

# 2025 Instructions for Form 1099-R Distributions From Pensions, Annuities, Retirement or Profit- Sharing Plans, IRAs, Insurance Contracts, etc.

11/20/2025 5:18 pm CST

[View Official IRS Instructions](#) | [View General Instructions](#)

## General Instructions

- [Future Developments](#)
- [What's New](#)
- [Reminders](#)

## Specific Instructions

- [Designated Roth Account Contributions](#)
- [IRA Distributions](#)
- [IRA Revocation or Account Closure](#)
- [Plan Escheatment](#)
- [Deductible Voluntary Employee Contributions \(DVECs\)](#)
- [Direct Rollovers](#)
- [Explanation to Recipients Before Eligible Rollover Distributions \(Section 402\(f\) Notice\)](#)
- [Transfers](#)
- [Corrective Distributions](#)
- [Distributions under Employee Plans Compliance Resolution System \(EPCRS\)](#)
- [Failing the ADP or ACP Test After a Total Distribution](#)
- [Loans Treated as Distributions](#)
- [Permissible Withdrawals Under Section 414\(w\)](#)
- [Corrected Form 1099-R](#)
- [Filer](#)
- [Beneficiaries](#)
- [Alternate Payee under a Qualified Domestic Relations Order \(QDRO\)](#)
- [Nonresident Aliens](#)
- [Statements to Recipients](#)
- [Account Number](#)
- [Box 1. Gross Distribution](#)
- [Box 2a. Taxable Amount](#)
- [Box 2b. Taxable Amount not Determined](#)
- [Box 2b. Total Distribution](#)
- [Box 3. Capital Gain \(Included in Box 2a\)](#)

- [Box 4. Federal Income Tax Withheld](#)
- [Box 5. Employee Contributions/Designated Roth Contributions or Insurance Premiums](#)
- [Box 6. Net Unrealized Appreciation \(NUA\) in Employer's Securities](#)
- [Box 7. Distribution Code\(s\)](#)
- [Box 8. Other](#)
- [Box 9a. Your Percentage of Total Distribution](#)
- [Box 9b. Total Employee Contributions](#)
- [Box 10. Amount allocable to IRR Within 5 years](#)
- [Box 11. 1st Year of Desig. Roth Contrib.](#)
- [Box 12. FATCA Filing Requirement Check Box](#)
- [Box 13. Date of Payment Box](#)
- [Boxes 14-19. State and Local Information](#)
- [Table 1. Guide to Distribution Codes](#)

Section references are to the Internal Revenue Code unless otherwise noted.

## Future Developments [Return to top](#)

For the latest information about developments related to Forms 1099-R and 5498 and their instructions, such as legislation enacted after they were published, go to [IRS.gov/Form1099R](https://www.irs.gov/Form1099R) or [IRS.gov/Form5498](https://www.irs.gov/Form5498).

You can get the General Instructions for Certain Information Returns at [IRS.gov/1099GeneralInstructions](https://www.irs.gov/1099GeneralInstructions).

## What's New [Return to top](#)

**New code Y for box 7.** We added a new code "Y" to the list of codes for box 7 to identify a qualified charitable distribution (QCD). See [Qualified charitable distributions \(QCDs\)](#), later.

## Reminders [Return to top](#)

In addition, see the [2025 General Instructions for Certain Information Returns](#) for information on the following topics.

- Who must file (certain Foreign Financial Institutions (FFIs) and U.S. payers that report on Form(s) 1099 to satisfy their Internal Revenue Code chapter 4 reporting requirements).
- When and where to file.
- Electronic reporting.
- Corrected and void returns.
- Statements to recipients.
- Taxpayer identification numbers (TINs).
- Backup withholding.
- Penalties.
- The definitions of terms applicable for chapter 4 purposes that are referenced in these instructions.
- Other general topics.

**Automatic rollover amount.** Beginning January 1, 2024, the automatic rollover amount increased from \$5,000 to \$7,000. See [Automatic rollovers](#), later.

**Information Reporting Intake System (IRIS).** [top](#) The IRS has developed IRIS, an online portal for e-filing information returns. Go to [IRS.gov/IRIS](https://irs.gov/IRIS) for more information.

**Online fillable forms.** [top](#) To ease statement furnishing requirements, Copies B, C, 1, and 2 have been made fillable online in a PDF format available at [IRS.gov/Form1099R](https://irs.gov/Form1099R) and [IRS.gov/Form5498](https://irs.gov/Form5498). You can complete these copies online for furnishing statements to recipients and for retaining in your own files.

## Specific Instructions for Form 1099-R [Return to top](#)

File Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc., for each person to whom you have made a designated distribution or are treated as having made a distribution of \$10 or more from profit-sharing or retirement plans, any individual retirement arrangements (IRAs), annuities, pensions, insurance contracts, survivor income benefit plans, permanent and total disability payments under life insurance contracts, charitable gift annuities, etc.

Designated Roth nonelective contributions and designated Roth matching contributions must be reported on Form 1099-R for the year in which the contributions are allocated. See Q&A L-9 of Notice 2024-2, available at [IRS.gov/irb/2024-02\\_IRB#NOT-2024-2](https://irs.gov/irb/2024-02_IRB#NOT-2024-2)

Also, report on Form 1099-R death benefits payments made by employers that are not made as part of a pension, profit-sharing, or retirement plan. See [Box 1](#), later.

Payments of reportable death benefits in accordance with final regulations published under section 6050Y must be reported on Form 1099-R.

Reportable disability payments made from a retirement plan must be reported on Form 1099-R.

Generally, do not report payments subject to withholding of social security and Medicare taxes on this form. Report such payments on Form W-2, Wage and Tax Statement.

**TIP.** *There is no special reporting for qualified health savings account (HSA) funding distributions described in section 408(d)(9), or for the payment of qualified health insurance premiums (including long-term care insurance premiums) for retired public safety officers described in section 402(l).*

**Reportable death benefits.** [top](#) Under section 6050Y and the regulations thereunder, a payer must report reportable death benefits paid after December 31, 2018, in connection with a life insurance contract transferred after December 31, 2018, in a reportable policy sale. Reportable death benefits are amounts paid by reason of the death of the insured under a life insurance contract that has been transferred in a reportable policy sale. In general, a reportable policy sale is the acquisition of an interest in a life insurance contract, directly or indirectly, if the acquirer has no substantial family, business, or financial relationship with the insured apart from the acquirer's interest in such life insurance contract. The payer of reportable death benefits must file a return that includes certain information, including the name of the reportable death benefits payment recipient, the date and gross amount of each payment, and the payer's estimate of the buyer's investment in the contract. Under Regulations section 1.6050Y-4(e), however, a payer does not have to file a return for reportable death benefits payments in certain situations, including when the reportable death benefits payments are made to certain foreign payees and when the payer does not receive, and has no knowledge of any issuer having received, a reportable policy sale payment statement.

**Military retirement annuities.** [top](#) Report payments to military retirees or payments of survivor benefit annuities on Form 1099-R. Report military retirement pay awarded as a property settlement to a former spouse under the name and TIN of the recipient, not that of the military retiree.

**Caution!** Use [Code 7](#) in box 7 for reporting military pensions or survivor benefit annuities. Use Code 4 for reporting death benefits paid to a survivor beneficiary on a separate Form 1099-R. Do not combine with any other codes.

**Governmental section 457(b) plans.** [top](#) Report on Form 1099-R, not Form W-2, income tax withholding and distributions from a section 457(b) plan maintained by a state or local government employer. Distributions from a governmental section 457(b) plan to a participant or beneficiary include all amounts that are paid from the plan. For more information, see Notice 2003-20 on page 894 of Internal Revenue Bulletin (IRB) 2003-19 at [IRS.gov/pub/irs-irbs/irb03-19.pdf](https://www.irs.gov/pub/irs-irbs/irb03-19.pdf). Also, see [Governmental section 457\(b\) plan distributions](#), later, for information on distribution codes.

**Nonqualified plans.** [top](#) Report any reportable distributions from commercial annuities. Report distributions to employee plan participants from section 409A nonqualified deferred compensation plans and eligible nongovernmental section 457(b) plans on Form W-2, not on Form 1099-R; for nonemployees, these payments are reportable on Form 1099-NEC. Report distributions to beneficiaries of deceased plan participants on Form 1099-MISC. For more information, see the Instructions for Forms [1099-MISC](#) and [1099-NEC](#) at [IRS.gov/pub/irs-pdf/i1099mec.pdf](https://www.irs.gov/pub/irs-pdf/i1099mec.pdf).

**Section 404(k) dividends.** [top](#) Distributions of section 404(k) dividends from an employee stock ownership plan (ESOP), including a tax credit ESOP, are reported on Form 1099-R. Distributions other than section 404(k) dividends from the plan must be reported on a separate Form 1099-R.

Section 404(k) dividends paid directly from the corporation to participants or their beneficiaries are reported on Form 1099-DIV. See Announcement 2008-56, 2008-26 I.R.B. 1192, available at [IRS.gov/irb/2008-26\\_IRB#ANN-2008-56](https://www.irs.gov/irb/2008-26_IRB#ANN-2008-56).

**Charitable gift annuities.** [top](#) If cash or capital gain property is donated in exchange for a charitable gift annuity, report distributions from the annuity on Form 1099-R. See [Charitable gift annuities](#), later.

**Life insurance, annuity, and endowment contracts.** [top](#) Report payments of matured or redeemed annuity, endowment, and life insurance contracts. However, you do not need to file Form 1099-R to report the surrender of a life insurance contract if it is reasonable to believe that none of the payment is includible in the income of the recipient. If you are reporting the surrender of a life insurance contract, see [Code 7](#), later. See, however, [Box 1](#), later, for [FFIs reporting in a manner similar to section 6047\(d\)](#) for the purposes of chapter 4 of the Internal Revenue Code.

Report premiums paid by a trustee or custodian for the cost of current life or other insurance protection. Costs of current life insurance protection are not subject to the 10% additional tax under section 72(t). See [Cost of current life insurance protection](#), later.

Report charges or payments for a qualified long-term care insurance contract against the cash value of an annuity contract or the cash surrender value of a life insurance contract, which is excludable from gross income under section 72(e)(11). See [Code W](#), later.

**Section 1035 exchange.** [top](#) A tax-free section 1035 exchange is the exchange of (a) a life insurance contract for another life insurance contract, or for an endowment or annuity contract, or for a qualified long-term care insurance contract; or (b) a contract of endowment insurance for another contract of endowment insurance that provides for regular payments to begin no later than they would have begun under the old contract, or for an annuity contract, or for a

qualified long-term care insurance contract; or (c) an annuity contract for an annuity contract or for a qualified long-term care insurance contract; or (d) a qualified long-term care insurance contract for a qualified long-term care insurance contract. A contract shall not fail to be treated as an annuity contract or as a life insurance contract solely because a qualified long-term care insurance contract is a part of or a rider on such contract. However, the distribution of other property or the cancellation of a contract loan at the time of the exchange may be taxable and reportable on a separate Form 1099-R.

These exchanges of contracts are generally reportable on Form 1099-R. However, reporting on Form 1099-R is not required if (a) the exchange occurs within the same company; (b) the exchange is solely a contract for contract exchange, as defined above, that does not result in a designated distribution; and (c) the company maintains adequate records of the policyholder's basis in the contracts. For example, a life insurance contract issued by Company X received in exchange solely for another life insurance contract previously issued by Company X does not have to be reported on Form 1099-R as long as the company maintains the required records. See Rev. Proc. 92-26, 1992-1 C.B. 744, for certain exchanges for which reporting is not required under section 6047(d). Also, see Rev. Rul. 2007-24, 2007-21 I.R.B. 1282, available at [IRS.gov/irb/2007-21\\_IRB#RR-2007-24](https://www.irs.gov/irb/2007-21_IRB#RR-2007-24), for certain transactions that do not qualify as tax-free exchanges. For more information on partial exchanges of annuity contracts, see Rev. Proc. 2011-38, 2011-30 I.R.B. 66, available at [IRS.gov/irb/2011-30\\_IRB#RP-2011-38](https://www.irs.gov/irb/2011-30_IRB#RP-2011-38).

Regulations under section 6050Y provide that a section 1035 exchange constitutes a reportable policy sale in limited circumstances. Death benefits paid by reason of the death of the insured under the life insurance contract issued in such circumstances are reportable death benefits that must be reported on Form 1099-R.

For more information on reporting taxable exchanges, see [Box 1](#), later.

**Prohibited transactions.** [top](#) If an IRA owner engages in a prohibited transaction with respect to an IRA, the assets of the IRA are treated as distributed on the first day of the tax year in which the prohibited transaction occurs. IRAs that hold non-marketable securities and/or closely held investments, in which the IRA owner effectively controls the underlying assets of such securities or investments, have a greater potential for resulting in a prohibited transaction. Enter [Code 5](#) in box 7.

## Designated Roth Account Contributions [Return to top](#)

An employer offering a section 401(k), 403(b), or governmental section 457(b) plan may allow participants to contribute all or a portion of the elective deferrals they are otherwise eligible to make to a separate designated Roth account established under the plan. Contributions made under a section 401(k) plan must meet the requirements of Regulations section 1.401(k)-1(f) (Regulations section 1.403(b)-3(c) for a section 403(b) plan). Under the terms of the section 401(k) plan, section 403(b) plan, or governmental section 457(b) plan, the designated Roth account must meet the requirements of section 402A.

**Caution!** *A separate Form 1099-R must be used to report the total annual distribution from a designated Roth account.*

**Distributions allocable to an in-plan Roth rollover (IRR).** The distribution of an amount allocable to the taxable amount of an IRR, made within the 5-year period beginning with the first day of the participant's tax year in which the rollover was made, is treated as includible in gross income for purposes of applying section 72(t) to the distribution. The total amount allocable to such an IRR is reported in box 10. See the instructions for [Box 10](#), later. An IRR is a rollover within a retirement plan to a designated Roth account in the same plan. See Notice 2010-84, 2010-51 I.R.B. 872, available at

[IRS.gov/irb/2010-51\\_IRB#NOT-2010-84](https://www.irs.gov/irb/2010-51_IRB#NOT-2010-84), as modified by Notice 2013-74, 2013-52 I.R.B. 819, available at [IRS.gov/irb/2013-52\\_IRB#NOT-2013-74](https://www.irs.gov/irb/2013-52_IRB#NOT-2013-74).

