

2016 Yearly Report Checklist for Iowa Credit Unions

DUE DATE	REPORT	DATE MAILED
1-22-2016	Credit Union Division – 2015 Year-end 5300 report	
2-1-2016	4 th Quarter 2015 sales tax collections due to state	
2-12-2016	Annual state sales tax collections due for annual reporters	
2-1-2016	Federal Government – 1090 Series to member (including 1098, 1099-OID)	
2-1-2016	W-2 to employees	
2-1-2016	Federal Government – Form 940	
2-1-2016	Annual 945 Return of Withheld Federal Income Tax	
2-1-2016	Individual Retirement Accounts – Credit Union Administered 1099R Copy B to member	
2-16-2016	1099-S – Proceeds from real estate transactions	
2-26-2016	State Government – Verified Summary of Payments	
2-29-2016 (e-file due date 3-31-2016)	Federal Government – W-2 and W-3	
2-29-2016 (e-file due date 3-31-2016)	Individual Retirement Accounts – Credit Union Administered 1099R Copy A to IRS	
2-29-2016 (e-file due date 3-31-2016)	Federal Government – 1090 series and Form 1096 to IRS	
3-1-2016	Home Mortgage Disclosure Act Data due to Federal Reserve Board	
3-15-2016	Federal Government – Form 1042S to member and to IRS	
4-22-2016	Credit Union Division – 1 st Quarter 5300 report	
5-2-2016	Employer’s 1 st Quarter 941 Federal Tax Return	
5-2-2016	1 st Quarter 2015 sales tax collections due to state	
5-1-2016 through 6-30-2016	Quarterly Data Match Invoices to Dept. of Human Services (DHS), State of Iowa	
5-16-2016	Federal Government – IRS form 990	
5-16-2016	Federal Government – IRS form 990-T – Report of Unrelated Business Income	
5-31-2016	Individual Retirement Account – Credit Union Administered 5498 to member Education 5498 and IRA 5498 to IRS	
7-22-2016	Credit Union Division – Mid-year 5300 report (2 nd Quarter 5300 report)	
7-29-2016	Federal Government – Form G-4 to Federal Reserve	
8-1-2016	Employer’s 2 nd Quarter 941 Federal Tax Return	
8-1-2016	2 nd Quarter 2015 sales tax collections due to state	
8-1-2016	Mechanical Repair Insurance filing form to state	
10-28-2016	Credit Union Division – 3 rd Quarter 5300 report	
10-31-2016	Employer’s 3 rd Quarter 941 Federal Tax Return	
11-1-2016	State Government – Unclaimed Property UP1 & UP2	
10-31-2016	3 rd Quarter 2014 sales tax collections due to state	
1-31-2017	Employer’s 4 th Quarter 941 Federal Tax Return	
Within 10 days after annual meeting	Credit Union Division – Oath of Directors	
Within 10 days after election of officials	NCUA Regional Director – Report of Officials (4501-FCUs & 9610 FISCUS) (Credit Union Profile)	
Immediately after organizational meeting	Update information on League web site regarding directors, etc.	
Local county decides	Moneys & Credits Tax	

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REPORT	DUE DATE	DATE MAILED
State Credit Union Division		
2015 Year-end 5300 report	1-22-2016	
1 st Quarterly 5300 report	4-22-2016	
2 nd Quarterly 5300 report (Mid-year report)	7-22-2016	
3 rd Quarterly 5300 report	10-28-2016	
Oath of directors	Within 10 days after annual meeting	
National Credit Union Administration		
Home Mortgage Disclosure Act Data due to Federal Reserve Board	3-1-2016	
Report of Officials (4501-FCUs and 9610 FISCUs) (Credit Union Profile)	Within 10 days after election of officials	
Iowa Credit Union League		
Information on League web site regarding directors, etc.	Immediately after organizational meeting	
Federal Government		
1096 (transmittal form to accompany 1099s)	2-29-2016	
1090 SERIES	TO MEMBER TO IRS	
-1098 – Mortgage Interest Over \$600-including home equity lines of credit	2-1-2016 2-29-2016	
-1098E – Student Loan Interest Over \$600	2-1-2016 2-29-2016	
-1099-A – Acquisition or Abandonment of property	2-1-2016 2-29-2016	
-1099-C – Cancellation of Debt	2-1-2016 2-29-2016	
-1099-DIV – Dividends and Distributions	2-1-2016 2-29-2016	
-1099-INT – Interest Income	2-1-2016 2-29-2016	
-1099-OID – Certificates over 1-year which do not pay interest until maturity	2-1-2016 2-29-2016	
-1099-MISC – Miscellaneous Income	2-1-2016 2-29-2016	
-1099-S – Proceeds from real estate transactions	2-16-2016 2-29-2016	
	E-File: 3-31-2016	
940 – Employer’s Annual Federal Unemployment Tax Return	2-1-2016	
941 – Employer’s Quarterly Federal Tax Return	5-2-2016, 8-1-2016, 10-31-2016, 1-31-2017	
945 – Annual Return of Withheld Federal Income Tax	2-1-2016	
W-2 to employees	2-1-2016	
W-2 to Federal Government	2-29-2016	
W-3 (transmittal form for W-2)	2-29-2016	
990 – Exemption from tax	5-16-2016	
990T – Report of Unrelated Business Income	5-16-2016	
1042S – Foreign person’s US Source Income Subject to withholding		
To Member	3-15-2016	
To IRS	3-15-2016	
Federal Reserve Form G-4 (securities bought on margin)	7-29-2016	
State Government		
VSP (Verified summary withholding payments)	2-26-2016	
Invoices to Dept. of Human Services for Qtrly. Data Match Requirement	5-1-2016 through 6-30-2016	
Mechanical Repair Insurance filing form to state	8-1-2016	
Unclaimed property UPI & UP2	11-1-2016	
Moneys & Credits Tax	Local county decides	
Sales Tax Collections due	2-1-2016, 5-2-2016, 8-1-2016, 10-31-2016 Annually 2-1-2016	
Individual Retirement Accounts		
If credit union-administered:		
-1099R Copy A to IRS	2-29-2016	E-File: 3-31-2016
Copy B to member	2-1-2016	
-5498 to member for all other IRAs	5-31-2016	E-File: 3-31-2016
-5498 to IRS	5-31-2016	E-File: 3-31-2016
<i>If IRAs are administered by Ascensus (formerly CUNA Mutual Group), please refer to the IRA Direct website under “calendar.”</i>		

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