



# THE Pension Digest

January, 2000  
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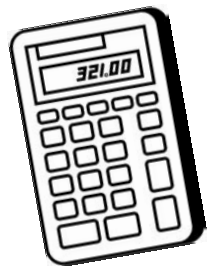
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## RECHARACTERIZING A 1999 CONTRIBUTION IN 2000

This time of year is the season for recharacterizations. People are visiting their tax accountants. The accountants will be telling some of your accountholders they were ineligible to convert their traditional IRA to a Roth IRA in 1999, or, if eligible to perform the conversion transaction, that it was not in their best interest to have done so. Or, they may tell the accountholder that they were ineligible to make a \$2,000 contribution to their Roth IRA or vice versa. The point is—you, as an IRA custodian or trustee, can expect to see some of your IRA accountholders instruct you that they want to recharacterize a contribution he or she has made in 1999, for 1999, before he or she files a 1999 federal income tax return in 2000. Most such accountholders will normally complete the recharacterization on or before the tax-filing deadline for 1999. This is April 17, 2000, since April 15 falls on a Saturday. However, a person will have until October 15, 2000, to recharacterize a contribution. A person who timely files his or her 1999 income tax return without having made a recharac-

terization may file an amended return and still make the recharacterization within six months of the due date of his or her return, excluding extensions.

We discussed recharacterizations in depth in the November 1999 newsletter. This explanation will be similar except it focuses on explaining to you how you can assist your customer(s) to understand how he or she will need to handle the recharacterization on his or her 1999 income tax return. Recharacterizations are confusing to everyone involved. This is especially true for 1999 contributions which are recharacterized in 2000, because, as with excess contributions, these recharacterization transactions will be reported on the 2000 Form 1099-R and the 2000 Form 5498, which are not furnished until January of 2001 or May 2001, which is obviously well after the time the accountholder needs the information to file his or her 1999 federal income tax return. This is why the IRS requires an IRA custodian to furnish a written explanation to the accountholder.

Three situations are covered: (1) recharacterizing a Roth IRA contribution to be a contribution to a traditional IRA; (2) recharacterizing a contribution to a traditional IRA to be a contribution to a Roth IRA and (3) recharacterizing a conversion contribution.

### **Situation #1. Annual Roth IRA Contribution Recharacterized to a Traditional IRA Contribution**

Lisa Water made a \$2,000 contribution to a Roth IRA on 1-10-99, for 1999. The fair market value of this IRA as of 12-31-99 was \$2,100. Lisa is not married and she is not an active participant in an employer-sponsored plan. Her MAGI was \$123,000. Therefore, she had determined that she is not eligible to make a contribution of a Roth IRA. There were earnings of \$180 related to the contribution of \$2,000 as of 3-3-00. One of the methods to correct an excess contribution is to recharacterize it. She chose to recharacterize this contribution plus earnings on 3-3-00. The fair market value of this IRA as of 12-31-00 will be \$2,400.

### **Step #1. Accountholder Must Instruct to Recharacterize**

Continued on page 2

## Recharacterizing, Continued from page 1

The individual must instruct you (the IRA custodian) to recharacterize. The individual is required to furnish you with very specific information. You can make his/her task easier by making available to your accountholder a form such as CWF's Notice of Recharac-

terization of IRA Contributions as set forth on page 5.

### Step #2. You (the IRA Custodian) Must Furnish an Explanation to the Accountholder

You should furnish an explanation to your accountholder similar to the one below.

### Step #3. You Will Prepare the Form 1099-R and Form 5498

1. You will prepare a 1999 Form 5498 to report the original contribution to the Roth IRA of \$2,000 as shown below:

2. You will prepare a 2000 Form 1099-R to report the "deemed" distribution from the Roth IRA to the traditional IRA. It should be reported as follows. Box 2 is to be completed with the gross distribution amount (\$2,180) and box 2a is

to be completed with a 0.00. The reason code in box 7 is to be an "R" for recharacterization.

3. You will prepare a 2000 Form 5498 to report the recharacterized contribution (plus earnings) to the traditional IRA of \$2,000. It should be reported as shown below:

## Situation 1, Step #2

### Special Explanation to Accountholder for an IRA Recharacterization for the 1999 Tax Year

Lisa Water  
(Name of Accountholder)

The purpose of this special explanation is to provide you with information about your recharacterization. You will need to properly report and explain your recharacterization when you file your 1999 federal income tax return. We have furnished to you a copy of the IRA Recharacterization Form which you executed. The IRS' instructions require you, as the IRA accountholder, to do two things if you have recharacterized an IRA contribution.

- First, you will need to complete the 1999 Form 8606 and file it with your 1999 Form 1040 (or similar form).
- Second, you need to attach an explanation about the original contribution amount, the amount which was recharacterized, and the amount of earnings which was recharacterized.

You have recharacterized your IRA contribution. Specifically, you instructed us on 3-3-00 to recharacterize a ☐ traditional ☒ Roth (check one) IRA contribution of \$2,000.00 which you had made on 1-10-99 for tax year 1999. Your contribution will now be treated for federal income tax purposes as if it had been contributed originally to a ☒ traditional ☐ Roth (check one-must be the opposite of type checked above) IRA. The amount of \$2,180.00 has been recharacterized; \$2,000.00 was the contribution amount and \$180.00 is the related earnings.

You should complete line 15(a) of your 1999 Form 1040 (or similar form) with \$2,180.00. This is the gross amount you recharacterized. You should also complete line 15(b), the taxable amount with 0.00. Thus, you will not be required to include any amount in income for 1999 or 2000 because of your recharacterization.

You will want to review the instructions for the Form 8606 before you complete the Form 8606. You will either need to complete line 14(b) and/or line 18(c) to indicate the amount recharacterized.

