



Year End User Guide

SHAZAM CORE SERVICES

Compass XD - Tax Reporting

IRA Balancing Completion Steps

Year-End Checklist

Data Center Tax Exhibit

NOVEMBER 13, 2025



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YEAR-END USER GUIDE

This resource will guide SHAZAM Core clients through the Year-End process and reporting. This resource includes the following topics:

- Permissions and Security
- Tax Reporting Parameter Maintenance
- Year End Checklist
- End of Year IRA Balancing
- Compass XD - Tax Reporting
- SHAZAM Data Center topics
- Year End Notice Templates

PARAMETER MAINTENANCE (TAX INFORMATION)

This section will guide users through the tax record files within the **Parameter Maintenance Tax Information** module.

- User permissions and security
- TXARECBR Payer 'A' Record Branch Information
- TXAREC Update Payer 'A' Record
- TXPAR1 Bank Level Tax Reporting Parameter File
- TXRFMR Return Types and Amount Indicator
- TXSTAT IRS State Parameter
- TXTREC Trasmmitter 'T' Record
- TXTRECBR Transmitter 'T' Branch Informations

ADDING PARAMETER MAINTENANCE AS A MENU OPTION

When adding the **Parameter Maintenance** module to the menu in the role for the first time, expand the Menu tab from the **Roles Edit Form**.

Select the Parameter Maintenance module in **Available Options** and drag and drop into the **Selected** column.

The screenshot shows the 'Menu' configuration interface. On the left, under 'Available Options', there is a list of menu items. On the right, under 'Selected', there is a list of menu items that have been added. The 'Parameter Maintenance' item is highlighted with a red box in the 'Selected' list. Between the two lists are 'Add' and 'Remove' buttons.

Select **Submit** to save the changes.

NOTE: The user must log out and back in to view saved changes.

USER PERMISSIONS AND SECURITY

The Compass XD Administrator should review permission level records to enable users to have access to the Parameters Maintenance functionality. From the **Admin Console – XD Permissions** module, select the **Edit** icon next to the user’s name or role.

IMPORTANT: Editing the role will change permissions for all users within the role.

	Role Description	Created	Modified	Modified By
	ONBOARD_DEFAULT	11/24/2015	11/24/2015	CARDWC
	Admin_All_Enabled	12/11/2015	10/03/2023	CARDMH
	ROLE_JMC	02/13/2020	11/07/2022	CARDLDL

Expand the **Role Permissions** accordion.

- ▶ Groups
- ▶ Users
- ▶ Menu
- ▶ Role Permissions
- ▶ Maintenance

Expand Parameter Maintenance and enable the **Tax Information Button**.

Parameter Maintenance				
Parameter Maintenance Base Permissions	Enabled	Enabled	Enabled	Enabled
ACH Button	Enabled			
Bank Button	Enabled			
Customer Button	Enabled			
Deposits Button	Enabled			
General Ledger Button	Enabled			
Investments Button	Enabled			
Loans Button	Enabled			
Memo Button	Enabled			
Miscellaneous Button	Enabled			
POD Button	Enabled			
Platform Button	Enabled			
Shareholder Button	Enabled			
Safe Deposit Box Button	Enabled			
Tax Information Button	Enabled			

NOTE: This section will specifically define and explain parameters related to the Tax Information module.

TXARECBR PAYER 'A' RECORD BRANCH INFORMATION

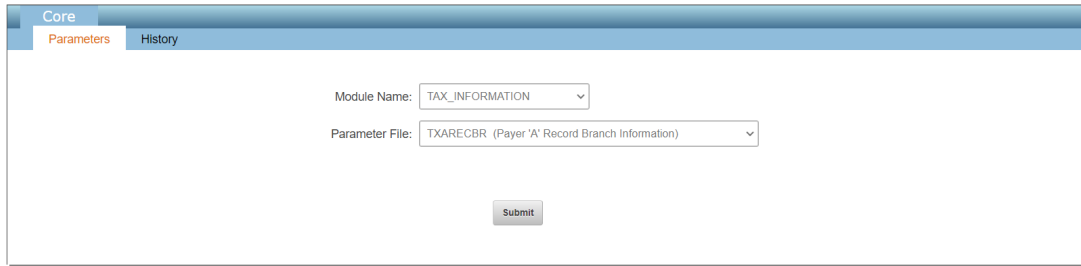
This parameter allows administrators to edit branch information used in the header record provided to the IRS. This header record is also referred to as the ‘A’ record.



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The name of this program is TX9151.

To view or edit parameter settings within the TXARECBR Payer 'A' Record Branch Information file, select **Tax Information** from the **Module** menu drop-down and select **TXARECBR Payer 'A' Record Branch Information** from the Parameter File menu drop-down.



The screenshot shows a web interface with a blue header bar containing 'Core' and 'Parameters' (highlighted) and 'History' tabs. Below the header, there are two dropdown menus: 'Module Name:' with 'TAX_INFORMATION' selected, and 'Parameter File:' with 'TXARECBR (Payer 'A' Record Branch Information)' selected. A 'Submit' button is centered below the dropdowns.

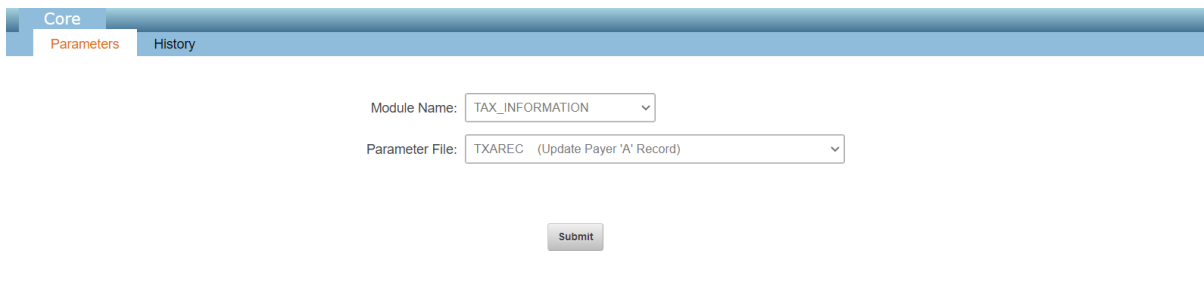
Select **Submit**. The Branch, Name and City, State fields will populate with the ability to be edited.

TXAREC UPDATE PAYER 'A' RECORD

This parameter allows administrators to maintain information submitted as the 'A' record. The file submitted to the IRS® by February 28th includes information for each return, and the file is organized by type of return. For each type of return, there is a header record with required information: payer name, identification number and transmitter control code assigned to the bank by the IRS. This record is named the 'A' record. Following the 'A' record in the tax file are all of the records for the individual returns for the given return type, which are 'B' records.

The name of this program is TX9136.

To view or edit parameter settings within the **TXAREC Update Payer 'A' Record** file, select **Tax Information** from the Module menu drop-down and select **TXAREC Update Payer 'A' Record** from the Parameter File menu drop-down.



The screenshot shows a web interface with a blue header bar containing 'Core' and 'Parameters' (highlighted) and 'History' tabs. Below the header, there are two dropdown menus: 'Module Name:' with 'TAX_INFORMATION' selected, and 'Parameter File:' with 'TXAREC (Update Payer 'A' Record)' selected. A 'Submit' button is centered below the dropdowns.

Select **Submit**. The Update Payer 'A' Record form will populate with the ability to be edited.

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Information

Payment year:	<input type="text" value="2022"/>	Combined St/Fed filer:	<input type="checkbox"/>
Payer's Federal EIN:	<input type="text" value="444333222"/>	Payer name control:	<input type="text" value="NOW"/>
Foreign corp indicator:	<input type="text" value="2"/>	Payer name line 1:	<input type="text" value="CARDINAL"/>
Payer name line 2:	<input type="text" value="ITS"/>	Transfer agent indicator:	<input type="text" value="1"/>
Payer shipping address:	<input type="text" value="1234 ANYWHERE STREET"/>	Payer City:	<input type="text" value="WHOKNOWS"/>
Payer state:	<input type="text" value="MN"/>	Payer zip code:	<input type="text" value="50025"/>
Payer phone/ext:	<input type="text" value="(444) 666-7894"/>		

TXPAR1 BANK LEVEL TAX REPORTING PARM FILE

This parameter file holds information that defines how an institution handles miscellaneous items for filing tax return information to the IRS® and the customer.

The name of this program is TX1101.

To view or edit parameter settings within the **TXPAR1 Bank Level Tax Reporting Parm File**, select **Tax Information** from the Module menu drop-down and select **TXPAR 1 Bank Level Tax Reporting Parm File** from the Parameter File menu drop-down

Core

Parameters History

Module Name:

Parameter File:

Select **Submit**. The Bank Level Tax Reporting Parm File form will populate with the ability to be edited.

Information

1099-INT threshold:	<input type="text" value="10.00"/>	Threshold per account:	<input type="checkbox"/>
1099-OID threshold:	<input type="text" value="10.00"/>	Threshold per account:	<input type="checkbox"/>
1098 threshold:	<input type="text" value="600.00"/>	Threshold per account:	<input type="checkbox"/>
Use address from account:	<input checked="" type="checkbox"/>	Print window transactions:	<input type="checkbox"/>
Print mail codes separately:	<input type="checkbox"/>	Report by branch:	<input type="checkbox"/>
Truncate TIN number on notices:	<input type="checkbox"/>	5498-If Only Fair Market Value:	<input checked="" type="checkbox"/>
5498-Deceased FMV Option:	<input type="text" value="Y (Value as of End of Year)"/>	IRA Prv Yr Contrib MM/DD:	<input type="text" value="415"/>
Postal permit information 1:	<input type="text"/>	Postal permit information 2:	<input type="text"/>
Postal permit information 3:	<input type="text"/>	Postal permit information 4:	<input type="text"/>
Postal permit information 5:	<input type="text"/>	Postal permit information 6:	<input type="text"/>



TXRFRM RETURN TYPES AND AMOUNT INDICATOR

This parameter file defines the types of forms required by the IRS ®. There are two major purposes for the forms:

- 1 To standardize the amounts that are to be disclosed to customers through actual printed forms.
- 2 To establish a reporting mechanism to format and output to file the information on the return, which can be communicated to the IRS or put on magnetic media and sent to the IRS.

There are two sections of the different return types:

- 1 Name of the return.
- 2 Various amount fields used for each return.

The amount fields typically correspond to the boxes available on year-end forms. Up to 16 fields can be used for each return (A-G and 1-9), but many of the return types only use a few. These fields should be validated every year to be in compliance for scenarios in which the IRS has changed information appearing in the fields, have added new returns or discontinued old ones.

New returns can be entered manually for any type of return, but year-end processing creates records for the 1098, 1099-INT, 1099-MISC (when defined from the account payable records to do so) and 1099-DIV returns. When returns are manually entered and a type of return is selected, amounts can be entered into any field defined in this parameter file when shareholder module is used.

The following table identifies the fields updated by the system.

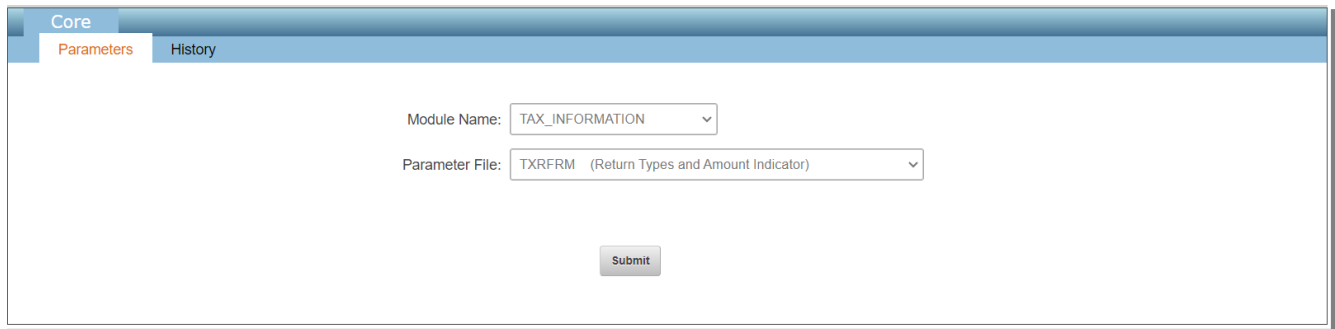
The name of this program is TX9160.

Return Type	Amount	Fields Used	Data Source
1098	1	Previous year's interest paid	Loan file
	2	Previous year's points	Loan file
1099-OID	1	Last year's reported OID amount	Deposit file
	3	Last year's penalty amount	Deposit file
	4	Last year's amount of federal withholding	Deposit file withholding
1099-INT	1	Last year's interest paid amount	Deposit file
	2	Last year's penalty amount	Deposit file
	4	Last year's amount of federal withholding	Deposit file withholding
OR			
	3	Amount of interest paid	Window transaction
	4	Amount of federal withholding file	

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1099-DIV	1	Dividends paid last year	Shareholder file
	2	Dividends paid last year	Shareholder file
	6	Last year's amount of federal withholding	Shareholder file withholding
1099-R	1-9	Any box amount can be used, dependent on how IRA statement lines have been defined.	IRA statement file
5498	1-9	Any box amount can be used, dependent on how IRA statement lines have been defined.	IRA statement file
1099-MISC	7	Paid Invoices Total	Vendor file

To view or edit parameter settings within the **TXRFMR Return Types and Amount Indicator** file, select **Tax Information** from the Module menu drop-down and select **TXRFMR Return Types and Amount Indicator** from the Parameter File menu drop-down.



The screenshot shows a web-based interface with a top navigation bar containing 'Core', 'Parameters', and 'History'. The 'Parameters' tab is active. Below the navigation bar, there are two dropdown menus. The first is labeled 'Module Name:' and is set to 'TAX_INFORMATION'. The second is labeled 'Parameter File:' and is set to 'TXRFMR (Return Types and Amount Indicator)'. Below these dropdowns is a 'Submit' button.

