1099-R Year-End Processing Webinar



LuAnn Moore Friday, December 13, 2024 11:00 AM

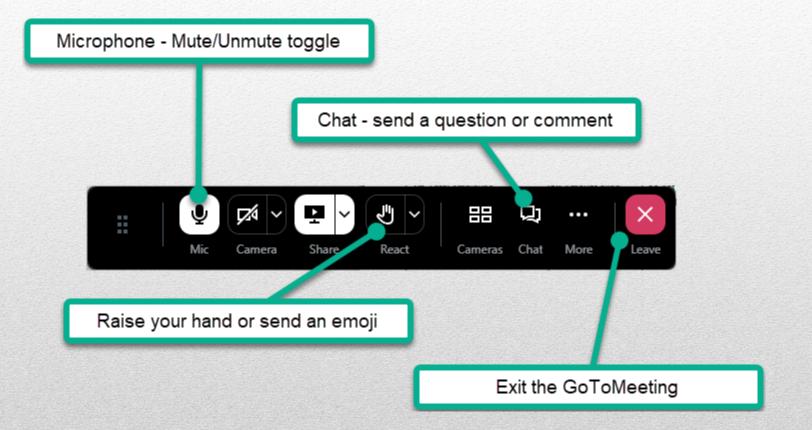
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	Forn	n 109 9	9-R					
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ToA Fire District					fo		s federal ir	
219 LEWIS WHARF					tax	withhel	d in box 4,	attach
BOSTON, MA 0211						this co	by to your i	eturn.
BOSTON, MA 0211	5-5521							
							formation i	
(617)-494-5100				_		fui	rnished to t	ne IRS.
RECIPIENTS name KEITH ABERNETH	1				PAYER'S TIN	0.1.10		
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420 FLM ST Unit#3	1				RECIPIENT'S T			
City or town, state or province,	- country and ZIP or forei	nn nostal	code			***_**	-5633	
CAMBRIDGE MA 0	-	gripootar			Account number	(see instruction	15)	
					:	SCHOOLB	HS-071995	
1 Gross distribution	2a Taxable amount		2b Taxable amount not determined		3 Capital gain (incl box 2a)	uded in	4 Federal incon withheld	ie tax
\$ 466.80	\$355.8	5	Total distribution		\$0.	00	\$ 0.	00
5 Employee contributions / Designated Roth contributions or insurance premiums	6 Net unrealized appreciation in employer's securiti	es	7 Distribution code(s)		IRA / SEP / SIMPLE	8 Other		
\$ 0.00	\$ 0.00		7				0.00	0%
9a Your percentage of total distribution	9b Total employee contributions		10 Amount allocable to IRR within 5 years		11 1st year of desi Roth contrib.	ig.	12 FATCA filing requirement	
0.00%	\$ 0.00		\$ 0.00				13 Date of payme	nt
14 State tax withheld	\$ 5.00		/Payer's state no.			16 State of	distribution	
\$ 0.0	0		MA 041234564	4			\$ 397.86	
\$ 0.0							\$ 0.00	
17 Local tax withheld		18 Name	of locality			19 Local o	distribution	
\$0.0	0					<u> </u>	\$ 0.00	
\$ 0.0	0				\$ 0.00			
Form 1099-R	(keep for your records)		www.irs.gov/Form1099R		Depar	tment of the Tre	easury - Internal Rev	enue Servic

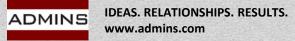


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Tips for GoToMeeting





What Will We Cover?



Who receives a 1099-R

- Tools
- **1099-R Reporting Information**
- 1099-R Balancing
- 1099-R Adjustments
- 1099-R Processing
- 1099-R Filing



Who Receives a 1099-R?



File Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc., for each person to whom you have made a designated distribution or are treated as having made a distribution of \$10 or more from profit-sharing or retirement plans, any individual retirement arrangements (IRAs), annuities, pensions, insurance contracts, survivor income benefit plans, permanent and total disability payments under life insurance contracts, charitable gift annuities, etc.

Also, report on Form 1099-R death benefits payments made by employers that are not made as part of a pension, profit-sharing, or retirement plan.



Instructions for Forms 1099-R and 5498 (2024) | Internal Revenue Service (irs.gov)

Tools

Human Resources Help Reference Library – Year-End Processing

<u>HR-575 Email Electronic Tax Forms to Employees</u> <u>HR-635 Email W2, 1095C, 1099R</u> <u>HR-650 1099-R Processing</u> HR-660 IRS Instructions for Form 1099-R



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Email 1099-R Forms



AUC can provide emailed forms to payees

This requires that the payee provide *explicit affirmative consent*; see these documents:

HR-575 Email Electronic Tax Forms to Employees

HR-635 Email W2, 1095C, 1099R

(this refers to emailing previously attached forms after the process is complete – if the payee needs it sent again)



IRIS System Registration



Please visit the IRIS system registration site ASAP

FIRE System (may be used for this CY, but not next) For *filing returns*, the system will be down for annual updates between November 22, 2024 - Jan 13, 2025

IRIS System

Outage begins on Tuesday, December 03, 2024

Reporting deadline is March 31, 2025

Filing Information Returns Electronically (FIRE) | Internal Revenue Service (irs.gov)



Due Dates & Filing Requirements



Mail or email 1099R forms to **payees by January 31, 2025** Submit the 1099R **Electronic file by March 31, 2025***; Check that the file is accepted by the **FIRE System**

File Forms ...1099(R)by March 31, 2025, if filing electronically... (see the Guide to Information Returns, section C, and page 28)