IRA #000 (3/00)

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## Situation 1, Step #3(1)

2828 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0747	
TRUSTEE'S or ISSUER'S name, street address, city, state, and ZIP code		1 IRA contributions (other than amounts in boxes 2, 3, and 7-10)	1999 Form 5498
Roth IRA Custodian		2 Rollover contributions	
TRUSTEE'S or ISSUER'S federal identification no.	PARTICIPANT'S social security number	3 Roth conversion amount	Copy A For Internal Revenue Service Center File with Form 1099. For Privacy Act and Paperwork Reduction Act Notice and instructions for completing this form, see the 1999 Instructions for Forms 1099, 1098, 5498, and W-2G.
42-1234567	111-33-5555	4 Fair market value of account	
PARTICIPANT'S name		5 Life insurance cost included in box 1	Form 5498
Lisa Water		6 IRA <input type="checkbox"/> SEP <input type="checkbox"/> SIMPLE <input checked="" type="checkbox"/> Roth IRA <input checked="" type="checkbox"/> Rechar. <input type="checkbox"/> Ed IRA <input type="checkbox"/>	
Street address (including apt. no.)		7 SEP contributions	8 SIMPLE contributions
City, state, and ZIP code		9 Roth IRA contributions	10 Ed IRA contributions
Account number (optional)		2000.00	

Form 5498 Cat. No. 50010C Department of the Treasury - Internal Revenue Service

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## Situation 1, Step #3(2)

9898 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0119	
PAYER'S name, street address, city, state, and ZIP code		1 Gross distribution	2000 Form 1099-R
Roth IRA Custodian		2a Taxable amount	
PAYER'S Federal identification number		2b Taxable amount not determined <input type="checkbox"/> Total distribution <input type="checkbox"/>	Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc. Copy A For Internal Revenue Service Center File with Form 1096.
42-1234567		3 Capital gain (included in box 2a)	
RECIPIENT'S identification number		4 Federal income tax withheld	Form 1099-R
111-33-5555		5 Employee contributions or insurance premiums	
RECIPIENT'S name		6 Net unrealized appreciation in employer's securities	Form 1099-R
Lisa Water		7 Distribution code	
Street address (including apt. no.)		8 Other	Form 1099-R
City, state, and ZIP code		9a Percentage of total distribution	
Account number (optional)		10 State tax withheld	11 State/Payer's state no.
		13 Local tax withheld	14 Name of locality
		15 Local distribution	

Form 1099-R Cat. No. 144360 Department of the Treasury - Internal Revenue Service

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## Situation 1, Step #3(3)

2828 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0747	
TRUSTEE'S or ISSUER'S name, street address, city, state, and ZIP code		1 IRA contributions (other than amounts in boxes 2, 3, and 7-10)	2000 Form 5498
IRA Custodian		2 Rollover contributions	
TRUSTEE'S or ISSUER'S federal identification no.	PARTICIPANT'S social security number	3 Roth conversion amount	Copy A For Internal Revenue Service Center File with Form 1099. For Privacy Act and Paperwork Reduction Act Notice, see the 2000 General Instructions for Forms 1099, 1098, 5498, and W-2G.
42-1234567	111-33-5555	4 Fair market value of account	
PARTICIPANT'S name		5 Life insurance cost included in box 1	Form 5498
Lisa Water		6 IRA <input checked="" type="checkbox"/> SEP <input type="checkbox"/> SIMPLE <input type="checkbox"/> Roth IRA <input checked="" type="checkbox"/> Rechar. <input type="checkbox"/> Ed IRA <input type="checkbox"/>	
Street address (including apt. no.)		7 SEP contributions	8 SIMPLE contributions
City, state, and ZIP code		9 Roth IRA contributions	10 Ed IRA contributions
Account number (optional)		2400.00	

Form 5498 Cat. No. 50010C Department of the Treasury - Internal Revenue Service

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## Recharacterizing, Continued from page 2

### Situation #2. Annual Traditional IRA Contribution Recharacterized to be a Roth IRA Contribution

Sara Roe made a \$2,000 contribution to a traditional IRA on 2-10-99, for 1999 rather than a Roth IRA. The fair market value of this traditional IRA was \$2,125 as of 12-31-99. Sara is not married. She is an active participant in an employer-sponsored plan. Her MAGI was \$92,000. There were earnings of \$190 related to the contribution of \$2,000 as of 2-20-00. Sara has determined on 2-20-00 she will recharacterize her traditional IRA contribution to be a Roth IRA contribution because she is not able to claim a deduc-

tion for her \$2,000 contribution to the traditional IRA. The fair market value of this IRA as of 12-31-00 will be \$2,300.

### Step #1. Accountholder Must Instruct to Recharacterize

The individual must instruct you (the IRA custodian) to recharacterize. The individual is required to furnish you with very specific information. You can make his or her task easier by making available to your accountholder a form such as CWF's Notice of Recharacterization of IRA Contribution as set forth on page 5, or a similar form.

### Step #2. You (IRA Custodian) Must Furnish an Explanation to the Accountholder

You should furnish your accountholder an explanation similar to the one below.

### Situation 2, Step #2

#### Special Explanation to Accountholder for an IRA Recharacterization for the 1999 Tax Year

Sara Roe  
(Name of Accountholder)

The purpose of this special explanation is to provide you with information about your recharacterization. You will need to properly report and explain your recharacterization when you file your 1999 federal income tax return. We have furnished to you a copy of the IRA Recharacterization Form which you executed. The IRS' instructions require you, as the IRA accountholder, to do two things if you have recharacterized an IRA contribution.

- First, you will need to complete the 1999 Form 8606 and file it with your 1999 Form 1040 (or similar form).
- Second, you need to attach an explanation about the original contribution amount, the amount which was recharacterized, and the amount of earnings which was recharacterized.

You have recharacterized your IRA contribution. Specifically, you instructed us on 2-20-00 to recharacterize a ☒ traditional ☐ Roth (check one) IRA contribution of \$2,000.00 which you had made on 2-10-99 for tax year 1999. Your contribution will now be treated for federal income tax purposes as if it had been contributed originally to a ☐ traditional ☒ Roth (check one—must be the opposite of type checked above) IRA. The amount of \$2,190.00 has been recharacterized; \$2,000.00 was the contribution amount and \$190.00 is the related earnings.

You should complete line 15(a) of your 1999 Form 1040 (or similar form) with \$2,190.00. This is the gross amount you recharacterized. You should also complete line 15(b), the taxable amount with 0.00. Thus, you will not be required to include any amount in income for 1999 or 2000 because of your recharacterization.