Select **Submit**. The **Return Code**, **Form Name** and **Description** fields will populate with the ability to add, edit, delete or copy.

TXSTAT IRS STATE PARAMETER

This parameter is used for states participating in the federal/state combined reporting program. Under this program, the IRS forwards tax information to participating states for approved filers, so that separate reporting to the state is not required. The bank must apply to the IRS to participate in this program, and may need to notify individual states that this program is being utilized.

The state field from each customer's CIS record is used to check this file. If a state code from the CIS record matches a state listed in this file, the IRS participating state code is entered into an appropriate field in the tax record and the amount of the return is added to that state's total. If the bank has been approved in the combined reporting program but do not wish to report in a particular state, make sure there are not any customer records which contain that state's abbreviation.

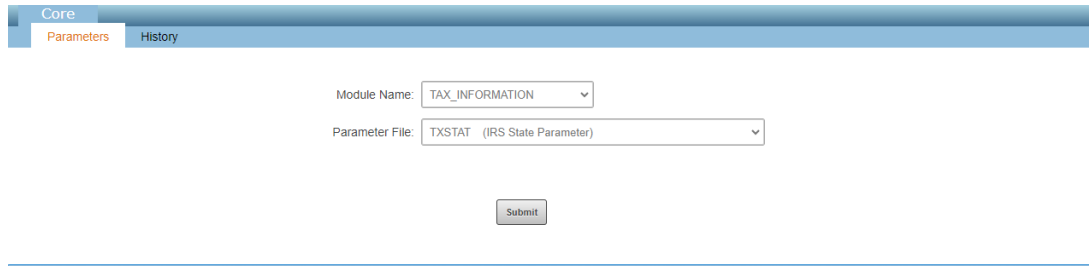


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Additionally, the bank should validate that each customer record in the CIS which is to be reported to a state has that state's abbreviation in the appropriate field. This file should be verified every year to determine if any new states have been added to the combined reporting program.

The name of this program is TX9130.

To view or edit parameter settings within the **TXSTAT IRS State Parameter file**, select **Tax Information** from the Module menu drop-down and select **TXSTAT IRS State Parameter** from the Parameter File menu drop-down.



The screenshot shows a web interface with a blue header bar containing 'Core', 'Parameters', and 'History' tabs. Below the header, there are two dropdown menus. The first is labeled 'Module Name:' and has 'TAX_INFORMATION' selected. The second is labeled 'Parameter File:' and has 'TXSTAT (IRS State Parameter)' selected. A 'Submit' button is centered below the dropdowns.

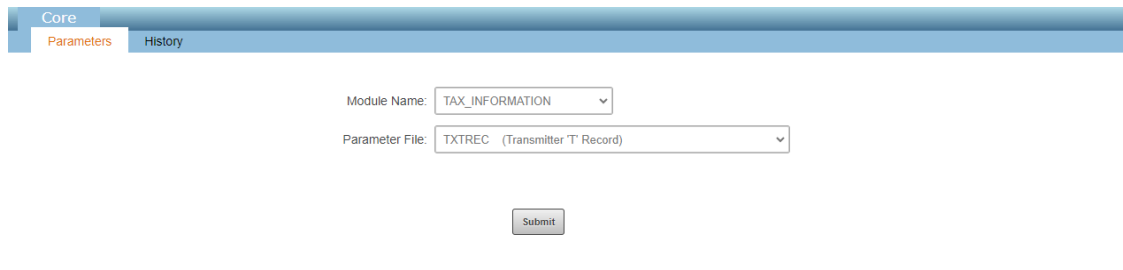
Select **Submit**. The **Combined Fed/State Code** and **State Abbreviation** fields will populate with the ability to add, edit, delete or copy.

TXTREC TRANSMITTER 'T' RECORD

The Transmitter 'T' Record identified the entity transmitting the electronic file and contains information which is supplied on the Form 4804 Transmittal of Information Returns Magnetically/Electronically. The 'T' record has been created to facilitate current electronic processing of information returns at the IRS with an eventual goal of paperless filing. The 'T' record is followed by the 'A' and 'B' records.

The name of this program is TX9154.

To view or edit parameter settings within the **TXTREC Transmitter 'T' Record** file, select **Tax Information** from the Module menu drop-down and select **TXTREC Transmitter 'T' Record** from the Parameter File menu drop-down.



The screenshot shows a web interface with a blue header bar containing 'Core', 'Parameters', and 'History' tabs. Below the header, there are two dropdown menus. The first is labeled 'Module Name:' and has 'TAX_INFORMATION' selected. The second is labeled 'Parameter File:' and has 'TXTREC (Transmitter T Record)' selected. A 'Submit' button is centered below the dropdowns.

Select **Submit**. The **Transmitter T Record** form will populate with the ability to be edited.

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Information			
Payment year:	2022	Prior year indicator:	
Transmitter Federal EIN:	42-1171146	Transmitter control code:	38814
Test file indicator:		Foreign entity indicator:	
Transmitter name line 1:	ITS, INC.	Transmitter name line 2:	DATA CENTER OPERATIONS
Return company name 1:	ITS, INC.	Return company name 2:	DATA CENTER OPERATIONS
Return company mail addr:	6700 PIONEER PARKWAY	Return company city:	JOHNSTON
Return company state:	IA	Return company zip code:	50131
Contact name:	ALAN J MONTGOMERY	Contact phone number:	(731) 847-7812

TXTRECBR TRANSMITTER 'T' BRANCH INFORMATION

This parameter allows administrators to edit branch information used in the electronic record provided to the IRS.

The name of this program is TX9151.

To view or edit parameter settings within the **TXTRECBR Transmitter 'T' Branch Information** file, select **Tax Information** from the Module menu drop-down and select **TXTRECBR Transmitter 'T' Branch Information** from the Parameter File menu drop-down.

Core	
Parameters	History
Module Name:	TAX_INFORMATION
Parameter File:	TXTRECBR (Transmitter 'T' Branch Information)
<input type="button" value="Submit"/>	

Select **Submit**. The Branch, Name and City, State fields will populate with the ability to add, edit, delete or copy.



YEAR-END CHECKLIST

SHAZAM Core Services will electronically transmit and install the year-end update. Review the following sections for information about tasks that need to be completed.

- [Steps to complete before 12/31/25](#)
- [Steps to complete after 12/31/25](#)
- [Steps to complete by 1/31/26](#)
- [Steps to complete by 3/31/26](#)
- [Steps to complete after 3/31/26](#)
- [FIRE System](#)

STEPS TO COMPLETE BEFORE 12/31/25

Step 1

To become familiar with this year's requirements, stipulated by the Internal Revenue Service (IRS®), review the following IRS publications:

- IRS Publication 1179
- IRS Publication 1220

Step 2

Ensure that the appropriate access has been granted for users working with the Tax Information Module. For a complete list of tax reporting steps, reference the [Compass XD - Tax Reporting](#) section.

Step 3

Update A Record Information

Select **Parameter Maintenance**

Module Name: **TAX_INFORMATION**

Parameter File: **TXAREC (Update 'A' Record)**

Select **Submit**

Verify that all information in **Update A Record** is accurate



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Update Payer A Record Tab Required Only

Information

Payment year: <input type="text" value="2023"/>	Combined St/Fed filer: <input type="checkbox"/>
Payer's Federal EIN: <input type="text"/>	Payer name control: <input type="text"/>
Foreign corp indicator: <input type="text"/>	Payer name line 1: <input type="text"/>
Payer name line 2: <input type="text"/>	Transfer agent indicator: <input type="text" value="1"/>
Payer shipping address: <input type="text"/>	Payer City: <input type="text"/>
Payer state: <input type="text"/>	Payer zip code: <input type="text" value="00000-0000"/>
Payer phone/ext: <input type="text"/>	

Select **Submit**

Payment year should reflect the tax year that is being reported to the IRS.

All "A" record information is that of the bank.

Step 4

If reporting by branch,

Select **Parameters Maintenance**.

Module Name: **TAX_INFORMATION**.

Parameter File: **TXARECBR (Payer 'A' Record Branch Information)**.

Select **Submit**.

Select the **Edit** icon beside each branch.

Change the **Payment Year** to **2025** in the A record for the branch and verify the information in the other fields are correct.

Select **Submit**.

Step 5

Select **Parameter Maintenance**.


Module Name: **TAX_INFORMATION**.

Parameter File: **TXTRC (Transmitter 'T' Record)**.

Select **Submit**.

All 'T' Record information is that of the Transmitter of the tax file to the IRS.

Verify that the Transmitter **T** record is set up, including that the **Payment Year** is set to **2025**.

 **NOTE:** For data center customers, all transmitter information will be completed/verified by the data center.

Select **Submit**.

Step 6

If reporting by branch, select **Parameter Maintenance**.

Module Name: **TAX_INFORMATION**.



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Parameter File: **TXTRCBR (Transmitter 'T' Branch Information)**.

Select **Submit**.

Select the **Edit** icon beside each branch.

Verify that the transmitter **T** record is setup, including that the **Payment Year** is set to **2025**.

All 'T' Record information is that of the Transmitter of the tax file to the IRS.



NOTE: For data center customers, all transmitter information will be completed/verified by the data center.

Select **Submit**.

Step 7

Verify that the bank-processing calendar has some days defined in January 2026 so that processing through the year-end occurs the same as any other day that includes a holiday in the calendar file.



NOTE: Complete this step in any other SHAZAM database on the system, such as Shareholders.



NOTE: For data center customers, calendars are sent out quarterly for review and approval. Please review the calendars sent to the data center to ensure January dates have been approved.

Step 8

Update/Review Bank Tax Parameters.

Select **Parameter Maintenance**.

Module Name: **TAX_INFORMATION**.

Parameter File: **TXPAR1 (Bank Level Tax Reporting Parm File)**.

Select **Submit**.

Update the thresholds needed and review all fields reflected for any additional changes.

Select **Submit**.

Step 9

Review IRA Statement Definitions.

Select **Parameter Maintenance**.

Module Name: **DEPOSITS**.

Parameter File: **DDISTM (IRA Statement Definition Lines)**.

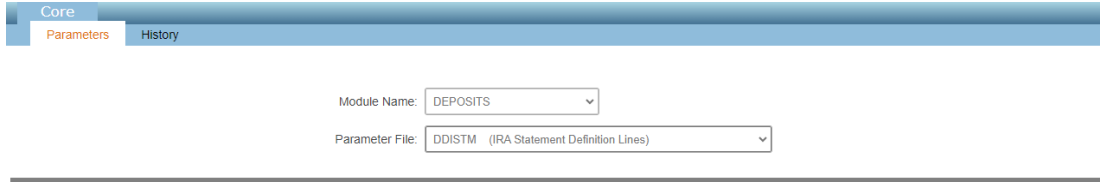
Select **Submit**.

Verify there is an IRA statement definition set up for each type of IRA. If the description of an amount (AMT) code refers to a specific year, update it for the appropriate tax processing year.



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Statement definitions may need to be updated with any new codes defined by the IRS.



The screenshot shows a web interface with a blue header bar containing 'Core', 'Parameters', and 'History' tabs. Below the header, there are two dropdown menus. The first is labeled 'Module Name:' and is set to 'DEPOSITS'. The second is labeled 'Parameter File:' and is set to 'DDISTM (IRA Statement Definition Lines)'.

Step 10

Review IRA Transaction Codes.

Select **Parameter Maintenance**.

Module Name: **DEPOSITS**.

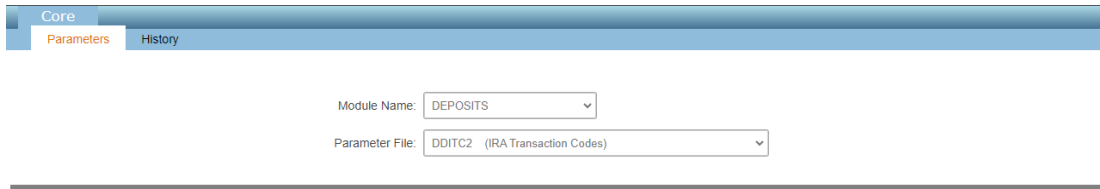
Parameter File: **DDITC2 (IRA Transactions Codes)**.

Select **Submit**.

Select **Deposit Parameters**.

Select **IRA Tran Codes**.


Verify that IRA transaction codes are defined for each statement definition.



The screenshot shows a web interface with a blue header bar containing 'Core', 'Parameters', and 'History' tabs. Below the header, there are two dropdown menus. The first is labeled 'Module Name:' and is set to 'DEPOSITS'. The second is labeled 'Parameter File:' and is set to 'DDITC2 (IRA Transaction Codes)'.

Step 11

This step is optional.

 **NOTE:** This report includes all bank customers and will be lengthy.

Review the legal names and name controls of customers prior to year-end.

This can be done through a query report.

Step 12

This step is optional, although recommended.

At the account level, review the **Send 1099**, **Send 1098**, **Send 1099-MISC** or **Suppress 1099-INT** fields to ensure that the proper accounts are reporting to the IRS. This can be done through a query or Insight report.

This field is located at the Account Level.

- Select **Additional**
 - Select the **Edit** icon
 - The **General** tab will be displayed
 - Select **Print** tab
 - Suppress 1099-INT form (The account specific form will be reflected).



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Step 13

Balancing IRA accounts must be completed prior to year-end processing.

Reference **End of Year Balancing** documentation for steps on balancing IRA accounts and creating the IRA statement file.

STEPS TO COMPLETE AFTER 12/31/25


Step 1

This step is optional, although recommended.

Use the tax report to review the amounts in the **Previous year** fields for some accounts to verify that the information submitted to the IRS appears reasonable. Spot checking accounts with history information can help detect problems early in the process. This is especially valuable to institutions during their first year on SHAZAM Core.