Guide to Ir	Guide to Information Returns (Continued)										
				Due	Date						
Form	Title	What To Report	Amounts To Report	To IRS	To Recipient (unless indicated otherwise)						
1099-R	Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.	Distributions from retirement or profit-sharing plans, any IRA, insurance contracts, and IRA recharacterizations (including payments reported pursuant to an election described in Regulations section 1.1471-4(d)(5)(i)(B) or reported as described in Regulations section 1.1471-4(d)(2)(iii)(A)).	\$10 or more	February 28*	January 31						



State Filing



		Table 1: Participating S	tates an	d Codes*	
State	Code	State	Code	State	Code
Alabama	01	Indiana	18	Montana	30
Arizona	04	Kansas	20	Nebraska	31
Arkansas	05	Louisiana	22	New Jersey	34
California	06	Maine	23	New Mexico	35
Colorado	07	Maryland	24	North Carolina	37
Connecticut	08	Massachusetts	25	North Dakota	38
Delaware	10	Michigan	26	Ohio	39
Georgia	13	Minnesota	27	Oklahoma	40
Hawaii	15	Mississippi	28	South Carolina	45
Idaho	16	Missouri	29	Wisconsin	55
*The codes listed apply	to the C	F/SF Program and may n	ot corres	pond to state codes of agencies	s or

*The codes listed apply to the CF/SF Program and may not correspond to state codes of agencies of programs outside of the IRS.



Publication 1220 (Rev. 10-2023) (irs.gov)

1099-R Reporting Information

1099-R Wages based on the Base Bucket Table 1099-R Deductions based on: Cost Code Table Employee Maintenance – Payroll Tab Year End Processing – List of Cost Codes by W2/1099-R Box

Report Library > Paychecks Other > #6755 List of Cost Codes by W2/1099R box



Base Bucket Table

Human Resources > Tables > Base Buckets



See <u>Slide #24</u> for a sample Base Bucket checking report.

[AUC] 6	5425-Base Buckets	ļ							1 Gross distribution	2a Taxable amount	2b Taxable amount not determined	3 Capital gain (inclu box 2a)	ided in 4 Federal in withheld	come tax
]		Base Buck	tets						\$ 10,260.12	X	Total distribution	\$0.0	00 \$ 6	98.04
Goto	1 Buck	et 2 De	scription Annual Maximu	n W2 Box	W2 Desc	1099-R			5 Employee contributions / Designated Rott	6 Net unrealized appreciation in employer's securities	7 Distribution code(s)	IRA / SEP / SIMPLE	8 Other	
Actions 3-Edit List	1 2 3	Federal Tax Wages Medicare Wages State Taxable Wages		01 05 16-#1		02A 16-#1			contribution or insurance premiuns \$ 0.00	\$ 0.00	7		0.0	0 04
	4	Retirement Wages							9a Your percentage of	9b Total employee	/ 10 Amount allocable to	11 1st year of desig		_
Bucket		2 Description	Annual Maximum	W2 Box	W2 De		1099-R I	1	total distribution	contributions	IRR within 5 years	Roth contrib.	requiremen	t 🗆
F	Federal Tax Wa	ges		01		•	02A						13 Date of pay	ment
1	Medicare Wages	:		05					0.00%	\$ 0.00	\$ 0.00			
9	State Taxable	Wages		16-#1		(16-#1		14 State tax withheld	15 Sta	ate/Payer's state no.		16 State distribution	
	Retirement Wag								\$ 513		MA 041234564		\$ 10,260.	
1	Total Wages					(01	9/388	17 Local tax withheld		ne of locality		19 Local distribution	
	a	Visi and an other states		A Section Contractor	Coloradoria	1000000000			\$0.0				\$ 0.00	
									\$ 0.	00			\$ 0.00	

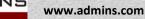
1099



Cost Code Table Human Resources > Tables > Cost Code Table



		Cost Coo	le Table					
Goto	Cost Code MA STATE TAX							
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Lester terest								~~~
<	W2 Box # 17 +1 W2 Description	Applies to: OBen Applies to: OBen	-			btract ()Yes	D
		1 Gross distribution	2a Taxable amount	2b Taxable amount not	3 Capital gain (ii	ncluded in	4 Federal income	tav
		T Cross distribution	za raxable amount	determined			withheld	lax
Clide 2	Chas a comple of	\$ 456.00	\$421.80	Total distribution	\$ 0.0	00	\$ 0.00	
	<u>6</u> has a sample of	5 Employee contributions / Designated Roth	6 Net unrealized appreciation in	7 Distribution code(s)	IRA / SEP /	8 Other		
the cos	st code report.	ontributions or ns rance premiums	employer's securities		SIMPLE			
		¢ 0.00	\$ 0.00	1			0.00	0%
		9a Your percentage of total distribution	9b Total employee contributions	10 Amount allocable to IRR within 5 years	11 1st year of de contrib.	esig. Roth	12 FATCA filing	'
							requirement 11 Date of payme	
		0.00%	\$ 0.00	\$ 0.00				
		14 State tax withheld		Payer's state no.		16 State di		
		\$ 16.8		MA 041234564	·	┣ ─	\$ 421.80 \$ 0.00	
		17 Local tax withheld		e of locality		19 Local d	+	
		\$ 0.00	⊵			L _	<u>\$ 0.0</u> 0	
		\$ 0.0	0				\$ 0.00	
DMINS	IDEAS. RELATIONSHIPS. RESULTS.	Form 1099-R		www.irs.gov/Form1099R	Department of	fthe Treasur	ry - Internal Reven	ue Service