## IRA Distributions [Return to top](#)

**Types of IRAs.** [top](#) An IRA can be either a traditional IRA or a Roth IRA. In general, individuals may make their own contributions to their traditional IRAs or Roth IRAs. In addition, certain employers have arrangements under which the employer may contribute to IRAs of their employees.

Under a simplified employee pension (SEP) arrangement, an employer contributes to traditional IRAs (sometimes referred to as traditional SEP IRAs) or Roth IRAs (sometimes referred to as Roth SEP IRAs) of its employees. Individuals may separately make their own contributions to the same IRAs to which their employer contributes under a SEP arrangement.

Under a savings incentive match plan for employees (SIMPLE) IRA plan, an employer contributes salary reduction contributions (at the election of the employee), matching contributions and/or nonelective contributions to traditional IRAs (sometimes referred to as traditional SIMPLE IRAs) or Roth IRAs (sometimes referred to as Roth SIMPLE IRAs) of its employees. However, a SIMPLE IRA (whether a traditional SIMPLE IRA or a Roth SIMPLE IRA) is subject to certain restrictions that do not generally apply to other traditional IRAs or Roth IRAs. For example, an individual cannot make their own contributions to a SIMPLE IRA. In addition, there are various restrictions related to distributions and contributions during the initial 2 years of participation in the SIMPLE IRA plan.

References to traditional IRAs generally include traditional SEP IRAs and traditional SIMPLE IRAs, unless otherwise stated. Likewise, references to Roth IRAs generally include Roth SEP IRAs and Roth SIMPLE IRAs, unless otherwise stated.

**IRAs other than Roth IRAs.** [top](#) Unless otherwise instructed, distributions from any IRA that is not a Roth IRA must be reported in boxes 1 and 2a. Check the "Taxable amount not determined" box in box 2b. But see:

- [Traditional IRA](#), later, for how to report the withdrawal of IRA contributions under section 408(d)(4) and for reporting a corrective distribution from an IRA under section 408(d)(5);
- [Transfers](#), later, for information on trustee-to-trustee transfers, including recharacterizations;
- [IRA Revocation or Account Closure](#), later, for reporting IRA revocations or account closures due to Customer Identification Program failures; and
- [SIMPLE IRAs](#), later, for reporting a transfer from a [traditional SIMPLE IRA to a traditional IRA that is not a SIMPLE IRA](#) within the first 2 years of plan participation.

The [direct rollover](#) provisions beginning later do not apply to distributions from any IRA. However, taxable distributions from traditional IRAs that are not traditional SIMPLE IRAs may be rolled over into an eligible retirement plan. See section 408(d)(3). Traditional SIMPLE IRAs may also be rolled over into an eligible retirement plan, but only after the first 2 years of plan participation.

An IRA includes all investments under one IRA plan or account. File only one Form 1099-R for distributions from all investments under one plan that are paid in 1 year to one recipient, unless you must enter different [codes](#) in box 7. You do not have to file a separate Form 1099-R for each distribution under the plan.

**Roth IRAs.** [top](#) For distributions from a Roth IRA, report the gross distribution in box 1 but generally leave box 2a blank. Check the "Taxable amount not determined" box in box 2b. Enter [Code J, Q, or T](#), as appropriate, in box 7. Do not use

any other codes with [Code Q](#) or [Code T](#). You may enter Code 8, P, or S with [Code J](#). For the withdrawal of excess contributions, see [Roth IRA](#) under Box 2a. Taxable amount, later. It is not necessary to mark the IRA/SEP/SIMPLE checkbox.

**Reporting Roth IRA conversions.** [top](#) You must report a traditional IRA distribution that you know is converted this year to a Roth IRA in boxes 1 and 2a (checking box 2b "Taxable amount not determined" unless otherwise directed elsewhere in these instructions), even if the conversion is a trustee-to-trustee transfer or is with the same trustee. Enter [Code 2](#) or [7](#) in box 7 depending on the participant's age.

**IRA escheatment.** [top](#) Payments made from IRAs to state unclaimed property funds must be reported on Form 1099-R. See Rev. Rul. 2018-17, 2018-25 I.R.B. 753, available at [IRS.gov/irb/2018-25\\_IRB#RR-2018-17](https://www.irs.gov/irb/2018-25_IRB#RR-2018-17), as modified by Notice 2018-90, 2018-49 I.R.B. 826, available at [IRS.gov/irb/2018-49\\_IRB#NOT-2018-90](https://www.irs.gov/irb/2018-49_IRB#NOT-2018-90).

**TIP.** *For deemed IRAs under section 408(q), use the rules that apply to traditional IRAs or Roth IRAs, as applicable. Simplified employee pension (SEP) IRAs and savings incentive match plan for employees (SIMPLE) IRAs, however, may not be used as deemed IRAs.*

**Deemed IRAs.** [top](#) For more information on deemed IRAs in qualified employer plans, see Regulations section 1.408(q)-1.

## IRA Revocation or Account Closure [Return to top](#)

If a traditional or Roth IRA is revoked during its first 7 days (under Regulations section 1.408-6(d)(4)(ii)) or is closed at any time by the IRA trustee or custodian due to a failure of the taxpayer to satisfy the Customer Identification Program requirements described in section 326 of the USA PATRIOT Act, the distribution from the IRA must be reported. In addition, Form 5498, IRA Contribution Information, must be filed to report any regular, rollover, Roth IRA conversion, SEP IRA, or SIMPLE IRA contribution to an IRA that is subsequently revoked or closed by the trustee or custodian.

If a regular contribution is made to a traditional or Roth IRA that is later revoked or closed, and a distribution is made to the taxpayer, enter the gross distribution in box 1. If no earnings are distributed, enter 0 (zero) in box 2a and [Code 8](#) in box 7 for a traditional IRA and [Code J](#) for a Roth IRA. If earnings are distributed, enter the amount of earnings in box 2a. For a traditional IRA, enter [Codes 1](#) and [8](#), if applicable, in box 7; for a Roth IRA, enter [Codes J](#) and [8](#), if applicable. These earnings could be subject to the 10% additional tax under section 72(t). If a rollover contribution is made to a traditional or Roth IRA that is later revoked or closed, and distribution is made to the taxpayer, enter in boxes 1 and 2a of Form 1099-R the gross distribution and the appropriate code in box 7 ([Code J](#) for a Roth IRA). Follow this same procedure for a transfer from a traditional or Roth IRA to another IRA of the same type that is later revoked or closed. The distribution could be subject to the 10% additional tax under section 72(t).

If an IRA conversion contribution or a rollover from a qualified plan is made to a Roth IRA that is later revoked or closed, and a distribution is made to the taxpayer, enter the gross distribution in box 1 of Form 1099-R. If no earnings are distributed, enter 0 (zero) in box 2a and [Code J](#) in box 7. If earnings are distributed, enter the amount of the earnings in box 2a and [Code J](#) in box 7. These earnings could be subject to the 10% additional tax under section 72(t).

If an employer makes a contribution under a SEP arrangement or a SIMPLE IRA plan and the employee's SEP IRA or SIMPLE IRA is revoked by the employee or is closed by the trustee or custodian, report the distribution as fully taxable.

For more information on IRAs that have been revoked, see Rev. Proc. 91-70, 1991-2 C.B. 899.



## Roth SEP IRAs and Roth SIMPLE IRAs [Return to top](#)

Employer matching and nonelective contributions made to a Roth SEP or Roth SIMPLE IRA must be reported in the same manner as the reporting that would have applied if (1) there were no after-tax contributions made to any of the employee's IRAs, and (2) the matching or nonelective contributions were made to an IRA that was not a Roth IRA and then immediately converted to a Roth IRA. So, employer matching and nonelective contributions made to a Roth SEP or Roth SIMPLE IRA must be reported for the year in which the contributions are made to the employee's Roth IRA, with the total reported in boxes 1 and 2a, using code 2 or 7 in box 7 and the IRA/SEP/SIMPLE checkbox in box 7 checked.

## Plan Escheatment [Return to top](#)

Payments made from qualified plans on or after January 1, 2022, to state unclaimed property funds must be reported on Form 1099-R. See Rev. Rul. 2020-24, 2020-45 I.R.B. 965, available at [IRS.gov/irb/2020-45\\_IRB#REV-RUL-2020-24](https://www.irs.gov/irb/2020-45_IRB#REV-RUL-2020-24).

## Deductible Voluntary Employee Contributions (DVECs) [Return to top](#)

If you are reporting a total distribution from a plan that includes a distribution of DVECs, you may file a separate Form 1099-R to report the distribution of DVECs. If you do, report the distribution of DVECs in boxes 1 and 2a on the separate Form 1099-R. For the direct rollover (explained later) of funds that include DVECs, a separate Form 1099-R is not required to report the direct rollover of the DVECs.

## Direct Rollovers [Return to top](#)

You must report a direct rollover of an eligible rollover distribution. A direct rollover is the direct payment of the distribution from a qualified plan, a section 403(b) plan, or a governmental section 457(b) plan to a traditional IRA, Roth IRA, or other eligible retirement plan. For additional rules regarding the treatment of direct rollovers from designated Roth accounts, see [Designated Roth accounts](#), later. A direct rollover may be made for the employee, for the employee's surviving spouse, for the spouse or former spouse who is an alternate payee under a qualified domestic relations order (QDRO), or for a nonspouse designated beneficiary, in which case the direct rollover can only be made to an inherited IRA. If the distribution is paid to the surviving spouse, the distribution is treated in the same manner as if the spouse were the employee. See Part V of Notice 2007-7, 2007-5 I.R.B. 395, available at [IRS.gov/irb/2007-05\\_IRB#NOT-2007-7](https://www.irs.gov/irb/2007-05_IRB#NOT-2007-7), and Notice 2020-51, 2020-29 I.R.B. 73, available at [IRS.gov/irb/2020-29\\_IRB#NOT-2020-51](https://www.irs.gov/irb/2020-29_IRB#NOT-2020-51), for guidance on direct rollovers by nonspouse designated beneficiaries. Also, see Notice 2008-30, Part II, 2008-12 I.R.B. 638, available at [IRS.gov/irb/2008-12\\_IRB#NOT-2008-30](https://www.irs.gov/irb/2008-12_IRB#NOT-2008-30), which has been amplified and clarified by Notice 2009-75, 2009-39 I.R.B. 436, available at [IRS.gov/irb/2009-39\\_IRB#NOT-2009-75](https://www.irs.gov/irb/2009-39_IRB#NOT-2009-75), for questions and answers covering rollover contributions to Roth IRAs.

An eligible rollover distribution is any distribution of all or any portion of the balance to the credit of the employee (including net unrealized appreciation (NUA)) from a qualified plan, a section 403(b) plan, or a governmental section 457(b) plan except the following.

1. One of a series of substantially equal periodic payments made at least annually over:
  - a. The life of the employee or the joint lives of the employee and the employee's designated beneficiary,
  - b. The life expectancy of the employee or the joint life and last survivor expectancy of the employee and the employee's designated beneficiary, or



- c. A specified period of 10 years or more.
2. A required minimum distribution (RMD) under section 401(a)(9). A plan administrator is permitted to assume there is no designated beneficiary for purposes of determining the minimum distribution.
3. Elective deferrals (under section 402(g)(3)) and employee contributions (including earnings on each) returned because of the section 415 limits.
4. Corrective distributions of excess deferrals (under section 402(g)) and earnings.
5. Corrective distributions of excess contributions under a qualified cash or deferred arrangement (under section 401(k)) and excess aggregate contributions (under section 401(m)) and earnings.
6. Loans treated as deemed distributions (under section 72(p)). However, qualified plan loan offset amounts and plan loan offset amounts can be eligible rollover distributions. See section 402(c)(3)(C) and Regulations section 1.402(c)-2, Q/A-9 and [Plan Loan Offsets](#), later.
7. Section 404(k) dividends.
8. Cost of current life insurance protection.
9. Distributions to a payee other than the employee, the employee's surviving spouse, a spouse or former spouse who is an alternate payee under a QDRO, or a nonspouse designated beneficiary.
10. Any hardship distribution.
11. A permissible withdrawal under section 414(w).
12. Prohibited allocations of securities in an S corporation that are treated as deemed distributions.
13. Distributions of premiums for accident or health insurance under Regulations section 1.402(a)-1(e).

Amounts paid under an annuity contract purchased for and distributed to a participant under a qualified plan can qualify as eligible rollover distributions. See Regulations section 1.402(c)-2, Q/A-10.

**Automatic rollovers.** [top](#) Eligible rollover distributions may also include involuntary distributions that are more than \$1,000 but not more than \$7,000 and are made from a qualified plan to an IRA on behalf of a plan participant. Involuntary distributions are generally subject to the automatic rollover provisions of section 401(a)(31)(B) and must be paid in a direct rollover to an IRA, unless the plan participant elects to have the rollover made to another eligible retirement plan or to receive the distribution directly.

For information on the notification requirements, see [Explanation to Recipients Before Eligible Rollover Distributions \(Section 402\(f\) Notice\)](#), later. For additional information, also see Notice 2005-5, 2005-3 I.R.B. 337, available at [IRS.gov/irb/2005-03\\_IRB#NOT-2005-5](https://www.irs.gov/irb/2005-03_IRB#NOT-2005-5), as modified by Notice 2005-95, 2005-51 I.R.B. 1172, available at [IRS.gov/irb/2005-51\\_IRB#NOT-2005-95](https://www.irs.gov/irb/2005-51_IRB#NOT-2005-95).

**Reporting a direct rollover.** [top](#) Report a direct rollover in box 1 and a 0 (zero) in box 2a, unless the rollover is a direct rollover of a qualified rollover contribution other than from a designated Roth account. See [Qualified rollover contributions as defined in section 408A\(e\)](#), later. You do not have to report capital gain in box 3 or NUA in box 6. Enter [Code G](#) in box 7 unless the rollover is a direct rollover from a designated Roth account to a Roth IRA. See [Designated Roth accounts](#), later. If the direct rollover is made by a nonspouse designated beneficiary, also enter [Code 4](#) in box 7.

Prepare the form using the name and social security number (SSN) of the person for whose benefit the funds were rolled over (generally, the participant), not those of the trustee of the traditional IRA or other plan to which the funds were rolled.

If part of the distribution is a direct rollover and part is distributed to the recipient, prepare two Forms 1099-R.

For guidance on allocation of after-tax amounts to rollovers, see Notice 2014-54, 2014-41 I.R.B. 670, available at [IRS.gov/irb/2014-41\\_IRB#NOT-2014-54](https://www.irs.gov/irb/2014-41_IRB#NOT-2014-54).