Step 2

In January, once previous year figures seem reasonable, output the tax records pertaining to the bank.

 **NOTE:** For data center customers, the output will be completed by the data center on January 3rd.

Reference **Compass XD - Tax Reporting** documentation for steps on output of tax records.

STEPS TO COMPLETE BY 1/31/26

Step 1

Print year-end notices, lists, summaries and IRA statements as they pertain to the bank.

Refer to **Compass XD - Tax Reporting** documentation for steps on printing year-end notices.

Step 2

Generate the 1099 NEC entries for non-employee compensation (NEC) IRS files.

Select **Tax Information**


Tax Reporting module will display

Select the **Processing** tab

Select **Tax File**

Under Create:

- Select IRS File 1099 NEC

 **NOTE:** For data center customers if the Tax Exhibit is reflecting the reporting and output of this form, the file will be generated and sent prior to January 31.



STEPS TO COMPLETE BY 3/31/26

Step 1

Generate the appropriate type of IRS file.

Select **Tax Information**


Tax Reporting module will display

Select the **Processing** tab

Under Create:

- Select IRS File 2/28 or 3/31

Select **Submit**

 **NOTE:** For data center customers, if the Tax Exhibit is reflecting the reporting and output forms, the file will be generated and sent prior to March 31.

This program excludes K, L, and V type returns for 5498 reporting. Those type of returns are not processed until after the April 15th tax deadline has passed.

Step 2

Submit the information to the IRS using the IRS Fire System.

STEPS TO COMPLETE AFTER 3/31/26

Step 1

Generate the appropriate type of IRS file

Select **Tax Information**

Tax Reporting Module will display

Select the **Processing** tab.

Under Create:

- Select IRS Correction files as needed.
- **IRS Correction File** - This is the correction file for the IRS File 2/28 or 3/31 that was previously submitted.
- **IRS File 1099 NEC**

Select **Submit**.

 **NOTE:** Correction files are sent after the original file has been submitted to the IRS.

For data center customers, notify the data center once correction records are ready to be sent.

 **NOTE:** Update IRA statement file when the bank performs the 4/15 processing.

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Step 2

IRA/HSA Information:

Account holders have until April 15th, 2026 to complete their previous year contributions to IRA/HSA accounts.

If IRA/HSA tax records were output in January for printing, these records will need to be cleared and re-output to include previous year contributions.



NOTE: Any maintenance entered at the tax record level will need to be re-entered once records have been cleared and output.

Reference the Compass XD - Tax Reporting document for steps on clearing and output of tax records.

Any account that requires a 5498 ESA, the account holder MUST receive their copy including previous year contributions by May 2nd. All other IRA/HSA account holders may receive their updated/new forms by May 31.

Step 3

Generate the 5498 IRS file

Select **Tax Information**

Tax Reporting module will display

Select the **Processing** tab

Under Create:

- Select IRS File 5498s



NOTE: For data center customers if the Tax Exhibit is reflecting the reporting and output of these forms, the file will be generated and sent prior May 31.

Step 4

Generate the 5498 IRS Correction file

Select Tax Information

Tax Reporting module will display

Select the Processing tab

Under Create:

- Select IRS 5498 Correction File



NOTE: Correction files are sent after the original file has been submitted to the IRS. For data center customers, notify the data center once correction records are ready to be sent.

FIRE SYSTEM

DATES AND APPLICATION CHANGES



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For information on obtaining or questions regarding a **IR-TCC (TCC Cod3)** to electronically file using the FIRE System, visit <https://www.irs.gov/e-file-providers/filing-information-returns-electronically-fire>

The IRS encourages filers to submit a test file to ensure their hardware and software are compatible with IRS systems.

- Test System located at <https://fire.test.irs.gov/>
- The FIRE Test System is available from November 6, 2025 through November 19, 2025 at 3pm. Eastern Time (ET).
- The FIRE Production System will be available beginning January 5, 2026.
- Live System located at <https://fire.irs.gov/>

ADDITIONAL INFORMATION

For additional information regarding returns not supported by FIRE, or the technical security standards required to file electronically, refer to Filing Information Returns Electronically (FIRE).



END OF YEAR IRA BALANCING

This section will guide the user through balancing the End of Year Individual Retirement Accounts (IRA).

- User permissions and security
- IRA Balancing completion steps

USER PERMISSIONS AND SECURITY

The **End of Year IRA Balancing** options will display within the **Deposit Back Office** module of Compass XD. To enable users to have access to the IRA processing function available within Compass XD, the Compass XD Administrator should review the permissions level records.

From **Admin Console - XD Permissions** module, select the **Edit** icon next to the user's name or role.

Roles List				
Search: <input type="text"/>				
	Role Description	Created	Modified	Modified By
	ONBOARD DEFAULT	11/24/2015	11/24/2015	CARDWC
	Admin_All_Enabled	12/11/2015	09/22/2023	CARDLDL
	ROLE JMC	02/13/2020	11/07/2022	CARDLDL

IMPORTANT: Editing the role will change permissions for all users within the role.

Expand the **Role Permissions** accordion.

- Groups
- Users
- Menu
- Role Permissions**
- Maintenance


Expand the **Deposit Back Office** record and the **IRA Processing** record to view permission options available for End of Year IRA Balancing. Enable all permissions for transactions, statement file, and IRA statement info.

Account Reconciliation	Enabled			
IRA Processing	Enabled	Enabled	Enabled	Enabled
Transactions	Enabled	Enabled	Enabled	Enabled
Statement File	Enabled	Enabled	Enabled	Enabled
IRA Statement Info	Enabled	Enabled	Enabled	Enabled

Select **Submit** to save. The user must log out and back in to view the saved changes.

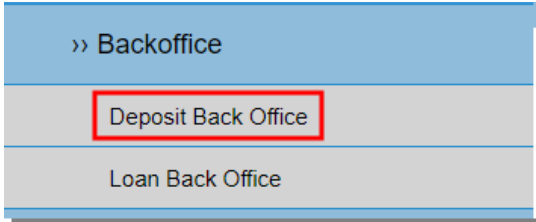
IRA BALANCING COMPLETION STEPS

IRA balancing is completed each year from June 1st thru December 31st.

 **NOTE:** IRA balancing may be completed as many times as necessary during the above dates.

Step 1

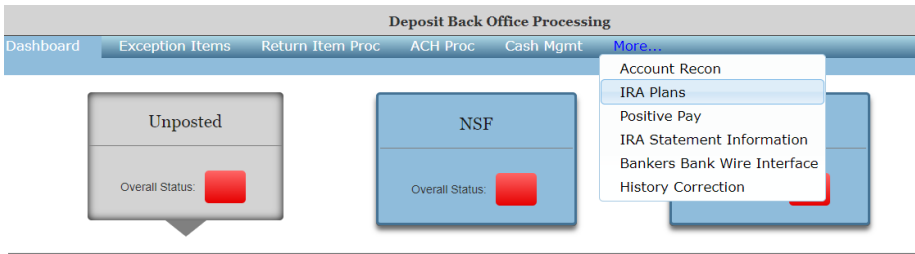
From the Compass XD main menu, select **Deposit Back Office**.



The Deposit Back Office module will display.

Step 2

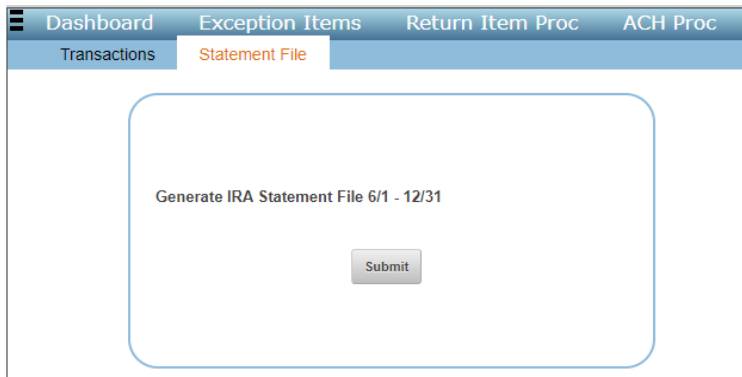
Select the **More** tab, then select **IRA Plans**.



The **Transaction** tab will display.

Step 3

Select the **Statements File** tab.



Select **Submit** to **Generate IRA Statement File 6/1 - 12/31**

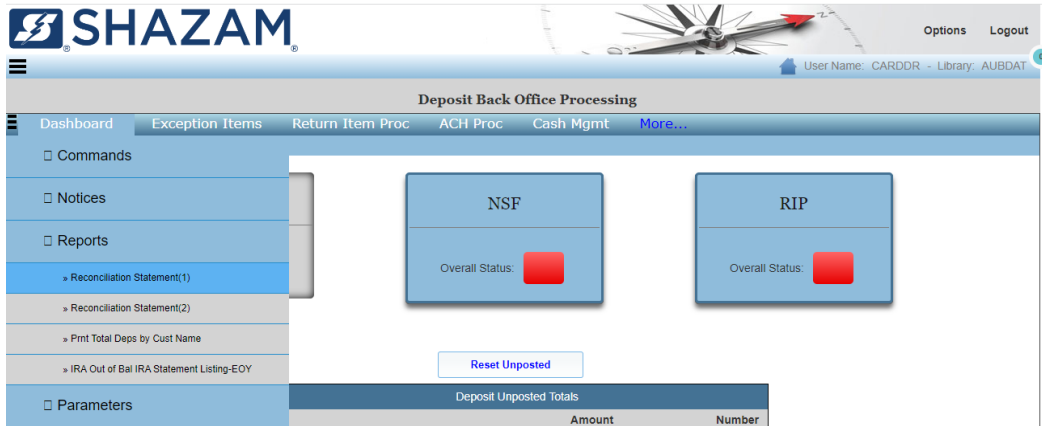
YEAR END USER GUIDE

TIP: This option can be selected as many times as necessary between 6/01-12/31 of the calendar year.

The message box will display **Program Complete**. Close the message box.

Step 4

Select the **mini toggle** icon in the Deposit Back Office window.



Select **Reports**.

Select **IRA Out of Bal IRA Statement Listing - EOY**.

NOTE: Ensure that Report DD5131 has been added to Deposit Back Office module.

If the report is blank, all IRA debits and credits are in balance.

NOTE: IRA accounts may still contain errors not related to the balance.

Example: Tran Code errors. Users may need to further review IRAs for additional errors.

If customer names appear on the report, the IRA is out of balance. Inquire on each account to determine why the report is out balance.

To review IRA accounts listed on the report, skip to **Step 6**.

If the report is blank, continue to **Step 5**.

Step 5

The **Standard Reports** window will display.

Select **Submit**.

This option will display *Report DD5131 Out of Balance IRA Statement Listing-EOY*.

**See Additional Information*

Step 6

The report will print based on the banks specific print settings.

Example: printer or print que.


This report should have no customer accounts listed.



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Step 7

If there are IRA accounts that are not in balance, complete Steps 6 thru 9.

 **NOTE:** Steps 6 thru 9 will display the instructions for correcting an out balance IRA due to a tran code.

Inquire on the customer's IRA account from the Inquiry screen.

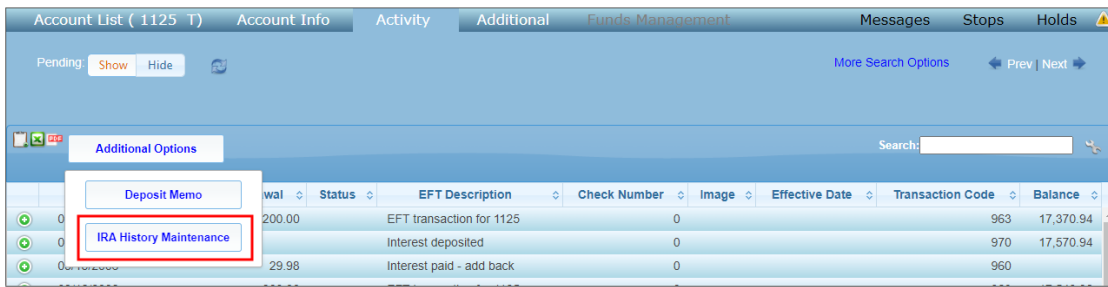
Step 8

Select the **Activity** tab.

Step 9

Select **Additional Options**.

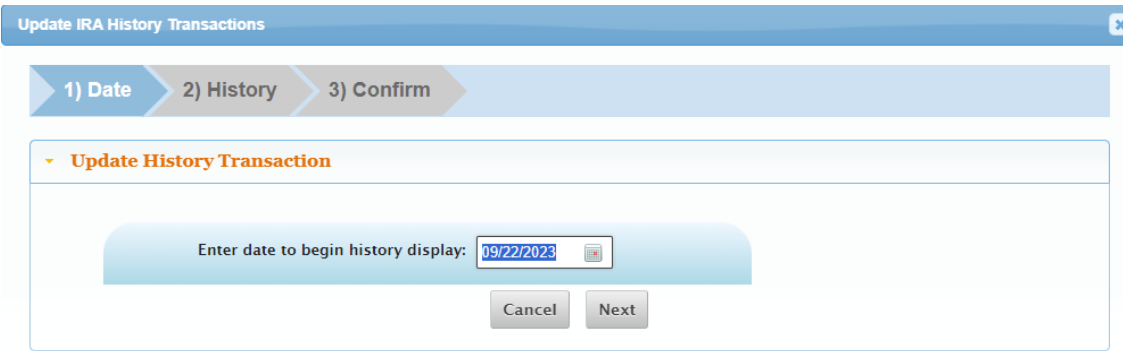
Select **IRA History Maintenance**.



The **Update IRA History Transaction** window will display.

Step 10

Enter the desired transaction date in the **Date to Begin History Display**.



Select **Next**.

The Transaction List will display.

Step 11

Select the transaction to correct.

Select **Next**.



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Step 12

The transaction details will display.

Select the **New Transaction Code** from menu drop-down.