You will want to review the instructions for the Form 8606 before you complete the Form 8606. You will either need to complete line 14(b) and/or line 18(c) to indicate the amount recharacterized.

### Step #3. You Will Prepare Form 1099-R and Form 5498

1. You will prepare a 1999 Form 5498 to report the original contribution to the traditional IRA of \$2,000. It should be reported as shown below:

2. You will prepare a 2000 Form 1099-R to report the "deemed" distribution from the traditional IRA to the Roth IRA. It should be reported as fol-

lows. Box 1 is to be completed with the gross distribution amount (\$2,180) and box 2a is to be completed 0.00. The reason code in box 7 is to be an "R" for recharacterization.

3. You will prepare a 2000 Form 5498 to report the recharacterized contribution (plus earnings) to the Roth IRA of \$2,000. It should be reported as shown below:

### Situation 2, Step #3(1)

2825 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0747	
TRUSTEE'S or ISSUER'S name, street address, city, state, and ZIP code		1 IRA contributions (other than amounts in boxes 2, 3, and 7-10)	1999 Form 5498
IRA Custodian		2 Rollover contributions	
TRUSTEE'S or ISSUER'S federal identification no. 42-1234567		3 Roth conversion amount	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice and instructions for completing this form, see the 1999 Instructions for Forms 1099, 1098, 5498, and W-2G.
PARTICIPANT'S name Sara Roe		4 Fair market value of account	
Street address (including apt. no.)		5 Life insurance cost included in box 1	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice and instructions for completing this form, see the 1999 Instructions for Forms 1099, 1098, 5498, and W-2G.
City, state, and ZIP code		6 IRA SEP SIMPLE Roth IRA Rechar Ed IRA	
Account number (optional)		7 SEP contributions	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice and instructions for completing this form, see the 1999 Instructions for Forms 1099, 1098, 5498, and W-2G.
		8 SIMPLE contributions	
		9 Roth IRA contributions	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice and instructions for completing this form, see the 1999 Instructions for Forms 1099, 1098, 5498, and W-2G.
		10 Ed IRA contributions	

Form 5498 Cat. No. 50010C Department of the Treasury - Internal Revenue Service  
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### Situation 2, Step #3(2)

9898 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0119	
PAYER'S name, street address, city, state, and ZIP code		1 Gross distribution	2000 Form 1099-R
IRA Custodian		2a Taxable amount	
PAYER'S federal identification number 42-1234567		2b Taxable amount not determined	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2000 General Instructions for Forms 1099, 1098, 5498, and W-2G.
RECIPIENT'S name Sara Roe		3 Capital gain (included in box 2a)	
Street address (including apt. no.)		4 Federal income tax withheld	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2000 General Instructions for Forms 1099, 1098, 5498, and W-2G.
City, state, and ZIP code		5 Employee contributions or insurance premiums	
Account number (optional)		6 Net unrealized appreciation in employer's securities	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2000 General Instructions for Forms 1099, 1098, 5498, and W-2G.
		7 Distribution code R	
		8 Other	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2000 General Instructions for Forms 1099, 1098, 5498, and W-2G.
		9a Your percentage of total distribution	
		9b Total employee contributions	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2000 General Instructions for Forms 1099, 1098, 5498, and W-2G.
		10 State tax withheld	
		11 State/Payer's state no.	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2000 General Instructions for Forms 1099, 1098, 5498, and W-2G.
		12 State distribution	
		13 Local tax withheld	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2000 General Instructions for Forms 1099, 1098, 5498, and W-2G.
		14 Name of locality	
		15 Local distribution	

Form 1099-R Cat. No. 14436Q Department of the Treasury - Internal Revenue Service  
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### Situation 2, Step #3(3)

2825 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0747	
TRUSTEE'S or ISSUER'S name, street address, city, state, and ZIP code		1 IRA contributions (other than amounts in boxes 2, 3, and 7-10)	2000 Form 5498
Roth IRA Custodian		2 Rollover contributions	
TRUSTEE'S or ISSUER'S federal identification no. 42-1234567		3 Roth conversion amount	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2000 General Instructions for Forms 1099, 1098, 5498, and W-2G.
PARTICIPANT'S name Sara Roe		4 Fair market value of account	
Street address (including apt. no.)		5 Life insurance cost included in box 1	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2000 General Instructions for Forms 1099, 1098, 5498, and W-2G.
City, state, and ZIP code		6 IRA SEP SIMPLE Roth IRA Rechar Ed IRA	
Account number (optional)		7 SEP contributions	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2000 General Instructions for Forms 1099, 1098, 5498, and W-2G.
		8 SIMPLE contributions	
		9 Roth IRA contributions	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2000 General Instructions for Forms 1099, 1098, 5498, and W-2G.
		10 Ed IRA contributions	

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Recharacterizing,  
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**Situation #3. Recharacterizing a Conversion Contribution from a Traditional IRA to a Roth IRA**

Francoise Bell converted \$30,000 from her traditional IRA to a Roth IRA on 1-15-99. The fair market value of this Roth IRA was \$33,000 as of 12-31-99. She is not married. Her accountant has told her she was not eligible to make the Roth IRA contribution for 1999 as her MAGI was \$103,000. There was income of \$3,900 related to her conversion contribution. In order to eliminate this excess contribution, she elects to recharacterize this conversion contribution on 3-1-00. The fair market value of this IRA as of 12-31-00 will be \$37,000.

**Step #1. Accountholder Must Instruct to Recharacterize**

The individual must instruct you (the IRA custodian) to recharacterize. The individual is required to furnish you with very specific information. You can make his or her task easier by making available to your accountholder a form such as CWF's Notice of Recharacterization of IRA Contribution asset set forth on page 5 or a similar form.

