



**DATAIR**  
EMPLOYEE BENEFIT SYSTEMS, INC.

# 1099-R Filing with Pension Reporter

Presented by:

Kristina Kananen QPA QKA APA



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# 1099-R Filing with Pension Reporter

- What we will cover
  - Sending 1099-R data to DATAIR's Service Bureau
  - 1099-R E-filing thru the IRS FIRE website
  - Printing 1099-Rs for Paper Filing



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## 1099-R Filing with Pension Reporter

Sending 1099-Rs to DATAIR's Service Bureau



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## 1099-R Filing with Pension Reporter

- Form 4419
  - Using DATAIR's TCC
  - Checking the DATAIR Service Bureau box
  - Save the Form



## 1099-R Filing with Pension Reporter

- Using the Electronic Filing/Service Bureau Wizard to Prepare the file
  - Create a New Tax File
  - Select Plans to include in the file
    - Put more than one plan into a file.
    - Can deselect some 1099Rs, for later submission



## 1099-R Filing with Pension Reporter

- All Filings to the Service Bureau are Original and Live filings
- Review the contents of the File
- Move to Service Bureau Tab
  - Enter Submitter's name and email address
    - Used for Confirmations & should questions arise
  - Enter DATAIR WebPIN. (first 4 digits of License Key)



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## 1099-R Filing with Pension Reporter

- Enter Contact information for the Payee Forms
  - Can be Plan Sponsor or TPA firm
  - Consider who you want to receive the undeliverable forms.
- Upload the forms to the DATAIR Service Bureau



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## 1099-R Filing with Pension Reporter

- Submit the file to the DATAIR Service Bureau for Processing.
  - Summary will appear with the Batch ID
  - If you disagree with the Summary, you can cancel
  - If you agree, press Submit
  - Print the Summary for your records



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## 1099-R Filing with Pension Reporter

- Check the Status
  - When Payee Printing and mailing occurs
  - When IRS filing is completed
  - Email Notification when Copy D and Copy 1 are available.



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## 1099-R Filing with Pension Reporter

- So, now that you've sent your 1099Rs to DATAIR's Service Bureau, you're still responsible for:
  - Form 945, completion and forwarding to your client for filing
  - Mailing to payees with a Foreign address
  - Checking the status to be sure your batch(es) are processed
  - File Non-Participating State Copies, if required



## 1099-R Filing with Pension Reporter

- Participating States:

Alabama	Indiana	Nebraska
Arizona	Iowa	New Jersey
Arkansas	Kansas	New Mexico
California	Louisiana	No. Carolina
Colorado	Maine	No. Dakota
Connecticut	Maryland	Ohio



## 1099-R Filing with Pension Reporter

- Participating States, Continued

Delaware	Massachusetts	So. Carolina
DC	Minnesota	Utah
Georgia	Mississippi	Virginia
Hawaii	Missouri	Wisconsin
Idaho	Montana	



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## 1099-R Filing with Pension Reporter

1099-R E-Filing  
thru the  
IRS FIRE website



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## 1099-R Filing with Pension Reporter

- First step is to ensure that you have a Transmitter Control Code (TCC) for your company.
  - Form 4419
    - Complete and File with IRS to receive a TCC
    - Make sure the 4419 is complete in PR
    - Enter TCC number when received
    - Determine if you have Participating State filings



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## 1099-R Filing with Pension Reporter

- Select Electronic Filing/Service Bureau
  - Select New Tax File
  - Name the new file
    - Name should be something meaningful to you
    - When uploaded to IRS FIRE, file will automatically be renamed to IRSTAX
  - Select the plans/1099-Rs you want to include in the file



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## 1099-R Filing with Pension Reporter

- Filing Type - leave as is
- Final Filings
  - Recommended that you put all Final filings into their own tax file.



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## 1099-R Filing with Pension Reporter

- Print the Summary of all the plans and 1099-Rs in the tax file
  - Recommended that you verify the information on the Summary
- File Tab
  - Does not File with IRS FIRE
  - Has the path to use to find the file to upload to IRS FIRE



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## 1099-R Filing with Pension Reporter

- Using the IRS FIRE Website



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# 1099-R Filing with Pension Reporter



Internal Revenue Service  
United States Department of the Treasury

#### User Options

- [Log On](#)
- [Create New Account](#)
- [Learn The Basics](#)

#### FIRE System Logon

User ID

Password

You Selected your ID when you Set Up your FIRE Account

Password you Selected when you Set Up your FIRE account

You will need a User ID and password to begin using this application.

