

# GuideStone Funds 2023 Tax Guide



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Simplifying Your 2023 Tax Reporting



Dear Shareholder:

In our ongoing effort to provide useful information regarding your investment in GuideStone Funds, we are pleased to provide you a copy of the GuideStone Funds 2023 Tax Guide. It has been created to assist you in understanding the variety of documents involved in preparing your taxes.

Some highlights of our Tax Guide include:

- an explanation of the purpose of the 2023 tax documents sent to you
- how to record information on your tax return
- sample tax forms
- important definitions you should know
- step-by-step instructions for key fields on each form
- a helpful list of answers to frequently asked questions (page 10)

We hope that you find your GuideStone Funds 2023 Tax Guide to be a valuable resource in making your life a bit easier at tax reporting time. If you have specific questions regarding any data it contains, please do not hesitate to contact a GuideStone representative at 1-888-GS-FUNDS (1-888-473-8637) or consult your tax advisor. Your satisfaction with the service provided is of the utmost importance to us.

Sincerely,

Route I. Pinne

Brandon Pizzurro President

Mutual fund shares are not insured by the FDIC and are not deposits or other obligations of, or guaranteed by, any depository institution. Shares are subject to investment risks, including possible loss of principal invested.

### Dividend and Capital Gain Distributions

Every shareholder, with certain exceptions as provided in the Internal Revenue Code, who has received \$10 or more in taxable dividends or distributions receives a Form 1099-DIV. Form 1099-DIV is also sent to account holders for whom backup withholding was taken on certain reportable transactions.

Your Form 1099-DIV lists all federally taxable dividend and capital gain distributions of \$10 or more paid to your mutual fund accounts. If your account is invested in more than one fund, the 1099-DIV information for each fund has been consolidated and mailed to you in a single package. However, shareholders with more than one type of account—for example, an individual account and another account that is jointly owned—will receive a separate package of tax forms for each account. The dividends and capital gains shown on Form 1099-DIV need to be reported on your 2023 federal income tax return, even if you reinvested your distributions in additional fund shares instead of receiving them in cash.

If you have one of the following types of accounts, you will not receive Form 1099-DIV:

- Individual Retirement Accounts and other tax-deferred accounts (including Roth and Traditional IRAs, Rollover IRAs, SEP and SIMPLE IRAs, Coverdell Education Savings Accounts and qualified tuition plan accounts)
- Pension, 403(b), profit sharing and money purchase plans
- Accounts owned by corporations, documented nonresident aliens and certain tax-exempt organizations

#### Foreign Investment Distributions

Form 1099-DIV may list a foreign tax credit that the Fund paid with gross distributions. If an amount is shown in box 7, please refer to the instructions for filing your personal income tax return.

Recipient's Name and Address: OHN Q PUBLIC ANE Q PUBLIC JOINT TENANTS 19 MAIN STREET 40METOWN NY 12186-9103		2023 FORM 1099-DIV Dividends and Distributions Copy B for Recipient			
REGISTRATION LINE 5 REGISTRATION LINE 6 REGISTRATION LINE 7 REGISTRATION LINE 8	For additional information. please call:				
СДЕГСН		CORRECTED (If Checked)			
Payer's Name: ACME INTERNATIONAL EQUITY FUND		und & Account Number: 0093 - *****99999			
1a. Total ordary dividends \$120.	0 1b. Qualified di dends \$105.72 2a. Total	capital gain distributions \$6491			
2b. Unrecap. Sec. 1250 gain		ctibles (28%) gain			
2e. Section 897 ordinary dividends \$170.	0 2f. Section 897 capital gain \$18.00 3. Nondi	vidend distributions			
4. Federal income tax withheld		nent expenses			
7. Foreign tax paid		CA filing requirement			
12. Exempt-interest dividends		ME identification no 9799999999 income tax withheld \$7.50			
Payer's Name: ACME INTERNATIONAL EQUITY FUND	Payer's TIN: 99.9999999 F	und & Account Number: 0094 - *****99999			
<ol> <li>Total ordinary dividends \$120.</li> </ol>	0 1b. Qualified dividends \$105.72 2a. Total	capital gain distributions \$64.94			
2b. Unrecap. Sec. 1250 gain	2c. Section 1202 gain 2d. Colle	ctibles (28%) gain			
2e. Section 897 ordinary dividends \$170.	0 2f. Section 897 capital gain \$18.00 3. Nondi	vidend distributions			
4. Federal income tax withheld	5. Section 199A dividends 6. Investi	nent expenses			
7. Foreign tax paid \$11.	1 9. Cash liquidation distributions 11. FATO	CA filing requirement			
12. Exempt-interest dividends		ME identification no 99999999999 income tax withheld \$7.50			

