

GEMCOR, Inc.—2025 1098-T Preparation Service Agreement

School Name: _____ TAX ID: _____

School Address: _____

Name & Title of Authorized School Representative: _____

Phone: _____ Email: _____ Estimated # of 1098-T forms: _____

1098-T servicing plan for 2025 cycle year (choose one):

_____  **Platinum Package** (Full-Service): \$4.75/form
Data import from spreadsheet, Form generation (1098-T), Mailing to students, Digital copy to school, IRS E-filing, Reprints & Archiving

_____  **Gold Package** (Mid-Level Service): \$3.50/form
Data import from spreadsheet, Form generation (1098-T), Digital copy to school, IRS E-filing, Reprints & Archiving

_____  **Bronze Package** (E-Filing-Only): \$1.00/form
Preformatted IRS-ready data, Validation & compliance checks, Rejection monitoring & support, Archiving

One-time Setup Fee: \$ _____

*Clients not currently engaged with GEMCOR under a full-service TPS contract will incur a one-time setup fee of \$495 upon their first 1098-T reporting cycle. This fee is universal and will not be applied in subsequent years.

Deposit Due: \$ _____

*Deposit requirement for non-full-service clients: if the client is not currently engaged with GEMCOR under a full-service TPS contract, a non-refundable deposit equal to 25% of the estimated total service cost is required prior to the commencement of 1098-T preparation services. No deposit is required for current full-service clients.

Deadlines:

January 23: Deadline for schools to send GEMCOR finalized spreadsheets to guarantee students receive their forms in the mail by January 31st

January 31: Deadline for students to receive their 1098-T forms from GEMCOR

March 15: Deadline for schools to send GEMCOR their formatted files to E-File with the IRS (Bronze Package and TRAX Clients)

March 31: IRS deadline for E-Filing

Client agrees to provide all necessary student and financial data in a timely and secure manner. GEMCOR will maintain confidentiality and data security in accordance with applicable laws. GEMCOR will ensure all services comply with current IRS regulations and guidelines. GEMCOR is not responsible for penalties resulting from inaccurate or incomplete data provided by the Client.

Authorized Representative Signature (Client)

Date

Terrah Griffin

Director of Marketing & Innovation

GEMCOR, Inc.

terrah@gemcorinc.com

1-888-GEMCOR-8