For more information on eligible rollover distributions, including substantially equal periodic payments, RMDs, and plan loan offset amounts, see Regulations sections 1.402(c)-2 and 1.403(b)-7(b). See Rev. Rul. 2014-9, 2014-17 I.R.B. 975, available at [IRS.gov/irb/2014-17\\_IRB#RR-2014-9](https://www.irs.gov/irb/2014-17_IRB#RR-2014-9), for information on rollovers to qualified plans. Also, see Rev. Rul. 2002-62, which is on page 710 of IRB 2002-42 at [IRS.gov/pub/irs-irbs/irb02-42.pdf](https://www.irs.gov/pub/irs-irbs/irb02-42.pdf), for guidance on substantially equal periodic payments.

**TIP.** *For information on distributions of amounts attributable to rollover contributions separately accounted for by an eligible retirement plan and if permissible timing restrictions apply, see Rev. Rul. 2004-12, 2004-7 I.R.B. 478, available at [IRS.gov/irb/2004-07\\_IRB#RR-2004-12](https://www.irs.gov/irb/2004-07_IRB#RR-2004-12), as modified by Notice 2013-74.*

**Designated Roth accounts.** [top](#) A direct rollover from a designated Roth account may only be made to another designated Roth account or to a Roth IRA. A distribution from a Roth IRA, however, cannot be rolled over into a designated Roth account. In addition, a plan is permitted to treat the balance of the participant's designated Roth account and the participant's other accounts under the plan as accounts held under two separate plans for purposes of applying the automatic rollover rules of section 401(a)(31)(B) and Q/A-9 through Q/A-11 of Regulations section 1.401(a)(31)-1. Thus, if a participant's balance in the designated Roth account is less than \$200, the plan is not required to offer a direct rollover election or to apply the automatic rollover provisions to such balance.

A distribution from a designated Roth account that is a qualified distribution is tax free. A qualified distribution is a payment that is made both after age 59½ (or after death or disability) and after the 5-tax-year period that begins with the first day of the first tax year in which the employee makes a contribution to the designated Roth account. Certain amounts, including corrective distributions, cannot be qualified distributions. See Regulations section 1.402A-1.

If any portion of a distribution from a designated Roth account that is not includible in gross income is to be rolled over into a designated Roth account under another plan, the rollover must be accomplished by a direct rollover. Any portion not includible in gross income that is distributed to the employee, however, cannot be rolled over to another designated Roth account, though it can be rolled over into a Roth IRA within the 60-day period described in section 402(c)(3). In the case of a direct rollover, the distributing plan is required to report to the recipient plan the amount of the investment (basis) in the contract and the first year of the 5-tax-year period, or that the distribution is a qualified distribution.

For a direct rollover of a distribution from a designated Roth account to a Roth IRA, enter the amount rolled over in box 1 and 0 (zero) in box 2a. Use [Code H](#) in box 7. For all other distributions from a designated Roth account, use [Code B](#) in box 7, unless [Code E](#) applies. If the direct rollover is from one designated Roth account to another designated Roth account, also enter [Code G](#) in box 7.

For a direct rollover of a distribution from a section 401(k) plan, a section 403(b) plan, or a governmental section 457(b) plan to a designated Roth account in the same plan, enter the amount rolled over in box 1, the taxable amount in box 2a, and any basis recovery amount in box 5. Use [Code G](#) in box 7.

**Qualified rollover contributions as defined in section 408A(e).** [top](#) A qualified rollover contribution as defined in section 408A(e) is:

- A rollover contribution to a Roth IRA from another IRA that meets the requirements of section 408(d)(3), or
- A rollover contribution to a Roth IRA from an eligible retirement plan (other than an IRA) that meets the requirements of section 408A(e)(1)(B).

For reporting a rollover from a traditional IRA to a Roth IRA, see [Reporting Roth IRA conversions](#), earlier.

For a direct rollover of an eligible rollover distribution to a Roth IRA (other than from a designated Roth account), report the total amount rolled over in box 1, the taxable amount in box 2a, and any basis recovery amount in box 5. (See the instructions for [Box 5. FMV of Account](#), later.) Use [Code G](#) in box 7. If the direct rollover is made on behalf of a nonspouse designated beneficiary, also enter [Code 4](#) in box 7.

For reporting instructions for a direct rollover from a designated Roth account, see [Designated Roth accounts](#), earlier.

## Explanation to Recipients Before Eligible Rollover Distributions (Section 402(f) Notice) [Return to top](#)

For qualified plans, section 403(b) plans, and governmental section 457(b) plans, the plan administrator must provide to each recipient of an eligible rollover distribution an explanation using either a written paper document or an electronic medium (section 402(f) notice). The explanation must be provided no more than 180 days and no fewer than 30 days before making an eligible rollover distribution or before the annuity starting date. However, if the recipient who has received the section 402(f) notice affirmatively elects a distribution, you will not fail to satisfy the timing requirements merely because you make the distribution fewer than 30 days after you provided the notice as long as you meet the requirements of Regulations section 1.402(f)-1, Q/A-2. The electronic section 402(f) notice must meet the requirements for using electronic media in Regulations section 1.401(a)-21.

The notice must explain the rollover rules, the special tax treatment for certain lump-sum distributions, the direct rollover option (and any default procedures), the mandatory 20% withholding rules, and an explanation of how distributions from the plan to which the rollover is made may have different restrictions and tax consequences than the plan from which the rollover is made.

For periodic payments that are eligible rollover distributions, you must provide the notice before the first payment and at least once a year as long as the payments continue. For section 403(b) plans, the payer must provide an explanation of the direct rollover option within the time period described earlier or some other reasonable period of time.

Notice 2020-62, 2020-35 I.R.B. 476, available at [IRS.gov/irb/2020-35\\_IRB#NOT-2020-62](https://www.irs.gov/irb/2020-35_IRB#NOT-2020-62), contains two safe harbor explanations that may be provided to recipients of eligible rollover distributions from an employer plan in order to satisfy section 402(f).

**Involuntary distributions.** [top](#) For involuntary distributions paid to an IRA in a direct rollover (automatic rollover), you may satisfy the notification requirements of section 401(a)(31)(B)(i) either separately or as a part of the section 402(f) notice. The notification must be in writing and may be sent using electronic media in accordance with Q/A-5 of Regulations section 1.402(f)-1. Also, see [Notice 2005-5, Q/A-15](#).

## Transfers [Return to top](#)

Generally, do not report a transfer between trustees or issuers that involves no payment or distribution of funds to the participant, including a trustee-to-trustee transfer from one IRA to another IRA, valid transfers from one section 403(b) plan in accordance with paragraphs 1 through 3 of Regulations section 1.403(b)-10(b), or for the purchase of permissive service credit under section 403(b)(13) or section 457(e)(17) in accordance with paragraph 4 of Regulations section 1.403(b)-10(b) and Regulations section 1.457-10(b)(8). However, you must report:

- Recharacterized IRA contributions;
- Roth IRA conversions;
- Direct rollovers from qualified plans, section 403(b) plans, or governmental section 457(b) plans, including any direct rollovers from such plans that are IRRs or are qualified rollover contributions described in section 408A(e); and
- Direct payments from IRAs to accepting employer plans.

**IRA recharacterizations.** [top](#) You must report each recharacterization of an IRA contribution. If a participant makes a contribution to an IRA (first IRA) for a year, the participant may choose to recharacterize the contribution by transferring, in a trustee-to-trustee transfer, any part of the contribution (plus earnings) to another IRA (second IRA). The contribution is treated as made to the second IRA (recharacterization). A recharacterization may be made with the same trustee or with another trustee. The trustee of the first IRA must report the recharacterization as a distribution on Form 1099-R and the contribution to the first IRA and its character on Form 5498.

Enter the fair market value (FMV) of the amount recharacterized in box 1, 0 (zero) in box 2a, and [Code R](#) in box 7 if reporting a recharacterization of a prior year (2024) contribution or [Code N](#) if reporting a recharacterization of a contribution in the same year (2025). It is not necessary to check the IRA/SEP/SIMPLE checkbox. For more information on how to report, see Notice 2000-30 on page 1266 of IRB 2000-25 at [IRS.gov/pub/irs-irbs/irb00-25.pdf](https://www.irs.gov/pub/irs-irbs/irb00-25.pdf).

**Note.** A participant is allowed to recharacterize an IRA contribution made for a prior year when the IRS provides tax relief by postponing the tax filing due date, for example, due to a federally declared disaster.

**No recharacterizations of conversions made in 2018 or later.** [top](#) A conversion of a traditional IRA to a Roth IRA, and a rollover from any other eligible retirement plan to a Roth IRA, made in the participant's tax years beginning after December 31, 2017, cannot be recharacterized as having been made to a traditional IRA.

**Section 1035 exchange.** [top](#) You may have to report exchanges of insurance contracts, including an exchange under section 1035, under which any designated distribution may be made. For a section 1035 exchange that is in part taxable, file a separate Form 1099-R to report the taxable amount. See [Section 1035 exchange](#), earlier.

**SIMPLE IRAs.** [top](#) Do not report a trustee-to-trustee transfer from one SIMPLE IRA to another SIMPLE IRA (unless it is a conversion from a traditional SIMPLE IRA to a Roth SIMPLE IRA). However, you must report as a taxable distribution in boxes 1 and 2a a trustee-to-trustee transfer from a traditional SIMPLE IRA to a traditional IRA that is not a SIMPLE IRA during the 2-year period beginning on the day contributions are first deposited in the individual's SIMPLE IRA by the employer. For a trustee-to-trustee transfer from a Roth SIMPLE IRA to a Roth IRA that is not a SIMPLE IRA during the 2-year period beginning on the day contributions are first deposited in the individual's SIMPLE IRA by the employer, report the total distribution in box 1 and leave box 2a blank. Use [Code J](#) and/or [S](#) in box 7, if appropriate.

**Transfer of an IRA to spouse.** [top](#) If you transfer or re-designate an interest from one spouse's IRA to an IRA for the other spouse under a divorce or separation instrument, the transfer or re-designation, as provided under section 408(d)(6), is tax free. Do not report such a transfer on Form 1099-R.

## Corrective Distributions [Return to top](#)

You must report on Form 1099-R corrective distributions of excess deferrals, excess contributions and excess aggregate contributions under section 401(a) plans, section 401(k) cash or deferred arrangements, section 403(a) annuity plans, section 403(b) salary reduction agreements, and salary reduction simplified employee pensions

(SARSEPs) under section 408(k)(6). Excess contributions that are recharacterized under a section 401(k) plan are treated as distributed. Corrective distributions must include earnings through the end of the year in which the excess arose. These distributions are reportable on Form 1099-R and are generally taxable in the year of the distribution (except for excess deferrals under section 402(g)). Enter [Code 8](#) or [P](#) in box 7 (with [Code B](#), if applicable) to designate the distribution and the year it is taxable.

Use a separate Form 1099-R to report a corrective distribution from a designated Roth account.

**TIP.** *The total amount of the elective deferral is reported in box 12 of Form W-2. See the Instructions for Forms W-2 and W-3 for more information.*

**Note.** A corrective distribution of excess deferrals, excess contributions, and excess aggregate contributions made pursuant to sections 401(k)(8)(D), 401(m)(7), and 402(g)(2)(C) are not subject to the 10% additional tax. See sections 401(k)(8)(D), 401(m)(7), and 402(g)(2)(C).

For more information about reporting corrective distributions, see [Table 1](#); Notice 89-32, 1989-1 C.B. 671; Notice 88-33, 1988-1 C.B. 513; Notice 87-77, 1987-2 C.B. 385; and the regulations under sections 401(k), 401(m), 402(g), and 457.

**Excess deferrals.** [top](#) Excess deferrals under section 402(g) can occur in section 401(k) plans, section 403(b) plans, or SARSEPs. If distributed by April 15 of the year following the year of deferral, the excess is taxable to the participant in the year of deferral (other than designated Roth contributions), but the earnings are taxable in the year distributed. Except for a SARSEP, if the distribution occurs after April 15, the excess is taxable in the year of deferral and the year distributed. The earnings are taxable in the year distributed. For a SARSEP, excess deferrals not withdrawn by April 15 are considered regular IRA contributions subject to the IRA contribution limits. Corrective distributions of excess deferrals are not subject to federal income tax withholding or social security and Medicare taxes. For losses on excess deferrals, see [Losses](#), later. See Regulations section 1.457-4(e) for special rules relating to excess deferrals under governmental section 457(b) plans.

**Excess contributions.** [top](#) Excess contributions can occur in a section 401(k) plan or a SARSEP. All distributions of the excess contributions plus earnings (other than designated Roth contributions), including recharacterized excess contributions, are taxable to the participant in the year of distribution. Report the gross distribution in box 1 of Form 1099-R. In box 2a, enter the excess contribution and earnings distributed less any designated Roth contributions. For a SARSEP, the employer must notify the participant by March 15 of the year after the year the excess contribution was made that the participant must withdraw the excess and earnings. All distributions from a SARSEP are taxable in the year of distribution. An excess contribution not withdrawn by April 15 of the year after the year of notification is considered a regular IRA contribution subject to the IRA contribution limits.

The 10% additional tax on early distributions does not apply to an IRA distribution made pursuant to the rules of section 408(d)(4), consisting of a return of a contribution for that year and any earnings allocable to the contribution, as long as the distribution is made on or before the due date (including extensions) of the income tax return.

**Caution!** *Regulations have not been updated for SARSEPs.*

**Excess aggregate contributions.** [top](#) Excess aggregate contributions under section 401(m) can occur in section 401(a), section 401(k), section 403(a), and section 403(b) plans. In general, a corrective distribution of excess aggregate contributions plus earnings is taxable to the participant in the year the distribution was made. However, a corrective

distribution of excess aggregate contributions is not includible in gross income (other than earnings) to the extent that it represents designated Roth contributions. See Treas. Reg. section 1.401(m)-2(b)(2)(vi)(C). Report the gross distribution in box 1 of Form 1099-R. In box 2a, enter the excess and earnings distributed less any after-tax contributions.

**Losses.** [top](#) If a corrective distribution of an excess deferral is made in a year after the year of deferral and a net loss has been allocated to the excess deferral, report the corrective distribution amount in boxes 1 and 2a of Form 1099-R for the year of the distribution with the appropriate distribution code in box 7. If the excess deferrals consist of designated Roth contributions, report the corrective distribution amount in box 1, 0 (zero) in box 2a, and the appropriate distribution code in box 7. However, taxpayers must include the total amount of the excess deferral (unadjusted for loss) in income in the year of deferral, and they may report a loss on the tax return for the year the corrective distribution is made.