If you do not already have an account, click [Create New Account](#) to start setting up your new account.

Otherwise, you can enter your assigned User ID and the password you have chosen to begin using this application.

[FIRE Privacy Policy](#)



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# 1099-R Filing with Pension Reporter



Internal Revenue Service  
United States Department of the Treasury

#### Menu Options

- [Main Menu](#)
- [Log Out](#)

Publication 1220 has all the rules for E-filing the 1099 Series. It is a useful reference.

#### Important Bulletins -

[Click here to continue.](#)

#### Publication 1220

Publication 1220 (Rev. Proc. 2007-51), Specifications for Filing Forms 1098, 1099, 5498 and W-2G Electronically or Magnetically is now available on the IRS website at [http://www.irs.gov/irm/pubs/pubs1220\\_070719\\_00.html](http://www.irs.gov/irm/pubs/pubs1220_070719_00.html). Publication 1220 is only available online.

#### Fill-in Form 8809

If you need to file for an extension of time for forms W-2, W-2G, 1042-S, 1098 series, 1099 series, 5498 series or 8027, you can now do it online via the FIRE system in lieu of filing out the paper Form 8809 and mailing it to us. From the main menu, click on 'Extension of Time Request', then click on 'Fill-in Extension Form' and follow the prompts. PLEASE NOTE: This is not for recipient copies and is only for the forms listed above.

#### IMPORTANT - DISKETTE REPLACEMENT FILERS

If you received a letter from the Internal Revenue Service indicating that we do not accept diskettes or CD's for reporting your information returns and you are replacing the files electronically via this system, it is critical that you transmit the file(s) as a replacement file.

From the Choose a File Type menu, click 'Replacement File', click 'Mag Media Repl' and enter the Alpha Code. The Alpha Code is located in the Transmitter Control Code box on Form 9267, Media Tracking Slip. For example, if the TCC indicates 11111 A, then your alpha code would be 'A'.



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# 1099-R Filing with Pension Reporter

Internal Revenue Service  
United States Department of the Treasury

Menu Options  

- Main Menu
- Log Out

Enter your TCC and EIN for Filing Information Returns

TCC:  TCC as you entered it on the 4419 Additional Information Tab in PR

EIN:  (9 numerics - no hyphens) EIN as entered on page 1 of the 4419 in PR

Do not send W-2's on this system. They must be filed via [www.ssa.gov/employer](http://www.ssa.gov/employer).

NOTE: If you do not have a TCC or the TCC/EIN combination you entered does not appear to be valid, please call toll-free at 1-866-455-7438 x3 for assistance.

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# 1099-R Filing with Pension Reporter

Internal Revenue Service  
United States Department of the Treasury

Menu Options  

- Main Menu
- Log Out

Verify Your Filing Information

Company:

Address:

City:

State:

Zip:

Phone:

Exten:  (Optional)

E-Mail:

Contact:

The information you submit on this screen will be used to contact and/or mail correspondence that may be necessary regarding your file transfers.

Please make any necessary corrections and click the "Accept" button.

Information on this screen needs to match the 4419 Form in PR. Make sure the 4419 in PR has the most up to date information regarding your company and contacts.

If you are using email filtering software, configure your software to accept email from [FIRE@IRS.GOV](mailto:FIRE@IRS.GOV). We are using the email address to contact you about bad files, your file status, Publication 1220 availability, updates, etc. (This does not include 1042-S or 8027 information returns.)



# 1099-R Filing with Pension Reporter

Internal Revenue Service  
United States Department of the Treasury

**Choose a File Type**

- Original File
- Replacement File
- Correction File
- Test File
- Main Menu

Select the File Type you are submitting.