Select **Submit** to save the changes.

Step 13

Once all IRA transactions code have been corrected, return to the Deposit Back Office module to Create the IRA Statement File (06/01-12/31).

Step 14

Complete steps 2 thru 5 again.

This option will print *Report DD5131 Out of Balance IRA Statement Listing-EOY*.

This report should have no customer accounts listed.

**See Additional Information.*

Additional Information

When balancing an IRA, accounts may not always be corrected by changing a transaction code. If this is the case, balancing may require making changes to the IRA statement maintenance.

If IRA statement maintenance is required, each time the option to **Create IRA Statement file (06/01-12/31)** is selected the maintenance is lost.

These types of corrections will have to be done after 12/31 each year to the tax record once it has been output.



NOTE: There are times a tran code may need to be added to the IRA tran code definitions to resolve the out of balance.

COMPASS XD - TAX REPORTING

The section will guide users through setting up the Tax Reporting module within Compass XD.

- [Tax File Inquiry](#)
- [Tax Processing](#)
- [Tax Reporting](#)
- [Window Transaction Entry](#)

TAX FILE INQUIRY

Tax records can be retrieved in two menu areas of Compass XD, **Inquiry Search** and **Tax Reporting**. Within these two areas, users can add, edit, or delete a record or print a single notice.

Inquiry Search:

- Customer information
- Account information

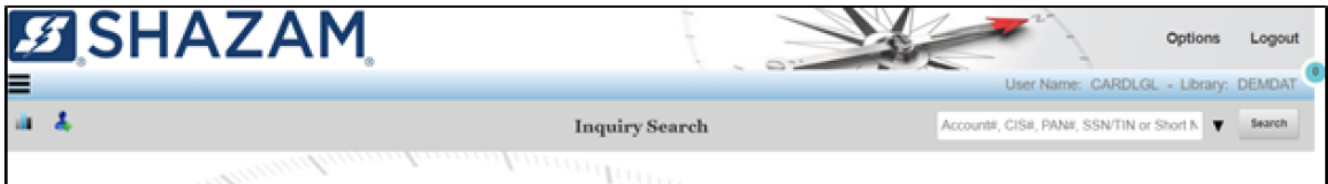
Tax Reporting

- Tax File inquiry

INQUIRY SEARCH - CUSTOMER INFORMATION

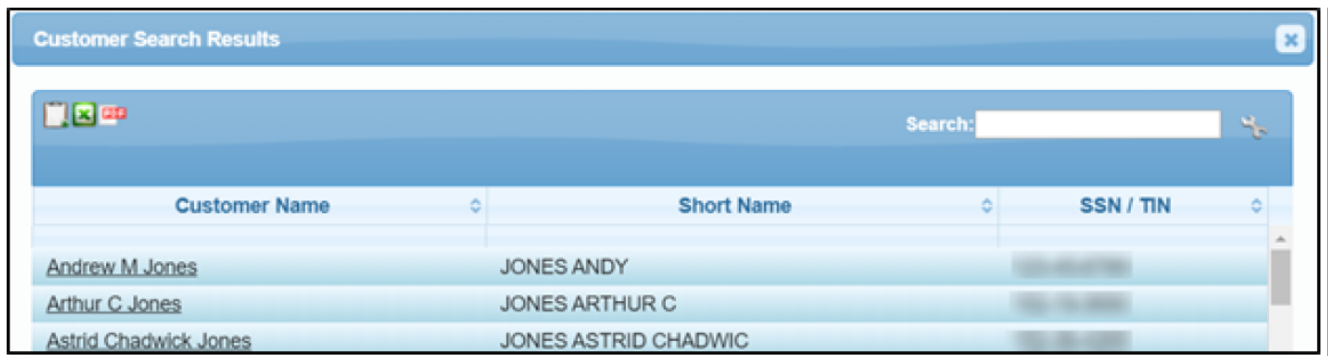
A tax record can be located by searching within **Inquiry Search**.

Search the customer by using the **Account #, CIS #, PAN #, SSN/TIN** or **Short Name**.



Select **Search**.

Select customer from the **Customer Search Results** window.



In the Customer Information window, select **More...**

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Select **Tax Information**.

The screenshot shows the SHAZAM web application interface. At the top, the SHAZAM logo is on the left, and 'Options Logout' is on the right. Below the logo is the 'Inquiry Search' section with a search box containing 'Jones'. The main content area is titled 'Customer Information (Andrew M Jones)' and includes a 'Messages' icon. A navigation bar contains tabs: 'CIS Info', 'Documents', 'Codes', 'Relationships', 'Maintenance', 'Other Info', 'Financial Stmt', 'Collateral', 'LOC', and 'More...'. The 'More...' menu is expanded, showing options like 'Security', 'Credit Bureau', 'Mgt/Profile Codes', 'Officers', 'Card Mgt', 'Transfers', 'Profitability', 'Lending Profile', 'Quick Notes', 'Print Notices', 'Tax Information', and 'Paid Loans'. A red arrow points to the 'Tax Information' option. The customer information displayed includes: Andrew M Jones, 9088 Cardinal Street #10, P, TX 00001-2345, Insufficient Address. Other details include CIS Key, Tax ID, Foreign Tax ID, Short Name: JONES ANDY, Branch Number, Primary Officer, Red Flag Code, and Vip Customer.

Tax Records for the customer will be reflected in the **Tax Information** window.

The screenshot shows the 'Tax Information' window for Andrew M Jones. The window has a search bar and a 'Print Options' button. Below the search bar is a table with the following columns: Name, Tax ID, Account Number/Type, Branch, and Return Type. The table contains one record: JONES ANDREW M, with a Tax ID of [REDACTED], Account Number/Type of [REDACTED], Branch of [REDACTED], and Return Type of 6 1099-INT. There is also a 'Print Options' button next to the record.

The details of the tax record can be shown by selecting the **Expand** icon.

The screenshot shows the expanded details of a tax record for Maxwell Thomas Arnol. The record is displayed in a table with columns: Name, Tax ID, Account Number/Type, Branch, and Return Type. The record is: MAXWELL THOMAS ARNOL, 111223333, 5469 D 1, L 5498. Below the table is an 'Additional Tax Reporting' section with an 'Add' button. The details are as follows:

Corrected Return Code:	Name Line 1: Thomas A Maxwell
Name Control: MAXW	Name Line 2:
Type of TIN: 2	105 East Main
TIN Number: 111223333	City: Cardinal
Foreign Country:	State: Iowa
	Zip: 12345

ADD A NEW TAX RECORD

A new record can be added from the **Inquiry** search.

From the **Tax Information** window, select the **Add** button.



YEAR END USER GUIDE

Customer Information (Thomas Harrison Maxwell K0000367) Messages

CIS Info Documents Codes Relationships Maintenance Other Info Financial Stmt Collateral LOC More... Tax Information

Current Previous Search: _____

	Name	Tax ID	Account Number/Type	Branch	Return Type	
+	MAXWELL THOMAS ARNOL	111223333	5469 D	1	L 5498	Print Options
+	MAXWELL THOMAS	111223333	783 L	2	3 1098	Print Options
+	MAXWELL THOMAS	111223333	5874 X	2	6 1099-INT	Print Options

Add

Current Year Add Form will display.

The **General** accordion will be open.

Current Year Add Form

General

Account Number:

Account Type:

Type of Return:

Branch:

Document Specific Distribution Code:

Complete the following fields:

Account Number	Enter the account number associated with the tax record.
Account Type	Enter the type of account (ex: D - Deposit, S - Savings).
Type of Return	Enter the type of return (ex: 1099 INT, 1098).
Branch	Enter the branch number for the account.
Document Specific Distribution Code	<i>(Optional)</i> Enter the document specific distribution code. Reference IRS Publication 1220 for reporting year.

Select **Submit**.

The **Edit Tax Record** window will display with the **General** accordion expanded.




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▼ **General**

Corrected Return Code:	<input type="text"/>	Name Line 1:	<input type="text" value="Thomas A Maxwell"/>
Name Control:	<input type="text" value="MAXW"/>	Name Line 2:	<input type="text"/>
Type of TIN:	<input type="text" value="2"/>	Mailing Address:	<input type="text" value="105 East Main"/>
TIN Number:	<input type="text" value="111223333"/>	City:	<input type="text" value="Cardinal"/>
Account Number:	<input type="text" value="5469"/>	State:	<input type="text" value="Iowa"/>
Foreign Country:	<input type="text"/>	Zip:	<input type="text" value="12345"/>
		Mail Code:	<input type="text"/>

Complete the following fields:

Corrected Return Code	Enter the corrected return code. This field is ONLY used once the records have been previously submitted to the IRS and a correction file must be submitted.
Name Control	Enter the name control customer.
Type of TIN	Enter the type of TIN.
TIN Number	Enter the TIN number of the customer.
Account Number	Enter the account number associated.  NOTE: This field is not required, Example: bonds and accounts payable will not have an account number.
Foreign Country	Enter the foreign country if applicable.
Name Line 1	Enter the name line 1 of the account.
Name Line 2	Enter the name line 2 of the account.
Mailing Address	Enter the mailing address.
City	Enter the city.
State	Enter the state.
Zip	Enter the zip code.
Mail Code	Enter the mail code if applicable.

Select the **Amount Lines** accordion.



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Edit Tax Record

General

Amount Lines

Amount 1:	<input type="text"/>	Mortgage interest received
Amount 2:	<input type="text"/>	Points paid on principal residence
Amount 3:	<input type="text"/>	Refund (or credit) of overpaid interest
Amount 4:	<input type="text"/>	Mortgage Insurance Premiums
Amount 5:	<input type="text"/>	Filer's use
Amount 6:	<input type="text"/>	Outstanding Mortgage Principal

Enter the amount information for the tax record being added.

Select the **Special Data Entries** accordion.

Special Data Entries

Special Data Entries:

Mortgage Original Date:

Property Address Same As Loan Address:

Property Address/Description:

Other:

Number of Mortgaged Properties:

Mortgage Acquisition Date:

Once all required information is completed in the above tabs, select **Submit**.

 **NOTE:** Amount Lines and Special Data Entries tabs may change based on the form selected.

The new record will be listed in the **Customer Information** window.

Customer Information (Thomas Harrison Maxwell K0000367)

CIS Info Documents Codes Relationships Maintenance Other Info Financial Stmt Collateral LOC More... Tax Information Messages

Current Previous

Search:

	Name	Tax ID	Account Number/Type	Branch	Return Type	
	MAXWELL THOMAS ARNOL	111223333	5469 D	1	L 5498	<input type="button" value="Print Options"/>
	MAXWELL THOMAS	111223333	783 L	2	3 1098	<input type="button" value="Print Options"/>
	MAXWELL THOMAS	111223333	5874 X	2	6 1099-INT	<input type="button" value="Print Options"/>



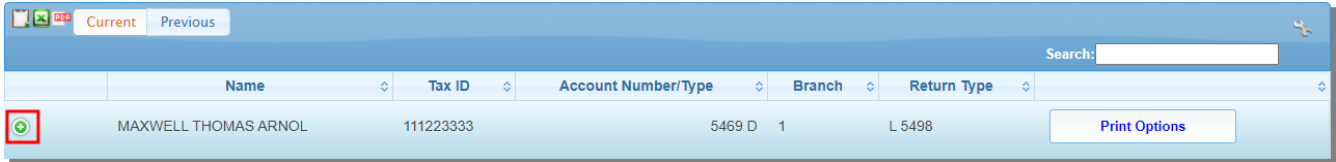
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EDIT A TAX RECORD

A tax record can be added from Inquiry Search.

From the **Tax Information** window, locate the tax record to be edited.

Select the **Expand** icon.



Select the **Edit** icon.



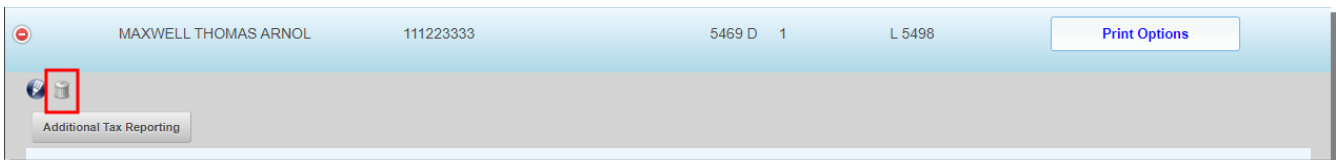
Enter all edits within the accordions and select **Submit**.

DELETE A TAX RECORD

A tax record can be deleted from Inquiry Search.

From the **Tax Information** window, locate the form to be deleted.

Select the **Expand** icon.



Select **Delete** to Confirm.

The record has now been removed from the list.

PRINTING A SINGLE NOTICE

A tax record can be printed from Inquiry Search.

From the Tax Information window, locate the form to be printed in the list.

Select **Print Options**.



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Name	Tax ID	Account Number/Type	Branch	Return Type
MAXWELL THOMAS ARNOL	111223333	5469 D 1		L 5498

Additional Tax Reporting

Print Options

Plain Paper Notice

Print options will display.

Once the print option has been selected, the **Select Printer** window will appear.

Select Printer

Printer: Choose One

Submit Cancel

Select the printer notice will be printed to.

Select **Submit**.

The print notification will appear and the user will download the report to be printed. The notice will be printed to the selected printer.

i Plain paper notice

Spool file TX5510P has been generated by job /QPRTJOB/CARDLDL/681425. It has 1 page.

[Click here to download.](#)

INQUIRY SEARCH - ACCOUNT LIST

A tax record can be located by searching within **Inquiry Search**.

Search the customer by using the **Account #, CIS #, PAN #, SSN/TIN** or **Short Name**.

Select **Search**.

Select customer from the **Customer Search Results** window.

In the **Accounts List** window, select the account regarding the tax record.

Select **Additional**, then select **More > Tax Information**.