## Distributions Under Employee Plans Compliance Resolution System (EPCRS)

### [Return to top](#)

The procedure for correcting excess annual additions under section 415 is explained in the latest EPCRS revenue procedure in section 6.06 of Rev. Proc. 2021-30, 2021-31 I.R.B. 172, available at [IRS.gov/irb/2021-31\\_IRB#REV-PROC-2021-30](https://www.irs.gov/irb/2021-31_IRB#REV-PROC-2021-30).

Distributions to correct a section 415 failure are not eligible rollover distributions although they are subject to federal income tax withholding under section 3405. They are not subject to social security, Medicare, or Federal Unemployment Tax Act (FUTA) taxes. In addition, such distributions are not subject to the 10% additional tax under section 72(t).

You may report the distribution of elective deferrals (other than designated Roth contributions) and employee contributions (and earnings attributable to such elective deferrals and employee contributions) on the same Form 1099-R. However, if you made other distributions during the year, report them on a separate Form 1099-R. Because the distribution of elective deferrals (other than designated Roth contributions) is fully taxable in the year distributed (no part of the distribution is a return of the investment in the contract), report the total amount of the distribution in boxes 1 and 2a. Leave box 5 blank, and enter [Code E](#) in box 7. For a return of employee contributions (or designated Roth contributions) plus earnings, enter the gross distribution in box 1, the earnings attributable to the employee contributions (or designated Roth contributions) being returned in box 2a, and the employee contributions (or designated Roth contributions) being returned in box 5. Enter [Code E](#) in box 7. For more information, see Rev. Proc. 92-93, 1992-2 C.B. 505.

Similar rules apply to other corrective distributions under EPCRS. Also, special Form 1099-R reporting is available for certain plan loan failures. See section 6.07 of [Rev. Proc. 2021-30](#) for details.

If excess employer contributions (other than elective deferrals), and the earnings on them, under SEP, SARSEP, or SIMPLE IRA plans are returned to an employer (with the participant's consent), enter the gross distribution (excess and earnings) in box 1 and 0 (zero) in box 2a. Enter [Code E](#) in box 7.

## Failing the ADP or ACP Test After a Total Distribution [Return to top](#)

If you make a total distribution in 2025 and file a Form 1099-R with the IRS and then discover in 2026 that the plan failed either the section 401(k)(3) actual deferral percentage (ADP) test for 2025 and you compute excess contributions



or the section 401(m)(2) actual contribution percentage (ACP) test and you compute excess aggregate contributions, you must recharacterize part of the total distribution as excess contributions or excess aggregate contributions. First, file a CORRECTED Form 1099-R for 2025 for the correct amount of the total distribution (not including the amount recharacterized as excess contributions or excess aggregate contributions). Second, file a new Form 1099-R for 2025 for the excess contributions or excess aggregate contributions and allocable earnings.

**Note.** To avoid a late filing penalty if the new Form 1099-R is filed after the due date, enter in the bottom margin of Form 1096, Annual Summary and Transmittal of U.S. Information Returns, the words "Filed To Correct Excess Contributions."

You must also issue copies of the Forms 1099-R to the plan participant with an explanation of why these new forms are being issued. ADP and ACP test corrective distributions are exempt from the 10% additional tax under section 72(t).

## Loans Treated as Distributions [Return to top](#)

A loan from a qualified plan under section 401(a) or 403(a), from a section 403(b) plan, or from a plan, whether or not qualified, that is maintained by the United States, a state or political subdivision thereof, or any agency or instrumentality thereof, made to a participant or beneficiary is not treated as a distribution from the plan if the loan satisfies the following requirements.

1. The loan is evidenced by an enforceable agreement.
2. The agreement specifies that the loan must be repaid within 5 years, except for a principal residence.
3. The loan must be repaid in substantially level installments (at least quarterly).
4. The loan amount does not exceed the limits in section 72(p)(2)(A) (maximum limit is equal to the lesser of 50% of the vested account balance or \$50,000).

Certain exceptions, cure periods, and suspension of the repayment schedule may apply.

The loan agreement must specify the amount of the loan, the term of the loan, and the repayment schedule. The agreement may include more than one document.

If a loan fails to satisfy (1), (2), or (3), the balance of the loan is a deemed distribution. The distribution may occur at the time the loan is made or later if the loan is not repaid in accordance with the repayment schedule.

If a loan fails to satisfy (4) at the time the loan is made, the amount that exceeds the amount permitted to be loaned is a deemed distribution.

**Deemed distribution.** [top](#) If a loan is treated as a deemed distribution, it is reportable on Form 1099-R using the normal taxation rules of section 72, including tax basis rules. The distribution may also be subject to the 10% additional tax under section 72(t). It is not eligible to be rolled over to an eligible retirement plan nor is it eligible for the 10-year tax option. On Form 1099-R, complete the appropriate boxes, including boxes 1 and 2a, and enter [Code L](#) in box 7. Also, enter [Code 1](#) or [Code B](#), if applicable.

Interest that accrues after the deemed distribution of a loan is not an additional loan and, therefore, is not reportable on Form 1099-R.

Loans that are treated as deemed distributions or that are actual distributions are subject to federal income tax



withholding. If such a distribution occurs after the loan is made, you must withhold only if you distributed cash or property (other than employer securities) at the time of the deemed or actual distribution. See section 72(p), section 72(e)(4)(A), and Regulations section 1.72(p)-1.

**Subsequent repayments.** [top](#) If a participant makes any cash repayments on a loan that was reported on Form 1099-R as a deemed distribution, the repayments increase the participant's tax basis in the plan as if the repayments were after-tax contributions. However, such repayments are not treated as after-tax contributions for purposes of section 401(m) or 415(c)(2)(B).

For a deemed distribution that was reported on Form 1099-R but was not repaid, the deemed distribution does not increase the participant's basis.

**Plan loan offsets.** [top](#) If a participant's accrued benefit is reduced (offset) to repay a loan, the amount of the account balance that is offset against the loan is an actual distribution. Report it as you would any other actual distribution. Do not enter [Code L](#) in box 7.

A qualified plan loan offset is a type of plan loan offset that meets certain requirements. In order to be a qualified plan loan offset, the loan, at the time of the offset, must be a loan in good standing and the offset must be solely by reason of (1) the termination of the qualified employer plan, or (2) the failure to meet the repayment terms because the employee had a severance from employment. Report a qualified plan loan offset as you would any other actual distribution. In addition, enter [Code M](#) in box 7.

## Permissible Withdrawals Under Section 414(w) [Return to top](#)

For permissible withdrawals from an eligible automatic contribution arrangement (EACA) under section 414(w):

- The distribution (except to the extent the distribution consists of designated Roth contributions) is included in the employee's gross income in the year distributed;
- Report principal and earnings in boxes 1 and 2a except, in the case of a distribution from a designated Roth account, report only earnings in box 2a;
- The distribution is not subject to the 10% additional tax under section 72(t), indicated by reporting [Code 2](#) in box 7; and
- The distribution must be elected by the employee no later than 90 days after the first default elective contribution under the EACA, as specified in Regulations section 1.414(w)-1(c)(2).

If the distribution is from a designated Roth account, enter [Code B](#) as well as [Code 2](#) in box 7.

## Corrected Form 1099-R [Return to top](#)

If you filed a Form 1099-R with the IRS and later discover that there is an error on it, you must correct it as soon as possible. For example, if you transmit a direct rollover and file a Form 1099-R with the IRS reporting that none of the direct rollover is taxable by entering 0 (zero) in box 2a, and you then discover that part of the direct rollover consists of RMDs under section 401(a)(9), you must file a corrected Form 1099-R reporting the eligible rollover distribution as the direct rollover and file a new Form 1099-R reporting the RMD as if it had been distributed to the participant. See [part H](#) in the current General Instructions for Certain Information Returns, or [Pub. 1220](#), if filing electronically.

If you filed a Form 1099-R with the IRS reporting a payment of reportable death benefits, you must file a corrected return within 15 calendar days of recovering any portion of the reportable death benefits from the reportable death

benefits payment recipient as a result of the rescission of the reportable policy sale.

If you furnished a statement to the reportable death benefits payment recipient, you must furnish the recipient with a corrected statement within 15 calendar days of recovering any portion of the reportable death benefits from the reportable death benefits payment recipient as a result of the rescission of the reportable policy sale.

## **Filer** [Return to top](#)

The payer, trustee, or plan administrator must file Form 1099-R using the same name and employer identification number (EIN) used to deposit any tax withheld and to file Form 945, Annual Return of Withheld Federal Income Tax.

## **Beneficiaries** [Return to top](#)

If you make a distribution to a beneficiary, trust, or estate, prepare Form 1099-R using the name and TIN of the beneficiary, trust, or estate, not that of the decedent. If there are multiple beneficiaries, report on each Form 1099-R only the amount paid to the beneficiary whose name appears on the Form 1099-R, and enter the percentage in box 9a, if applicable.

**Disclaimers.** [top](#) A beneficiary may make a qualified disclaimer of all or some of an IRA account balance if the disclaimed amount and income are paid to a new beneficiary or segregated in a separate account. A qualified disclaimer may be made after the beneficiary has previously received the RMD for the year of the decedent's death. For more information, see Rev. Rul. 2005-36, 2005-26 I.R.B. 1368, available at [IRS.gov/irb/2005-26\\_IRB#RR-2005-36](https://www.irs.gov/irb/2005-26_IRB#RR-2005-36).

## **Alternate Payee Under a QDRO** [Return to top](#)

Distributions to an alternate payee who is a spouse or former spouse of the employee under a QDRO are reportable on Form 1099-R using the name and TIN of the alternate payee. If the alternate payee under a QDRO is a nonspouse, enter the name and TIN of the employee. However, this rule does not apply to IRAs; see [Transfer of an IRA to spouse](#), earlier.

## **Nonresident Aliens** [Return to top](#)

If income tax is withheld under section 3405 on any distribution to a nonresident alien, report the distribution and withholding on Form 1099-R. Also, file Form 945 to report the withholding. See the presumption rules in [part S](#) of the current General Instructions for Certain Information Returns.

However, any payments to a nonresident alien from any trust under section 401(a); any annuity plan under section 403(a); any annuity, custodial account, or retirement income account under section 403(b); or any IRA account under section 408(a) or (b) are subject to withholding under section 1441, unless there is an exception under a tax treaty. Report the distribution and withholding on Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons, and Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding.

For guidance regarding covered expatriates, see Notice 2009-85, 2009-45 I.R.B. 598, available at [IRS.gov/irb/2009-45\\_IRB#NOT-2009-85](https://www.irs.gov/irb/2009-45_IRB#NOT-2009-85).

## **Statements to Recipients** [Return to top](#)

If you are required to file Form 1099-R, you must furnish a statement to the recipient. For more information about the requirement to furnish a statement to each recipient, see [part M](#) in the current General Instructions for Certain Information Returns.

## Truncating recipient's TIN on payee statements. [Return to top](#)

Pursuant to Regulations section 301.6109-4, all filers of Form 1099-R may truncate a recipient's TIN (social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN)) on payee statements. Truncation is not allowed on any documents the filer files with the IRS. A payer's TIN may not be truncated on any form. See [part J](#) in the current General Instructions for Certain Information Returns for more information.

**TIP.** Do not enter a negative amount in any box on Form 1099-R.

## Account Number [Return to top](#)

The account number is required if you have multiple accounts for a recipient for whom you are filing more than one Form 1099-R.

The account number is also required if you check the "FATCA filing requirement" box. See [Box 12](#), later.

Additionally, the IRS encourages you to designate an account number for all Forms 1099-R that you file. See [part L](#) in the current General Instructions for Certain Information Returns.

The policy number of the life insurance contract under which benefits are paid is required if you are reporting a payment of reportable death benefits.

## Box 1. Gross Distribution [Return to top](#)

Enter the total amount of the distribution before income tax or other deductions were withheld. Include direct rollovers, IRA direct payments to accepting employer plans, recharacterized IRA contributions, Roth IRA conversions, and premiums paid by a trustee or custodian for the cost of current life or other insurance protection. Also, include in this box distributions to plan participants from governmental section 457(b) plans. However, in the case of a distribution by a trust representing certificates of deposit (CDs) redeemed early, report the net amount distributed. Also, see [Box 6](#), later.

For a distribution from a traditional IRA of assets that do not have a readily available FMV, enter [Code K](#) in box 7.

Include in this box the value of U.S. Savings Bonds distributed from a plan. Enter the appropriate taxable amount in box 2a. Furnish a statement to the plan participant showing the value of each bond at the time of distribution. This will provide him or her with the information necessary to figure the interest income on each bond when it is redeemed.

Include in box 1 amounts distributed from a qualified retirement plan for which the recipient elects to pay health insurance premiums under a cafeteria plan or that are paid directly to reimburse medical care expenses incurred by the recipient (see Rev. Rul. 2003-62 on page 1034 of IRB 2003-25 at [IRS.gov/pub/irs-irbs/irb03-25.pdf](https://www.irs.gov/pub/irs-irbs/irb03-25.pdf)). Also, include this amount in box 2a.

Include in box 1 charges or payments for qualified long-term care insurance contracts under combined arrangements. Enter [Code W](#) in box 7.

In addition to reporting distributions to beneficiaries of deceased employees, report here any death benefit payments made by employers that are not made as part of a pension, profit-sharing, or retirement plan. Also, enter these amounts in box 2a; enter [Code 4](#) in box 7.

**Caution!** *Do not report accelerated death benefits on Form 1099-R. Report them on Form 1099-LTC, Long-Term Care and Accelerated Death Benefits.*

Include in box 1 the amount of any payment of reportable death benefits.

For section 1035 exchanges that are reportable on Form 1099-R, enter the total value of the contract in box 1, 0 (zero) in box 2a, the total premiums paid in box 5, and [Code 6](#) in box 7.

**Designated Roth account distributions.** [top](#) If you are making a distribution from a designated Roth account, enter the gross distribution in box 1, the taxable portion of the distribution in box 2a, the basis included in the distributed amount in box 5, any amount allocable to an IRR made within the previous 5 years (unless an exception to section 72(t) applies) in box 10, and the first year of the 5-tax-year period for determining qualified distributions in box 11. Also, enter the applicable code(s) in box 7.

**Employer securities and other property.** [top](#) If you distribute employer securities or other property, include in box 1 the FMV of the securities or other property on the date of distribution. If there is a loss, see [Losses](#), later.

