Registration charge from CBS plus a charge of \$75 for each 5498 file submitted to your third-party company.

Please Be Advised: If your third-party IRA Plan Administrator is handling your 5498 forms processing, it is CBS' expectation that they will be handling all of the required responsibilities, i.e. they will print the forms and they will provide the electronic filing to the IRS. Do not assume that CBS is handling the electronic filing to the IRS.



CBS Service for IRS Electronic Filing

ELECTRONIC FILING PRICES

\$300 Annual Setup, Registration, Testing into the IRS FIRE system

\$75 per each Information Return filed electronically into the IRS FIRE system

WRITE-IT-DOWN, NO VERBAL

CBS will do everything to make using the IRS Electronic Filing Service as easy and accommodating as possible. Therefore, in the best interest of all parties and to insure that verbal communications are not incorrectly translated and/or forgotten, we must require that any instructions, requests for changes, requests for special items, etc. be communicated in writing at cbsservices@camsbycbs.com.



CBS Service for IRS Electronic Filing

Instructions For Exporting IRS Tax Data (In-House LINUX Systems)

GENERAL COMMENTS FOR GETTING PREPARED

- **IF YOU ARE A CAMS-ii ONLINE CUSTOMER STOP NOW AS YOU ARE NOT REQUIRED TO DO THESE INSTRUCTIONS.**
- These procedures must be done from the Master Terminal on your Linux server.
- You *should not* begin these procedures until after all IRS tax forms have been printed, delivered to the members, and any necessary corrected tax forms have been printed.
- You *should not* begin these procedures any sooner than February 10th.

HOW TO EXPORT THE TAX DATA

- Make sure that you are using the Master Terminal.
- Get to the CAMS SYSTEM OPTIONS menu.
- Select **System Utilities Menu**. The CAMS UTILITY OPTIONS menu appears.
- Select **IRS Tape/Diskette Menu**. The CAMS IRS OPTIONS menu appears.
- Select **SPS Export for Laser Tax Forms**.
- Follow the directions as they appear on the screen.
- **Special Note:** depending upon the availability of internet connectivity within your credit union, you may see a message about inserting diskette media into the diskette drive on your CAMS-ii server. **IF YOU GET THIS MESSAGE STOP NOW AND CONTACT CUSTOMER SUPPORT!**
- The computer begins to convert and copy the IRS Tax Data into a temporary work directory. You may see messages such as `adding, inflating, imploding, file does not exist, not a link entry, no files match specifier,` and so forth. Do not panic, these are legitimate messages produced by the exporting programs.
- Upon completion of the above, the computer should return to the CAMS IRS OPTIONS menu. From here, continue selecting the Previous Menu option until the computer returns to the CAMS SYSTEM OPTIONS menu.
- Now create an email entitled "IRS Forms Service" and send to support@camsbycbs.com, advising CBS that you have completed the instructions for exporting IRS Tax Data. Make sure your email includes your name and the name of your credit union.
- CBS will retrieve the appropriate files from your computer and begin the services as requested on the transmittal sheet.