**Step #2. You (IRA Custodian) Must Furnish an Explanation to the Accountholder**

You should furnish an explanation to your accountholder similar to the one below:

**Step #3. You Will Prepare Form 1099-R and Form 5498**

**Situation 3, Step #2**

**Special Explanation to Accountholder for an IRA Recharacterization for the 1999 Tax Year**

Francoise Bell  
(Name of Accountholder)

The purpose of this special explanation is to provide you with information about your recharacterization. You will need to properly report and explain your recharacterization when you file your 1999 federal income tax return. We have furnished to you a copy of the IRA Recharacterization Form which you executed. The IRS' instructions require you, as the IRA accountholder, to do two things if you have recharacterized an IRA contribution.

- First, you will need to complete the 1999 Form 8606 and file it with your 1999 Form 1040 (or similar form).
- Second, you need to attach an explanation about the original contribution amount, the amount which was recharacterized, and the amount of earnings which was recharacterized.

You have recharacterized your IRA contribution. Specifically, you instructed us on 3-1-00 to recharacterize a ☐ traditional ☒ Roth (check one) IRA contribution of \$30,000.00 which you had made on 1-15-99 for tax year 1999. Your contribution will now be treated for federal income tax purposes as if it had been contributed originally to a ☒ traditional ☐ Roth (check one—must be the opposite of type checked above) IRA. The amount of \$33,900.00 has been recharacterized; \$30,000.00 was the contribution amount and \$3,900.00 is the related earnings.

You should complete line 15(a) of your 1999 Form 1040 (or similar form) with \$33,900.00. This is the gross amount you recharacterized. You should also complete line 15(b), the taxable amount with 0.00. Thus, you will not be required to include any amount in income for 1999 or 2000 because of your recharacterization.

You will want to review the instructions for the Form 8606 before you complete the Form 8606. You will either need to complete line 14(b) and/or line 18(c) to indicate the amount recharacterized.

1. You will prepare a 1999 Form 5498 to report the original conversion contribution to the Roth IRA of \$30,000 as shown below:

2. You will prepare a 2000 Form 1099-R to report the "deemed" distribution from the Roth IRA to the traditional IRA. It should be reported as follows. Box 1 is to be completed with the gross distribution

amount (\$33,900) and box 2a is to be completed 0.00. The reason code in box 7 is to be an "R" for recharacterization.

3. Prepare a 2000 Form 5498 to report the recharacterized contribution (plus earnings) of \$33,900 to the traditional IRA. It should be reported as shown below:

**Situation 3, Step #3(1)**

2628 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0747	
TRUSTEE'S or ISSUER'S name, street address, city, state, and ZIP code		1 IRA contributions (other than rollovers in boxes 2, 3, and 7-10)	1999 Form 5498 IRA Contribution Information
Roth IRA Custodian		2 Rollover contributions	
PARTICIPANT'S name		3 Roth conversion amount	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice and instructions for completing this form, see the 1999 Instructions for Forms 1099, 1098, 5498, and W-2G.
Francoise Bell		4 Fair market value of account	
TRUSTEE'S or ISSUER'S federal identification no.	PARTICIPANT'S social security number	5 Life insurance cost included in box 1	Form 5498
42-1234567	333-99-6666	6 IRA SEP SIMPLE Roth IRA Rollover Ed IRA	
Street address (including apt. no.)		7 SEP contributions	8 SIMPLE contributions
City, state, and ZIP code		9 Roth IRA contributions	10 Ed IRA contributions
Account number (optional)		11	12

Form 5498 Cat. No. 50010C Department of the Treasury - Internal Revenue Service  
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**Situation 3, Step #3(2)**

9698 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0119	
PAYER'S name, street address, city, state, and ZIP code		1 Gross distribution	2000 Form 1099-R Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
Roth IRA Custodian		2a Taxable amount	
PAYER'S Federal identification number		2b Taxable amount not determined	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2000 General Instructions for Forms 1099, 1098, 5498, and W-2G.
42-1234567		3 Capital gain (included in box 2a)	
RECIPIENT'S name		4 Federal income tax withheld	Form 1099-R
Francoise Bell		5 Employee contributions or insurance premiums	
Street address (including apt. no.)		6 Net unrealized appreciation in employer's securities	Form 1099-R
City, state, and ZIP code		7 Distribution code	
Account number (optional)		8 Other	Form 1099-R
9a Percentage of total distribution		9b Total employee contributions	
10 State tax withheld		11 State/Payer's state no.	Form 1099-R
13 Local tax withheld		14 Name of locality	
15 Local distribution		16	Form 1099-R
17		18	

Form 1099-R Cat. No. 14435Q Department of the Treasury - Internal Revenue Service  
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**Situation 3, Step #3(3)**

2628 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0747	
TRUSTEE'S or ISSUER'S name, street address, city, state, and ZIP code		1 IRA contributions (other than rollovers in boxes 2, 3, and 7-10)	2000 Form 5498 IRA Contribution Information
IRA Custodian		2 Rollover contributions	
PARTICIPANT'S name		3 Roth conversion amount	Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2000 General Instructions for Forms 1099, 1098, 5498, and W-2G.
Francoise Bell		4 Fair market value of account	
TRUSTEE'S or ISSUER'S federal identification no.	PARTICIPANT'S social security number	5 Life insurance cost included in box 1	Form 5498
42-1234567	333-99-6666	6 IRA SEP SIMPLE Roth IRA Rollover Ed IRA	
Street address (including apt. no.)		7 SEP contributions	8 SIMPLE contributions
City, state, and ZIP code		9 Roth IRA contributions	10 Ed IRA contributions
Account number (optional)		11	12

Form 5498 Cat. No. 50010C Department of the Treasury - Internal Revenue Service  
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## Recharacterizing, Continued from page 4

**Conclusion.** You will need to be ready to handle your accountholder requests to recharacterize an IRA contribution. Recharacterizations are confusing. This is especially true for 1999 contributions which are recharacterized in 2000, because, as with excess contributions, these recharacterization transactions will be reported on the 2000 Form 1099-R and the 2000 Form 5498 which are not furnished until January of 2001 or May 2001, which is obviously well after the time the accountholder needs the information to file his or her federal income tax return. This is why the IRS requires an IRA custodian to furnish a written explanation to the accountholder. We have enclosed the 1999 Form 8606 on page 8. ♦