- A Account registration and address
- B Your Taxpayer Identification Number; this information will be masked

C The Fund's name

- D Total amount of qualified and non-qualified dividends and short-term capital gains distributed in 2023
- E Shows unrecaptured Section 1250 gain from certain depreciable real property
- F Section 897 Ordinary Dividends (This represents the amount included in box 1a (ordinary dividends) that is section 897a gain from dispositions of USRPI).
- G Amount of taxes withheld if you were subject to backup withholding
- Box 7 lists your proportionate share of any foreign taxes you paid in 2023

- The Fund's Federal Taxpayer Identification Number
- J Amount of qualified dividends distributed in 2023
- K Section 1202 gain
- Section 897 Capital Gain (This represents the amount included in box 2a (total long term capital gain) that is section 897a gain from dispositions of USRPI.)
- Shows dividends eligible for the 20% qualified business income deduction under section 199A
- The amount of liquidation distribution paid to you in 2023
- Your Fund and account number. This information will be masked
- P Total amount of longterm capital gains distributed in 2023

- Shows 28% rate gain from sales or exchanges of collectibles
- R Lists any part of your distribution that is nontaxable because it is a return of your cost or other basis
- S Your share of expenses of a nonpublicly offered regulated investment company, generally a nonpublicly offered mutual fund
- FATCA Filing Requirement
- Shows State and State Identification number. Amount of state taxes withheld if you were subject to backup withholding
- Amount of tax-exempt interest, including exempt interest dividends from mutual fund, paid in 2023
- Amount of tax-exempt interest subject to the Alternative Minimum Tax (AMT)

#### The information on your Form 1099-DIV is reported to the IRS.

## Proceeds from Redemption or Exchange of Securities

All redemptions (sales) or exchanges made in non-retirement mutual fund accounts, except money market accounts, must be reported on Form 1099-B. Form 1099-B reports the gross proceeds from the sale or exchange of your mutual fund shares in 2023 less any contingent deferred sales charge deducted from the gross proceeds of the transaction.

The 1099-B Form is broken out into the following five sections based on the categorization of the redemption and the cost basis information available:

Section 1: Short-term transactions for which basis is reported to the IRS– Report on Form 8949, Part I, with Box A checked. If information is reported in this section, the portion of the redemption is categorized as a short term capital gain. The cost basis information listed in boxes 1e and 1g will be reported to the IRS. This information should be transposed onto Form 8949 where further adjustments may be made, if necessary.

Section 2: Short-term transactions for which basis is not reported to the IRS– Report on Form 8949, Part I, with Box B checked. If information is reported in this section, the portion of the redemption is categorized as a short term capital gain. The cost basis information listed in boxes 1e and 1g will not be reported to the IRS. This information can be used as a guide to help determine your cost basis.

Section 3: Long-term transactions for which basis is reported to the IRS– Report on Form 8949, Part II, with Box D checked. If information is reported in this section, the portion of the redemption is categorized as a long term capital gain. The cost basis information listed in boxes 1e and 1g will be reported to the IRS. This information should be transposed onto Form 8949 where further adjustments may be made, if necessary.

