5498 Upload Instructions

Participant Information with form data

Document Overview:

Tax Year	Template Version	Last Updated on	New Updates
2025	5498_Participant_1.0	Feb, 2026	No new updates

General Instructions

File Specifications

- **File Format**: Ensure the file is saved as .CSV (Comma-Separated Values). Other formats like .xls or .xlsx are not supported. See how to convert other file formats to CSV
- **File Size**: The file size should not exceed the specified limit (e.g., 15 MB). Split large files into smaller ones if necessary.
- **Row Limit**: Rows exceeding 20,000 entries should be split into multiple files to ensure smooth processing.
- **Encoding**: Use UTF-8 encoding to avoid errors with special characters or unsupported languages.

Data and Input Specifications

- **Mandatory Fields**: Fields marked as required or mandatory must be filled for every record.
- **Empty Fields**: If a value is not applicable, leave the field blank rather than using placeholders like "N/A" or "NULL."
- **Comma in Values**: If any of the values contain commas, enclose them in double quotes (EX. "Brown, Davis & Partners").
- **Headers & Column Order**:
  - Headers can be edited as needed.
  - **Do not change the order of columns,** as the system maps data based on column position.
- **Duplicate Records**: Duplicates can cause errors or inconsistencies in the submission process. Therefore, ensure that each record is unique by removing any duplicate rows.

- **Predefined Values**: For fields with fixed-choice options, ensure you use values exactly as defined in the template instructions.
- **Special Characters**: All special characters are allowed except < > ; { } [ ] _ \ ! : ? = (These characters will be removed before upload.) If any text has a dot followed by letters, a space will be added after the dot.

Field Name	Description	Maximum Length	Allowed Input Characters
Participant reference number	The participant reference number is a unique identifier assigned to each participant.	100	Alphabets and Numbers All special characters
If the type of TIN is individual TIN (SSN, ITIN, and ATIN), First name and Last name fields are mandatory.			
Participant type of TIN*	The type of the Taxpayer Identification Number (TIN) applicable to the participant.	16	Allowed entries are EIN, SSN, ITIN, and ATIN. Alternatively, you can use the following numbers to indicate TIN type. 1 = EIN 2 = SSN 3 = ITIN 4 = ATIN 5 = TIN not provided If you leave the participant TIN field blank, it will be considered an error. The participant TIN cannot be empty. When the TIN type is 'TIN not provided', the participant name field is mandatory.
Participant TIN*	A nine-digit number issued to businesses, U.S. citizens, permanent residents, and temporary (working) residents. The acceptable formats are XX-XXXXXXX,	11	Numbers Allowed special character is - TIN is allowed with or without hyphen

	XXX-XX-XXXX, XXXXXXXXX		
Participant name (if participant TIN is EIN or TIN not provided)**	Participant name refers to the name of the entity or business responsible for making payments.	75	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Participant first name (if the participant TIN is SSN, ATIN or ITIN)*	The first name of the participant	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Participant middle initial (if the participant TIN is SSN, ATIN or ITIN)*	The middle initial of the participant	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Participant last name (if the participant TIN is SSN, ATIN or ITIN)*	The family or surname of the participant	20	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Participant suffix (if the participant TIN is SSN, ATIN or ITIN) (1=Jr 2=Sr 3=I 4=II 5=III 6=IV 7=V 8=VI 9=VII)	Generational or professional titles (e.g., Jr., Sr., III) to the participant for accurate identification.	6	Alphabets and Numbers Allowed special character is .(Dot) Allowed values: "Junior", "Jr", "Senior", "Sr", "I", "II", "III", "IV", "V", "VI", and "VII".
Participant DBA/trade name	The registered name under which a business operates and conducts its affairs, distinct from its legal or registered name. Even entities that are disregarded by the IRS for tax purposes can be reported here.	75	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? = If you have multiple trade names, separate them with a comma.
Participant country*	Enter the Country or Country Code as per the IRS standards. Refer to IRS Country Codes	27	Alphabets **Note**: If left blank, it will be considered as "US".