Employee Master File

Payroll tab on the employee master file designate values for boxes 2b, 7, IRA/SEP/SIMPLE, 8, 9a, 9b, 10, 11, 12, & 13

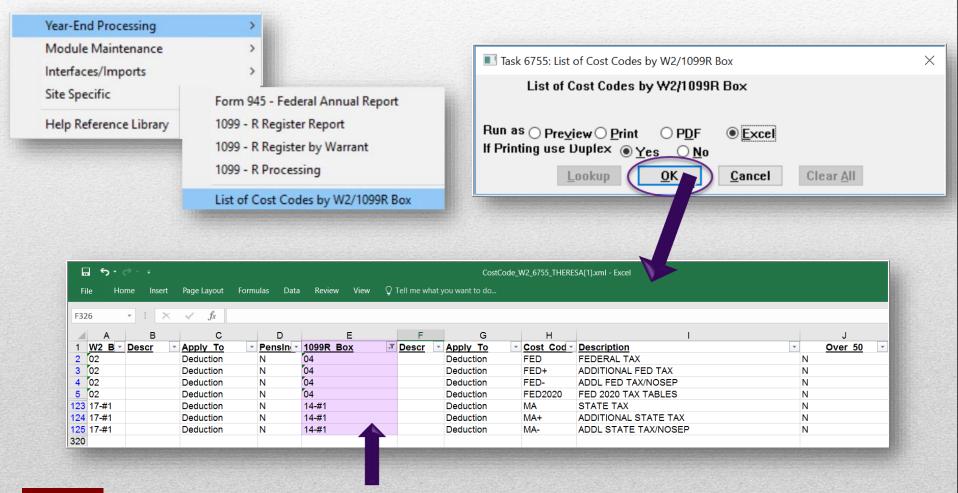
	Empl	oyee Maintenance No picture on File	
Goto	Employee Number 071820 KEITH GEMMA Position T220FIRFGIR-01 Firefighter	Employee Attachments (3)	
Actions			
1 Contact	2 Personal 3 Ded/Ben 4 Add Wage 5 Payroll Acc	ounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom UAccidents VACA	
Friday Saturda	8.00		-
Sunday		1099-R Information	- 1
Monday	8,50	Box 2b Tax not determined Total distribution	- 1
Tuesday Wednesc		Box 7 7 A Box 9a % IRA/SEP/SIMPLE	
Weariesc	aag 0.30 1.00	Box 8 Box 9b	-
	Total # Hours 42,00 Total # Days 1,00		5
· ·			4
		Box 12 FATCA filing requirement Box 13	
			_

1 Gross distribution	2a Taxable amount		2b Taxable amount not determined		3 Capital gain (incl box 2a)	uded in	4 Federal inco withheld	me tax
\$ 1,656.04	\$1,074.	21	Total distribution		\$0.00		\$ 97.25	
5 Employee contributions / Designated Roth contributions or insurance premiums	6 Net unrealized appreciation in employer's securi	ties	7 Distribution code(s)		IRA / SEP / SIMPLE	8 Other		
\$ 0.00	\$ 0.00		7 A				0.00	0%
9a Your percentage of total distribution	9b Total employee contributions		10 Amount allocable to IRR within 5 years		11 1st year of desig. Roth contrib.		12 FATCA filing requirement	
0.00%	\$ 0.00)	\$ 0.00				13 Date of payment	
14 State tax withheld		15 State	te/Payer's state no.		16 State of		distribution	
\$ 59.	05		MA 041234564				\$ 1,181.04	
\$ 0.0	0 0						\$ 0.00	
17 Local tax withheld		18 Name	of locality			19 Local d		
\$0.0	0	L		_			\$ 0.00	
\$ 0.0	0						\$ 0.00	
Form 1099-R	(keep for your records)	www.irs.gov/Form1099R		Depar	ment of the Tre	asury - Internal Re	venue Servic



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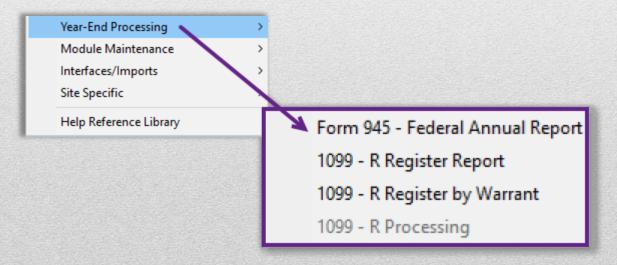


1099-R Balancing



Human Resources > Year-End Processing

- 1099-R Register Report
- 1099-R Register by Warrant
- Form 945 Federal Annual Report





Balance by Employee

Human Resources > Year-End Processing > 1099-R Register

📧 Task 6135: 1099 - R Reg	ister Report				×
1099 - R Re	egister Report				
Required: Check Date	Range (mmddyyy	y) From:	0101	To: 1231	
Required: Entity Code		2	Town of ADI	INS Fire Distric	
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Run as	Lookup	ОК	Cancel	Clear All	
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Payro	II 1099R Register																	
4																		
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071798	CORREIA, L 001-10-544; Print	10,260.12		698.04	513.00	10,260.12	х		7							0000		
071820	GEMMA, KE 001-10-546! Print	1,656.04	1,074.21	97.25	59.05	1,181.04			7A							0000		
071823	LINGLEY, KI 001-10-546(Email	1,656.04	1,074.21	57.42	48.67	1,181.04			7							0000		
ty 2 Tow	vn of ADMINS F ntity Total:	19,973.49	7,494.40	1,482.66	917.03	18,548.49												
0	Grand Total:	19,973.49	7,494.40	1,482.66	917.03	18,548.49												
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Balance by Warrant

