

GEMCOR, Inc.— 2026 1098-T Preparation Service Agreement

School Name:_____ **TAX ID**: _____

School Mailing Address: _____

Name & Title of Authorized School Representative:_____

Phone:_____ **Email**:_____ **Est. # of 1098-T forms**: _____

1098-T servicing plan (choose one):

_____ 🥇 **Platinum Package** (Full-Service): $5.00/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): $3.75/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—minimum charge $150 / maximum charge $500
Preformatted IRS-ready data, Validation & compliance checks, Rejection monitoring & support, Archiving

Total Estimated Cost for 2026 Forms: $_____

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 20% 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 22: 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
March 15: Deadline for schools to send GEMCOR their formatted files to E-File with the IRS (Bronze Package)
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 & Public Relations
GEMCOR, Inc.
terrah@gemcorinc.com
1-888-GEMCOR-8