### CWF Form 54-TR

Notice of Recharacterization of IRA Contribution	
<b>To: Current Custodian/Trustee</b> Name: _____ Date: _____ Address: _____ City/State/Zip: _____ Phone: (____) _____	
<b>From: Depositor or Grantor</b> Name: _____ SSN: _____ Address: _____ Date of Birth: _____ City/State/Zip: _____ Phone - Home: _____ Work: _____	
I hereby instruct you that I wish to irrevocably recharacterize my previous contribution. The successor IRA will be with the: <input type="checkbox"/> Current custodian/trustee or <input type="checkbox"/> successor custodian/trustee as indicated below. If I have indicated a successor custodian/trustee, then you are to issue a check for the amount indicated below to the successor custodian/trustee. I understand I must provide the following information to have my previous contribution recharacterized:	
<b>The Original Contribution</b> Account Number: _____ Date of Contribution: _____ Amount: _____	<b>The Recharacterized Contribution</b> Account Number: _____ Date of Contribution: _____ Amount: _____
<b>Type of Original Contribution (Check only one)</b> <input type="checkbox"/> 1. Conversion/rollover to Roth IRA. <input type="checkbox"/> 2. Annual contribution to a Roth IRA for _____ tax year. <input type="checkbox"/> 3. Annual contribution to a traditional IRA for _____ tax year.	<b>Type of Recharacterized Contribution</b> <input type="checkbox"/> 1. Rollover to a traditional IRA. <input type="checkbox"/> 2. Annual contribution to a traditional IRA for the same tax year. <input type="checkbox"/> 3. Annual contribution to a Roth IRA for the same tax year.
<b>Instruction and Amount to Recharacterize</b> I elect to recharacterize \$ _____. Which is <input type="checkbox"/> all or <input type="checkbox"/> a portion of my original contribution. It is adjusted by: a. Related Parties (Jesse) _____ b. Interest Penalty Fee _____ c. Administrative Fee _____ d. Other _____ e. Recharacterized Net Amount _____ I instruct you to transfer the recharacterized net amount to the successor custodian/trustee. I want this recharacterized net amount to come from the following assets held within my referenced IRA and paid in the instructed manner. I understand that there may be various fees associated with liquidating and/or transferring such assets in kind. These fees are set forth above. I authorize you to deduct such fees from the IRA. I acknowledge that you have instructed me to consult with my legal or tax advisor because of the complexity and importance of this matter. (This recharacterization is being made on or before the due date (including extensions) for filing my individual federal income tax return for the taxable year for which the contribution was made. I expressly assume all responsibility for this recharacterization of IRA funds. I realize that my election to recharacterize my contribution is irrevocable.) Signature of Depositor or Grantor: _____ Date: _____	
<b>Acknowledgment of Current IRA Custodian/Trustee:</b> We acknowledge receiving your recharacterization instruction. We will report the original contribution on Form 5498, showing the character of the contribution (annual, conversion, etc.) and will report the distribution for recharacterization on Form 1099-R per the current IRA instructions. If your recharacterized contribution has been made into an IRA that you maintain with us, then we will also report the aforementioned contribution as a rollover on a Form 5498. Signature of Current Custodian/Trustee: _____ Date: _____	
<b>Acceptance by Successor IRA Custodian/Trustee:</b> We, the successor custodian/trustee, agree to report this recharacterized contribution as identified above as a rollover contribution on Form 5498 and agree to accept this contribution as if it had originally been made to us rather than the previous trustee/custodian. Successor Custodian/Trustee: _____ Phone: _____ Address: _____ City/State/Zip: _____ Signature of Successor Custodian/Trustee: _____ Date: _____	
DB 864-TR (10/99) White - Original Custodian/Trustee Yellow - Successor Custodian/Trustee Pink - Depositor/Grantor © 1999 Gillis M. Pitts & Associates, Ltd.	

## QA EDUCATION IRAs AT A GLANCE

### WHAT IS AN EDUCATION IRA?

An IRA that is set up to pay the **qualified higher education expenses** of a designated beneficiary.

### WHERE CAN IT BE ESTABLISHED?

It can be opened in the United States at any bank or other IRS-approved entity that offers Education IRAs.

### FOR WHOM CAN AN EDUCATION IRA BE SET UP?

Any child who is under age 18.

### WHO CAN CONTRIBUTE TO AN EDUCATION IRA?

Generally any individual (including the beneficiary) whose **modified adjusted gross income** for the year is not more than \$110,000 (\$160,000 for married taxpayers filing jointly).

### IN 1999, WHAT IS THE LAST DAY A CONTRIBUTION TO AN EDUCATION IRA COULD HAVE BEEN MADE?

December 31, 1999

### ARE CONTRIBUTIONS DEDUCTIBLE? No

### WHY SHOULD SOMEONE CONTRIBUTE TO AN EDUCATION IRA?

It is a tax benefit for families saving for higher education costs.

### WHAT IS THE CONTRIBUTION LIMIT?

\$500 each year for each child.

### WHAT IF MORE THAN ONE EDUCATION IRA HAS BEEN OPENED FOR THE SAME CHILD?

The annual contribution limit is \$500 for each child, no matter how many Education IRAs are set up for that child.

### WHAT IF MORE THAN ONE INDIVIDUAL MAKES CONTRIBUTIONS FOR THE SAME CHILD?

The contribution limit is \$500 per child, no matter how many individuals contribute.

### CAN CONTRIBUTIONS OTHER THAN CASH BE MADE TO AN EDUCATION IRA? No.

### WHEN MUST CONTRIBUTIONS STOP?

No contributions can be made to a child's Education IRA after he or she reaches age 18. ♦

## THE IMPACT OF THE PRIVACY RULES OF THE GRAMM-LEACH- BLILEY ACT OF 1999

President Clinton signed the Gramm-Leach-Bliley Act of 1999 into law on November 12, 1999. There are seven titles to this Act. This article discusses the privacy law set out in Title V of the Act. These privacy laws are very broad and will apply to IRA customers and other pension customers. To a certain degree, privacy rights exist for an IRA accountholder because of the fiduciary relationship.

