



It's time to prepare for 2009 Tax Processing!



It is time once again to begin preparation for the upcoming tax season. FIS would like to help make this task as effortless as possible. We offer a full range of tax reporting services to simplify and assist you with your 2009 tax processing.



We've made it even easier to sign up!
Go to www.mercurydelivers.com/TaxProcessing
to sign-up **online** for 2009 Tax Processing.

Information on the different services, critical deadlines and pricing is available on the web site. Sign-up is quick and easy. However, so that we can plan accordingly, you must sign-up by **no later than December 1, 2009**. A late fee of **\$50.00** will be added for tax service sign-ups received after that date.

Save time, save money and preserve your sanity.
Sign-up today on our web site at:

www.mercurydelivers.com/TaxProcessing

Thank you for allowing us to assist you in providing your members with this very important service!

HOW TO SIGN-UP



The preferred method for sign-up is via our web site at:

www.mercurydelivers.com/TaxProcessing/. It's fast, convenient and accurate. However if you prefer to sign-up manually, you may use the attached sign-up form.

The following steps **MUST** be completed before FIS can process taxes for your credit union.

- 1. Complete the appropriate sign-up forms for services you are requesting by December 1, 2009.** If you are signing up manually, sign, date and return the sign-up form to FIS postmarked by **December 1, 2009**.
Note: If you are a Director Client the tax services available to you are for 1099-INT and 1098 processing only. Due to changes in other forms, other services are not offered.
- 2. Complete IRS Form 6847.** Form 6847 gives the IRS your permission to release your information to states that participate in the combined filing program. This form must be completed, signed and **FAXED** to FIS by **December 1, 2009**. This must be done even if you are using the online sign-up. Your sign-up is not complete until we receive your completed IRS Form 6847. We only require a faxed copy of the completed form! (fax to 801-575-5139)
- 3. Deposits.** Deposits are **not required** and **will NOT** be billed to you. By completing and signing this form or signing up on the website, you agree to the minimum \$160 charge (see cancellation dates)

below). You will be billed for your services after they have been completed. If we do not receive your sign-up information by December 1, 2009 or we receive any incomplete forms, you will be billed a \$50.00 late fee. **Do not send a deposit! It will be returned to you.**

4. You do **NOT** need to send a check with your sign-up forms. Once we have processed your taxes in 2010, you will be billed for the costs, including any penalties for late receipt of forms or data.
5. **Thursday, January 7, 2010**, is the deadline for receiving your tax data files. Electronic tax files that are not received by FIS by midnight, January 7, 2010 will incur an automatic **\$15 per business day late fee**.
6. **Cancellations:** If you elect to cancel your tax processing, you must notify us **in writing** as soon as possible. Please see the table below for the minimum amount you will be billed as part of the agreement to a minimum charge should you cancel. Any late fees incurred are non-refundable.

Cancellation Refund Schedule	
Cancellation date	You will be billed as your minimum:
Before December 1, 2009	\$0.00
December 1 – December 15, 2009	\$65.00
December 16 or later	\$160.00

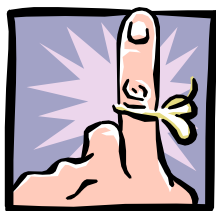
7. **Mercury Requirements:** Mercury clients must be on the latest Mercury release with IRS compliant tax programs when your tax files are created. Mercury version 9.1.XX or higher has the required tax programs. Tax files created with Mercury versions without the updated programs are not in the correct format and may be rejected by the IRS. The credit union is responsible for any issues resulting from this.

In December you will receive the year-end packet which contains information about Mercury, tax deadline reminders, special processing information we may need and instructions on how to electronically send us your data files.

Please be prompt in meeting all deadlines. Your failure to send in your data on time could delay processing of your tax forms and result in missing federally mandated due dates which may incur penalties by the IRS for your credit union. In addition, this is the busiest time of year for the U.S. Postal Service; therefore, it requires that we get our processing done early so that your members can receive their forms as soon as possible.



Help us to deliver the service we know you want your members to have by completing the order process, filling in all forms completely, and sending your data on time. Please send your tax files to us by **Thursday, January 7, 2010**.



And remember, we cannot transmit your tax file to the IRS unless we have your signed IRS Form 6847 faxed to us (fax to 801-580-5139) by December 1, 2009.