Year-End Processing > 1099-R Register by Warrant Report

				×		
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Required: Entity (Code	2 To	wn of ADMINS Fire Distric			
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	A2 : X A B 1 1099R Payroll Register 2 3 4 Warrant Check Date G 5 903717 8/31/2022 6 903718 8/31/2022 7 903720 9/7/2022 8 903723 9/14/2022 9 903724 9/14/2022 10 903726 9/21/2022 11 903731 10/29/2022 12 Total of ADMINS F 13 Grand Total 14	Check Dai C er by Warrant Gross distribution 3,420.04 1,202.13 1,181.04 1,202.13 1,181.04 1,1	te(s): 01012022 to 12312022 D Federal Taxable Wages UseEmployeeRegister	E Federal income tax withheld 229.91 135.73 131.10 229.91 131.10	State tax withheld -First 171.00 60.11 59.05 171.00 59.05 59.05 337.77 917.03	G State distribution -First 3,420.04 1,202.13 1,181.04 3,420.04 1,181.04 1,181.04 6,963.16 18,548.49 18,548.49
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1099-R Adjustments

HR ▶ Help Reference Library ▶ HR–650 1099R Processing



All 1099-R adjustments are processed through payroll manual checks or timesheets using the calendar year end.

(See section 6 of the <u>HR-650 1099-R Processing</u> document in the Human Resources Help Reference Library under Year End Processing)

6. ADJUSTING 1099-R WAGES/WITHHOLDINGS

If discrepancies in wages and/or withholdings need to be corrected before issuing 1099-Rs, make those corrections to the individual employees and post those changes to their paycheck history file. No adjustments or overrides to year-to-date amounts computed by the 1099-R Register process are allowed because all corrections require an audit trail.



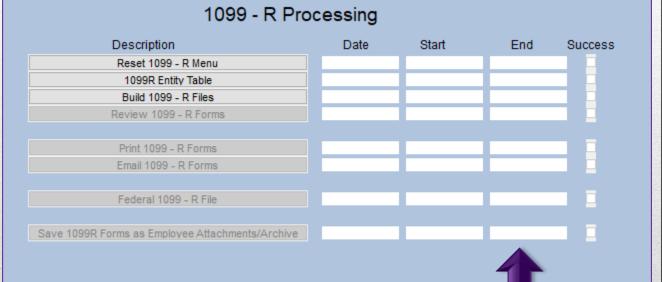
WILL ADJUSTMENTS AUTOMATICALLY BE REFLECTED IN THE 1099-R FILE? No. If corrections are processed, re-build the 1099-R Work File to include the changes.



Before You Begin... Year-End Processing ▶ 1099 R Processing



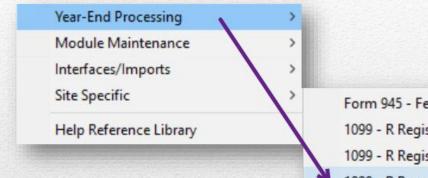
Check that the 1099 forms created for last year have been saved as Employee Attachments – if not, run the step before clicking on the Reset 1099-R



Menu step. The menu should look like this – without any dates or start/end times in the columns, indicating that the previous year was run to completion.

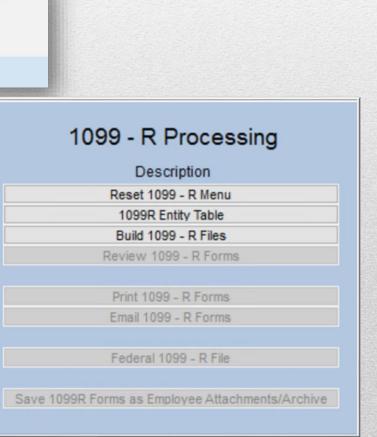


1099-R Processing Year End Processing ▶ 1099-R Processing



Form 945 - Federal Annual Report 1099 - R Register Report 1099 - R Register by Warrant 1099 - R Processing

The first three steps will be available – the remaining steps will not be clickable until the pre-requisite steps are run.



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1099-R Entity Table

1099R Entity Table



	1099R Entity Table
	Entity 3 Description School of ADMINS Interpretation 3 Description School of ADMINS
Do you have	Name ADMINS Board of Education Address 1 219 LEWIS WHARF Address 2
access to the	1 Payroll W2 2 Payroll W2 ACA 3 Payroll 1099-R 4 Payroll 1099-R ACA
Export directory?	REQUIRED FIELDS ARE BOLD
Are Social Security	Transmitter Control Code 31005 Export Directory D:\ADMHOME \1099R` Combined Filing State Number 25 Contact Name LUANN MODRE Contact Phone (000) 000-0000
Numbers Masked?	Contact Email LUANMGADMINS.COM Export Directory D:\ADMHOME\1099R\
	Mask SS# as ***_**_#### Image: Yes Mask SS# as ***_**_#### Image: Yes Mask SS# as ***_**_##### Mask SS# as ***_**_#### Image: Yes Image: Yes
	Give ADMINS access to the Export Directory



Build 1099-R Files

Build 1099 - R Files



Task 6533: Build 1099 - R Files Build 1099 R Files Required: Enter Year Enter the tax year Run as O Preview O Print O PDF If Printing use Duplex O Yes O No Lookup OK Cancel Clear All	This step produces six reports.
List Code Description No Records Selected	t of Base Buckets for 1099 - R ===================================
No Records Selected	List of Cost Codes for 1099 - R

Without 1099R cost codes or base buckets set, the 1099Rs cannot be produced.