Regulations to implement these laws are required to be finalized not later than six months after the date of enactment (i.e. November 12, 1999). The privacy rules take effect six months thereafter unless the regulations provide a later date. So, financial institutions must be ready to comply with the privacy rules on November 12, 2000.

This article does not discuss the other titles of the Act—Title I – Facilitating Affiliation Among Banks, Securities Firms and Insurance Companies, Title II – Functional Regulation, Title III – Insurance, Title IV – Unitary Savings and Loan Holding Companies, Title VI – Federal Home Loan Bank System Modernization, and Title VII – Other Provisions.

The stated goal of this Title is the protection on nonpublic

personal information. “It is the policy of the Congress that each financial institution has an affirmative and continuing obligation to respect the privacy of its customers and to protect the security and confidentiality of those customers’ nonpublic personal information.” The applicable regulatory agencies are to establish standards for the financial institutions they regulate relating to administrative, technical, and physical safeguards—(1) to insure the security and confidentiality of customers’ records and information; (2) to protect against any anticipated threats or hazards to the security or integrity of such records; and (3) to protect against unauthorized access to or use of such records or information which could result in substantial harm or inconvenience to any customers.

Note that the Title defines the term “customer” very broadly. It covers individuals and businesses. Section 527 provides this definition. The term “customer” means, with respect to a financial institution, any person (or authorized representative of a person) to whom the financial institution provides a product or service, including that of acting as fiduciary. However, in some sections of this Title the term, “consumer” is used rather than “customer.”

The general rule is—a financial institution may not, directly or through an affiliate, disclose to a nonaffiliated third party any nonpublic personal information, unless such institution provides or has provided to the consumer a complying disclosure pursuant to section 503. If the disclosure is

provided, then it is permissible for the financial institution to disclose nonpublic personal information to a nonaffiliated third party.

Alternatively, a financial institution may not disclose to a nonaffiliated third party any nonpublic personal information, unless such institution clearly and conspicuously discloses to the consumer that such information may be disclosed to such third party; the consumer is given the opportunity before such disclosure happens to direct that such information not be disclosed to such third party; and the consumer is given an explanation of how the consumer can exercise that nondisclosure option. Exception: This alternative rule shall not prevent a financial institution from providing nonpublic personal information to a nonaffiliated third party to perform services for or functions on behalf of the financial institution, including marketing of the financial institution’s own products or services, or financial products or services offered pursuant to joint agreements between two or more financial institutions that comply with the requirements imposed by the regulations prescribed under section 504, if the financial institution fully discloses the providing of such information into a contractual agreement with the third party that requires the third party to maintain the confidentiality of such information.

A nonaffiliated third party’s use of this nonpublic personal information is now limited by law. Except as permitted by this subtitle, a nonaffiliated third party that receives information from a financial institution shall not, directly or

through an affiliate, disclose such information to any other person that is a nonaffiliated third party of both the financial institution and such receiving third party, unless such disclosure would be lawful if made directly to such other person by the financial institution. ♦

## MANDATORY DISCLOSURE REQUIREMENT

Each financial institution must disclose the institution’s policies and practices with respect to: (1) disclosing nonpublic personal information; (2) disclosing nonpublic personal information of persons who have ceased to be customers of the financial institution; and (3) protecting the nonpublic personal information of consumers (not customers). This disclosure must be furnished at the time the customer relationship is established with a consumer and not less than annually during the continuation of such relationship. The disclosure must be clear and conspicuous; it may be furnished in writing, in electronic form or other form as permitted by the regulation.

The disclosure shall include:

(1) the policies and practices of the institution with respect to disclosing nonpublic personal information to nonaffiliated third parties, other than agents of the institution, consistent with section 502 and including: (i) the categories of persons to whom the information is or may be

Continued on page 7

**Mandatory Disclosure,  
Continued from page 6**

disclosed, other than the person to whom the information may be provided pursuant to section 502(e) and (ii) the policies and practices of the institution with respect to disclosing nonpublic personal information of persons who have ceased to be customers of the financial institution.

(2) the categories of non-public personal information that are collected by the financial institution;

(3) the policies that the institution maintains to protect the confidentiality and security of nonpublic personal information; and

(4) the disclosure required, if any, under section 603(d)(2)(A)(iii) of the Fair Credit Reporting Act.

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*The term "customer information" means any information maintained by or for a financial institution which is derived from the relationship between the financial institution and a customer of the financial institution and is identified with the customer.*

*The term "document" means any information in any form.*

*The term "financial institution" means any institution engaged in the business of providing financial services to customers who maintain a credit, deposit, trust or other financial account or relationship with the institution. It includes any depository institution, any broker or dealer, any investment adviser or investment company, any loan or finance company, any credit card issuer or operator of a*

*credit card system, and any consumer reporting agency that compiles and maintains files on consumers on a nationwide basis. The term "financial institution" does not include any person or entity with respect to any financial activity that is subject to the jurisdiction of the Commodity Futures Trading Commission under the Commodity Exchange Act and does not include the Federal Agricultural Mortgage Corporation or any entity chartered and operating under the Farm Credit Act of 1971. The Federal Trade Commission, after consultation with the other regulators, may prescribe regulations clarifying or describing the types of institutions which shall be treated as financial institutions for purposes of this Title. ♦*

## COMBINED INFORMATION REPORTING AFTER A MERGER OR ACQUISITION

The IRS has created a new procedure (i.e. an alternative) to allow combined information reporting by a successor business entity in certain situations following a merger or acquisition. On December 27, 1999, the IRS issued Revenue Procedure 99-50.

A financial institution involved in a merger or acquisition will want to determine if it will qualify to use the new

alternative procedure and if so, will it benefit by its use. Both the predecessor and the successor will want to make this determination. As is well known, there is a substantial amount of liability associated with preparing and filing reporting forms. A predecessor will be relieved of its filing requirements only if the successor satisfies each of the requirements set forth in Rev. Proc. 99-50.

This revenue procedure is effective for the filing of forms filed after December 31, 1999. However, if such reporting forms were filed by the successor before 12-31-99 and there has been substantial compliance with the requirements of Rev. Proc. 99-50, then the predecessor's filing requirements are deemed satisfied.

With respect to what reporting forms may a financial institution use the new alternative procedure?