**Definitions of File Types**

<p><b>- Original File -</b> An information return that has never been reported.</p>	<p><b>- Replacement File -</b> If an original or correction information return is bad (FILE STATUS = BAD), it must be sent as a replacement file after you fix the error.</p>
<p><b>- Amended/Correction File -</b> An information return submitted by the transmitter to correct an information return that was previously submitted and processed by the IRS (FILE STATUS = GOOD), but contained erroneous data. An amended/correction file will only contain the records in error, not the entire original submission. If you are sending a 1042-S file, you would click on Amended File. Other wise, click on Correction File.</p>	<p><b>- Test File -</b> This option is used to test your files for the upcoming tax year. Test dates are as follows: 1042-S - 11/1 thru 2/15 8027 - 11/1 thru 2/15 All Others - 11/1 thru 2/15</p>

[FIRE Privacy Policy](#)



# 1099-R Filing with Pension Reporter

Internal Revenue Service  
United States Department of the Treasury

**Menu Options**

- Main Menu
- Log Out

**Upload Your File** Verifies your Data

Type: \_\_\_\_\_ User ID: \_\_\_\_\_  
 TCC: \_\_\_\_\_  
 EIN: \_\_\_\_\_

Verifies the choice you made on Prior Screen

Click on the BROWSE button located below to open a file selection window and choose your file, then click on UPLOAD to transmit your file.

File Name: C:\My Documents\Datair\IRSTAX20C

You will Browse to the location (normally where the datair.mdb file is located) as noted on the "File" Report you printed from PR when you created the tax file.

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# 1099-R Filing with Pension Reporter



Internal Revenue Service  
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**Menu Options**

- [Main Menu](#)
- [Log Out](#)



Make a note of the file number assigned by the IRS.

**File Upload Statistics**

Confirms size of the file you uploaded

Total Bytes Received: 285000  
Please ensure this is the correct size.

File name will be ORIG (or TEST).  
Your TCC, sequence number

We renamed your file to: TEST...0005  
\*You may want to print this screen for your records.

Don't forget to check the File Status option to verify file acceptability. The results for 1098, 1099, 5498, and W-2G information returns are normally available within 1-2 business days.

\*\*Remember, the F4804 is no longer required for electronically submitted files.

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# 1099-R Filing with Pension Reporter

**1099 Electronic Filing Detail**

Add/Edit | Review | **File** | Service Bureau

1/1 | Search

**1099-R INSTRUCTIONS for ELECTRONIC FILING**

- 1) Upload the following file to the FIRE web site at <http://fire.irs.gov>.  
C:\MY DOCUMENTS\DATA\IR\STAX2007\110107 PR TEST SUBMISSION.JTF
  - 2) Enter the FIRE file name assigned by the FIRE web site after you upload the file in the space provided below on the "Filing" tab of the Wizard.
- Note: The 4804 is no longer required when filing via the FIRE web site.  
See IRS Publication 1220 for additional details on filing electronically.

Be sure to return to this screen in PR to enter the FIRE assigned File Name

FIRE File Name:

Test | 0001



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## 1099-R Filing with Pension Reporter

**1099 Electronic Filing Detail**

**Add/Edit** | Review | File | Service Bureau

Tax file: 110107 pr test submission

Select Plans and Forms  Unprocessed Only Update View

**All Plans**

- 2007 1099R simple import company w new codes
- 2007 Manual entry 1099R's Plan
- Madison Et Cie, Inc. 401(k) Profit Sharing Plan
- To uncheck unprinted only vs not to uncheck

Form: 1099R

Filing Type: Test

Final

Once you have submitted a file to the IRS, be sure to lock the file so that no changes can be accidentally made to it.

Locked



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## 1099-R Filing with Pension Reporter

Due Date for E-Filing 1099-Rs – 3/31/09



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## 1099-R Filing with Pension Reporter

Printing and Paper Filing



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## 1099-R Filing with Pension Reporter

- Filing on Paper
  - Printing the forms
    - If you print Payer, Payee or State Copies more than once, you must uncheck “Only Unprinted Forms” to print them again.
    - If the 1099-R and 1096 are not printed at the same time, you must uncheck “Only Unprinted Forms”



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## 1099-R Filing with Pension Reporter

- Printing the Payee Copies
  - Payee Instructions can be duplexed onto the back of each payee copy.
- Printing the Non-Participating State Copies for filing
  - Leave the Copy 1 attached to the Payee Copy



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## 1099-R Filing with Pension Reporter

- Printing the Redlines
  - How to adjust the print to fit the form
  - Due Date for the Redlines – 3/2/09



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## **1099-R Filing with Pension Reporter**

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Thank you for Attending  
And  
Don't forget to complete the Survey!!!