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The screenshot shows the 'Additional' tab selected in the top navigation bar. Below it, the 'Additional Options' section is expanded, displaying a grid of fields and values. On the right side, a vertical menu is visible, with 'Tax Information' highlighted by a red rectangular box.

The Tax Information window will be displayed.

Follow the steps detailed in the **Inquiry Search - Customer Information** to continue.

 **NOTE:** Tax records may also be located at the Loan Account and Shareholder Account levels.

TAX FILE INQUIRY

A tax record can also be located from the **Tax File Inquiry** within the Tax Information menu.

From the main user menu, select **Tax Information**.

The screenshot shows a vertical list of menu items: Funds Management-Daily Position, Investments, Laser Pro Interface, Compliance One, and Tax Information. The 'Tax Information' item is enclosed in a red rectangular box.

Tax File Inquiry will be displayed.

Search the customer by using the **Account #, Short Name, or TIN**.



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The screenshot shows the 'Tax Reporting' window with the 'Tax File Inquiry' tab selected. Below the navigation tabs, there is a search area with the text 'Account/Customer Search:' followed by a text input field containing 'Account# Short Name or TIN' and a 'Search' button.

Select **Search**.

Tax Records for the customer will be reflected in the **Tax Records** window.

The screenshot shows the 'Tax Records' window with a table of records. The table has columns for Name, Tax ID, Account Number/Type, Branch, and Return Type. Each row has a green plus icon on the left and a 'Print Options' button on the right.

	Name	Tax ID	Account Number/Type	Branch	Return Type	
+	MAXWELL DAVID B	111223333	10616 S	3	6 1099-INT	Print Options
+	MAXWELL JENNIFER E	111223333	10618 S	3	6 1099-INT	Print Options

The details of the tax record can be shown by selecting the **Expand** icon.

The screenshot shows the 'Tax Records' window with the table expanded to show details for two records. The first record, Maxwell Thomas, has a green plus icon. The second record, Maxwell Thomas Arnol, has a red minus icon. Below the table is an 'Additional Tax Reporting' section with a button and a table of details.

	Name	Tax ID	Account Number/Type	Branch	Return Type	
+	MAXWELL THOMAS	111223333	5874 X	2	6 1099-INT	Print Options
-	MAXWELL THOMAS ARNOL	111223333	5469 D	1	L 5498	Print Options

Additional Tax Reporting

Corrected Return Code:	Name Line 1: Thomas A Maxwell
Name Control: MAXW	Name Line 2:
Type of TIN: 2	105 East Main

ADD A NEW TAX RECORD

A new tax record can be added from the **Tax File Inquiry**.

From the **Tax File Inquiry** screen, search for a customer. This will prompt the **Tax Records** window.

Select the **Add** button.



YEAR END USER GUIDE

MAXWELL THOMAS ARNOL 111223333 5469 D 1 L 5498 [Print Options](#)

Additional Tax Reporting

Corrected Return Code: Name Line 1: Thomas A Maxwell
Name Control: MAXW Name Line 2:
Type of TIN: 2 105 East Main
TIN: 44000000

Add

Search for the customer by using the **Account #**, **CIS #**, **SSN/TIN**, or **Short Name** within the **Customer Search** window.

Customer Search

Account #, CIS #, SSN/TIN, or Short Name **Submit**

Select the customer name for the new record.

The **Current Year Add Form** will display.

The **General** accordion will be expanded.

Current Year Add Form

General

Account Number:

Account Type: Choose One

Type of Return: Choose One

Branch: 1 (North Branch)

Document Specific Distribution Code:

Submit **Cancel**

Complete the following fields:

Account Number	Enter the account number associated with the tax record.
Account Type	Enter the account type (ex: D - Deposit, S - Savings).
Type of Return	Enter the type of return (ex: 1099 INT, 1098).
Branch	Enter the branch number for the account.
Document Specific Distribution Code	(Optional) enter the document specific distribution code. Reference the IRS Publication 1220 for reporting year.



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Select **Submit**.

The **Edit Tax Record** window will display.

The **General** accordion will be displayed.

Follow the steps detailed in the **Inquiry Search - Customer Information** to continue.

Once all required information is completed in **General**, **Amount Lines** and **Special Data Entries** tabs, select **Submit**.

 **NOTE:** Amount Lines and Special Data Entries tabs may change based on the form selected.

A new tax record will be listed in the **Tax Records** window.

EDIT A TAX RECORD

Follow the steps for editing a tax record found in **Inquiry Search > Customer Information > Edit a Tax Record**.

DELETE A TAX RECORD

Follow the steps for deleting a tax record found in **Inquiry Search > Customer Information > Delete a Tax Record**.

PRINTING A TAX RECORD

Follow the steps for printing a tax record found in the **Inquiry Search > Customer Information > Printing a Tax Record**.

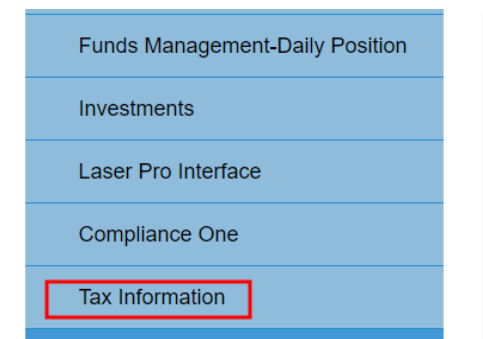
TAX PROCESSING

The Processing tab in Tax Reporting consists of three areas; **Tax File**, **Reports** and **Print**.

TAX FILE

The Tax File functionality consists of Clearing previously output data, Output data for tax records, and Create Tax file that is delivered to the IRS or third-party print vendor.

From the main user menu, select **Tax Information**.



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The screenshot shows the 'Tax Reporting' application interface. At the top, there are tabs for 'Tax File Inquiry', 'Window Transactions', 'Processing' (which is selected), and 'Tax Exhibit'. Below this, there are sub-tabs for 'Tax File', 'Reports', and 'Print'. The main content area is divided into three sections:

- Clear:** Contains three checkboxes: 'Clear Previous Years Tax File', 'Clear Selected IRS Return Types', and 'Update Branch Thresholds'. A 'Submit' button is located below these options.
- Output:** Contains a list of checkboxes for various return types: 1098, 1099-INT/OID, 1099-INT Window, 1099-DIV, 1099-Q, 1099-R, 1099-SA, 5498/5498-ESA/5498-SA, Dividends as 1099-INT, Miscellaneous Records From A/P, and 1099-INT ESC. A 'Submit' button is located below these options.
- Create:** Contains a list of radio buttons for different IRS file types: 'IRS File 2/28 or 3/21' (which is selected), 'IRS Correction File', 'IRS File Omit 1099-DIV', 'IRS File 1099-DIV Only', 'IRS File 1099-NEC', 'IRS File 1099-NEC corrections', 'IRS File 5498s', and 'IRS 5498 Correction File'. A 'Submit' button is located below these options.

Select the **Processing** tab.

Select the **Tax File** tab.

Clear

The clear options allow the user to clear tax records by certain types as well as updating branch thresholds for certain form types.

This is a close-up view of the 'Clear' section from the screenshot above. It shows three unchecked checkboxes: 'Clear Previous Years Tax File', 'Clear Selected IRS Return Types', and 'Update Branch Thresholds'. A 'Submit' button is positioned below the checkboxes.

Clear Previous Years Tax File

Allows the user to clear all tax records from the previous year.

Clear Selected IRS Return Types

Allows the user to clear selected return types by selecting the form to be cleared. An example of this would be if the user had output 1098 records and realized a change should be made prior to output. This option allows the user to clear **ONLY** those tax records.

This option moves the current data into prior year information and clears the files for the current year to be processed.

Update Branch Thresholds

Allows the user to update thresholds at the branch level.



Output

Output

- 1098
- 1099-INT/OID
- 1099-INT Window
- 1099-DIV
- 1099-Q
- 1099-R
- 1099-SA
- 5498/5498-ESA/5498-SA
- Dividends as 1099-INT
- Miscellaneous Records From A/P
- 1099-INT ESC

Submit

Select the forms needed for printing and reporting.

Select **Submit**.

Create

The create option allows the user to build/create the file that is presented to the IRS for processing or also a third-party print vendor.

- **IRS File 2/28 or 3/31** – allows the user to build the IRS file needed for processing the 1098/1099 records. This option can also be taken in January if using a third-party print vendor.
- **IRS Correction File** – allows the user to build the IRS Correction file including records that have been added or edited after the 1098/1099 file has been submitted.
- **IRS File Omit 1099 DIV** – allows the user to create a file that contains all 1099 & 1098 tax records other than the 1099-DIV.
- **IRS File 1099 DIV Only** – allows the user to create a file that contains only 1099 DIV tax records.
- **IRS File 1099 NEC with Box 7 > 0** – allows the user to build the IRS file for all 1099 NEC forms that have Box 7 entries.
- **IRS File 1099 NEC corrections with Box 7 > 0** – allows the user to build the IRS correction file for all 1099 NEC forms that have box 7 entries.
- **IRS File 5498s** – allows the user to build the IRS file for 5498, 5498 ESA and 5498 SA tax records.
- **IRS 5498 Correction File** – allows the user to build the IRS Correction file including records that have been added or edited after the 5498 file has been submitted.

REPORTS

The reports tab details the Tax Reports that can be printed once tax records have been output.

- **List by TIN** – allows the user to print each form type in TIN (Tax Identification Number) order.
- **Corrected Returns** – allows the user to print a report for corrected returns by form types.
- **Balancing** – allows the user to print reports for balancing prior to printing tax documents.



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- **Miscellaneous** – allows the user to print other reports such as Federal/State/Local Withholding, Closed CIS report, or Closed deposit report.

The screenshot shows the 'Tax Reporting' application interface. At the top, there are navigation tabs: 'Tax File Inquiry', 'Window Transactions', 'Processing' (highlighted), and 'Tax Exhibit'. Below this, there is a sub-menu with 'Tax File', 'Reports', and 'Print' (highlighted). The main content area is divided into two columns. The left column is titled 'Listings' and contains a list of checkboxes next to various tax form codes: 1098, 1098-T, 1099-A, 1099-B, 1099-C, 1099-DIV, 1099-G, 1099-INT, 1099-LTC, 1099-MISC, 1099-NEC, 1099-SA, 1099-OID, 1099-PATR, 1099-Q, and 1099-R. The right column is titled 'List by Name' and contains the same list of checkboxes and codes.

PRINT

The print option allows the user to print the year-end tax forms once all entries, edits and reviews have occurred.

The screenshot shows the 'Tax Reporting' application interface with the 'Print' tab selected. The navigation tabs at the top are 'Tax File Inquiry', 'Window Transactions', 'Processing' (highlighted), and 'Tax Exhibit'. The sub-menu below shows 'Tax File', 'Reports', and 'Print' (highlighted). The main content area contains a list of checkboxes next to various tax form codes: TX6110 - 1098, TX6112 - 1098 With Individual Points, TX6113 - 1099-E, TX6190 - 1099-C, TX6195 - 1099-DIV, TX6120 - 1099-INT, TX6196 - 1099-MISC, TX6197 - 1099-NEC, TX6121 - 1099-Q, TX6125 - 1099-R, TX6122 - 1099-SA, TX6126 - 1099-A, and TX6127 - 1099-OID.

To print a tax form, select the form for print.

The user will then be directed to make two selections:

- The first selection will be the order in which the forms will print.
 - **Account** – the forms will be printed in account number order.
 - **CIS** – the forms will be printed in CIS Key order.
 - **Name** – the forms will be printed in name order.
 - **TIN** – the forms will be printed in TIN order.
 - **ZIP** – the forms will be printed in zip order.



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TX6110 - 1098

Choose One

Choose One

Account

CIS

Name

TIN

Zip

Submit Cancel

- The second selection will be the printer the user would like to send the tax notices to.

TX6110 - 1098

Choose One

Choose One

Choose One

APPSDEV - DELL PARSONS

APPSDEV - XEROX PARSONS

MAIN Bookkeeping

MAIN Midge's Office

TAX REPORTING

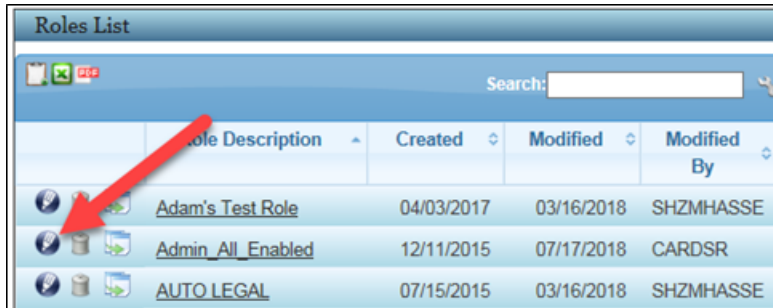
This section will guide users through the tax reporting module within Compass XD.

PERMISSIONS AND SECURITY

To enable users to have access to the **Tax Reporting** account functionality; such as the ability to inquire, add, edit or delete tax reporting records, the Compass XD administrator should review the permission level records.

TAX REPORTING MENU

From **AdminConsole - XD Permissions** module, select the **Edit** icon next to the user's name or role.



	Role Description	Created	Modified	Modified By
	Adam's Test Role	04/03/2017	03/16/2018	SHZMHASSE
	Admin_All_Enabled	12/11/2015	07/17/2018	CARDSR
	AUTO LEGAL	07/15/2015	03/16/2018	SHZMHASSE

NOTE: Editing the role will change permissions for all users within the role.