Section 4: Long-term transactions for which basis is not reported to the IRS– Report on Form 8949, Part II, with Box E checked. If information is reported in this section, the portion of the redemption is categorized as a long term capital gain. The cost basis information listed in boxes 1e and 1g will not be reported to the IRS. This information can be used as a guide to help determine your cost basis. Section 5: Transactions for which basis is not reported to the IRS and for which short-term or long-term determination is unknown (to Broker)–You must determine short-term or long-term based on your records and report on Form 8949, Part I, with Box B checked, or on Form 8949, Part II, with Box E checked, as appropriate. If information is reported in this section, there is not enough information available to determine the cost basis for your redemption or exchange. Please consult your tax advisor for advice on the cost basis information needed for Form 8949 and Schedule D.



The information on your Form 1099-B is reported to the IRS with the exception of cost basis information that may be displayed within Section 2 and Section 4, and Section 5.

## **Distributions from Retirement Plans**

Form 1099-R reports both full and partial distributions from your mutual fund retirement plan accounts.

- If you have more than one retirement plan account with a taxable distribution in our family of mutual funds, you will receive one consolidated Form 1099-R.
- If you have more than one type of retirement account with us—for example, a Traditional IRA and a Roth IRA—separate Forms 1099-R will be produced for distributions from each type of retirement account.

Please note that we do not report distributions from retirement accounts held by other custodians.

You will receive a Form 1099-R if you withdrew assets from your retirement plan account, even if you rolled them over and reinvested them in another retirement plan account within 60 days. You will also receive a Form 1099-R if you took your retirement account dividend distributions in cash, but not if they are reinvested into your retirement account. If you took more than one distribution from your retirement account in 2023, the distributions have been aggregated according to the type of distribution as defined by the IRS distribution code. You will receive a Form 1099-R if you converted your traditional IRA to a Roth IRA in 2023.

You will not receive a Form 1099-R if you arranged to move your IRA account as a trustee-to-trustee transfer of assets directly to another IRA account without taking possession of the funds.

You will receive a year-end statement in January 2024 that reports the value of your account as of December 31, 2023.

Please consult your tax advisor for guidance on reporting the information from Form 1099-R on your tax return.



- A The Fund's mailing address
- B Account registration and address
- C Your Taxpayer Identification Number; this information will be masked
- D The Fund's name
- E The Fund's Federal Taxpayer Identification Number
- Your Fund and account number. This information will be masked
- G Total dollar amount of the distribution(s) from your retirement account in 2023

н

Taxable amount of your distribution(s)

- An "x" here indicates your Funds are unable to determine the taxable amount of your distribution(s)
- An "x" here indicates a total distribution of account assets as of 12/31/2023 (There is no share balance left)
- Amount of Federal taxes withheld from the distribution
- L The portion that is your basis in a designated Roth account
- Distribution codes identify the type of distribution(s) you received (A complete list of distribution codes appears on the back of the form)

- Indicates if your account is a Traditional, SEP, or SIMPLE IRA
- Amount allocable to IRR within 5 years
- P The 1st year you made a contribution to the designated Roth account
- Amount of State taxes withheld from the distribution, if applicable
- R The state and state ID that taxes were paid to

The information on your Form 1099-R is reported to the IRS. In some cases, a copy of Form 1099-R must be filed with your tax return.

## **IRA Contribution Information**

Form 5498 reports all contributions to IRA accounts for tax year 2023. Since contributions can be made until April 15, 2024 for 2023, your form will be mailed to you by May 31, 2024. The information is reported to the IRS, but you don't have to file it with your 2023 tax return. Form 5498 also reports the fair market value of your IRA account as of December 31, 2023. This information may be reported to you on your year-end transaction history statement instead of Form 5498, since Form 5498 may or may not be generated if you did not make any contributions to your retirement accounts.

Note: A direct trustee-to-trustee transfer will not generate a Form 5498.