If you are distributing worthless property only, you are not required to file Form 1099-R. However, you may file and enter 0 (zero) in boxes 1 and 2a and any after-tax employee contributions or designated Roth contributions in box 5.

**Charitable gift annuities.** [top](#) If cash or capital gain property is donated in exchange for a charitable gift annuity, report the total amount distributed during the year in box 1. See [Charitable gift annuities](#) under [Box 3](#), later.

**FFIs reporting in a manner similar to section 6047(d).** [top](#) If you are a participating FFI electing to report with respect to a cash value insurance contract or annuity contract that is a U.S. account held by a specified U.S. person in a manner similar to section 6047(d), include in box 1 any amount paid under the contract during the reporting period (that is, the calendar year or the year ending on the most recent contract anniversary date).

**Caution!** *Do not report the account balance or value (as of the end of the reporting period) in box 1. Participating FFIs reporting in a manner similar to section 6047(d) should check the Recent Developments section for Form 1099-R at [IRS.gov/Form1099R](https://www.irs.gov/Form1099R) before filing for 2025.*

## Box 2a. Taxable Amount [Return to top](#)

**Caution!** *When determining the taxable amount to be entered in box 2a, do not reduce the taxable amount by any portion of the \$3,000 exclusion for which the participant may be eligible as a payment of qualified health and long-term care insurance premiums for retired public safety officers under section 402(l).*

Generally, you must enter the taxable amount in box 2a. However, if you are unable to reasonably obtain the data needed to compute the taxable amount, leave this box blank. Except as provided under [Box 6](#), later, do not enter

excludable or tax-deferred amounts reportable in boxes 5, 6, and 8. Enter 0 (zero) in box 2a for:

- A direct rollover (other than an IRR) from a qualified plan, a section 403(b) plan, or a governmental section 457(b) plan to another such plan or to a traditional IRA;
- A direct rollover from a designated Roth account to a Roth IRA;
- An amount from a traditional IRA directly transferred to an accepting employer plan;
- An IRA recharacterization;
- A nontaxable section 1035 exchange of life insurance, annuity, endowment, or long-term care insurance contracts; or
- A nontaxable charge or payment, for the purchase of a qualified long-term care insurance contract, against the cash value of an annuity contract or the cash surrender value of a life insurance contract.

**Annuity starting date in 1998 or later.** [top](#) If you made annuity payments from a qualified plan under section 401(a), 403(a), or 403(b) and the annuity starting date is in 1998 or later, you must use the simplified method under section 72(d)(1) to figure the taxable amount. Under this method, the expected number of payments you use to figure the taxable amount depends on whether the payments are based on the life of one or more than one person. See Notice 98-2, 1998-1 C.B. 266, and Pub. 575, Pension and Annuity Income, to help you figure the taxable amount to enter in box 2a.

**Annuity starting date after November 18, 1996, and before 1998.** [top](#) Under the simplified method for figuring the taxable amount, the expected number of payments is based only on the primary annuitant's age on the annuity starting date. See Notice 98-2.

**Annuity starting date before November 19, 1996.** [top](#) If you properly used the rules in effect before November 19, 1996, for annuities that started before that date, continue to report using those rules. No changes are necessary.

**Corrective distributions.** [top](#) Enter in box 2a the amount of excess deferrals, excess contributions, or excess aggregate contributions (other than employee contributions or designated Roth contributions). See [Corrective Distributions](#), earlier.

**Cost of current life insurance protection.** [top](#) Include current life insurance protection costs (net premium costs) that were reported in box 1. However, do not report these costs and a distribution on the same Form 1099-R. Use a separate Form 1099-R for each. For the cost of current life insurance protection, enter [Code 9](#) in box 7.

**DVECs.** [top](#) Include DVEC distributions in this box. Also, see [Deductible Voluntary Employee Contributions \(DVECs\)](#), earlier.

**Designated Roth account.** [top](#) Generally, a distribution from a designated Roth account that is not a qualified distribution is taxable to the recipient under section 402 in the case of a plan qualified under section 401(a), under section 403(b)(1) in the case of a section 403(b) plan, and under section 457(a)(1)(A) in the case of a governmental section 457(b) plan. For purposes of section 72, designated Roth contributions are treated as employer contributions, as described in section 72(f)(1) (that is, as includible in the participant's gross income).

[top](#) Participant A received a nonqualified distribution of \$5,000 from the participant's designated Roth account. Immediately before the distribution, the participant's account balance was \$10,000, consisting of \$9,400 of designated Roth contributions and \$600 of earnings. The taxable amount of the \$5,000 distribution is \$300 ( $\$600/\$10,000 \times \$5,000$ ). The nontaxable portion of the distribution is \$4,700 ( $\$9,400/\$10,000 \times \$5,000$ ). The issuer would report on Form 1099-R:

- Box 1, \$5,000 as the gross distribution;

- Box 2a, \$300 as the taxable amount;
- Box 4, \$60 ( $\$300 \times 20\%$  (0.20)) as the withholding on the earnings portion of the distribution;
- Box 5, \$4,700 as the designated Roth contribution basis (nontaxable amount);
- Box 7, [Code B](#); and
- The first year of the 5-tax-year period in box 11.

Using the same facts as in the example above, except that the distribution was a direct rollover to a Roth IRA, the issuer would report on Form 1099-R:

- Box 1, \$5,000 as the gross distribution;
- Box 2a, 0 (zero) as the taxable amount;
- Box 4, no entry;
- Box 5, \$4,700 as the designated Roth contribution basis (nontaxable amount);
- Box 7, [Code H](#); and
- The first year of the 5-tax-year period in box 11.

**Disability retirement annuity.** If annuity payments are made under a workers' compensation act or under a statute in the nature of a workers' compensation act, as compensation for personal injuries or sickness incurred during the course of employment, and a portion of the annuity payments are based on age or length of service under the retirement plan, enter the taxable portion of the annuity in box 2a. See Rev. Rul. 85-105, 1985-2 C.B. 53. Enter distribution code 3 in box 7.

**Losses.** [top](#) If a distribution is a loss, do not enter a negative amount in this box. For example, if an employee's 401(k) account balance, consisting solely of stock, is distributed but the value is less than the employee's remaining after-tax contributions or designated Roth contributions, enter the value of the stock in box 1, leave box 2a blank, and enter the employee's contributions or designated Roth contributions in box 5. For a plan with no after-tax contributions or designated Roth contributions, even though the value of the account may have decreased, there is no loss for reporting purposes. Therefore, if there are no employer securities distributed, show the actual cash and/or FMV of property distributed in boxes 1 and 2a, and make no entry in box 5. If only employer securities are distributed, show the FMV of the securities in boxes 1 and 2a and make no entry in box 5 or 6. If both employer securities and cash or other property are distributed, show the actual cash and/or FMV of the property (including employer securities) distributed in box 1, the gross less any NUA on employer securities in box 2a (except as provided under [Box 6. Net Unrealized Appreciation in Employer's Securities](#), later), no entry in box 5, and any NUA in box 6.

**Roth IRA.** [top](#) For a distribution from a Roth IRA, report the total distribution in box 1 and leave box 2a blank except in the case of an [IRA revocation or account closure](#) and a recharacterization, earlier. Use [Code J](#), [Q](#), or [T](#) as appropriate in box 7. Use [Code 8](#) or [P](#), if applicable, in box 7 with [Code J](#). Do not combine [Code Q](#) or [T](#) with any other codes.

However, for the distribution of excess Roth IRA contributions, report the gross distribution in box 1 and only the earnings in box 2a. Enter [Code J](#) and [Code 8](#), [P](#), or [S](#) in box 7.

**Roth IRA conversions.** [top](#) Report the total amount converted from a traditional IRA to a Roth IRA in box 2a. Check the "Taxable amount not determined" box in box 2b. A conversion is considered a distribution and must be reported even if it is with the same trustee and even if the conversion is done by a trustee-to-trustee transfer. When an individual retirement annuity described in section 408(b) is converted to a Roth IRA, the amount that is treated as distributed is the FMV of the annuity contract on the date the annuity contract is converted. This rule also applies when a traditional IRA holds an annuity contract as an account asset and the traditional IRA is converted to a Roth IRA. Determining the FMV of an individual retirement annuity issued by a company regularly engaged in the selling of contracts depends on

the timing of the conversion as outlined in Q/A-14 of Regulations section 1.408A-4.

For a Roth IRA conversion, use [Code 2](#) in box 7 if the participant is under age 59½ or [Code 7](#) if the participant is at least age 59½. Also, check the IRA/SEP/SIMPLE checkbox in box 7.

**Traditional IRA.** [top](#) Generally, you are not required to compute the taxable amount of a traditional IRA or designate whether any part of a distribution is a return of basis attributable to nondeductible contributions. Therefore, except as provided below or elsewhere in these instructions, report the total amount distributed from a traditional IRA in box 2a. This will be the same amount reported in box 1. Check the "Taxable amount not determined" box in box 2b.

- For a distribution by a trust representing CDs redeemed early, report the net amount distributed. Do not include any amount paid for IRA insurance protection in this box.
- For a distribution of contributions plus earnings from an IRA before the due date of the return under section 408(d)(4), report the gross distribution in box 1, only the earnings in box 2a, and enter [Code 8](#) or [P](#), whichever is applicable, in box 7. Also, enter [Code 1](#) or [4](#), if applicable.
- For a distribution of excess contributions without earnings after the due date of the individual's return under section 408(d)(5), leave box 2a blank, and check the "Taxable amount not determined" box in box 2b. Use [Code 1](#) or [7](#) in box 7 depending on the age of the participant.
- For an amount in a traditional IRA (including a traditional SEP IRA, but only including a traditional SIMPLE IRA after the first 2 years of plan participation) paid directly to an accepting employer plan, enter the gross amount in box 1, 0 (zero) in box 2a, and [Code G](#) in box 7.

## Box 2b. Taxable Amount Not Determined [Return to top](#)

Enter an "X" in this box if you are unable to reasonably obtain the data needed to compute the taxable amount.

In addition, enter an "X" in this box if you are an FFI reporting in box 1 to satisfy your chapter 4 reporting requirement under the election described in Regulations section 1.1471-4(d)(5)(i)(B).

If you check this box, leave box 2a blank; but see [Traditional IRA](#), earlier. Except for traditional IRAs, make every effort to compute the taxable amount.

## Box 2b. Total Distribution [Return to top](#)

Enter an "X" in this box only if the payment shown in box 1 is a total distribution. A total distribution is one or more distributions within 1 tax year in which the entire balance of the account is distributed. If periodic or installment payments are made, mark this box in the year the final payment is made.

## Box 3. Capital Gain (Included in Box 2a) [Return to top](#)

If any amount is taxable as a capital gain, report it in box 3.

**Charitable gift annuities.** [top](#) Report in box 3 any amount from a charitable gift annuity that is taxable as a capital gain. Report in box 1 the total amount distributed during the year. Report in box 2a the taxable amount. Advise the annuity recipient of any amount in box 3 subject to the 28% rate gain for collectibles and any unrecaptured section 1250 gain. Report in box 5 any nontaxable amount. Enter [Code F](#) in box 7. See Regulations section 1.1011-2(c), Example 8.

**Special rule for participants born before January 2, 1936 (or their beneficiaries).** [top](#) For lump-sum distributions from



qualified plans only, enter the amount in box 2a eligible for the capital gain election under section 1122(h)(3) of the Tax Reform Act of 1986 and section 641(f)(3) of the Economic Growth and Tax Relief Reconciliation Act of 2001. Enter the full amount eligible for the capital gain election. You should not complete this box for a direct rollover.

To compute the months of an employee's active participation before 1974, count as 12 months any part of a calendar year in which an employee actively participated under the plan; for active participation after 1973, count as 1 month any part of a month in which the employee actively participated under the plan. See the [Example](#), later.

Active participation begins with the first month in which an employee became a participant under the plan and ends with the earliest of:

- The month in which the employee received a lump-sum distribution under the plan;
- For an employee, other than a self-employed person or owner-employee, the month in which the employee separates from service;
- The month in which the employee dies; or
- For a self-employed person or owner-employee, the first month in which the employee becomes disabled within the meaning of section 72(m)(7).

#### Example. Example.

#### Method for Computing Amount Eligible for Capital Gain Election (See [Box 3](#), earlier.)

##### Step 1. Total Taxable Amount

1. Total distribution		XXXX
2. Less:	XXXX	
1. Current actuarial value of any annuity	XXXX	
2. Employee contributions or designated Roth contributions (minus any amounts previously distributed that were not includible in the employee's gross income)	XXXX	
3. Net unrealized appreciation in the value of any employer securities that was a part of the lump-sum distribution.	<u>XXXX</u>	
3. Total of lines 1 through 3		<u>XXXX</u>
4. Total taxable amount. Subtract line C from line A.		XXXX

##### Step 2. Capital Gain

Total taxable amount		Months of active participation before 1974	
Line D	X	<u>                    </u>	= Capital gain
		Total months of active participation	

## Box 4. Federal Income Tax Withheld [Return to top](#)

Enter any federal income tax withheld. This withholding under section 3405 is subject to deposit rules and the withholding tax return is Form 945. Backup withholding does not apply. See [Pub. 15-A, Employer's Supplemental Tax Guide](#), and the [Instructions](#) for Form 945 for more withholding information.

Even though you may be using [Code 1](#) in box 7 to designate an early distribution subject to the 10% additional tax specified in section 72(q), (t), or (v), you are not required to withhold that tax.

**TIP.** *The amount withheld cannot be more than the sum of the cash and the FMV of property (excluding employer securities) received in the distribution. If a distribution consists solely of employer securities and cash (\$200 or less) in lieu of fractional shares, no withholding is required.*

To determine your withholding requirements for any designated distribution under section 3405, you must first determine whether the distribution is an eligible rollover distribution. See [Direct Rollovers](#), earlier, for a discussion of eligible rollover distributions. If the distribution is not an eligible rollover distribution, the rules for periodic payments or nonperiodic distributions apply. For purposes of withholding, distributions from any IRA are not eligible rollover distributions.

**Eligible rollover distribution; 20% withholding.** [top](#) If an eligible rollover distribution is paid directly to an eligible retirement plan in a direct rollover, do not withhold federal income tax. If any part of an eligible rollover distribution is not a direct rollover, you must withhold 20% of the part that is paid to the recipient and includible in gross income. This includes the earnings portion of any nonqualified designated Roth account distribution that is not directly rolled over. The recipient cannot claim exemption from the 20% withholding but may ask to have additional amounts withheld on Form W-4P, Withholding Certificate for Pension or Annuity Payments. If the recipient is not asking that additional amounts be withheld, Form W-4P is not required for an eligible rollover distribution because 20% withholding is mandatory.