Participant address line 1*	Enter the primary street address for the participant residence or business.	46	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Participant address line 2	An optional field for additional address details such as apartment, suite, unit, or building number.	46	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Participant city/town*	The municipality or urban area where the participant resides or conducts business.	50	Alphabets and Numbers Allowed special characters only . ' -
Participant state/province/territory*	State/province/territory in which the participant resides or conducts business.	50	Alphabets and Numbers All special characters allowed except < > ; { } [ ] _ \ ! : ? =
Participant ZIP code/postal code*	If the participant is from the US, the zip code must be filled out. Otherwise, the postal code should be provided.	16	US: Numbers - 5 digits, plus an optional 4 digits (ZIP+4 format). Foreign: Up to 16 characters allowed. Special character allowed hyphen (-) slash (/)
Participant email address	Enter the participant's email address if you want to opt for recipient portal access for the participant. Recipient portal access is a feature that allows participant's to view or download the form copies online.	100	Alphabets and Numbers Allowed special characters are . - _ + and @
Participant phone number	Enter the participant's phone number	15	Numbers Allowed special characters are + - ( ) and spaces

Account number	Account number is a unique identifier used to distinguish the same type of return filed for the participant for the same tax year.	20	Alphabets and Numbers Allowed special characters are : # & , . - ' + ~ @ ^ * |
Box 1 - IRA contributions (other than amounts in boxes 2–4, 8–10, 13a, and 14a)	Enter Traditional IRA contributions made for tax year 2025, including contributions made through April 15, 2026. Do not include amounts reported in Boxes 2–4, 8–10, 13a, or 14a.	13	Numbers including decimals **Note**: Do not enter amounts with positive/negative signs
Box 2 – Rollover contributions	Enter amounts rolled over to the IRA from another qualified plan or IRA during 2025. Do not include Roth IRA conversions.	13	Numbers including decimals **Note**: Do not enter amounts with positive/negative signs
Box 3 – Roth IRA conversion amount	Enter the amount converted from a Traditional or SIMPLE IRA to a Roth IRA during 2025.	13	Numbers including decimals **Note**: Do not enter amounts with positive/negative signs
Box 4 – Recharacterized contributions	Enter contributions (plus earnings) that were recharacterized from one type of IRA to another during the year.	13	Numbers including decimals **Note**: Do not enter amounts with positive/negative signs
Box 5 - FMV of account	Enter the Fair Market Value of the IRA account	13	Numbers including decimals **Note**: Do not enter amounts with positive/negative signs
Box 6 – Life insurance cost included in box 1	Enter the portion of IRA contributions used to purchase life insurance contracts	13	Numbers including decimals **Note**: Do not enter amounts with positive/negative signs

Box 7a – IRA	Indicates if the type of IRA account is IRA.	5	Allowed values are Yes/No or 1/0 or True/False or X/Y=Yes (Checked) N=No (Unchecked) **Note**: If you leave this field blank, it will be automatically assigned as 'No' for the participant.
Box 7b - SEP	Indicates if the type of IRA account is SEP.	5	Allowed values are Yes/No or 1/0 or True/False or X/Y=Yes (Checked) N=No (Unchecked) **Note**: If you leave this field blank, it will be automatically assigned as 'No' for the participant.
Box 7c - SIMPLE	Indicates if the type of IRA account is SIMPLE.	5	Allowed values are Yes/No or 1/0 or True/False or X/Y=Yes (Checked) N=No (Unchecked) **Note**: If you leave this field blank, it will be automatically assigned as 'No' for the participant.
Box 7d - Roth IRA	Indicates if the type of IRA account is Roth IRA.	5	Allowed values are Yes/No or 1/0 or True/False or X/Y=Yes (Checked) N=No (Unchecked) **Note**: If you leave this field blank, it will be automatically assigned as 'No' for the participant.
Box 8 – SEP contributions	Enter employer SEP IRA contributions made during 2025, including contributions made for 2024.	13	Numbers including decimals **Note**: Do not enter amounts with positive/negative signs