It may be used for preparing and filing certain Forms 1042-S, all forms in the series 1098, 1099, and 5498, and Forms W-2G. Thus, it applies to the major IRA forms, 1099-R and the 5498.

**What conditions must be met to use the new procedure?**

There are five (5) conditions to be met.

1. The successor business entity must acquire substantially all of the property (1) used in the trade or business of the predecessor (including certain situations when one or more corporations are absorbed by another corporation pursuant to a merger agreement or (2) used in a separate unit or trade or business of the predecessor.

2. During the pre-acquisition portion of the "acquisition year" (the calendar year in which the acquisition occurs), the predecessor is required to file information returns as a result of making or receiving payments, or withholding or collecting taxes, as provided under the appropriate sections of the Code and regulations set forth above;

3. During the post-acquisition portion of the acquisition year, the predecessor (for an acquisition described in section 3(1)(a)) or the separate unit of the predecessor (for an acquisition described in section 3(1)(b)) does not make or receive any such payments and does not withhold or collect any such tax;

4. The requirements of section 5 of this revenue procedure are met; and

5. The Internal Revenue Service instructions or publications relating to Forms 1042-S, a specific form in the series 1098, 1099, or Form 5498, or Forms W-2G do not prohibit use of the alternative procedure described in section 5.

### The Standard Procedure

Each person that makes or receives payments or withholds or collects taxes that are reportable is responsible to report those transactions. Thus, unless the alternative procedure is used, both the predecessor and the successor entity must file the reporting forms to report "their" reportable transactions occurring in the acquisition year.

### The Alternative Procedure

The predecessor and successor must agree in writing upon those specific forms to which the alternative procedure

**Continued on page 8**



## IRS Form 8606

**Form 8606** **Nondeductible IRAs** OMB No. 1545-0007  
 Department of the Treasury Internal Revenue Service **1999**  
 See separate instructions. **Attachment Sequence No. 48**  
 Attach to Form 1040, Form 1040A, or Form 1040NR.  
 Name: If married, file a separate form for each spouse required to file Form 8606. See page 5 of the instructions. Your social security number \_\_\_\_\_  
 Home address (number and street, or P.O. box if mail is not delivered to your home) Apt. no. \_\_\_\_\_  
 City, town or post office, state, and ZIP code \_\_\_\_\_  
**Part I Traditional IRAs (Nondeductible Contributions, Distributions, and Basis)**  
 Complete Part I if:  
 • You made nondeductible contributions to a traditional IRA for 1999.  
 • You received distributions from a traditional IRA in 1999 and you made nondeductible contributions to a traditional IRA in 1999 or an earlier year, or  
 • You converted part, but not all, of your traditional IRAs to Roth IRAs during 1999 and you made nondeductible contributions to a traditional IRA in 1999 or an earlier year. See the instructions for lines 8, 11, and 15 for special computations.  
 1 Enter your nondeductible contributions to traditional IRAs for 1999, including those made for 1999 from January 1, 2000, through April 17, 2000. See page 5 of the instructions. 1  
 2 Enter your total IRA basis for 1999 and earlier years. See page 5 of the instructions. 2  
 3 Add lines 1 and 2. 3  
**Did you receive any distributions (withdrawals) from traditional IRAs in 1999?**  
 No Enter the amount from line 3 on line 12. Do not complete the rest of Part I. 4  
 Yes Go to line 4. 4  
 4 Enter only those contributions included on line 1 that were made from January 1, 2000, through April 17, 2000. See page 5 of the instructions. 5  
 5 Subtract line 4 from line 3. 5  
 6 Enter the total value of **ALL** your traditional IRAs as of December 31, 1999, plus any outstanding rollovers. See page 5 of the instructions. 6  
 7 Enter the total distributions you received from traditional IRAs in 1999. **Do not** include rollovers. See page 5 of the instructions. 7  
 8 Add lines 6 and 7. (But if you converted part or all of your traditional IRAs to Roth IRAs in 1999, see page 5 of the instructions for the amount to enter.) 8  
 9 Divide line 5 by line 8 and enter the result as a decimal (rounded to at least 3 places). **Do not** enter more than "1.000". 9  
 10 Multiply line 7 by line 9. This is the amount of your nontaxable distributions for 1999. 10  
 11 Subtract line 10 from line 5. (But if you converted part or all of your traditional IRAs to Roth IRAs in 1999, see page 6 of the instructions for the amount to enter.) This is your basis in traditional IRAs as of December 31, 1999. 11  
 12 Add lines 4 and 11. This is your **total basis in traditional IRAs for 1999 and earlier years**. 12  
 13 **Taxable distributions from traditional IRAs.** Subtract line 10 from line 7. Enter the result here and include it in the total on Form 1040, line 15b; Form 1040A, line 10b; or Form 1040NR, line 16b. 13  
**Part II 1999 Conversions From Traditional IRAs to Roth IRAs**  
**Caution:** If you modified adjusted gross income is over \$100,000 or you are married filing separately and you lived with your spouse at any time in 1999, you **cannot** convert any amount from traditional IRAs to Roth IRAs for 1999. If you erroneously made a conversion, you must recharacterize (correct) the conversion. See page 6 of the instructions for details.  
 14a Enter the total amount that you converted from traditional IRAs to Roth IRAs in 1999. 14a  
 b Recharacterizations. (These are corrections of amounts converted from traditional IRAs to Roth IRAs in 1999.) See page 3 of the instructions. 14b  
 c Subtract line 14b from line 14a. This is the net amount you converted to Roth IRAs in 1999. 14c  
 15 Enter your basis in the amount you entered on line 14c. See page 6 of the instructions. 15  
 16 **Taxable amount of conversions.** Subtract line 15 from line 14c. Enter the result here and include this amount in the total on Form 1040, line 15b; Form 1040A, line 10b; or Form 1040NR, line 16b. 16  
 For Paperwork Reduction Act Notice, see page 8. Cat. No. 63505F Form 8606 (1999)