Employer securities and plan loan offset amounts that are part of an eligible rollover distribution must be included in the amount multiplied by 20% (0.20). However, the actual amount to be withheld cannot be more than the sum of the cash and the FMV of property (excluding employer securities and plan loan offset amounts). For example, if the only part of an eligible rollover distribution that is not a direct rollover is employer securities or a plan loan offset amount, no withholding is required. However, unless otherwise exempt, any cash that is paid in the distribution must be used to satisfy the withholding on the employer securities or plan loan offset amount.

Depending on the type of plan or arrangement, the payer or, in some cases, the plan administrator is required to withhold 20% of eligible rollover distributions from a qualified plan's distributed annuity and on eligible rollover distributions from a governmental section 457(b) plan. For additional information, see section 3405(d) and Regulations sections 35.3405-1T, Q/A A-13, and 31.3405(c)-1, Q/A-4 and -5. For governmental section 457(b) plans only, see Notice 2003-20 on page 894 of IRB 2003-19.

Any NUA excludable from gross income under section 402(e)(4) is not included in the amount of any eligible rollover distribution that is subject to 20% withholding.

You are not required to withhold 20% of an eligible rollover distribution that, when aggregated with other eligible rollover distributions made to one person during the year, is less than \$200.

**IRAs.** [top](#) The 20% withholding does not apply to distributions from any IRA, but withholding does apply to IRAs under the rules for periodic payments and nonperiodic distributions. For withholding, assume that the entire amount of a distribution from a traditional IRA is taxable (except for the distribution of contributions under section 408(d)(4), in which only the earnings are taxable, and section 408(d)(5), as applicable). Generally, Roth IRA distributions are not subject to withholding except on the earnings portion of excess contributions distributed under section 408(d)(4).

An IRA recharacterization is not subject to income tax withholding.

**Periodic payments.** [top](#) For periodic payments that are not eligible rollover distributions, withhold on the taxable part as though the periodic payments were wages, based on the recipient's Form W-4P. The recipient may request additional withholding on Form W-4P or claim exemption from withholding. If a recipient does not submit a Form W-4P, withhold by treating the recipient as single with no adjustments. See Regulations section 35.3405-1T, Q/A A-9, for a definition of periodic payments. See Pub. 15-A for additional information regarding withholding on periodic payments and Pub. 15-T for applicable tables used to determine withholding on periodic payments.

**TIP.** *Rather than Form W-4P, military retirees should give you Form W-4, Employee's Withholding Certificate.*

**Nonperiodic distributions.** [top](#) Withhold 10% of the taxable part of a nonperiodic distribution that is not an eligible rollover distribution. In most cases, designated distributions from any IRA are treated as nonperiodic distributions subject to withholding at the 10% rate even if the distributions are paid over a periodic basis. See Regulations section 35.3405-1T, Q/A F-15. The recipient may request additional withholding on Form W-4R or claim exemption from withholding. For more information on nonperiodic distributions and withholding, see Regulations section 35-3405-1T, Q/A A-12, and parts C, D, and F.

**Failure to provide TIN.** [top](#) For periodic payments and nonperiodic distributions, if a payee fails to furnish his or her correct TIN to you in the manner required, or if the IRS notifies you before any distribution that the TIN furnished is incorrect, a payee cannot claim exemption from withholding. For periodic payments, withhold as if the payee was single claiming no withholding allowances. For nonperiodic payments, withhold 10%. Backup withholding does not apply.

## Box 5. Employee Contributions/Designated Roth Contributions or Insurance Premiums [Return to top](#)

Enter the employee's contributions, designated Roth contributions, or insurance premiums that the employee may recover tax free this year (even if they exceed the box 1 amount). The entry in box 5 may include any of the following: (a) designated Roth contributions or contributions actually made on behalf of the employee over the years under the plan that were required to be included in the income of the employee when contributed (after-tax contributions), (b) contributions made by the employer but considered to have been contributed by the employee under section 72(f), (c) the accumulated cost of premiums paid for life insurance protection taxable to the employee in previous years and in the current year under Regulations section 1.72-16 (cost of current life insurance protection) (only if the life insurance contract itself is distributed), and (d) premiums paid on commercial annuities. Do not include any DVECs, any elective deferrals, or any contribution to a retirement plan that was not an after-tax contribution.

Generally, for qualified plans, section 403(b) plans, and nonqualified commercial annuities, enter in box 5 the employee contributions or insurance premiums recovered tax free during the year based on the method you used to determine the taxable amount to be entered in box 2a. On a separate Form 1099-R, include the portion of the employee's basis that has been distributed from a designated Roth account. See the [Examples](#) in the instructions for box 2a, earlier.

If periodic payments began before 1993, you are not required to, but you are encouraged to, report in box 5.

**Caution!** *If you made periodic payments from a qualified plan and the annuity starting date is after November 18, 1996, you must use the simplified method to figure the tax-free amount each year. See [Annuity starting date in 1998 or later](#), earlier.*

If a total distribution is made, the total employee contributions or insurance premiums available to be recovered tax free

must be shown only in box 5. If any previous distributions were made, any amount recovered tax free in prior years must not appear in box 5.

For payments of reportable death benefits, enter your estimate of the buyer's investment in the contract in box 5.

If you are unable to reasonably obtain the data necessary to compute the taxable amount, leave box 2a blank, leave box 5 blank (except in the case of a payment of reportable death benefits), and check the first box in box 2b. In the case of a payment of reportable death benefits, box 5 must be completed.

For more information, see Rev. Proc. 92-86, 1992-2 C.B. 495, and section 72(d).

For reporting charitable gift annuities, see [Charitable gift annuities](#), earlier.

## Box 6. Net Unrealized Appreciation in Employer's Securities [Return to top](#)

Use this box if a distribution from a qualified plan (except a qualified distribution from a designated Roth account) includes securities of the employer corporation (or a subsidiary or parent corporation) and you can compute the Net Unrealized Appreciation (NUA) in the employer's securities. Enter all the NUA in employer securities if this is a lump-sum distribution. If this is not a lump-sum distribution, enter only the NUA in employer securities attributable to employee contributions. See Regulations section 1.402(a)-1(b) for the determination of the NUA. Also, see Notice 89-25, Q/A-1, 1989-1 C.B. 662. Include the NUA in box 1 but not in box 2a except in the case of a direct rollover to a Roth IRA or a designated Roth account in the same plan (see Notice 2009-75, Q/A-1, and Notice 2010-84, Q/A-7). You do not have to complete this box for a direct rollover.

## Box 7. Distribution Code(s) [Return to top](#)

Enter an "X" in the IRA/SEP/SIMPLE checkbox if the distribution is from a traditional IRA or Roth SIMPLE IRA. Do not check the box for a distribution from a Roth IRA that is not a Roth SIMPLE IRA or for an IRA recharacterization. However, see [Roth SEP IRAs and Roth SIMPLE IRAs](#) for special instructions on employer matching and nonelective contribution made to a Roth SEP or Roth SIMPLE IRA.

**Enter the appropriate code(s) in box 7.** [top](#) Use [Table 1](#) to determine the appropriate code(s) to enter in box 7 for any amounts reported on Form 1099-R. Read the codes carefully and enter them accurately because the IRS uses the codes to help determine whether the recipient has properly reported the distribution. If the codes you enter are incorrect, the IRS may improperly propose changes to the recipient's taxes.

When applicable, enter a numeric and an alpha code. For example, when using [Code P](#) for a traditional IRA distribution under section 408(d)(4), you must also enter [Code 1](#), if it applies. For a normal distribution from a qualified plan that qualifies for the 10-year tax option, enter [Codes 7](#) and [A](#). For a direct rollover to an IRA or a qualified plan for the surviving spouse of a deceased participant, or on behalf of a nonspouse designated beneficiary, enter [Codes 4](#) and [G](#) ([Codes 4](#) and [H](#) if from a designated Roth account to a Roth IRA). If two or more distribution codes are not valid combinations, you must file more than one Form 1099-R.

**Caution!** Enter a maximum of two alphanumeric codes in box 7. See [Table 1](#) for allowable combinations. Only three numeric combinations are permitted on one Form 1099-R: [Codes 8](#) and [1](#), [8](#) and [2](#), or [8](#) and [4](#). If two or more other numeric codes are applicable, you must file more than one Form 1099-R. For example, if part of a distribution is premature ([Code 1](#)) and part is not

(Code 7), file one Form 1099-R for the part to which Code 1 applies and another Form 1099-R for the part to which Code 7 applies. In addition, for the distribution of excess deferrals, parts of the distribution may be taxable in 2 different years. File separate Forms 1099-R using Code 8 or P to indicate the year the amount is taxable.

**Caution!** If a qualified plan loan offset occurs in a designated Roth account (Codes M and B), or a loan is treated as a deemed distribution under section 72(p) (Codes L and B) and a numeric code is needed to indicate whether the recipient is subject to the 10% tax under section 72(t), omit Code M or Code L, as applicable.

Even if the employee/taxpayer is age 59½ or over, use Code 1 if a series of substantially equal periodic payments was modified within 5 years of the date of the first payment (within the meaning of section 72(q)(3) or (t)(4)), if you have been reporting distributions in previous years using Code 2.

For example, Jordan began receiving payments that qualified for the exception for part of a series of substantially equal periodic payments under section 72(t)(2)(A)(iv) when they were 57. When they were 61, Jordan modified the payments. Because the payments were modified within 5 years, use Code 1 in the year the payments were modified, even though Jordan is over 59½.

If you do not know that the taxpayer meets the requirements for substantially equal periodic payments under section 72(t)(2)(A)(iv), use Code 1 to report the payments.

**Caution!** For further guidance on what makes a series of substantially equal periodic payments, see Notice 2022-6, 2022-05 I.R.B. 460. Note that section 72(t)(2)(A) generally provides that periodic payments will not fail to be treated as substantially equal merely because they are amounts received as an annuity, and that periodic payments shall be deemed to be substantially equal if they are payable over a period described in section 72(t)(2)(A)(iv) and satisfy the requirements for annuity payments under section 401(a)(9).

If part of a distribution is paid in a direct rollover and part is not, you must file a separate Form 1099-R for each part showing the appropriate code on each form.

**Governmental section 457(b) plan distributions.** [top](#) Generally, a distribution from a governmental section 457(b) plan is not subject to the 10% additional tax under section 72(t). However, an early distribution from a governmental section 457(b) plan of an amount that is attributable to a rollover from another type of eligible retirement plan or IRA is subject to the additional tax as if the distribution were from a plan described in section 401(a). See section 72(t)(9). If the distribution consists solely of amounts that are not attributable to such a rollover, enter Code 2 in box 7. If the distribution consists solely of amounts attributable to such a rollover, then enter the appropriate code in box 7 as if the distribution were from a plan described in section 401(a). If the distribution is made up of amounts from both sources, you must file separate Forms 1099-R for each part of the distribution unless Code 2 would be entered on each form.

**Qualified charitable distributions (QCDs).** [top](#) Generally, a QCD is a nontaxable distribution made directly by the trustee of your IRA to an organization eligible to receive tax-deductible contributions. See Qualified charitable distributions (QCDs) in [Pub. 590-B](#) for more information.

To report a QCD use code Y with:

- Code 7 for a QCD from a non-inherited (normal distribution) IRA,
- Code 4 for a QCD from an inherited (death distribution) IRA, or
- Code K for a QCD reporting distributions of traditional IRA assets not having a readily available FMV that are either from non-inherited or inherited IRAs.

**Roth SEP IRAs and Roth SIMPLE IRAs.** [top](#) Employer matching and nonelective contributions made to a Roth SEP or Roth SIMPLE IRA must be reported for the year in which the contributions are made to the employee's Roth IRA, with the total reported in boxes 1 and 2a, using [code 2](#) or [7](#) in box 7 and the IRA/SEP/SIMPLE checkbox in box 7 checked.

## Box 8. Other [Return to top](#)

**Lump sum distributions from a plan which include an annuity contract.** Enter the current actuarial value of an annuity contract that is part of a lump-sum distribution. Do not include this item in boxes 1 and 2a.

To determine the value of an annuity contract, show the value as an amount equal to the current actuarial value of the annuity contract, reduced by an amount equal to the excess of the employee's contributions over the cash and other property (not including the annuity contract) distributed.

If an annuity contract is part of a multiple recipient lump-sum distribution, enter in box 8, along with the current actuarial value, the percentage of the total annuity contract each Form 1099-R represents.

**Charges against the cash value or cash surrender value of a contract for qualified long-term care insurance.** Also, enter in box 8 the amount of the reduction in the investment (but not below 0 (zero)) against the cash value of an annuity contract or the cash surrender value of a life insurance contract due to charges or payments for qualified long-term care insurance contracts.

**Value of annuitized annuity contract.** The issuer of a commercial annuity contract which has been annuitized must report the current actuarial value of the contract as of the end of the year if payments have been made from the contract during the year.

## Box 9a. Your Percentage of Total Distribution [Return to top](#)

If this is a total distribution and it is made to more than one person, enter the percentage received by the person whose name appears on Form 1099-R. You need not complete this box for any IRA distributions or for a direct rollover.

## Box 9b. Total Employee Contributions [Return to top](#)

You are not required to enter the total employee contributions or designated Roth contributions in box 9b. However, because this information may be helpful to the recipient, you may choose to report them.

If you choose to report the total employee contributions or designated Roth contributions, do not include any amounts recovered tax free in prior years. For a total distribution, report the total employee contributions or designated Roth contributions in box 5 rather than in box 9b.

## Box 10. Amount Allocable to IRR Within 5 Years [Return to top](#)

Enter the amount of the distribution allocable to an IRR made within the 5-year period beginning with the first day of the year in which the rollover was made. Do not complete this box if an exception under section 72(t) applies.

For further guidance on determining amounts allocable to an IRR, see [Notice 2010-84](#), Q/A-13.

## Box 11. 1st Year of Desig. Roth Contrib. [Return to top](#)

Enter the first year of the 5-tax-year period. This is the year in which the designated Roth account was first established by the recipient.

## Box 12. FATCA Filing Requirement Checkbox [Return to top](#)

Check the box if you are an FFI reporting a cash value insurance contract or annuity contract that is a U.S. account in a manner similar to that required under section 6047(d). See Regulations section 1.1471-4(d)(5)(i)(B) for this election. In addition, check the box if you are a U.S. payer that is reporting on Form 1099-R as part of satisfying your requirement to report with respect to a U.S. account for chapter 4 purposes, as described in Regulations section 1.1471-4(d)(2)(iii)(A).