Box 9 – SIMPLE contributions	Enter employer SIMPLE IRA contributions made during 2025, including contributions made for 2024.	13	Numbers including decimals **Note**: Do not enter amounts with positive/negative signs
Box 10 – Roth IRA contributions	Enter Roth IRA contributions and qualified rollover contributions from QTP	13	Numbers including decimals **Note**: Do not enter amounts with positive/negative signs
Box 11 - Check if RMD for 2026 (Yes/No or 1/0 or True/False or X/Y=Yes N=No)	Indicate whether the participant is required to take a Required Minimum Distribution (RMD)	5	Allowed values are Yes/No or 1/0 or True/False or X/Y=Yes (Checked) N=No (Unchecked) **Note**: If you leave this field blank, it will be automatically assigned as 'No' for the participant.
Box 12a – RMD date	Date by which the RMD must be distributed to avoid excise tax. Required if Box 11 = Yes.	10	Date in MM/DD/YYYY format.
Box 12b – RMD amount	Enter the required minimum distribution amount. Required if Box 11 = Yes.	13	Numbers including decimals **Note**: Do not enter amounts with positive/negative signs
Box 13a – Postponed / late Contribution	Enter the amount of postponed or late rollover contributions	13	Numbers including decimals **Note**: Do not enter amounts with positive/negative signs
Box 13b – Year	Year to which the postponed contribution applies. Mandatory if Box 13a > 0.	4	Numbers only (YYYY).
Box 13c – Code	Enter the code identifying the reason for the postponed or late contribution	2	Allowed values - FD, PL, EO, PO, SC

Box 14a – Repayments	Enter repayments of qualified distributions	13	Numbers including decimals **Note**: Do not enter amounts with positive/negative signs
Box 14b – Code	Enter the code identifying the type of repayment	2	Allowed values - QR, DD, BA, EP, DA, TI
Box 15a – FMV of certain specified assets	Enter the Fair Market Value of certain specified non-traditional assets held in the IRA	13	Numbers including decimals **Note**: Do not enter amounts with positive/negative signs
Box 15b – Code1	Enter the first asset type code (A–H) that describes the certain specified assets reported in Box 15a. "H" should be only mentioned either in Box 15b – Code1 or Box 15b – Code2	1	Allowed values - A, B, C, D, E, F, G, H
Box 15b – Code2	Enter the second asset type code (A–H), if applicable, to further describe the certain specified assets reported in Box 15a. "H" should be only mentioned either in Box 15b – Code1 or Box 15b – Code2	1	Allowed values - A, B, C, D, E, F, G, H
Postponed contribution reason	If the code in Box 13c is **EO**, enter the contribution reason.	5	Allowed values - **13239, 12744, 13119** **13239** - Afghanistan and associated direct support areas **12744 -** Arabian Peninsula areas **13119 -** Yugoslavia operations areas

	If the code in Box 13c is **PL**, enter the contribution reason.	6	Allowed values - **115-97, 106-21** **115-97 -** Sinai Peninsula of Egypt **106-21 -** Yugoslavia operations areas
	If the code in Box 13c is **FD, PO, and SC**, enter the contribution reason	20	Alphabets and Numbers All special characters allowed except # & ( ) – ' , . $ % +

Error Handling

Once the data is uploaded, you can review the import summary. If there are any errors in the imported
data, you can fix the errors by clicking '**Fix Error**' under the '**Action**' column. You'll also have the option
to skip the errors and proceed with the success records.

If there are multiple errors, follow these steps to export and fix the errors.

1. To export the entries as a CSV file, click '**Export**' on the '**Import Summary**' page and download the file.
2. After fixing the errors, upload the file again and proceed with filing.

We recommend you follow the instructions carefully and double-check the information before uploading to avoid errors.