**Form 8606 (1999)** **Page 2**  
**Part III Distributions From Roth IRAs**  
**TIP** There is a worksheet on page 6 of the instructions to help you keep track of your contributions, distributions, and year-end balances in your Roth IRA. You may need these amounts in future years.  
 17 Enter the total Roth IRA distributions (withdrawals) you received in 1999. **Do not** include rollovers. 17  
 18a Enter your basis in your Roth IRA contributions for 1999. See page 6 of the instructions. 18a  
 b Enter your Roth IRA contributions for 1999, including those made for 1999 from January 1, 2000, through April 17, 2000. **Do not** include rollovers or amounts converted from traditional IRAs. 18b  
 c Recharacterizations of 1999 contributions to or from Roth IRAs. See page 6 of the instructions. 18c  
 18d Combine lines 18a through 18c. 18d  
 19 Subtract line 18d from line 17. If zero or less, enter -0- and **do not** complete the rest of Part III. **Note:** If you converted amounts from traditional IRAs to Roth IRAs in 1999 and elected to report the taxable income over 4 years, go to line 20a; otherwise, skip to line 21. 19  
 20a Subtract the amount from your 1999 Form 8606, line 17, from the amount on line 18d of this form and enter the result. 20a  
 b Enter the amount, if any, from your 1999 Form 8606, line 22. 20b  
 c Enter the 1999 taxable portion of your 1999 Roth IRA conversion. See page 7 of the instructions. Be sure to include this amount on line 27. 20c  
 d Add lines 20b and 20c. 20d  
 e Subtract line 20d from line 20a. If zero or less, enter -0-. 20e  
 21 Enter the **smaller** of line 19 or line 20e. If line 20e is blank, enter -0-. 21  
 22 Subtract line 21 from line 19. If zero, skip lines 23 through 26 and go to line 27. 22  
 23 Enter your basis in your Roth IRA conversions for 1999. See page 7 of the instructions. 23  
 24 Enter the amount, if any, from line 14c of this form. 24  
 25 Add lines 23 and 24. 25  
 26 Subtract line 25 from line 19. If zero or less, enter -0-. 26  
 27 **Taxable amount.** Add lines 20c, 21, and 26. Enter the total here and include this amount in the total on Form 1040, line 15b; Form 1040A, line 10b; or Form 1040NR, line 16b. **Note:** You may be subject to an additional 10% tax. See page 7 of the instructions for details. 27  
**Part IV Distributions From Education (Ed) IRAs**  
**Caution:** For 1999, a beneficiary can receive total contributions to Ed IRAs of up to \$500. See page 7 of the instructions if contributions exceeded \$500.  
 28 Enter the total Ed IRA distributions (withdrawals) you received in 1999. **Do not** include rollovers. 28  
 29 Do you elect to waive the exclusion from income for Ed IRA distributions? If you check "No," and exclude from income any portion of an Ed IRA distribution, no Hope or lifetime learning credit will be allowed for your 1999 qualified tuition and related expenses.  
☐ Yes. Enter -0-.  
☐ No. Enter your qualified higher education expenses for 1999. 29  
 30 **Taxable amount.** Is line 28 equal to or less than line 29?  
☐ Yes. Enter -0-; none of your Ed IRA distributions are taxable for 1999. But you should complete the worksheet on page 7 of the instructions to figure your basis in your Ed IRAs. You may need to know your basis in future years.  
☐ No. See the worksheet on page 7 of the instructions for the amount to enter. Also include this amount in the total on Form 1040, line 15b; Form 1040A, line 10b; or Form 1040NR, line 16b. 30  
**Note:** If you have a taxable amount on line 30, you may be subject to an additional 10% tax. See page 8 of the instructions for details, including exceptions to the additional tax.  
**Sign Here Only if You Are Filing This Form by Itself and Not With Your Tax Return**  
 Your signature \_\_\_\_\_ Date \_\_\_\_\_  
 Form 8606 (1999)

## Reporting After a Merger, Continued from page 7

sure will be used. Most likely the purchase/sales or merger agreement will cover how the reporting tasks will be satisfied.

There is not an "all or nothing" requirement. The predecessor and successor may agree to use the alternative procedure for all of the reporting forms or they may agree to limit the use of this alternative procedure to (1) certain specified forms or (2) certain specified reporting entities. Many times there is a unit, branch or location within a particular business entity which files its own separate information returns.

On each "appropriate form" the successor must combine (1) the payments made or received on account of a person by the predecessor in the pre-acquisition portion of the year with (2) the payments made or received on account of that person by the successor in that year, if any, and must report the aggregate amounts on account of that person for that year.

On each "appropriate form" the successor must also combine the amount of any tax withheld for a person by the predecessor in the pre-acquisition portion of the year with (2) the tax withheld for that person by the successor in that year, if any, and must report the aggregate amounts on account

of that person for that year.

The successor must also file a written statement with the IRS indicating that the appropriate forms are being filed on a combined basis in accordance with the requirements of Rev. Proc. 99-50. In addition, because tax most likely has been withheld (and paid to the IRS) by both the predecessor and successor, the written statement must reflect the amount of tax withheld by each. It must also include the name, address, telephone number, and Employer Identification Number of both the successor and predecessor, and the name and telephone number of the person responsible for preparing this written statement. The written statement for Forms 1042-S must be attached to the Form 1042 and mailed to the address for filing the Form 1042 (appearing in the instructions to the form) on or before the date the Form 1042 is due. This written statement for forms in the series 1098, 1099, 5498 and Form W-2G must be filed separately from such forms and Form 945. Unless directed otherwise by the instructions for the applicable forms, the written statement must be mailed to the following address on or before the date those forms are due:

Internal Revenue Service  
Martinsburg Computing Center  
230 Murall Drive  
Attention: Chief, Information Returns  
Branch  
Mail Stop 360  
Kearneysville WV 25430

Many IRS forms can be downloaded from their website at:  
[http://www.irs.ustreas.gov/prod/forms\\_pubs/formpub.html](http://www.irs.ustreas.gov/prod/forms_pubs/formpub.html)

The forms are available in PDF format, which will require Adobe Reader to read the file. If you don't have this plug-in, it is available free, with easy installation instructions, at:  
<http://www.adobe.com/products/acrobat/readstep.html>