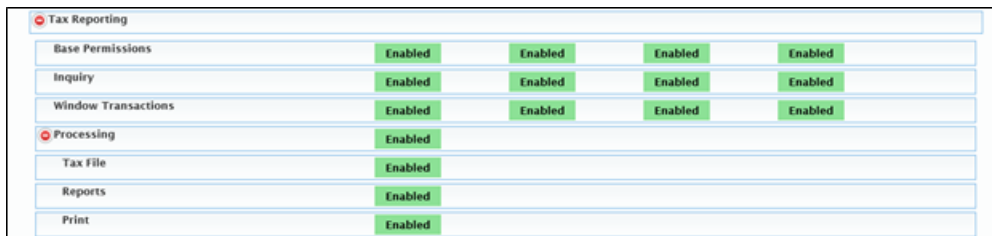
Expand the **Role Permissions** accordion.



Roles Edit Form Tab Required Only

- General Information
- Groups
- Users
- Menu
- Role Permissions**

Expand the **Tax Reporting** record to view permission options available for the user or role. Enable all appropriate permissions for the user role.



Tax Reporting				
Base Permissions	Enabled	Enabled	Enabled	Enabled
Inquiry	Enabled	Enabled	Enabled	Enabled
Window Transactions	Enabled	Enabled	Enabled	Enabled
Processing	Enabled			
Tax File	Enabled			
Reports	Enabled			
Print	Enabled			

Press **Submit** to save changes. The user must log out and log back in to see new permissions.

CUSTOMER INQUIRY

Permissions also need to be enabled for Tax Information within the **Customer Inquiry** menu to allow users to view, add, edit and delete tax records.

YEAR END USER GUIDE

Select the **Customer Inquiry** tab within Permissions.

Enable all **Tax Information** options.

Tax Information	Enabled	Enabled	Enabled	Enabled
Additional Reporting	Enabled			

Press **Submit** to save changes. The user must log out and back in to see the new permissions.

ACCOUNT INQUIRY

Permissions also need to be enabled for Tax Information within the **Deposit Account** menu to allow users to view, add, edit and delete tax records.

Select the **Deposit Account** tab within Permissions.

Enable all Tax Information options.

Tax Information	Enabled	Enabled	Enabled	Enabled
Additional Reporting	Enabled			

Press **Submit** to save changes. The user must log out and back in to see new permissions.

SHAREHOLDER INQUIRY

Permissions also need to be enabled for Tax Information within the **Shareholder Account** menu to allow users to view, add, edit and delete tax records.

Select the **Shareholder Account** tab within Permissions.

Enable all Tax Information options.

Tax Information	Enabled	Enabled	Enabled	Enabled
Additional Reporting	Enabled			

Press **Submit** to save changes. The user must log out and back in to see new permissions.

 **NOTE:** Tax information permissions may also be enabled at the Loan Account level.

WINDOW TRANSACTION ENTRY

Throughout the year users handle many types of interest transactions for accounts. The most common example of this is the payment of interest for a US savings bond. Transactions such as these are commonly called window transactions. The SHAZAM Core system requires each person receiving interest to have a CIS record, because that is the only place where certain required information for year end is maintained. This information includes the taxpayer identification number, the legal name, address, and name control fields.

If a non-customer is involved in a window transaction, a customer record must be set up in the system, and this can be done from this program. If an existing customer has a window transaction, users can select the customer from a list and provide the interest information.

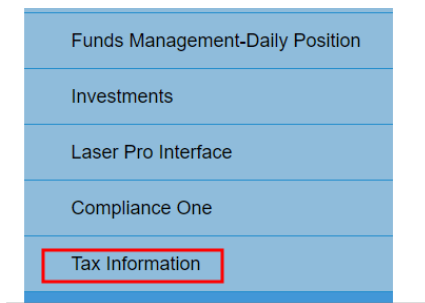
When entering window transactions, users have the option to indicate whether a 1099 - INT form should be printed after year end with the other 1099 - INT forms. If users complete a 1099 - INT form to give to the customer when the transaction occurs, it may not be necessary to send another copy. On the other hand, even if users do complete a notice at the time of the transaction, it may be necessary to send another one as a reminder for the customer.

Users can specify the amount of interest paid to the customer or the amount of the payment withheld for a federal or state agency.

Any transaction entered using the Window Transaction Entry is reflecting the current calendar year. Records not entered prior to 12/31 would have to be entered in the tax file directly using one of the following options: Customer Inquiry/Account Inquiry/Tax File Inquiry.

TAX INFORMATION

Window Transactions are entered in Compass XD in the Tax Information window.



From the main user menu, select **Tax Information**.

ADD AN ENTRY

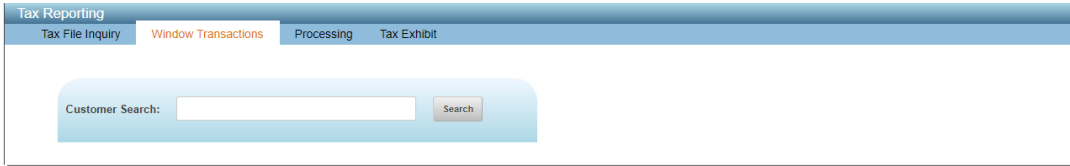


YEAR END USER GUIDE

To add a new Window Transaction Entry, select the **Window Transaction** tab.

Existing customer

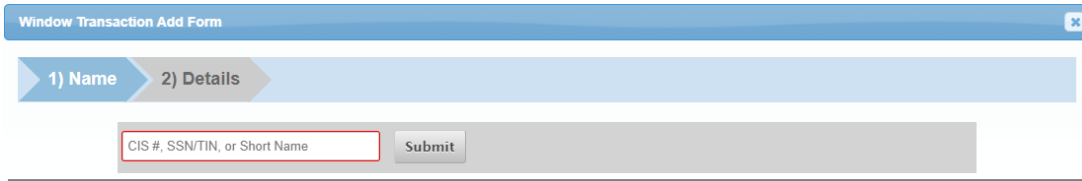
User may add existing customers within the Window Transactions tab.



The screenshot shows the 'Tax Reporting' interface with the 'Window Transactions' tab selected. Below the navigation tabs, there is a 'Customer Search' section with a text input field and a 'Search' button.

Select the **Add** button.

The **Window Transaction Add Form** will display.

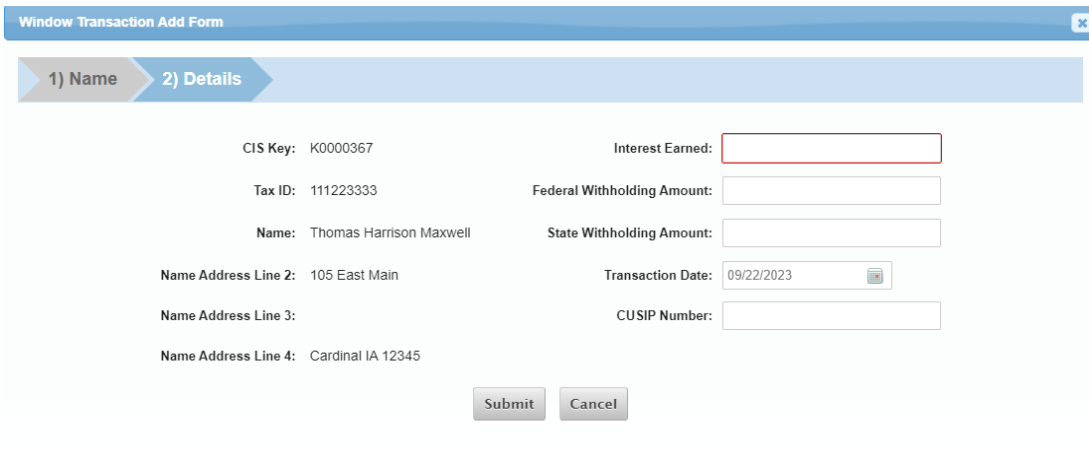


The screenshot shows the 'Window Transaction Add Form' with the '1) Name' tab selected. Below the tabs, there is a text input field labeled 'CIS #, SSN/TIN, or Short Name' and a 'Submit' button.

Enter the CIS#, SSN/TIN, or Short Name of the desired customer and select **Submit**.

The **Customer Search** window will display the customer information. Select the customer, then select **Add**.

The **Window Transaction Form** will display.



The screenshot shows the 'Window Transaction Add Form' with the '2) Details' tab selected. The form contains the following fields and values:

CIS Key:	K0000367	Interest Earned:	<input type="text"/>
Tax ID:	111223333	Federal Withholding Amount:	<input type="text"/>
Name:	Thomas Harrison Maxwell	State Withholding Amount:	<input type="text"/>
Name Address Line 2:	105 East Main	Transaction Date:	09/22/2023
Name Address Line 3:		CUSIP Number:	<input type="text"/>
Name Address Line 4:	Cardinal IA 12345		

At the bottom of the form, there are 'Submit' and 'Cancel' buttons.

Complete the following fields:

Interest Earned

Enter the amount of interest earned.

Federal Withholding Amount

Enter the federal withholding amount.

State Withholding Amount

Enter the state withholding amount.

Transaction Date

Enter the date of the transaction.



YEAR END USER GUIDE


CUSIP Number

Enter the Committee on Uniform Security Identification Procedures number. If the CUSIP number is not known or available, enter zero.

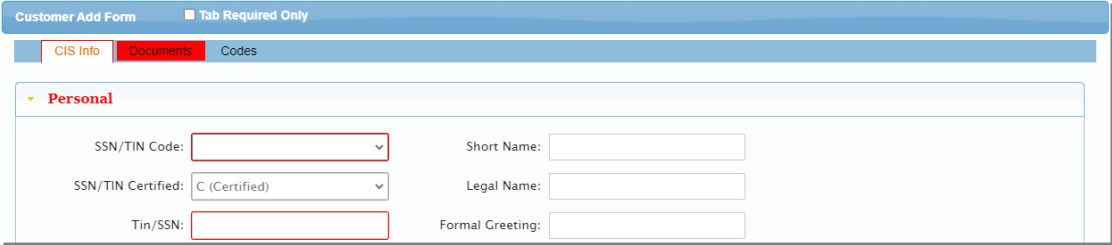
New customer

New customers may be added directly from the Window Transaction window.

If the user is unable to locate a customer from within the Customer Search window, select the **Add** button to enter a new customer.

 **NOTE:** Any field required by the CIS Required Information parameters will apply here also.

The **Customer Add Form** will display.



CIS Info

The **CIS Info** tab contains the initial information for a new customer setup.

The **Personal** accordion will be expanded.

Complete the following fields:

SSN/TIN Code	Select the appropriate SSN/TIN code option from the drop-down menu.
SSN/TIN Certified	Select the appropriate SSN/TIN certified option from the drop-down menu.
TIN/SSN	Enter the TIN/SSN for the customer.
Foreign Tax ID	If the customer has a foreign Tax ID number, enter it in the field.
Mother's Maiden Name	(Optional) This field allows users to enter the customer's mother's maiden name for identification purposes.
Drivers License #	Enter drivers license number for the customer.
First Name	Enter the first name of the customer.
Middle Name	(Optional) Enter the middle name of the customer.
Last Name	Enter the last name of the customer.

YEAR END USER GUIDE

Short Name

Enter the customer short name. The customer short name is used for inquiry purposes. Guidelines for the short name may be specific at each bank.

Legal Name

Enter the legal name of the customer. The legal name is the way the customer's name would be listed on a social security card or any document that reports to the IRS.

Formal Greeting

This field can be used as a salutation when addressing the customer formally in a letter.

Informal Greeting

This field can be used as a salutation when addressing your customer informally in a letter.

IRS NAME Control

This is the field the IRS uses for its own purposes. It generally consists of the first four characters of the customer's last name. This field's default value is based on the short name entered in the previous field.

Birth Date

Enter the date of birth for the customer.

DL State

Enter the state that issued the license.

Expire Date

Enter the driver's license expiration date for the customer.

Issue Date

Enter the driver's license issue date for the customer.

Expand the **Contacts** accordion.

Contact

Foreign Address:

Name:

Home Phone:

Address Line 1:

Work Phone:

Ext:

Address Line 2:

Mobile Phone:

Complete the following fields:

Foreign Address

Select this option if the address is not a standard, U.S. address. Review the Foreign Address section for more information regarding foreign address.

Name

Enter the customer name.

Address Line 1

This field is for the first line of the customer's mailing address.

Address Line 2

This field is for the second line of the customer's mailing address, if needed.

City

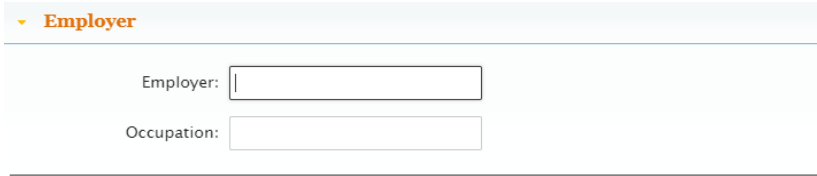
Enter the city name.



YEAR END USER GUIDE

State	Select the appropriate state from the drop-down menu.
Zip Code	Enter the appropriate zip code.
Bar Code	This field is used to enter the zip bar code for the customer. If the bar code is not utilized, this field can be left blank.
Country	This field is used to enter the country. If the country is not needed for standard U.S. mail delivery, this field can be left blank.
Home Phone	Enter the home phone number for the customer.
Work Phone/Ext	Enter the work phone number and extension for the customer.
Mobile Phone	Enter the mobile phone number for the customer.
Pager Number	Enter the pager number for the customer.
Home Fax	Enter the home fax number for the customer.
Personal Email	Enter the personal email address for the customer.
Personal Email - Use	Select this option if the personal email address listed can be used for communication purposes.
Business Email	Enter the business email address for the customer.
Business Email - Use	Select this option if the business email address listed can be used for communication purposes.

Expand the **Employer** accordion.



▼ **Employer**

Employer:

Occupation:

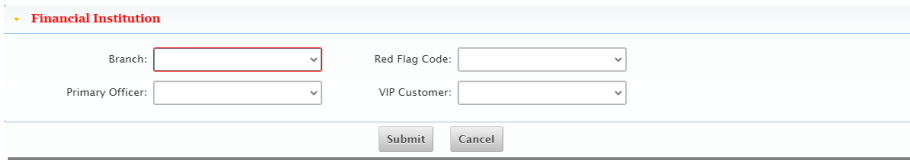
Complete the following fields:

Employer	Enter the employer of the customer.
Occupation	Enter the occupation of the customer.