CITY NAME ST	01234-9999				information, please call: 11-111-1111	
CORRECT	ED (if checked)	IRA		RA CONTRIBU	2023 FORM 5498 CONTRIBUTION INFORMATION Copy B for Participant	
Participant's Name 00001 02 EHV001	and Address: O CUST IRA FBO				is being furnished to the IRS.	
JOHN Q. PUBLIC			Γ	PARTICIPANT'S TIN		
123 STREET NAI HOMETOWN ST		_		***_**_11111		
D	H	E		F		
	or Issuer's Name DER FUND-CLASS A	Trustee's or Is 99-999			<b>1 &amp; Account Number</b> 1030 - ******1111	
1. IRA Contributions (other than amounts in boxes 2 - 4, 8 - 10 and 13a) \$8,585.95	2. Rollover Contributions	3. Roth IRA Conversion Amount		naracterized rributions	5. Fair Market Value of Account	
7. Plan Type	8. SEP Contributions	9. SIMPLE Contributio		th IRA ntributions	11. If Checked, Required Minimum Dist. for 2024	
IRA				J	X	
13a. Postponed Contribution	13b. Year	13c. Code		epayments	14b. Code	
\$100.00		N S	0	\$13.0	0 BA	

- A The Fund's mailing address
- B Account registration and address
- C Your Taxpayer Identification Number; this information will be masked
- D The Fund's name
- E The Fund's Federal Taxpayer Identification Number
- F Your Fund and account number. This information will be masked
- G Shows contributions to your traditional IRA made in 2023 for 2023 and through April 15, 2024 for 2023
- H Shows any rollover made in 2023, including direct rollovers made to an IRA

- Amount converted to a Roth IRA
- J Contributions (plus earnings) recharacterized from one type of IRA to another in 2023
- Fair market value of IRA account on the last business day of 2023 (fair market value is determined by multiplying the number of shares in your accounts by the net asset values on the last business day of the year)
- The type of IRA account
- Contributions made to a SEP IRA in 2023
- N Contributions made to a SIMPLE IRA in 2023

- Shows contributions to your Roth IRA made in 2023 for 2023 and through April 15, 2024 for 2023
- P An "x" here indicates you must take a required minimum distribution (RMD) for 2024
- Q Shows the amount of any postponed contribution made in 2023
- R Shows the year to which the postponed contribution in box 13a was credited
- S Shows the code FD for participants who made a postponed contribution
- New repayment requirement for SECURE Act Birth/Adopion

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U New code BA
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### Q. What is a capital gain?

A. There are two types of capital gains:

**Capital Gain (Personal)** results when an individual sells mutual fund shares for a profit and is the difference between an asset's purchase price and selling price.

**Capital Gain Distribution (Portfolio)** results when a net profit is made by the mutual fund in buying and selling portfolio holdings during a given year. The IRS considers capital gains distributions from a mutual fund as a taxable activity, even if the shareholder reinvests the proceeds back into the fund.

# Q. Does my mutual fund have a tax advisor or anyone who can help me fill out my return?

A. Our telephone representatives will be happy to help you with question and information about your accounts; however, we cannot provide tax advice. For assistance in filling out your return, you should contact your tax advisor.

#### Q. How are my IRA contributions reported to the IRS?

A. If you are an IRA shareholder, Form 5498 will be mailed to you under separate cover no later than May 31, 2024.

# Q. Will my conversion from a Traditional IRA to a Roth IRA affect my tax return?

A. Yes, converting from a Traditional IRA to a Roth IRA is reportable to the IRS. Please consult your tax advisor for assistance.

# Q. Why don't the income amounts on my Form 1099-DIV match the amounts on my year-end or quarterly statements?

A. Occasionally, mutual funds determine that income previously distributed to shareholders as one type of income may need to be reclassified into a different category of income for tax reporting purposes. For example, qualified dividend income is not segregated from nonqualified dividend income on your periodic statements, but it is correctly broken out in box 1b on your 2023 Form 1099-DIV.

#### Q. Why am I receiving two copies of my 1099DIV or 1099B?

A. Residents of California, Maine and Vermont who had state income tax withholding withheld from their 2023 1099-DIV or 1099-B reportable distributions will receive a "copy 2 to be filed with recipients's state income tax return, when required". Please consult with your tax advisor for additional guidance on reporting this information to the IRS or state agencies.



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