



## CBS Service for IRS Electronic Filing Transmittal Sheet

Please complete and return this transmittal (pages 1-3) to CBS (cbsservices@camsbycbs.com). By completing and returning this transmittal 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 #:</b> (Transmitter Control Code)	
<b>CREDIT UNION EIN:</b> (Employer Identification Number)	
<b>CREDIT UNION EMAIL ADDRESS:</b>	
<b>AUTHORIZATION SIGNATURE:</b>	
<b>PRINTED NAME:</b>	
<b>DATE:</b>	

**For Calendar Year  
2022**



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## SERVICE(S) REQUESTED

Electronic Filing via  
IRS FIRE System / Ascensus

Return #	Type of IRS Information Return	✓ if YES	CBS USE ONLY
1042-S	Foreign Person's US Source Income Subject to Withholding	<input type="checkbox"/>	<input type="checkbox"/>
1098	Mortgage Interest	<input type="checkbox"/>	<input type="checkbox"/>
1098-E	Student Loan Interest Statement	<input type="checkbox"/>	<input type="checkbox"/>
1099-C	Cancellation of Debt	<input type="checkbox"/>	<input type="checkbox"/>
1099-INT	Interest Income	<input type="checkbox"/>	<input type="checkbox"/>
1099-MISC	Miscellaneous Income	<input type="checkbox"/>	<input type="checkbox"/>
1099-NEC	Non-Employee Compensation <b>(see Note #1)</b>	<input type="checkbox"/>	<input type="checkbox"/>
1099-Q	Payments Qualified Education	<input type="checkbox"/>	<input type="checkbox"/>
1099-R	Distributions (Pensions, Annuity, IRA, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
1099-SA	Distributions (Health Saving, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
5498	IRA Contributions <b>(see Note #2)</b>	<input type="checkbox"/>	<input type="checkbox"/>
5498-ESA	Coverdell Education <b>(see Note #2)</b>	<input type="checkbox"/>	<input type="checkbox"/>
5498-SA	Health Savings <b>(see Note #2)</b>	<input type="checkbox"/>	<input type="checkbox"/>

**See Page 5 for Exporting Instructions**



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### Note #1

Please Be Advised: If you use a third-party IRA Plan Administrator, such as Ascensus, you must adhere to their due dates and submit accordingly. The Ascensus deadline for FMV and IRS forms 1099-R, 1099-SA is January 11th. If you elect for CBS to submit these on your behalf, please export to CBS by January 6th.

IRS Form 1099-NEC (for Non-Employee Compensation) has an IRS Electronic Filing Due Date of January 31st. If you have any of these forms, you must have these exported to CBS by no-later-than January 15th.

All other IRS Forms, *excluding the various 5498 forms*, have an IRS Electronic Filing Due Date of March 31st. If you have any of these forms, you must have these exported to CBS by no-later-than March 15th but no sooner than February 15th.

Refer to HOW TO EXPORT THE TAX DATA TO CBS SERVICES on page 5.

### Note #2

Please Be Advised: The CBS Service for IRS Electronic Filing does not automatically include electronic filing for Fair Market Values and Contributions forms as of the end of December. Any requests for Fair Market Values as of the end December must be submitted to CBS in writing. Typically all electronic filing of Information Returns for IRS Form 5498 occurs after the mid-April (15-17th) cutoff.

Important: if you have any 5498 forms that will need to be filed electronically (whether via the CBS Service for IRS Electronic Filing or via a third-party IRA Plan Administrator) you must check-off all such applicable 5498 forms on page 2.

### **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 for 5498's. CBS 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 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.

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 check-off all such applicable 5498 forms on page 2. CBS will not accept any verbal communications! Refer to the "Electronic Filing Prices" section for any associated costs.



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### ELECTRONIC FILING PRICES

\$400 Annual Setup, Registration, Testing into the IRS FIRE system

\$85 Per each Information Return filed electronically into the IRS FIRE system

Only If/As Applicable for your Credit Union

\$400 Setup and Communication with the IRA Plan Administrator

\$85 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 ensure 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.



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### 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.
- **For IRS Form 1099-NEC**  
January 15th or sooner... you *must* perform these procedures by no later than January 15th. *Refer to your 3rd party plan administrator due date, if applicable.*
- **For All Other IRS Forms**  
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.