Expand the **Financial Institution** accordion.



YEAR END USER GUIDE



A screenshot of a web form titled "Financial Institution". It contains four dropdown menus: "Branch:", "Red Flag Code:", "Primary Officer:", and "VIP Customer:". Below the dropdowns are two buttons: "Submit" and "Cancel".

Complete the following fields:

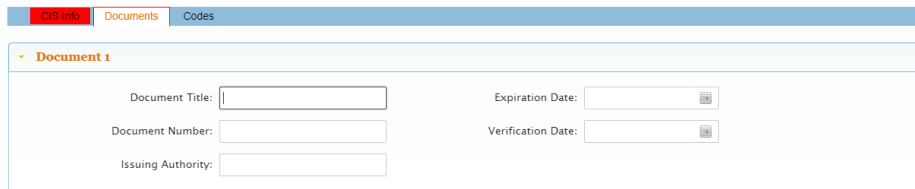
Branch	Select the appropriate branch option from the drop-down menu.
Primary Officer	Select the appropriate primary officer option from the drop-down menu.
Red Flag Code	Select the appropriate red flag code option from the drop-down menu.
VIP Customer	Select the correct VIP customer option from the drop-down menu.

Documents

Users may review several types of documents when entering a new Compass XD customer. Some examples would be credit applications, agreement to provide insurance, stop payment orders, etc.

To enter a specific document, select the **Documents** tab.

Expand the **Documents 1** accordion.



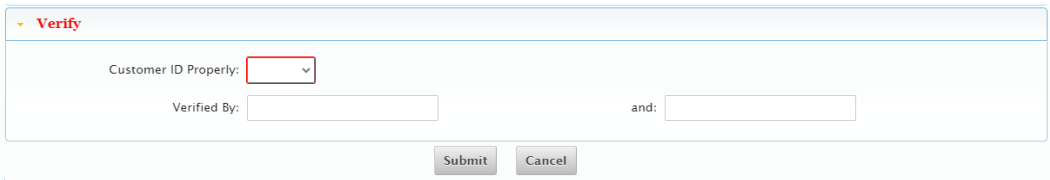
A screenshot of a web form titled "Documents 1". It has three tabs: "CIS Info", "Documents", and "Codes". The "Documents" tab is active. The form contains six input fields: "Document Title:", "Document Number:", "Issuing Authority:", "Expiration Date:", "Verification Date:", and "Expiration Date:". The "Expiration Date:" and "Verification Date:" fields have calendar icons next to them.

The following fields are available:

Document Title	Enter the document title.
Document Number	Enter the document number, if applicable.
Issuing Authority	Enter the issuing authority of the document.
Expiration Date	Enter the expiration date of the document.
Verification Date	Enter the verification date of the document.

Expand the **Documents 2** accordion, the fields available are the same as above.

Expand the **Verify** accordion.



A screenshot of a web form titled "Verify". It contains three input fields: "Customer ID Properly:", "Verified By:", and "and:". Below the input fields are two buttons: "Submit" and "Cancel".



YEAR END USER GUIDE

Complete the following fields:

Customer ID Properly	Select the correct option from the drop-down menu.
Verified By	Enter the name of the associate reviewing the customer identification.
Verified By-And	Enter the name of the second associated reviewing the customer identification.


Codes

Select the **Codes** tab.

The **Additional Address Information** accordion will expand.

The screenshot shows a software interface with a blue header containing three tabs: 'CIS Info' (highlighted in red), 'Documents', and 'Codes'. Below the tabs is an expanded accordion titled 'Additional Address Information'. Inside the accordion, there are eight input fields arranged in two columns. The left column contains three dropdown menus: 'Mail Code', 'Insufficient Address', and 'Handling Code'. The right column contains five text input fields: 'Physical Address', 'Physical City', 'Physical State', 'Physical Zip', and 'Bar Code'.

Complete the following fields:

 **NOTE:** If the physical address is the same as the mailing address, the fields can be left blank based on the bank's policy and procedure.

Mail Code	Select the appropriate mail code from the drop-down menu.
Insufficient Address	Select the appropriate option.
Handling Code	Select the appropriate special handling code from the drop-down menu.
Physical Address	Enter the physical address of the customer.
Physical City	Enter the physical city of the customer.
Physical State	Enter the physical state of the customer.
Physical Zip	Enter the physical zip code of the customer
Bar Code	Enter the bar code.

Expand the **BSA Information** accordion.

The screenshot shows a software interface with an expanded accordion titled 'BSA/AML Information'. Inside the accordion, there are four input fields arranged in two rows. The top row contains two dropdown menus: 'Opt Out of Privacy Rpt' and 'BSA/AML Risk Code'. The bottom row contains two dropdown menus: 'Non-Customer' (with the value 'N' selected) and 'BSA/AML Risk Assignment Justification' (a text input field).



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Complete the following fields:

Opt Out of Privacy Rpt	Select the appropriate response for opting out of privacy reporting.
Non-customer	Select the appropriate response.
BSA/AML Risk Code	Select the appropriate BSA/AML risk code from the drop-down menu.
BSA/AML Exempt Code	Select the appropriate BSA/AML exempt code from the drop-down menu.

Expand the **Miscellaneous** accordion.

▼ **Miscellaneous**

Classification Code:	<input type="text"/>	Customer ID:	<input type="text"/>
Insider Code:	<input type="text"/>	Statement Cycle:	<input type="text"/>

Complete the following fields:

Classification Code	Select the appropriate classification code for the customer from the drop-down menu.
Insider Code	Select the appropriate insider code option from the drop-down menu.
Retain Period	Enter the number of years to Retain the customer CIS key after all account relationships have been terminated. Entering a zero will result in the CIS records being deleted the next time the records are purged by the bank.
Federal W/H Code	Select the appropriate Federal Withholding Code from the menu drop-down.
State W/H Code	Select the appropriate State Withholding Code from the menu drop-down.
Decreased Code	Select the appropriate response.
Date of Death	Enter the date of death when applicable.
Customer ID	Enter the Customer ID to be used when the customer is calling for information.
Statement Cycle	Select the appropriate statement cycle.
Referred by	Enter the name of the referrer if applicable.
Combined CIS Key	If the customer has another CIS key at more than one bank or system, enter the combined CIS key.



YEAR END USER GUIDE

Approved Lending Limit Enter the approved lending limit for the customer.

Gender Enter the customer gender.

NAICS Code Select the appropriate NAICS from the drop-down menu.

Expand the **Tracking Information** accordion.

The screenshot shows an accordion titled "Tracking Information" with a downward arrow. Inside the accordion, there are five input fields: "FIPS State Code" (dropdown), "FIPS County Code" (dropdown), "SMSA Code" (text input with "0" entered), "Industry Code" (dropdown), and "Census Tract" (text input with "0.00" entered).

Complete the following fields:

FIPS State Code Select the appropriate FIPS state code from the drop-down menu.


FIPS Country Code Select the appropriate FIPS country code from the drop-down menu.

SMSA Code Enter the SMSA Code applicable to the customer.

Industry Code Select the appropriate industry code from the drop-down menu.

Census Tract Enter the census tract applicable to the customer.

Expand the **W-8Ben** accordion.

 **NOTE:** W-8Bens are only valid if the TIN code is O (Non-resident Alien).


The screenshot shows an accordion titled "W-8Ben" with a downward arrow. Inside the accordion, there are three input fields: "W-8BEN Expiration Date" (calendar icon), "Country of Residence" (dropdown), and "NRA Recipient/Chapter Codes" (dropdown). Below the fields are "Submit" and "Cancel" buttons.

The following fields are available:

W-8BEN Expiration Date Enter the date the W-8Ben expires.

Country Residence Select the customer's country of residence from the drop-down menu.

Recipient Code Select the appropriate recipient code from the drop-down menu.

 **NOTE:** Once users have selected the **Submit** option, the Window Transaction Add Form will display for users to enter the correct interest information.

YEAR END USER GUIDE

Select **Submit** to save the changes.

SEARCH AN ENTRY

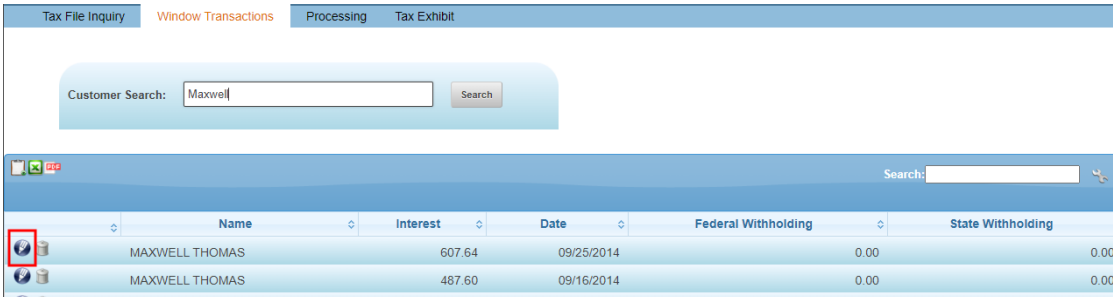
Users may search for existing customers whose interest payments have already been added within the Window Transaction window.

To search for an existing customer, enter the customer name or account number in the **Search** window. The customer entries will display in the Window Transaction window.

EDIT AN ENTRY

Users may edit existing entries within the Window Transactions tab.

To edit an existing entry, select the **Edit** icon.



The screenshot shows the 'Window Transactions' tab in a software interface. At the top, there are tabs for 'Tax File Inquiry', 'Window Transactions', 'Processing', and 'Tax Exhibit'. Below the tabs is a search area with a text box containing 'Maxwell' and a 'Search' button. Below the search area is a table with columns: Name, Interest, Date, Federal Withholding, and State Withholding. The table contains two rows of data for 'MAXWELL THOMAS'.

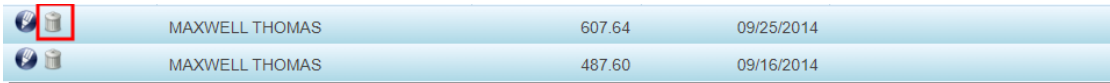
Name	Interest	Date	Federal Withholding	State Withholding
MAXWELL THOMAS	607.64	09/25/2014	0.00	0.00
MAXWELL THOMAS	487.60	09/16/2014	0.00	0.00

The Window Transaction Edit form will display. Make any changes necessary and select **Submit** to save the changes.



DELETE AN ENTRY

Compass XD users may delete a window transaction from within the Window Transaction tab.

To delete an entry, select the **Delete** icon.



The screenshot shows the same table as above, but with a red box highlighting the 'Delete' icon (a trash can) in the first row.

	MAXWELL THOMAS	607.64	09/25/2014
	MAXWELL THOMAS	487.60	09/16/2014

The **Delete** window will display.

Press **Delete** to confirm.

SHAZAM DATA CENTER TOPICS

This section contains the following information for SHAZAM Data Center clients only:

- Data Center Tax Exhibit
- Year End Processing Schedule

DATA CENTER TAX EXHIBIT

The **Tax Exhibit** tab will detail the Tax Form Printing and Reporting to be handled by the SHAZAM Data Center or the Financial Institution.

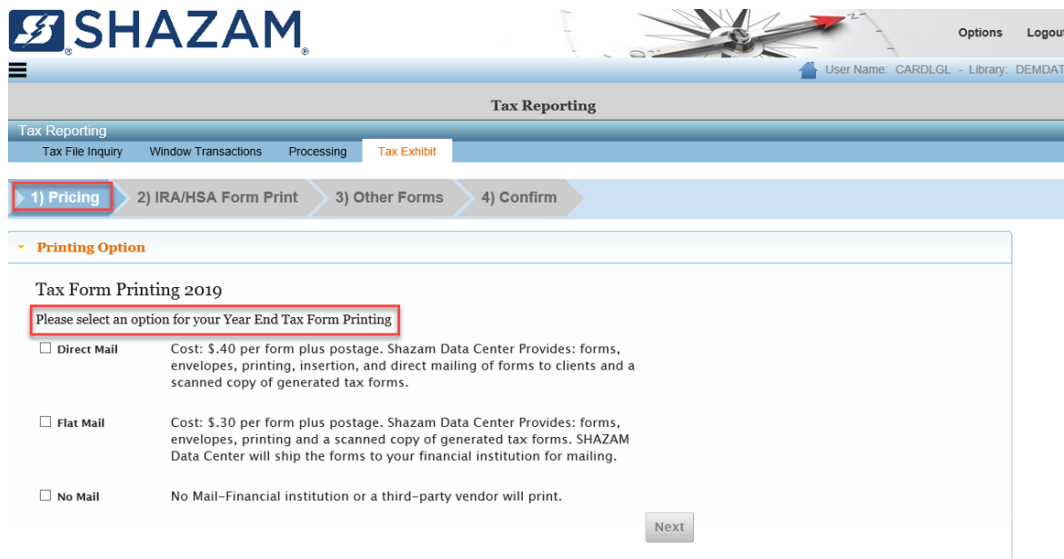
! IMPORTANT: This portion this specific only to **SHAZAM Data Center** clients and does not include In-House banks.

PRICING

The pricing tab will detail the price for the **SHAZAM Core Data Center** to print the year-end tax forms. There are three options to choose from:

- **Direct Mail** – SHAZAM Data Center Provides: forms, envelopes, printing, insertion, and direct mailing of forms to clients and a scanned copy of generated tax forms.
- **Flat Mail** – SHAZAM Data Center Provides: forms, envelopes, printing and a scanned copy of generated tax forms. SHAZAM Data Center will ship the forms to the bank for mailing.
- **No Mail** – Financial Institution or a Third-Party vendor will print all tax forms for the tax year.