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#6479—1099R Entity Table Listing

6479-HI	R1099RENTRPT.REP							
A					Г	Cown of	Admins	
/				10	99R E	Intity 7	Table L	istin
======						======		
Entity	Name & Address		Fed ID	State	ID	Status		
=====						=====		
_	ToA Fire District 219 LEWIS WHARF BOSTON, MA 02110-3 (617) 494-5100		041234564	04123456	54	A		
				2123	the	Slide 2 Entity		
		ail: LUANN@AI		2123	setu	qr		
Ma	Contact Em	ail: LUANN@AI ory: hrlis:		2123	sett	μ		
Ma	Contact Em Export Direct	ail: LUANN@AI ory: hrlis: 234: Yes	DMINS.COM		sett	μ		
Ma Line 1	Contact Em Export Direct ask SS# as ***-**-1 State Number	ail: LUANN@AI ory: hrlis: 234: Yes	DMINS.COM	umber	sett	μ		



#6546—Base Bucket Report

6546-HR10	99RBASBUK.REP		
		Town of Adm	nins
2	Lis	t of Base Buckets	for 1099 - R
======			========
Code	Description	Annual Maximum	1099-R Box
======		=============	=========
1	Federal Tax Wages		02A
3	State Taxable Wages		16-#1
5	Total Wages		01
*** G1	and Total *** Number of Records : 3		

Slide #11 describes the Base Bucket table relationship to the 1099R forms.



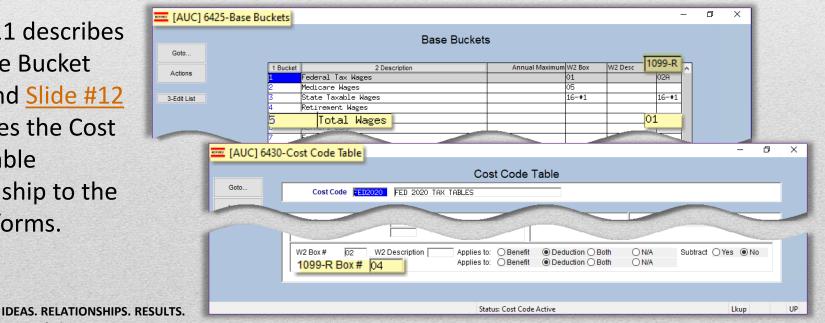
#6132—1099R Box Checking

6132-HR1099RLABEL.REP	Town of Admins 1099R Box Checking	Page 1
Question	Response	
Gross distribution set? Federal income tax with	-	
Legend:		
	ls set to N, then set the 1099-R Box in Base Bucket Tak withheld is set to N then set the 1099-R box in the Cos	

Slide #11 describes the Base Bucket table and Slide #12 describes the Cost Code Table relationship to the 1099R forms.

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#6545—Cost Code Report

6545-HRCSTCOD 1099RBOX.REP

		Towr	ı of	Ac	dmins	5		
List	of	Cost	Code	s	for	1099	-	R

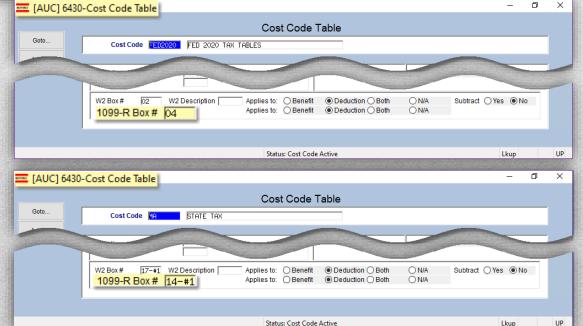
]	Form 1099-	-R		
	========	============	======================================	
	Box	Apply To	Cost Code	Description
	=======		============	
	04	Deduction	FED	FEDERAL TAX
	04	Deduction	FED+	ADDITIONAL FED TAX
	04	Deduction	FED-	ADDL FED TAX/NOSEP
	04	Deduction	FED2020	FED 2020 TAX TABLES
	14-#1	Deduction	MA	STATE TAX

Slide #12 illustrates the Cost Code table set up and relationship to the 1099R process and forms

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#6534 Employee 1099-R Register