## Box 13. Date of Payment Box [Return to top](#)

Enter here the date payment was made for reportable death benefits under section 6050Y.

## Boxes 14 - 19. State and Local Information [Return to top](#)

These boxes and Copies 1 and 2 are provided for your convenience only and need not be completed for the IRS. Use the state and local information boxes to report distributions and taxes for up to two states or localities. Keep the information for each state or locality separated by the broken line. If state or local income tax has been withheld on this distribution, you may enter it in boxes 14 and 17, as appropriate. In box 15, enter the abbreviated name of the state and the payer's state identification number. The state number is the payer's identification number assigned by the individual state. In box 18, enter the name of the locality. In boxes 16 and 19, you may enter the amount of the state or local distribution. Copy 1 may be used to provide information to the state or local tax department. Copy 2 may be used as the recipient's copy in filing a state or local income tax return.

**Table 1. Guide to Distribution Codes [top](#)**

Distribution Codes	Explanations	*Used with code...(if applicable)
<b>1 - Early distribution, no known exception.</b>	Use Code 1 only if the participant has not reached age 59½, and you do not know if any of the exceptions under <a href="#">Code 2</a> , <a href="#">3</a> , or <a href="#">4</a> apply. However, use Code 1 even if the distribution is made for medical expenses, health insurance premiums, qualified higher education expenses, a first-time home purchase, a qualified reservist distribution, or a qualified birth or adoption distribution under section 72(t)(2)(B), (D), (E), (F), (G), or (H). Code 1 must also be used even if a taxpayer is 59½ or older and he or she modifies a series of substantially equal periodic payments under section 72(q), (t), or (v) prior to the end of the 5-year period which began with the first payment.	8, B, D, K, L, M, or P



<b>2- Early distribution, exception applies.</b>	<p>Use Code 2 <b>only</b> if the participant has not reached age 59½ <b>and you know</b> the distribution is the any of the following.</p> <ul style="list-style-type: none"> <li>• A Roth IRA conversion (an IRA converted to a Roth IRA).</li> <li>• A distribution made from a qualified retirement plan or IRA because of an IRS levy under section 6331.</li> <li>• A governmental section 457(b) plan distribution that is not subject to the additional 10% tax. But see <a href="#">Governmental section 457(b) plans</a>, earlier, for information on distributions that may be subject to the 10% additional tax.</li> <li>• A distribution from a qualified retirement plan after separation from service in or after the year the participant has reached age 55.</li> <li>• A distribution from a governmental defined benefit plan to a public safety employee (as defined in section 72(t)(10)(B)) after separation from service, in or after the year the employee has reached age 50.</li> <li>• A distribution that is part of a series of substantially equal periodic payments, as described in section 72(q), (t), (u), or (v).</li> <li>• A distribution that is a permissible withdrawal under an eligible automatic contribution arrangement (EACA).</li> <li>• Any other distribution subject to an exception under section 72(q), (t), (u), or (v) that is not required to be reported using <a href="#">Code 1, 3, or 4</a>.</li> </ul>	8, B, D, K, L, M, or P
<b>3 - Disability.</b>	For these purposes, see section 72(m)(7).	D
<b>4 - Death.</b>	Use Code 4 regardless of the age of the participant to indicate payment to a decedent's beneficiary, including an estate or trust. Also, use it for death benefit payments made by an employer but not made as part of a pension, profit-sharing, or retirement plan. Also, use it for payments of reportable death benefits.	8, A, B, D, G, H, K, L, M, or P
<b>5 - Prohibited transaction.</b>	Use Code 5 if there was a prohibited transaction involving the IRA account. Code 5 means the account is no longer an IRA.	None
<b>6 - Section 1035 exchange.</b>	Use Code 6 to indicate the tax-free exchange of life insurance, annuity, long-term care insurance, or endowment contracts under section 1035.	W
<b>7 - Normal distribution.</b>	<p>Use Code 7: (a) for a normal distribution from a plan, including a traditional IRA, section 401(k), or section 403(b) plan, if the employee/taxpayer is at least age 59½; (b) for a Roth IRA conversion if the participant is at least age 59½; and (c) to report a distribution from a life insurance, annuity, or endowment contract and for reporting income from a failed life insurance contract under section 7702(g) and (h). See Rev. Proc. 2008-42, 2008-29 I.R.B. 160, available at <a href="#">IRS.gov/irb/2008-29_IRB#RP-2008-42</a>. Generally, use Code 7 if no other code applies. Do not use Code 7 for a Roth IRA.</p> <p><b>Note.</b> <a href="#">Code 1</a> must be used even if a taxpayer is age 59½ or older and he or she modifies a series of substantially equal periodic payments under section 72(q), (t), or (v) prior to the end of the 5-year period which began with the first payment.</p>	A, B, D, K, L, or M
<b>8 - Excess contributions plus earnings/excess deferrals (and/or earnings) taxable in 2024.</b>	Use Code 8 for an IRA distribution under section 408(d)(4), unless <a href="#">Code P</a> applies. Also, use this code for corrective distributions of excess deferrals, excess contributions, and excess aggregate contributions, unless Code P applies. See <a href="#">Corrective Distributions</a> , earlier, and <a href="#">IRA Revocation or Account Closure</a> , earlier, for more information.	1, 2, 4, B, J, or K

<b>9 - Cost of current life insurance protection.</b>	Use Code 9 to report premiums paid by a trustee or custodian for current life or other insurance protection. See the <a href="#">instructions</a> for Box 2a, earlier, for more information.	None
<b>A - May be eligible for 10-year tax option.</b>	Use Code A only for participants born before January 2, 1936, or their beneficiaries to indicate the distribution may be eligible for the 10-year tax option method of computing the tax on lump-sum distributions (on Form 4972, Tax on Lump-Sum Distributions). To determine whether the distribution may be eligible for the tax option, you need not consider whether the recipient used this method (or capital gain treatment) in the past.	4 or 7
<b>B - Designated Roth account distribution.</b>	Use Code B for a distribution from a designated Roth account. But use <a href="#">Code E</a> for a section 415 distribution under EPCRS (see <a href="#">Code E</a> ) or <a href="#">Code H</a> for a direct rollover to a Roth IRA.	1, 2, 4, 7, 8, G, L, M, P, or U
<b>C - Reportable death benefits under section 6050Y.</b>	Use Code C for a distribution to report payments of reportable death benefits.	D
<b>D - Annuity payments from nonqualified annuities and distributions from life insurance contracts that may be subject to tax under section 1411.</b>	Use Code D for a distribution from any plan or arrangement not described in section 401(a), 403(a), 403(b), 408, 408A, or 457(b).	1, 2, 3, 4, 7, or C
<b>E - Distributions under Employee Plans Compliance Resolution System (EPCRS).</b>	See <a href="#">Distributions under Employee Plans Compliance Resolution System (EPCRS)</a> , earlier.	None
<b>F - Charitable gift annuity.</b>	See <a href="#">Charitable gift annuities</a> , earlier.	None
<b>G - Direct rollover and direct payment.</b>	Use Code G for a direct rollover from a qualified plan, a section 403(b) plan, or a governmental section 457(b) plan to an eligible retirement plan (another qualified plan, a section 403(b) plan, a governmental section 457(b) plan, or an IRA). See <a href="#">Direct Rollovers</a> , earlier. Also, use Code G for a direct payment from an IRA to an accepting employer plan, and for IRRs that are direct rollovers. <b>Note.</b> Do not use Code G for a direct rollover from a designated Roth account to a Roth IRA. Use <a href="#">Code H</a> .	4, B, or K

<b>H - Direct rollover of a designated Roth account distribution to a Roth IRA.</b>	Use Code H for a direct rollover of a distribution from a designated Roth account to a Roth IRA.	4
<b>J - Early distribution from a Roth IRA.</b>	Use Code J for a distribution from a Roth IRA when <a href="#">Code Q</a> or <a href="#">Code T</a> does not apply. But use <a href="#">Code 2</a> for an IRS levy and <a href="#">Code 5</a> for a prohibited transaction.	8 or P
<b>K - Distribution of traditional IRA assets not having a readily available FMV.</b>	Use Code K to report distributions of IRA assets not having a readily available FMV. These assets may include: <ul style="list-style-type: none"> <li>• Stock, other ownership interest in a corporation, short- or long-term debt obligations, not readily tradable on an established securities market;</li> <li>• Ownership interest in a limited liability company (LLC), partnership, trust, or similar entity (unless the interest is traded on an established securities market);</li> <li>• Real estate;</li> <li>• Option contracts or similar products not offered for trade on an established option exchange; or</li> <li>• Other asset that does not have a readily available FMV.</li> </ul>	1, 2, 4, 7, 8, or G
<b>L - Loans treated as deemed distributions under section 72(p).</b>	Do not use Code L to report a plan loan offset. See <a href="#">Loans Treated as Distributions</a> , earlier.	1, 2, 4, 7, or B
<b>M - Qualified plan loan offset.</b>	Use Code M for a qualified plan loan offset (which is generally a type of plan loan offset due to severance from employment or termination of the plan). See <a href="#">Plan loan offsets</a> , earlier.	1, 2, 4, 7, or B
<b>N - Recharacterized IRA contribution made for 2024.</b>	Use Code N for a recharacterization of an IRA contribution made for 2024 and recharacterized in 2024 to another type of IRA by a trustee-to-trustee transfer or with the same trustee.	None
<b>P - Excess contributions plus earnings/excess deferrals taxable in 2023.</b>	See the explanation for <a href="#">Code 8</a> . The IRS suggests that anyone using Code P for the refund of an IRA contribution under section 408(d)(4), including excess Roth IRA contributions, advise payees, at the time the distribution is made, that the earnings are taxable in the year in which the contributions were made.	1, 2, 4, B, or J
<b>Q - Qualified distribution from a Roth IRA.</b>	Use Code Q for a distribution from a Roth IRA if you know that the participant meets the 5-year holding period and: <ul style="list-style-type: none"> <li>• The participant has reached age 59½,</li> <li>• The participant died, or</li> <li>• The participant is disabled.</li> </ul> <p><b>Note.</b> If any other code, such as <a href="#">8</a> or <a href="#">P</a>, applies, use <a href="#">Code J</a>.</p>	None

<b>R - Recharacterized IRA contribution made for 2025.</b>	Use Code R for a recharacterization of an IRA contribution made for 2024 and recharacterized in 20245 to another type of IRA by a trustee-to-trustee transfer or with the same trustee.	None
<b>S - Early distribution from a SIMPLE IRA in the first 2 years, no known exception.</b>	Use Code S only if the distribution is from a SIMPLE IRA in the first 2 years, the employee/taxpayer has not reached age 59½, and none of the exceptions under section 72(t) are known to apply when the distribution is made. The 2-year period begins on the day contributions are first deposited in the individual's SIMPLE IRA. Do not use Code S if <a href="#">Code 3</a> or <a href="#">4</a> applies.	None
<b>T - Roth IRA distribution, exception applies.</b>	Use Code T for a distribution from a Roth IRA if you do not know if the 5-year holding period has been met but: <ul style="list-style-type: none"> <li>• The participant has reached age 59½,</li> <li>• The participant died, or</li> <li>• The participant is disabled.</li> </ul> <b>Note.</b> If any other code, such as 8 or P, applies, use <a href="#">Code J</a> .	None
<b>U - Dividends distributed from an ESOP under section 404(k).</b>	Use Code U for a distribution of dividends from an employee stock ownership plan (ESOP) under section 404(k). These are not eligible rollover distributions. <b>Note.</b> Do <b>not</b> report dividends paid by the corporation directly to plan participants or their beneficiaries. Continue to report those dividends on Form 1099-DIV.	B
<b>W - Charges or payments for purchasing qualified long-term care insurance contracts under combined arrangements.</b>	Use Code W for charges or payments for purchasing qualified long-term care insurance contracts under combined arrangements which are excludable under section 72(e)(11) against the cash value of an annuity contract or the cash surrender value of a life insurance contract.	6
<b>Y - Qualified charitable distribution (QCD) claimed under section 408(d)(8).</b>	Use Code Y for a distribution made directly from an IRA to a charitable organization and that the taxpayer intends to be a QCD. For more information about QCDs, see <a href="#">Pub. 590-B</a> . <b>Note.</b> When using code Y, you must use either 4, 7, or K. See <a href="#">Qualified charitable distributions (QCDs)</a> , earlier.	4, 7, or K
<p>*See the first two Cautions for the box 7 instructions, earlier.</p> <p>**When reporting a QCD, you must use code Y first with either 4, 7, or K.</p>		

**Process Date.** This is the last date a Copy A was printed for the Participant.

**Distribution Date.** This is the date(s) that the Participant was paid.

**State 1.** This is the most recent date that one or more Copy 1s for the state was printed.

**State 2.** This is the most recent date that one or more Copy 1s for the state was printed.

**Office Code.** Used in electronic filing only. Enter the office code of the Payer (may be blank). For payers with multiple locations, this field may be used to identify the location of the office submitting the information return.

## H. Corrected Returns on Paper Forms [Return to top](#)

**Caution!** To file corrections for electronically filed forms, see [part F](#) and [Pub. 1220](#).

If you filed a return with the IRS and later discover you made an error on it, you must:

- Correct it as soon as possible and file Copy A and Form 1096 with your IRS Submission Processing Center (see [part D](#)), and
- Furnish statements to recipients showing the correction.

When making a correction, complete all information (see [Filing corrected returns on paper forms](#), later).

- Do not cut or separate forms that are two or three to a page. Submit the entire page even if only one of the forms on the page is completed.
- Do not staple the forms to Form 1096.
- Do not send corrected returns to the IRS if you are correcting state or local information only. Contact the state or local tax department for help with this type of correction.

To correct payer information, see [Reporting incorrect payer name and/or TIN](#), earlier.

**Form 1096.** [top](#) Use a separate Form 1096 for each type of return you are correcting. For the same type of return, you may use one Form 1096 for both originals and corrections. You do not need to correct a previously filed Form 1096.

**CORRECTED checkbox.** [top](#) Enter an "X" in the "CORRECTED" checkbox only when correcting a form previously filed with the IRS or furnished to the recipient. Certain errors require two returns to make the correction. See [Filing corrected returns on paper forms](#), later, to determine when to mark the "CORRECTED" checkbox.

**Account number.** [top](#) If the account number was provided on the original return, the same account number must be included on both the original and corrected returns to properly identify and process the correction. If the account number was not provided on the original return, do not include it on the corrected return. See [part L](#).