FIS 2009 TAX PROCESSING SIGN-UP FORM

By signing below you agree to pay the \$160 minimum charge as described for your Tax Processing. You also acknowledge that you have read and agree to the applicable charges, fees, deadlines and billable dates as described.

CU NAME _____

Client # _____

Signature _____

Email _____

Title _____

Date _____

1099-INT Processing Overview

The 1099-INT form reports dividends paid to your members during the year. There are three options available, check the option you wish us to deliver:

Full Service 1099-INT

- FIS will print and mail forms to your members by or before January 31, 2010 (price includes postage).
- Duplicates in PDF format will be uploaded to your Web Vault account for your records.
- Data transmission to the IRS by or before the IRS due date

MAP* Client: \$1.24 per form, Minimum Charge \$160.00

Non-MAP* or Director Client: \$3.84 per form, Minimum Charge \$360.00

Shared Service 1099-INT

- Forms are printed, stuffed and sealed in tax envelopes and shipped in bulk to your credit union for distribution to your members. There will be an additional \$60.00 shipping and handling fee.
- Duplicates in PDF format will be uploaded to your Web Vault account for your records .
- Data transmission to the IRS by or before the IRS due date

MAP* Client: \$.84 per form, Minimum Charge \$160.00

Non-MAP* or Director Client: \$3.84 per form, Minimum Charge \$360.00

IRS Data Transmission Only

- Member information is processed and submitted to the IRS electronically by or before the IRS due date

MAP* Client: \$160.00 flat fee

Non-MAP* or Director Client: \$360.00 flat fee

1098 Processing Overview

(You must be signed up for 1099-INT processing)

The 1098 form reports Real Estate or Mortgage interest paid by your members during the year. There are three options available. If you wish this tax service, check the option below that you wish us to deliver.

Full Service 1098

- FIS will print and mail forms to your Members by or before January 31, 2010 (price includes postage).
- Duplicates in PDF format will be uploaded to your Web Vault account for your records.
- Data Transmission to the IRS by for before the IRS due date.

MAP* Client: \$1.24 per form, Minimum Charge \$80.00

Non-MAP* or Director Client: \$3.84 per form, Minimum Charge \$360.00

Shared Service 1098

- Forms are printed, stuffed and sealed in tax envelopes and shipped in bulk to your credit union for distribution to your members. There will be an additional \$45.00 shipping and handling fee.
- Duplicates in PDF format will be uploaded to your Web Vault account for your records .
- Data transmission to the IRS by or before the IRS due date.

MAP* Client: \$.84 per form, Minimum Charge \$80.00

Non-MAP* or Director Client: \$3.84 per form, Minimum Charge \$360.00

IRS Data Transmission Only 1098

- Member information is processed and submitted to the IRS by or before the IRS due date

MAP* Client: \$80.00 flat fee

Non-MAP* or Director Client: \$360.00 flat fee

MAP* - Mercury Advantage Program. If your MAP is current as of 12/31/2009 you will pay MAP Client pricing.

IRA Reporting 1099-R Processing Overview

The 1099-R form reports IRA account distributions for the year. The forms will be printed and mailed to your members by or before January 31, 2010. Information will be sent to the IRS by or before the IRS due date. Duplicates in PDF format will be uploaded to your Web Vault account for your records.

Note: If you are currently using an IRA processing vendor such as CUNA Mutual Group IRA Services, they will provide IRA services. You can contact them at (800) 356-9140.

Full Service 1099-R

(You must be signed up for 1099-INT processing)

MAP* Client: \$3.84 per form, Minimum Charge \$160.00

Non-MAP* Client: \$7.65 per form, Minimum Charge \$360.00

Director Client: NOT AVAILABLE

IRA 5498 Processing Overview

The 5498 form reports IRA contributions for the tax year through April 15th of the following year. The forms will be printed and mailed to your members by the IRS due date. Information will be submitted to the IRS by the IRS due date for electronic files. Duplicates in PDF format will be uploaded to your Web Vault account for your records.

Full Service IRA 5498 Reporting

(You must be signed up for 1099-INT processing)

MAP* Client: \$3.84 per form, Minimum Charge \$160.00

Non-MAP* Client: \$7.65 per form, Minimum Charge \$360.00

Director Client: NOT AVAILABLE

Coverdell 1099-Q Processing Overview

The 1099-Q form reports Coverdell account distributions for the year. The forms will be printed and mailed to your members by or before the January 31, 2010. Information will be sent to the IRS by or before the IRS due date. Duplicates in PDF format will be uploaded to your Web Vault account for your records.