I	ile Home	Insert Page Layout	Formulas Da	ta Revi	iew View Help											ෆ් Share
A	A18 ~	$(\times \sqrt{f_x})$														
ij	А	В	С	D	E	F	G	Н	1	J	Q	R	s	т	U	v
	Employee 10	99-R Register														
	Employee	Name	Soc Sec#	Dist.	Gross distribution	Taxable amount	Federa	Taxable	Total o	1 Distrib	LBox 1'E	lox 1; E	lox 1	State No 1	State distribution	State tax
	071980	KAREN A MCCHESNEY	***-**-5618	Print	6,173.50					7	0000			MA 041234564	5,455.90	
1	071982	LAWRENCE RAY	***-**-5620	Print	4,236.12	3,830.00				7	0000			MA 041234564	4,261.34	
P	071984	MICHAEL J BOUCHARD	***-**-5622	Print	1,982.40	1,886.52				7	0000			MA 041234564	2,081.52	
7	071987	MARIE WHITTED	***-**-5625	Print	2,426.55	1,928.23				7	0000			MA 041234564	2,146.61	
7	071988	LYNN MARCOTTE	***-**-5626	Print		305.25				7	0000			MA 041234564	305.25	
)	071989	KAREN OSULLLIVAN	***-**-5627	Print		362.05				7	0000			MA 041234564	362.05	
P	071990	MICHAEL BRASSARD	***-**-5628	Print		481.00				7	0000			MA 041234564	481.00	
2	071991	LAWRENCE R CURRERI	***-**-5629	Print	2,777.72	2,472.17				7	0000			MA 041234564	2,777.72	
	071992	KAREN W RESTO	***-**-5630	Print	1,766.88	1,163.43				7	0000			MA 041234564	1,323.33	
P	071993	MARIE MARKLE	***-**-5631	Print		1,289.77				7	0000			MA 041234564	1,289.77	
	071994	LYNN SWANSON	***-**-5632	Print	1,566.73	1,425.73				7	0000			MA 041234564	1,566.73	
;]	071995	KEITH ABERNETHY	***-**-5633	Print	466.80	355.85				7	0000			MA 041234564	397.86	
	071997	LAWRENCE VIENS	***-**-5635	Print		177.95				7	0000			MA 041234564	177.95	
	071999	MICHAEL C ALBUQUERQUE	***-**-5637	Print	311.20	283.19				7	0000			MA 041234564	311.20	
1	072000	LYNN ALBUQUERQUE	***-**-5638	Print	712.15	648.06				7	0000			MA 041234564	712.15	
	Fo	or Entity 2 Town of ADMINS F	Entity_To	otal:	22,420.05	21,386.02									23,650.38	
			Grand_To	otal:	22,420.05	21,386.02									23,650.38	
2			_				1									

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	Town of Admins	
	Employee 1099R File Error Report	
mployee Name SS#		And the second s
071774 LAWRENCE LUKASEK 001-10-5419		
Employee 1099-R file errors		
Box 4 amount is less than zero. Enter correcting warrant.		
Box 7 Distribution Code is missing. Correct Employee Record.		
071798 LAWRENCE A CORREIA 001-10-5443		
Employee 1099-R file errors		
Box 4 amount is less than zero. Enter correcting warrant.		
Box 7 Distribution Code is missing. Correct Employee Record.		
071820 KEITH GEMMA 001-10-5465		
Employee 1099-R file errors		
Box 4 amount is less than zero. Enter correcting warrant.		
071823 KEITH LINGLEY 001-10-5468		
Employee 1099-R file errors		
Box 4 amount is less than zero. Enter correcting warrant.		

Resolve all errors before proceeding with 1099Rs.

Process an adjustment warrant and/or correct the employee record(s). Slide #18 provides instructions on adjustments.



Review 1099-R Forms

Review 1099 - R Forms

Allows printing a single form – used primarily for corrections; even if an email address is set on the form, it can be printed with this button.

					Review 1099 -	R Forms				
Goto		Entity	5 1099R	test	Emple	oyee # 🛛 🔯	70316			
Actions		PAYER		School District		1 Gross Distri 6	bution 2856,22			
		219 LEWIS WHARF READING, MA 01867				2a Taxable Ar 5	nount 1956.66			
			(617) 494	4-5100		2b Taxable Ar Determine		Total Di	stribution	
1 1099R Me		L.	dentification Nu 96385274:		lentification Number -**-3961	3 Capital Gain in box 2a)	(included	4 Federal Inco Withheld	me Tax	
2 Print S	ingle For	_				5 Employee		6 Net Unrealiz		
		RECIPIE	NT LYNN A AI 62 CARL F			Contribution	s	Appreciation		
		Email To		E, MA 02138 mins.com		7 Distribution code(s) 7	IRA/SEP SIMPLE	8 Other		
						9a Your Perce total distribu	-	9b Total emplo contribution	-	
			unt allocate to thin 5 years	11 1st year of desig. Roth contrib. 0000	12 FATCA	14 State tax v	vithheld	15 State/Paye	rs state no.	16 State distribution
					13 Date of Payment	17 Local tax v	vithheld	18 Name of lo	cality	19 Local distribution
		1			,	1		1	1	,



Print the 1099-R Forms

Print 1099 - R Forms

Enter Report Parameters			×
Enter Print Settings: Select a value from dropdown:	Print front and back on a duplex capable printer Print front and back on a duplex capable printer Print only the front of the forms		•
	Print only the back of the forms	ОК	Cancel

ADMINS recommends using a duplex printer. If none is available, print the backers on the blank forms first, then print the fronts.

