

## 2018 TAX HANDLING SCHEDULE FOR CU\*NORTHWEST CREDIT UNIONS

### November 20, 2018:

- **Deadline for updating Tax Form Handling Instructions using Tool #916.** (NOTE: This setting determines how CU\*NorthWest handles your 2018 tax reporting).

### December 31, 2018:

- End-of-Year processing

### January 7, 2019:

- Creation of 1099/1098 Tax Forms and upload to Print Vendor
  - **NOTE: tax forms will be sent directly to the print vendor. It is the credit union's responsibility to ensure that all tax information is up to date prior to the creation of this data**
- Creation of 1099-R and 1099-SA data and upload to Ascensus (Ascensus deadline January 9, 2018)
  - **NOTE: 1099-R and 1099-SA will be sent directly to Ascensus. It is the credit union's responsibility to ensure that all tax information is up to date prior to the creation of this data**
- Creation of FMV data and upload to Ascensus (Ascensus deadline January 9, 2018)
  - **NOTE: FMV will be sent directly to Ascensus. It is the credit union's responsibility to ensure that all tax information is up to date prior to the creation of this data**

### January 8, 2019:

- Creation of 1099-MISC data for submission to the IRS
- Notification to credit unions to review 1099-MISC data (if any)

### January 11, 2019:

- **Deadline for credit unions to approve 1099-MISC data for submission to the IRS**

### January 14, 2019:

- Upload of 1099-MISC data to IRS (IRS deadline January 31, 2019)

### February 18, 2019:

- Creation and upload of 1049-S data to TMT

### March 11, 2019:

- Creation of 1099/1098 data for submission to IRS
- Notification to credit unions to review 1099/1098 data

### March 13, 2019:

- **Deadline for credit union to complete review of 1099/1098 data for upload to IRS**

**March 14, 2019:**

- Upload of 1099/1098 data to IRS (IRS deadline March 15, 2019)

**April 19, 2019:**

- Creation of 5498-ESA data for upload to Ascensus
- Notification to credit unions to review 5498-ESA data
- **Deadline for credit unions to approve 5498-ESA data (close of business)**

**April 19, 2019:**

- Upload of 5498-ESA data to Ascensus (Ascensus deadline April 22, 2019)

**May 6, 2019:**

- Creation of 5498/5498-SA data for submission to Ascensus
- Creation of 5498/5498-SA tax data for print vendors
  - ***NOTE:** This applies only to credit unions who are self-administered. Please notify Cathy Green if you need your 5498 data sent out to the print vendor prior to this date. You will also need to make sure that your print vendor can print these forms prior to submission.*
- Notification to credit unions to review 5498/5498-SA data to be sent to Ascensus
- Notification to credit unions to review 5498/5498-SA data to be sent to print vendor
- **DEADLINE for credit unions to review 5498/5498-SA data for submission to IRS and to print vendor**

**May 7, 2019:**

- Submission of 5498/5498-SA data to Ascensus (Ascensus deadline May 8, 2018)
- Submission of 5498/5498-SA data to print vendor

**May 13, 2019:**

- Creation of 5498/5498-SA data for submission to IRS
- Notification to credit unions to review 5498/5498-SA data

**May 15, 2018:**

- **Deadline for credit unions to approve 5498/5498-SA data for submission to IRS**

**May 16, 2018:**

- Upload of 5498/5498-SA data to IRS (IRS deadline May 22, 2019)