An option must be selected prior to the **Next** tab being enabled.



IRA/HSA FORM PRINT

The **IRA/HSA Form Print** tab will detail how the bank would like the IRA and HSA accounts to print and report for the tax year. Three options are available for processing:

- SHAZAM Data Center will print all IRA/HSA forms in January. After April 17th (date subject to change based on IRA specification) the data center will print forms for any account holder that made prior year contributions between January 1st and April 15th.

YEAR END USER GUIDE

- Financial Institution will print IRA Statements (Fair Market Value Statements). SHAZAM Data Center will print the IRA/HSA forms after April 15th (date subject to change, based on IRA specification).
- Financial Institution or a third-party vendor will print the IRA/HSA tax forms. No Print will be needed from SHAZAM.

The user will be able to navigate back to the **Pricing** tab to make any changes. An option must be selected for printing.

The screenshot shows the SHAZAM Tax Reporting interface. The top navigation bar includes 'Options' and 'Logout'. The user is logged in as 'CARDLGL' with library 'DEMDAT'. The main heading is 'Tax Reporting'. Below this, there are tabs for 'Tax File Inquiry', 'Window Transactions', 'Processing', and 'Tax Exhibit'. A progress bar shows four steps: '1) Pricing', '2) IRA/HSA Form Print' (highlighted with a red box), '3) Other Forms', and '4) Confirm'. Under the '2) IRA/HSA Form Print' step, there is a section titled 'Please select an option' with three radio button options:

- SHAZAM Data Center will print all IRA/HSA forms in January. After April 17th, the data center will print forms for any account holder that made prior year contributions between January 1 – April 15.
This option includes a table of checkboxes for form types: 5498, 5498 SA, 5498 ESA, 1099 R, 1099 SA, and 1099 Q.
- My financial institution will print IRA statements in January to provide the Fair Market Value (FMV). SHAZAM Data Center will print IRA/HSA forms after April 15.
This option also includes a table of checkboxes for form types: 5498, 5498 SA, 5498 ESA, 1099 R, 1099 SA, and 1099 Q.
- My financial institution or a third-party vendor will print IRA/HSA tax forms. **No Forms reflected.**
This option includes an 'IRS Tax Reporting' dropdown menu.

At the bottom of the form are 'Back', 'Cancel', and 'Next' buttons.

Select the option for **IRA Tax Reporting** from the drop-down menu.

A close-up of the 'IRS Tax Reporting' dropdown menu. The menu is open, showing two options: 'Yes' and 'No'. A red arrow points to the 'Yes' option, indicating it should be selected.

The selections for printing and IRS Tax Reporting must be completed prior to the **Next** tab being enabled.

OTHER FORMS

The **Other Forms** tab will detail how the bank would like to print and report all forms not related to IRA and HSA for the tax year.

Select any and all options for printing.

YEAR END USER GUIDE

The screenshot shows a software interface for 'Tax Reporting' with a 'Tax Exhibit' tab selected. The navigation bar includes steps: 1) Pricing, 2) IRA/HSA Form Print, 3) Other Forms (highlighted with a red box), and 4) Confirm. Below the navigation bar, there is a section titled 'Please select an option' with the instruction 'Select any additional forms that are needed:'. Under 'Other Forms', there is a list of checkboxes for various forms: 1098, 1098 E, 1099 A, 1099 C, 1099 S, 1099 INT, 1099 MISC, and 1099 OID. Below this list is a dropdown menu labeled 'IRS Tax Reporting :'. At the bottom right, there are 'Back', 'Cancel', and 'Next' buttons.

Select the option for **IRS Tax Reporting** from the drop-down menu.

A close-up of the 'IRS Tax Reporting :' dropdown menu. The menu is open, showing two options: 'Yes' and 'No'. A red arrow points to the 'Yes' option, which is highlighted in blue.

! **IMPORTANT:** The selections for printing and IRS Tax Reporting must be completed prior to the Next tab begin enabled.

CONFIRMATION

The **Confirmation** screen is a complete review of the previous selections made by the user.

YEAR END USER GUIDE

Tax Reporting
Tax File Inquiry Window Transactions Processing Tax Exhibit

1) Pricing 2) IRA/HSA Form Print 3) Other Forms 4) Confirm

Confirm

Pricing Selection : Direct Mail

IRA/HSA Form Selection(s) : SHAZAM Data Center will print all IRA/HSA forms in January. After April 17th, the data center will print forms for any account holder that made prior year contributions between January 1 - April 15.
Selected Forms: 5498, 1099 R
IRS Tax Reporting : Yes

Other Form Selection(s) : 1098 E
IRS Tax Reporting : Yes

Contact Name:

Bank Name:

Bank Mailing Address:

City:

State: Choose One

Zip Code:

DAT Name: DCOATD

Email Address:

Contact Phone:

Processing Comments:

Approved By: CARDL DL

Back Cancel Submit

- **Pricing Selection:** reflects the options selected for printing.
- **IRA/HSA Form Selection:** reflects the options selected for printing IRA and HSA forms.
- **Other Form Selection(s):** lists the forms selected for printing and details the IRS Reporting option.
- **Contact Name:** Enter the name of the person that will be the point of contact for questions in processing.
- **Bank Name:** Enter the name of the Financial Institution.
- **Bank Mailing Address:** Enter the mailing address for the location that forms should be shipped.
- **DAT Name:** The library that you use to sign into the Core system will automatically default into this field.
- **Email Address:** Enter the email address to send corresponding Tax information.
- **Contact Phone:** Enter the phone number of the person that will be the point of contact for questions in processing.
- **Processing Comments:** Additional information can be entered in this box. EX: Additional person (s) for contact. Add any special instruction.
- **Approved by:** Field will automatically default to the user id of the person completing the form. The user will need to select the box to sign off on the confirmation of the completed information.

Once the bank has selected **Submit** on the Confirm screen, users will be able to re-access the Tax Exhibit screen and use the Refresh option to update the Tax Form Count based on the Tax Information entered by the FI. The new record count will be reflected on the Tax Form Table.

If record counts are added after submitting the Tax Exhibit, users will need to go into the form and resubmit to ensure the form counts are up to date.



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A new confirm message has been added to inform the user that the Tax Exhibit has already been submitted. When **Submit** is selected, if information exist for the current tax year, the following pop-up window will display. Selecting **OK** then selecting **Submit** will update current tax year information and the existing records will be removed.

Information exist for current tax year [insert YEAR.TAXEXHIBIT] pressing Submit will update current tax year information.

OK

If no existing records are found, a new confirmation pop-up message will display when the user selects **Submit** to inform the user the "Tax Exhibit has successfully been submitted".

Tax year[YEAR.TAXEXHIBIT] information successfully submitted.

OK

EMAIL CONFIRMATION

An email confirmation entitled "**Tax Exhibit Confirmation**" will be sent to the bank email address entered in the email field when the user has completed the Tax Exhibit submission. This confirmation will also be sent to the SHAZAM Data Center and will include all the fields and data entered in the confirmation screen.

The user can navigate back through the screens by selecting the **Back** tab or can **Cancel** the entire form.

Once the user is complete and ready to submit the information for processing, select **Submit**.

- Submissions must be complete by December 15th each year.

From: CompassXD@shazam.net <CompassXD@shazam.net>
Sent: Wednesday, August 18, 2021 10:33 AM
To: SHAZAM Core DC <ShazamCoreDC@Shazam.net>
Subject: Tax Exhibit Confirmation

Printing Selection
Direct Mail

IRA/HSA Form Selection(s)
SHAZAM Data Center will print all IRA/HSA forms in January. After April 17th, the data center will print forms for any account holder that made prior year contributions between January 1 - April 15.

Selected Forms
JA5498
1099R

IRA Tax Reporting
No

Other Form Selection(s)
1098
1098E
1099A

IRS Tax Reporting
No



YEAR END PROCESSING SCHEDULE

! **IMPORTANT:** The Year End processing schedule is for **SHAZAM Data Center** clients only.

Date	What's Happening
Before December 18, 2025	Confirm your collateral codes are updated before the output of 2025 records
Before December 19, 2025	Complete the Year End Tax Exhibit.
December 31, 2025	Year end is complete
January 2, 2026	SHAZAM outputs tax records at opening of business
January 12, 2026	Informative Message: Maintenance should be completed by end of day
January 13, 2026	SHAZAM generates tax forms per the FI's tax exhibit at opening of business day
January 14, 2026	All FLAT MAIL tax forms are sent for print at opening of business day by SHAZAM
January 15, 2026	ALL DIRECT MAIL tax forms are sent for print at opening of business day by SHAZAM
January 20, 2026	Electronic reporting of 1099-NEC is sent to the IRS opening of business day by SHAZAM
March 12, 2026	Informative Message: Last day to maintain or change tax records before electronic reporting
March 13, 2026	Electronic reporting of 1098 and 1099 files is sent to the IRS opening business day by SHAZAM
April 15, 2026	Informative Message: Last day for IRA contributions
April 16, 2026	SHAZAM outputs ALL 5498 tax forms at opening of business day
April 17, 2026	Informative Message: Maintenance should be completed by end of day

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April 20, 2026	ALL FLAT MAIL 5498 ESA are sent for print at opening of business by SHAZAM
April 21, 2026	ALL DIRECT MAIL 5498 ESA are sent for print at opening business by SHAZAM
May 18, 2026	ALL FLAT MAIL 5498 IRA are sent for print at opening of business by SHAZAM
May 19, 2026	ALL DIRECT MAIL 5498 IRA is sent for print at opening of business by SHAZAM
May 21, 2026	Electronic reporting of 5498 IRA is sent to the IRS opening of business by SHAZAM
July 17, 2026	Informative Message: Last day for SHAZAM to send correction files for the bank
Informative	Flat Mail or Direct Mailed Documents: Tax forms are mailed within the next two\three business days of printing



YEAR-END NOTICE TEMPLATES

The following information will cover all necessary steps for SHAZAM Core Service users to follow when updating the 2025 Year-End Notices.

Base notice templates are maintained within a PWA Repository where the latest versions can be found. Templates are checked out when updates are required and modified as necessary. The updated Notice template is then checked in and copies provided for distribution to both “in-house” as well as data center notice servers.

UPDATING BASE NOTICE TEMPLATES

The following instructions are for updating the year end notices in the JAVA Notice Server. Complete the following steps for the year end notice update.

1st generation (.net)

Notice Templates are placed in a ZIP file along with any associated SQL scripts and made available to in-house customers via SHAZAM Access. Once acquired by the customer, the ZIP file is dragged from the download folder and dropped on the Legacy Client application.

2nd generation (Java)

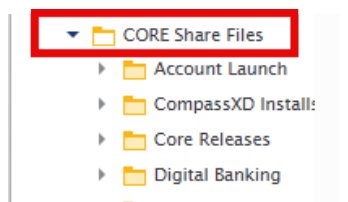
Base Notice Templates are distributed in “.doc” format by placing documents directly on the Notice Server file system. Each Notice Server imports Notice documents from C:\u01\prod\apps\NoticeServer\basetemplate.

Step 1

Login to **SHAZAM Access**. Select **Files**.

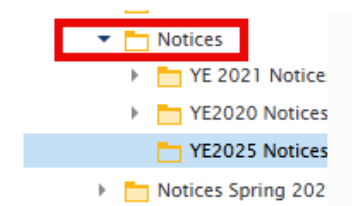
or Login directly to **SHAZAM Files**.

Select **Core Share Files**.



Step 2

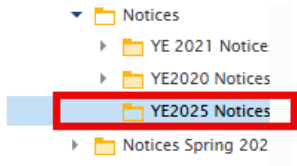
Select **Notices**.



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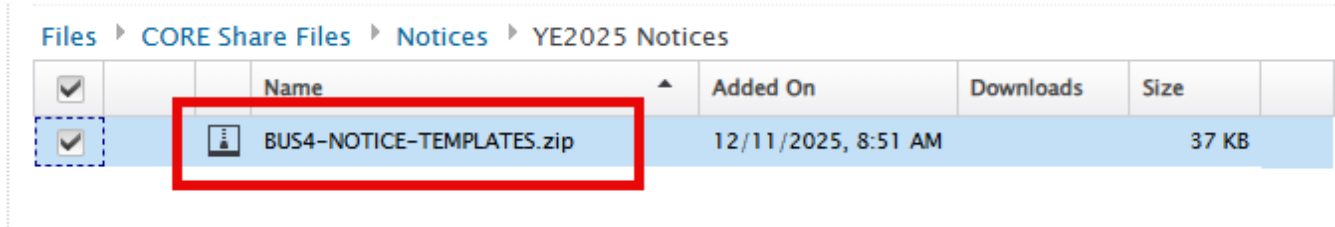
Step 3

Select the current year Notice folder (**YE 2025Notices**) file.



Step 4

Select the zip file named **BUS4-NOTICE-TEMPLATES.zip** and download to the desktop.



Step 5


Unzip or extract all files.

Upload the extracted files to the notice server in Windows and put them in C:\u01\prod\apps\NoticeServer\basetemplate.

 **NOTE:** The next morning the notice server will upload and import to core.

CHANGE LOG

Refer to the table below for a summary of changes made to this document.

 **NOTE:** Any data shown is for demonstration purposes only and does not represent actual SHAZAM client data.

Date	Section	Description of Change
December 1, 2025	Year End Processing Schedule Release Notes Client Learning	Added the 2025 Year End Processing dates, 2025 Tax Release notes, and 2025 Tax Webinar
November 20, 2024	Year-End Processing Schedule Release Notes Client Learning	Added the 2024 Year End Processing dates, 2024 Tax Release notes, and 2024 Tax Webinar
December 7, 2023	Release Notes Client Learning	Added the 2023 Tax Release notes and the 2023 Tax Webinar
November 15, 2023	All	Consolidation of all year end documentation into one comprehensive user guide resource.