**Recipient's statement.** [top](#) You may enter a date next to the "CORRECTED" checkbox. This will help the recipient in the case of multiple corrections.

**Filing corrected returns on paper forms.** [top](#) The [Error Charts for Filing Corrected Returns on Paper Forms](#), later, give step-by-step instructions for filing corrected returns for the most frequently made errors. They are grouped under Error Type 1 or 2. Correction of errors may require the submission of more than one return. Be sure to read and follow the steps given.

**Caution!** If you fail to file correct information returns or furnish a correct payee statement, you may be subject to a penalty. See [part O](#). Regulations section 301.6724-1 (relating to information return penalties) does not require you to file corrected returns for missing or incorrect TINs if you meet the reasonable-cause criteria. You are merely required to include the correct TIN on the next original return you are required to file.

However, even if you meet the reasonable-cause criteria, the IRS encourages you to file corrections for incorrect or missing TINs so that the IRS can update the payees' records.

**Error Charts for Filing Corrected Returns on Paper Forms**<sup>top</sup> Identify the correction needed based on **Error Type 1** or **2**; then follow the steps to make the corrections and file the form(s). Also see [part H](#), earlier.

Error Type 1	Correction
<p><b>Incorrect money amount(s), code, or checkbox</b></p> <p><b>A return was filed when one should not have been filed.</b></p> <p>These errors require only one return to make the correction.</p> <p><b>Caution:</b> If you must correct a TIN or a payee name, follow the instructions under Error Type 2.</p>	<p><b>A. Form 1097, 1098, 1099, 3921, 3922, 5498, or W-2G</b></p> <ol style="list-style-type: none"> <li>1. Prepare a new information return.</li> <li>2. Enter an "X" in the "CORRECTED" box (and date (optional)) at the top of the form.</li> <li>3. Correct any recipient information such as money amounts. Report other information as per the original return.</li> </ol> <p><b>B. Form 1096</b></p> <ol style="list-style-type: none"> <li>1. Prepare a new transmittal Form 1096.</li> <li>2. Provide all requested information on the form as it applies to Part A, 1 and 2.</li> <li>3. File Form 1096 and Copy A of the return with the appropriate IRS Submission Processing Center.</li> <li>4. Do not include a copy of the original return that was filed incorrectly.</li> </ol>

Error Type 2	Correction		
<p><b>No payee TIN (SSN, EIN, QI-EIN, or ITIN),</b></p> <p><b>or</b></p> <p><b>Incorrect payee TIN,</b></p> <p><b>or</b></p> <p><b>Incorrect payee name,</b></p> <p><b>or</b></p> <p><b>Original return filed using wrong type of return (for example,</b></p>	<table> <tr> <td> <p><b>Step 1.</b> Identify incorrect return submitted.</p> </td><td> <ol style="list-style-type: none"> <li>1. Prepare a new information return.</li> <li>2. Enter an "X" in the "CORRECTED" box (and date (optional)) at the top of the form.</li> <li>3. Enter the payer, recipient, and account number information exactly as it appeared on the original incorrect return; however, enter -0- (zero) for all money amounts.</li> </ol> </td></tr> </table>	<p><b>Step 1.</b> Identify incorrect return submitted.</p>	<ol style="list-style-type: none"> <li>1. Prepare a new information return.</li> <li>2. Enter an "X" in the "CORRECTED" box (and date (optional)) at the top of the form.</li> <li>3. Enter the payer, recipient, and account number information exactly as it appeared on the original incorrect return; however, enter -0- (zero) for all money amounts.</li> </ol>
<p><b>Step 1.</b> Identify incorrect return submitted.</p>	<ol style="list-style-type: none"> <li>1. Prepare a new information return.</li> <li>2. Enter an "X" in the "CORRECTED" box (and date (optional)) at the top of the form.</li> <li>3. Enter the payer, recipient, and account number information exactly as it appeared on the original incorrect return; however, enter -0- (zero) for all money amounts.</li> </ol>		

<p>a Form 1099-DIV was filed when a Form 1099-INT should have been filed).</p> <p>Two separate returns are required to make the correction properly. Follow all instructions for both Steps 1 and 2.</p>	<p><b>Step 2. Report correct information.</b></p>	<p><b>A. Form 1097, 1098, 1099, 3921, 3922, 5498, or W-2G</b></p> <ol style="list-style-type: none"> <li>1. Prepare a new information return.</li> <li>2. Do not enter an "X" in the "CORRECTED" box at the top of the form. Prepare the new return as though it is an original.</li> <li>3. Include all the correct information on the form including the correct TIN and name.</li> </ol> <p><b>B. Form 1096</b></p> <ol style="list-style-type: none"> <li>1. Prepare a new transmittal Form 1096.</li> <li>2. Enter one of the following phrases in the bottom margin of the form. <ul style="list-style-type: none"> <li>• Filed To Correct TIN.</li> <li>• Filed To Correct Name.</li> <li>• Filed To Correct Return.</li> </ul> </li> <li>• Provide all requested information on the form as it applies to the returns prepared in Steps 1 and 2.</li> <li>• File Form 1096 and Copy A of the return with the appropriate IRS Submission Processing Center.</li> <li>• Do not include a copy of the original return that was filed incorrectly.</li> </ol>
--	---	---

## J. Recipient Names and Taxpayer Identification Numbers (TINs) [Return to top](#)

**Recipient names.** [top](#) Show the full name and address in the section provided on the information return. If payments have been made to more than one recipient or the account is in more than one name, show on the first name line the name of the recipient whose TIN is first shown on the return. You may show the names of any other individual recipients in the area below the first line, if desired. Form W-2G filers, see the Instructions for Forms W-2G and 5754.

**Sole proprietors.** [top](#) You must show the individual's name on the first name line; on the second name line, you may enter the "doing business as (DBA)" name. You may not enter only the DBA name. For the TIN, enter either the individual's social security number (SSN) or the EIN of the business (sole proprietorship). The IRS prefers that you enter the SSN.

**Limited liability company (LLC).** [top](#) For a single-member LLC (including a foreign LLC with a U.S. owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name only



on the first name line and the LLC's name on the second name line. For the TIN, enter the owner's SSN (or EIN, if applicable). If the LLC is taxed as a corporation, partnership, etc., enter the entity's EIN.

**Bankruptcy estate.** [top](#) If an individual (the debtor) for whom you are required to file an information return is in chapter 11 bankruptcy, and the debtor notified you of the bankruptcy estate's EIN, report post-petition gross income, gross proceeds, or other reportable payments on the applicable information return using the estate's name and EIN. The debtor should notify you when the bankruptcy is closed, dismissed, or converted, so that any subsequent information returns will be filed with the correct name and EIN. Different rules apply if the bankruptcy is converted to chapter 7, 12, or 13 of the Bankruptcy Code. For additional guidance, see Notice 2006-83, 2006-40 I.R.B. 596, available at [IRS.gov/irb/2006-40\\_IRB#NOT-2006-83](https://www.irs.gov/irb/2006-40_IRB#NOT-2006-83).

**TINs.** [top](#) TINs are used to associate and verify amounts you report to the IRS with corresponding amounts on tax returns. Therefore, it is important that you report correct names, SSNs, individual taxpayer identification numbers (ITINs), EINs, or adoption taxpayer identification numbers (ATINs) for recipients on the forms sent to the IRS.

**TIP** Only one recipient TIN can be entered on the form.

**Requesting a recipient's TIN.** [top](#) If the recipient is a U.S. person (including a U.S. resident alien), the IRS suggests that you request the recipient complete Form W-9, Request for Taxpayer Identification Number and Certification, or Form W-9S, Request for Student's or Borrower's Taxpayer Identification Number and Certification, as appropriate. Form W-9 is required to be completed by recipients of certain types of payments (as provided in Regulations section 31.3406(d)-1). See the Instructions for the Requester of Form W-9 for more information on how to request a TIN.

If the recipient is a foreign person, the IRS suggests that you request the recipient complete the appropriate Form W-8. See the Instructions for the Requester of Forms W-8BEN, W-8BEN-E, W-8ECI, W-8EXP, and W-8IMY.

**Caution!** U.S. resident aliens who rely on a "saving clause" of a tax treaty are to complete Form W-9, not Form W-8BEN. See [Pub. 515](#) and [Pub. 519](#).

You may be subject to a penalty for an incorrect or missing TIN on an information return. See [part O](#) for more information. You are required to maintain the confidentiality of information obtained on a Form W-9/W-9S relating to the taxpayer's identity (including SSNs, EINs, ITINs, and ATINs), and you may use such information only to comply with the tax laws.

**TIP.** If the recipient does not provide a TIN, leave the box for the recipient's TIN blank on the Form 1097, 1098, 1099, 3921, 3922, 5498, or W-2G. Backup withholding may apply; see [part N](#).

**Caution!** If the recipient does not provide a TIN, you may not make the election described in Regulations section 1.1471-4(d)(5)(i)(A) or (B) or report as described in Regulations section 1.1471-4(d)(2)(iii)(A).

The TIN for individual recipients of information returns is the SSN, ITIN, or ATIN. See [Sole proprietors](#), earlier. For other recipients, including corporations, partnerships, and estates, the TIN is the EIN. Income reportable after the death of an individual must reflect the TIN of the payee, that is, of the estate or of the surviving joint owner. For more information, see [Personal Representative](#) in [Pub. 559](#). For LLCs, see [Limited liability company \(LLC\)](#), earlier.

SSNs, ITINs, and ATINs have nine digits separated by two hyphens (000-00-0000), and EINs have nine digits separated by only one hyphen (00-0000000). **Note.** Make sure you include the hyphen(s) in the correct place(s) when completing

the paper form(s).

**Caution!** *Expired ITINs may continue to be used for information return purposes regardless of whether they have expired for individual income tax return filing purposes. Additionally, the third parties who file and furnish information returns with an expired payee ITIN will not be subject to information return penalties under section 6721 or 6722 solely because the ITIN is expired. See Notice 2016-48, 2016-33 I.R.B. 235, available at [IRS.gov/irb/2016-33\\_IRB#NOT-2016-48](https://www.irs.gov/irb/2016-33_IRB#NOT-2016-48).*

**Truncating payee's TIN on payee statements.** [top](#) Filers of information returns are permitted to truncate a payee's TIN (SSN, ITIN, ATIN, or EIN) on most payee statements. The payee's TIN may not be truncated on Form W2-G. Where permitted, filers may truncate a payee's TIN on the payee statement (including substitute and composite substitute statements) furnished to the payee in paper form or electronically. Generally, the payee statement is that copy of an information return designated "Copy B" on the form. If a filer truncates a TIN on Copy B, other copies of the form furnished to the payee may also include a truncated number. A filer may not truncate a payee's TIN on any forms the filer files with the IRS. A filer's TIN may not be truncated on any form. To truncate where allowed, replace the first five digits of the nine-digit number with asterisks (\*) or Xs (for example, an SSN xxx-xx-xxxx would appear on the paper payee statement as \*\*\*-\*\*-xxxx or XXX-XX-xxxx). See T.D. 9675, 2014-31 I.R.B. 242, available at [IRS.gov/irb/2014-31\\_IRB#TD-9675](https://www.irs.gov/irb/2014-31_IRB#TD-9675).

**Electronic submission of Forms W-9.** [top](#) Requesters may establish a system for payees and payees' agents to submit Forms W-9 electronically, including by fax. A requester is anyone required to file an information return. A payee is anyone required to provide a TIN to the requester.

**Payee's agent.** [top](#) A payee's agent can be an investment adviser (corporation, partnership, or individual) or an introducing broker. An investment adviser must be registered with the Securities and Exchange Commission (SEC) under the Investment Advisers Act of 1940. The introducing broker is a broker-dealer that is regulated by the SEC and the National Association of Securities Dealers, Inc., and that is not a payer. Except for a broker who acts as a payee's agent for "readily tradable instruments," the adviser or broker must show in writing to the payer that the payee authorized the adviser or broker to transmit the Form W-9 to the payer.

Generally, the electronic system must do the following.

1. Ensure the information received is the information sent and document all occasions of user access that result in the submission.
2. Make reasonably certain the person accessing the system and submitting the form is the person identified on Form W-9.
3. Provide the same information as the paper Form W-9.
4. Be able to supply a hard copy of the electronic Form W-9 if the IRS requests it.
5. Require as the final entry in the submission an electronic signature by the payee whose name is on Form W-9 that authenticates and verifies the submission. The electronic signature must be under penalties of perjury and the perjury statement must contain the language of the paper Form W-9.

**TIP.** *For Forms W-9 that are not required to be signed, the electronic system need not provide for an electronic signature or a perjury statement.*

Additional requirements may apply. See Announcement 98-27, available on page 30 of Internal Revenue Bulletin 1998-15 at [IRS.gov/pub/irs-irbs/irb98-15.pdf](https://www.irs.gov/pub/irs-irbs/irb98-15.pdf), and Announcement 2001-91, available on page 221 of Internal Revenue Bulletin 2001-36 at [IRS.gov/pub/irs-irbs/irb01-36.pdf](https://www.irs.gov/pub/irs-irbs/irb01-36.pdf).

**Electronic submission of Forms W-9S.** [top](#) See the [Instructions](#) for Forms 1098-E and 1098-T.

## **L. Account Number Box on Forms** [Return to top](#)

Use the account number or policy number box on Forms 1097, 1098, 1099, 3921, 3922, and 5498 for an account number designation. The account number is required if you have multiple accounts for a recipient for whom you are filing more than one information return of the same type. The account number is also required if you are an FFI making the election described in Regulations section 1.1471-4(d)(5)(i)(A) or (B) or are a U.S. payer reporting as described in Regulations section 1.1471-4(d)(2)(iii)(A). Additionally, the IRS encourages you to include the recipient's account number on paper forms if your system of records uses the account number rather than the name or TIN for identification purposes. Also, the IRS will include the account number in future notices to you about backup withholding. See [Pub. 1220](#) if you are filing electronically.

The account number may be a checking account number, savings account number, brokerage account number, serial number, loan number, or policy number, or any other number you assign to the payee that is unique and will distinguish the specific account. This number must not appear anywhere else on the form, and this box may not be used for any other item unless the separate instructions indicate otherwise. Using unique account numbers ensures that corrected information returns will be processed accurately.

If you are using window envelopes to mail statements to recipients and using reduced rate mail, be sure the account number does not appear in the window. The U.S. Postal Service may not accept these for reduced rate mail.

---