	OMB No				Prof		ributions From Annuities, Re ng Plans, IRAs Cor	tirement or
	Forr	n 109	9-R					_
AYER'S name, street ad ountry, ZIP or foreign po ToA Fire District 219 LEWIS WHARF	ostal code, and telep				fc	feder orm sho withh	his income c al tax return ows federal i eld in box 4, copy to your	. If this ncome attach
BOSTON, MA 0211	0-3927				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
							information	
(617)-494-5100							furnished to	the IRS.
KEITH ABERNETH	цv				PAYER'S TIN			
KEITH ABERNET					ECIPIENT'S		1234564	
420 ELM ST Unit# 3				R	ECIPIENTS	HIN		
ity or town, state or province,		ign postal	code				***-**-563	3
City or town, state or province, CAMBRIDGE MA 0		ign postal	code			SCHOO		3
1		ign postal	code 2b Taxable amount not		3 Capital gain (inc		LBHS-071995	
CAMBRIDGE MA 0	02138	ign postal						
CAMBRIDGE MA 0	02138		2b Taxable amount not	0	3 Capital gain (inc box 2a)		LBHS-071995 4 Federal inco	me tax
CAMBRIDGE MA 0	2a Taxable amount	5	2b Taxable amount not determined	_	3 Capital gain (inc box 2a)	luded in	LBHS-071995 4 Federal inco withheld	me tax
CAMBRIDGE MA 0 1 Gross distribution \$ 466.80 Employee contributions / Designated Roth contributions or insurance	22138 2a Taxable amount \$355.8 6 Net unrealized appreciation in	5	2b Taxable amount not determined Total distribution	_	3 Capital gain (inc box 2a) \$0 IRA / SEP /	luded in	LBHS-071995 4 Federal inco withheld	me tax
CAMBRIDGE MA 0 1 Gross distribution \$ 466.80 Employee contributions / Designated Roh contributions or insurance premiums \$ 0.00 ba Your percentage of	22 138 2a Taxable amount \$355.8 6 Net unrealized appreciation in employer's securit \$ 0.00 9b Total employee	5	2b Taxable amount not determined Total distribution 7 Distribution code(s) 7 10 Amount allocable to	_	3 Capital gain (inc box 2a) IRA / SEP / SIMPLE	.00 8 Other	LBHS-071995 4 Federal inco withheld \$ 0 0.00 12 FATCA filing	me tax .00
CAMBRIDGE MA 0 1 Gross distribution \$ 466.80 Employee contributions of insurance premiums \$ 0.00	22 138 2a Taxable amount \$355.8 6 Net unrealized appreciation in employer's securit \$ 0.00	5	2b Taxable amount not determined Total distribution 7 Distribution code(s) 7	_	3 Capital gain (inc box 2a) IRA / SEP / SIMPLE	.00 8 Other	LBHS-071995 4 Federal inco withheid \$ 0 0.00 12 FATCA filing requirement	me tax .00 0%
CAMBRIDGE MA 0 1 Gross distribution \$ 466.80 Employee contributions / Designated Roh contributions or insurance premiums \$ 0.00 ba Your percentage of	22 138 2a Taxable amount \$355.8 6 Net unrealized appreciation in employer's securit \$ 0.00 9b Total employee	5 ies	2b Taxable amount not determined Total distribution 7 Distribution code(s) 7 10 Amount allocable to	_	3 Capital gain (inc box 2a) IRA / SEP / SIMPLE	.00 8 Other	LBHS-071995 4 Federal inco withheld \$ 0 0.00 12 FATCA filing	me tax .00 0%
CAMBRIDGE MA 0 1 Gross distribution \$ 466.80 Employee contributions / Designated Roh contributions or insurance premiums \$ 0.00 To Vour percentage of total distribution	22138 2a Taxable amount \$355.8 6 Net unrealized appreciation in employer's securit \$ 0.00 9b Total employee contributions	5 ies	2b Taxable amount not determined Total distribution 7 Distribution code(s) 7 10 Amount allocable (to IRR within 5 years	_	3 Capital gain (inc box 2a) IRA / SEP / SIMPLE	auded in .00 8 Other sig.	LBHS-071995 4 Federal inco withheid \$ 0 0.00 12 FATCA filing requirement	me tax .00 0%
CAMBRIDGE MA 0 1 Gross distribution \$ 466.80 Employee contributions / Designated Roth contributions or insurance premiums \$ 0.00 ba Your percentage of botal distribution 0.00%	22138 2a Taxable amount \$355.8 6 Net unrealized appreciation in employer's securit \$ 0.00 9b Total employee contributions \$ 0.00	5 ies	2b Taxable amount not determined Total distribution 7 Distribution code(s) 7 10 Amount allocable (b IRR within 5 years \$ 0.00		3 Capital gain (inc box 2a) IRA / SEP / SIMPLE	auded in .00 8 Other sig.	LBHS-071995 4 Federal inco withheld \$ 0 0.00 12 FATCA filing requirement 13 Date of paym	me tax .00 0%
CAMBRIDGE MA 0 1 Gross distribution \$ 466.80 Employee contributions / Designated Roth contributions or insurance premiums \$ 0.00 ba Your percentage of total distribution 0.00% 4 State tax withheld	22138 2a Taxable amount \$355.8 6 Net unrealized appreciation in employer's securit \$ 0.00 9b Total employee contributions \$ 0.00 00	5 ies	2b Taxable amount not determined Total distribution 7 Distribution code(s) 7 10 Amount allocable to IRR within 5 years \$ 0.00		3 Capital gain (inc box 2a) IRA / SEP / SIMPLE	auded in .00 8 Other sig.	LBHS-071995 4 Federal inco withheld \$ 0 0.00 12 FATCA filing requirement 13 Date of paym ate distribution	me tax .00 0%
CAMBRIDGE MA 0 1 Gross distribution \$ 466.80 Employee Contributions / Designated Roth Contributions or insurance premiums \$ 0.00 A Your percentage of total distribution 0.00% 4 State tax withheld\$ 0.c	22138 2a Taxable amount \$355.8 6 Net unrealized appreciation in employer's securit \$ 0.00 9b Total employee contributions \$ 0.00 00 00 00 00 00 00 00 00 00 00 00 00	5 ies) 15 State	2b Taxable amount not determined Total distribution 7 Distribution code(s) 7 10 Amount allocable to IRR within 5 years \$ 0.00		3 Capital gain (inc box 2a) IRA / SEP / SIMPLE	luded in .00 8 Other ig. 16 Sta	LBHS-071995 4 Federal inco withheid \$ 0 0.00 12 FATCA filing requirement 13 Date of paym ate distribution \$ 397.86	me tax .00 0%