Note: If you are currently using an IRA processing vendor such as CUNA Mutual Group IRA Services, they will provide IRA services. You can contact them at (800) 356-9140.

Full Service Coverdell 1099-Q Reporting

(You must be signed up for 1099-INT processing)

MAP* Client: \$3.84 per form, Minimum Charge \$160.00

Non-MAP* Client: \$7.65 per form, Minimum Charge \$360.00

Director Client: NOT AVAILABLE

Coverdell 5498-ESA Processing Overview

The 5498-ESA form reports contributions to Coverdell accounts. The forms will be printed and mailed to your members by April 30, 2010. Information will be submitted to the IRS by the IRS due date for electronic files. Duplicates in PDF format will be uploaded to your Web Vault account for your records.

Full Service 5498-ESA Reporting

(You must be signed up for 1099-INT processing)

MAP* Client: \$3.84 per form, Minimum Charge \$160.00

Non-MAP* Client: \$7.65 per form, Minimum Charge \$360.00

Director Client: NOT AVAILABLE

1099-SA Processing Overview

The 1099-SA form reports Health Savings Account distributions for the year. The forms will be printed and mailed to your members by or before the January 31, 2010. Information will be sent to the IRS by or before the IRS due date. Duplicates in PDF format will be uploaded to your Web Vault account for your records.

Full Service 1099-SA Reporting

(You must be signed up for 1099-INT processing)

MAP* Client: \$3.84 per form, Minimum Charge \$160.00

Non-MAP* Client: \$7.65 per form, Minimum Charge \$360.00

Director Client: NOT AVAILABLE

5498-SA Processing Overview

The 5498-SA form reports contributions to qualified Health Savings Accounts. The forms will be printed and mailed to your members by May 31, 2010. Information will be submitted to the IRS by the IRS due date for electronic files. Duplicates in PDF format will be uploaded to your Web Vault account for your records.

Full Service 5498-SA Reporting

(You must be signed up for 1099-INT processing)

MAP* Client: \$3.84 per form, Minimum Charge \$160.00

Non-MAP* Client: \$7.65 per form, Minimum Charge \$360.00

Director Client: NOT AVAILABLE

Form 6847 IRS Release Tax Information

Form 6847 (see next page) grants the IRS permission to release your data to the state. Due to the importance of this form it must be completed, signed and returned to FIS before tax processing can begin.

Please sign and fax the form to us (801-575-5139) immediately. No coversheet is necessary.

Form **6847**
(Rev. September 2008)

Department of the Treasury – Internal Revenue Service
**Consent for Internal Revenue Service to
Release Tax Information**

I authorize the IRS to release information returns (Forms 1099-DIV, INT, G, MISC, OID, PATR, R and 5498), filed electronically at the Enterprise Computing Center-Martinsburg (ECC-MTB) as part of the Combined Federal/State Filing Program, to the officers and employees of the State tax agencies charged with processing and handling this data in the course of their tax administration duties. Returns may be disclosed to the tax agency in the State shown on the file record. The State tax agency may use the information for any purpose permitted by State law.

This consent is effective from the date signed and until the date the IRS/ECC-MTB Information Reporting Program receives a written revocation from me. This form does not have to be sent every year. Send **Form 6847** to Internal Revenue Service, Enterprise Computing Center-Martinsburg, Information Reporting Program, 230 Murall Drive, Kearneysville, WV 25430.

Business Name		Taxpayer Identification Number (TIN)	
Street Address		Transmitter Control Code (TCC)	
City	State	ZIP Code	
Telephone	E-mail		
Signature (See instructions)		Date	
Signature of Attesting Officer (If a corporation)		Date	

Instructions:

The type of business entity filing the returns determines the individual authorized to sign this consent. The following is a list of business entities and persons authorized to sign consent on behalf of the entity.

1. **Sole proprietorship**—owner.
2. **Partnership**—any person who is a partner during any part of the period covered by the returns.
3. **S corporation under Subchapter S or Chapter 1 of the Internal Revenue Code**—any shareholder during any part of the period covered by the returns.
4. **Corporation**—any principal officer (the consent must also be attested to by the secretary or other corporate officer).

Note: An attorney-in-fact for the filer may also sign consent, however, a written authorization from an appropriate person as described above must be attached.