



## **DATAIR's 1099-R Service Bureau**

January is a hectic month for plan service providers, and 1099-Rs play a major role. Would having an outside firm print, mail, and electronically file your 1099-Rs relieve you of some of that burden? If so, the DATAIR 1099-R Service Bureau is the answer!

Let DATAIR free you from ordering and stocking special paper and envelopes; printing, folding and stuffing envelopes; and sealing, stamping, and mailing the forms. And, you can skip having to manually transmit the files to the IRS and verifying the filing status, and printing the red IRS copy of the forms too.

### **How does it work?**

Just enter your 1099-R data in DATAIR's Pension Reporter System. Then, with a press of a button, send the data off to DATAIR for processing.

Once received, DATAIR will...

- print and mail recipient copies of the forms;
- electronically file them with the IRS;
- electronically file with states that participate in the combined state/federal filing program;
- Create a PDF of Copy D for each of your payers; and
- provide status information about filings each step of the way.

... all at a price that's likely lower than doing it yourself!

### **What's the cost?**

The cost is \$2.75 per form for forms mailed to payees with a US mailing address. This includes postage, handling, and materials. There are no minimums, or "per batch" fees.

Sounds like the solution I've been looking for! Where can I get more information?

The following Service Bureau FAQs may answer your questions. If not, please contact your DATAIR sales representative at (888) 328-2474 or [sales@datair.com](mailto:sales@datair.com).

## **DATAIR 1099-R Service Bureau FAQs**

### ***What's the deadline for submitting my data to the Service Bureau?***

Each year, DATAIR establishes a submission deadline that is approximately 5 business days prior to the January 31<sup>st</sup> mailing deadline, and 4 business days prior to the March 31<sup>st</sup> electronic filing deadline. Those dates will be included in the release notes for the software. Forms submitted after that will be processed on a best-effort basis, however, no guarantee can be made that they will be mailed by the January 31<sup>st</sup> deadline, or filed by the electronic filing deadline.

After the initial mailing and filing deadlines, submissions are processed for printing approximately every 7 to 10 days, and filed electronically every 30 to 45 days.

### ***Do I need to file all my 1099-Rs at once?***

No. You may send them to the Service Bureau in batches as you have them ready. However, we prefer that you combine multiple plans into a batch rather than submitting a batch for each plan.

### ***How does the service work?***

You will securely transmit your 1099-R data to DATAIR using the Electronic filing wizard in Pension Reporter ("PR"). Upon receipt, we will begin processing your forms. Your monthly invoice will reflect the Service Bureau fees.

### ***What will the Payee receive?***

The recipient will receive a pressure sealed 1099-R form with Copies A, B, and 2 and the IRS Recipient Instructions that meet all IRS requirements.

### ***What happens if their forms are returned as undeliverable by the Post Office?***

You have the option of specifying the Payer or the TPA name/address as the return address for the mailed forms. The specified party is then responsible for obtaining a corrected address and delivering the form.

### ***What happens if a payee doesn't receive or loses their 1099?***

You may request that we resend the form for an additional charge of \$1.00 per form. Alternately, you may print the form locally from PR and provide it to the participant yourself. No data changes are permitted for a re-send. If data changes are required, a corrected form should be

prepared.

***What happens if incorrect information is sent to DATAIR?***

Once transmitted to DATAIR, the forms should be considered “filed”. Thus, any changes should be submitted as a corrected form. An additional per-form fee is charged for corrected forms.

***We don’t currently use PR; can I still use the Service Bureau?***

The Pension Reporter 1099-R module is required to prepare your filings. If you do not currently license this module, please contact your sales representative for special pricing.

***Will you file the 945 also?***

The 945/945A requires the plan sponsor’s signature; therefore we can not file it for you. However, it may be quickly and easily be printed from PR using the 1099R data entered.

***What if my state doesn’t participate in the combined State/Federal Electronic Filing program?***

If your state requires filing of 1099R Copy 1, you can print the forms from PR and file them with the state directly.

***What about foreign addresses?***

If you include 1099’s foreign addresses with your Service Bureau filing, we will electronically file the form with the IRS, however all forms submitted to us will be mailed with USPS First Class Postage. This will generally result in the form being returned as undeliverable to the return address you specified due to insufficient postage.