

Instructions for Payer

To complete Form 1097-BTC, use:

- The current General Instructions for Certain Information Returns, and
- The current Instructions for Form 1097-BTC.

To order these instructions and additional forms, go to www.irs.gov/Form1097BTC.

Filing and furnishing. Furnish the information shown on Copy B of this form to the recipient on or before the 15th day of the 2nd calendar month after the close of the calendar quarter in which the credit is allowed.

For the first 3 quarters, report to the recipient only the amounts for the months of the applicable quarter. Box 1 should not be completed and box 6 is optional.

You are not required to furnish a separate report solely for the 4th quarter because the 4th quarter amounts are reported with the annual filing. For the annual filing, report the credits for each month in boxes 5a–5l, report the total of those amounts in box 1, and complete the rest of the form as applicable. If any amounts previously furnished for the first 3 quarters need to be corrected, report the correct

amounts for the annual reporting and explain the correction to the recipient; no explanation is required for the IRS filing.

For the report furnished to the recipient (quarterly or annual), you may use Copy B or your own substitute statement reporting all the same applicable information (the reporting for the first 3 quarters may be furnished electronically).

The IRS encourages Form 1097-BTC issuers to provide the credit information to the recipient monthly, if applicable, and as soon after the end of the month in which a credit arises as possible.

For filing and furnishing instructions, and to request filing or furnishing extensions, see the current General Instructions for Certain Information Returns. To file electronically, you must have software that generates a file according to the specifications in Pub. 1220.

Need help? If you have questions about reporting on Form 1097-BTC, call the information reporting customer service site toll free at 866-455-7438 or 304-263-8700 (not toll free). Persons with a hearing or speech disability with access to TTY/TDD equipment can call 304-579-4827 (not toll free).