



## 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.

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

For Calendar Year  
2015



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### SERVICE(S) REQUESTED

Electronic Filing  
via the  
IRS FIRE system

<b>Type of IRS Information Return</b>	<b>✓ if YES</b>
1042-S Foreign Person's U.S. Source Income Subject to Withholding	_____
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:** \_\_\_\_\_



## CBS Service for IRS Electronic Filing Transmittal Sheet

### 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 provide 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 via email to [cbsservices@camsbycbs.com](mailto:cbsservices@camsbycbs.com), we will assume that you and your third-party company have communicated, and that they will handle 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 CBS will provide the third-party company with the required 5498 data, then your credit union must notify CBS via email to [cbsservices@camsbycbs.com](mailto:cbsservices@camsbycbs.com). CBS will not accept any verbal communications! Refer to the "Electronic Filing Prices" section for any associated costs.

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, meaning they will print the forms, and they will provide the electronic filing to the IRS. Do not assume that CBS will file the 5498s with the IRS, electronically or otherwise.



## **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
<u>Only If/As Applicable for your Credit Union</u>	
\$300	Setup and Communication with the IRA Plan Administrator
\$75	per each electronic file sent to the IRA Plan Administrator

### **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, and so forth, are communicated in writing to the [cbsservices@camsbycbs.com](mailto:cbsservices@camsbycbs.com) email address.



## CBS Service for IRS Electronic Filing

### HOW TO EXPORT THE TAX DATA TO CBS SERVICES

These procedures are applicable for only those customers choosing to use the CBS Service for IRS Electronic Filing. If you are not planning to use the CBS Service for IRS Electronic Filing, that is, if you plan to submit your tax data files directly to the IRS, or if you plan to use another tax filing service, then you should not use these procedures.

#### Do not perform these tax data exporting procedures until:

- The CAMS-ii year-end batch processing has been completed.
- Any/all applicable IRS tax data proof listing reports have been reviewed for accuracy.
- Any/all applicable maintenance to the members IRS tax data has been completed.
- Any/all IRS tax forms have been processed (i.e. printed and/or sent electronically), delivered to the members, and any necessary corrected tax forms have been processed.
- February 15th or after... you *should not* perform these procedures any sooner than February 15th.

#### How To Export the IRS Tax Data files to 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**.
3. Click **Export Tax Data to CBS**. An advisory box appears.
4. Now, assuming that you are ready to continue click **OK**; otherwise, you can click Cancel. When you click OK, the message, "Your Request Has Been Successfully Written" should appear.
5. Now, send an email to [cbsservices@camsbycbs.com](mailto:cbsservices@camsbycbs.com) with "IRS Forms Service" as the subject line. This will notify CBS that you have completed the export of your IRS tax data.

**SPECIAL NOTE:** Typically these exporting procedures should be performed only one time. However, if you have made corrections to the tax data files, you can execute these procedures multiple times, but it is very important for you to understand that CBS will process only the last set of tax data files that are exported.