Email the 1099-R Forms

Email 1099 - R Forms



An Excel® spreadsheet will list the email recipients

×	Ill ッマーマー 1099r_Emails_Sent_7238_xml - Excel								
F	File Home Insert Page Layout Formulas Data Review View Help								
H2	26 ~	$(\times \sqrt{f_x})$							
	А	В	С	D	E				
1	Emp#	Employee	Email	Consent Date					
2	071980	MCCHESNEY, KAREN A	karen@admins.com	11/13/2023					
3	071982	RAY, LAWRENCE	lawrencer189@gmail.com	11/13/2023					
4	071984	BOUCHARD, MICHAEL J	mickebouchard@verizon.net	11/13/2023					
5									

All forms, both printed and emailed, will ultimately be attached to the employee record when the overnight bursting job is complete



#6544 Federal 1099-R File

Federal 1099 - R File

6544-HR1099RDISKTOT_2023.REP	Town of Admins 1099R Disk Total Report
Entity: 2 ToA Fi Transmitter Control Code: TCBXY Contact: LUANN MC	
Contact Phone: (617) 49 Contact Email: LUANN@AF File Export Location:	94-5100 2123 DMINS.COM
Form count	: 15
Gross distribution Taxable amount	: 22,420.05 : 21,386.02
Federal income tax withheld	:
State distribution State tax withheld	: 23,650.38

1099rdisk_2023_2.txt - Notepad

File	Edit Format View	Help	
T202	3 041234564TCBX	T TOA FIRE	DISTRICT
A202	3 04123456	4 9 12345689AB	TOA FIRE DISTRICT
B202	3 200110563	3	00000046680000000355
B202	3 200110563	8 🖉 1099rdisk	2023 2.txt 000000071215000000648
B202	3 200110563		000000031120000000283
B202	3 200110562	2	0000001982400000001886
B202	3 200110562	8	000000000000000000000000000000000000000
B202	3 200110562	.9	0000002777720000002472
B202	3 200110562	.6	000000000000000000000000000000000000000
B202	3 200110563	1	000000000000000000000000000000000000000
B202	3 200110561	.8	0000006173500000004776
B202	3 200110562	.7	00000000000000000000362
B202	3 200110562	.0	0000004236120000003830
B202	3 200110563	0	0000001766880000001163
B202	3 200110563	2	0000001566730000001425
B202	3 200110563	5	000000000000000000000000000000000000000
B202	3 200110562	5	0000002426550000001928
C000	00015 0000	000000022420050000	000000213860200000000000000000000000000
F000	000010000000000	00000000000	0000015

TOA FIRE DISTRIC

Page 1

This example shows the file for 2023; each year's file will have the tax year in the file name.

If you preview the file, close it to allow the process to finish.



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Attach and Archive 1099-R Forms

Save 1099R Forms as Employee Attachments/Archive

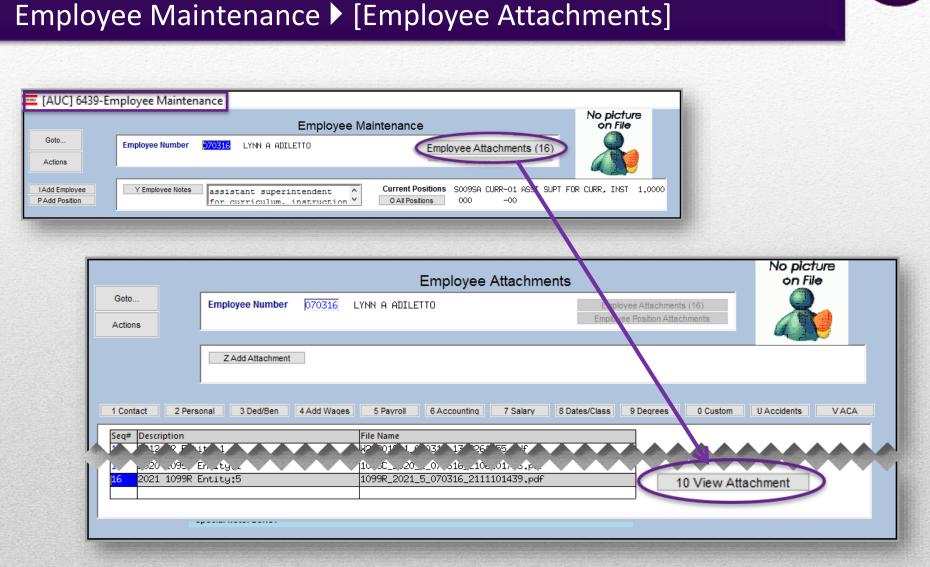
0

The last step is to save the forms as attachments. Forms should be attached as soon as the submitted file is *accepted* (<u>no later than 03/31</u>)

This runs as a scheduled task when the bursting jobs are run, usually twice daily on each site.



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Reprint a 1099-R

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Due Dates & Filing Requirements



Mail or email 1099R forms to payees by January 31 Submit the 1099R Electronic file by March 31*; Check that the file is accepted by the <u>FIRE System</u>

File Forms ...1099(R)by March 31, 2025, if filing electronically... (see the Guide to Information Returns, section C, and page 28)

Guide to Information Returns (Continued)									
				Due Date					
Form	Title	What To Report	Amounts To Report	To IRS	To Recipient (unless indicated otherwise)				
1099-R	Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.	Distributions from retirement or profit-sharing plans, any IRA, insurance contracts, and IRA recharacterizations (including payments reported pursuant to an election described in Regulations section 1.1471-4(d)(5)(i)(B) or reported as described in Regulations section 1.1471-4(d)(2)(iii)(A)).	\$10 or more	February 28*	January 31				



Questions/Demonstration





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