

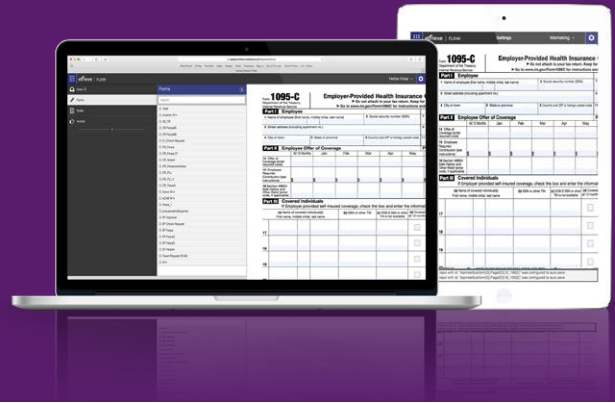
A man with a beard is shown in profile, looking at a computer monitor. The monitor displays a complex software interface with various data fields and tables, likely tax processing software. A desk lamp is visible in the foreground, and the background shows a window with blinds.

# Tax Form Processing Services from Softdocs

Preparing for tax season doesn't have to be costly or time-intensive, with Softdocs' tax form processing services.

Let our professional services team be the end-to-end tax solution that allows your institution to focus time and resources on student service, business processes and other pressing tasks.

# Automate your year-end tax form preparation with Softdocs.



Our highly-trained team provides comprehensive tax form processing services for Forms 1095-C, 1098-T, 1099-NEC, 1099-MISC and W-2. Make this year's tax form preparation easy, with Softdocs' full-service or self-service tax preparation options.

All data is securely imported into form templates, which are updated regularly to reflect annual changes from the Internal Revenue Service. You can print forms in-house with **Serve by Softdocs™** or let us print, pressure seal and mail your tax forms for you!

## From printing to mailing, let Softdocs do it all!

### Full Service

- 1 Customer sends data to Softdocs.
- 2 Softdocs imports data into form templates.
- 3 Accuracy is verified and Customer approves proof.
- 4 Forms are printed by Softdocs.
- 5 Softdocs individually pressure seals and mails forms, or ships in bulk to Customer for distribution.

### Costs

- ▶ Form 1095-C: \$1.55 per form
- ▶ Form 1098-T: \$1.10 per form
- ▶ Form 1098-T with Letter: \$1.35 per form\*
- ▶ Form 1098-T with Letter and AR Statement: \$1.60 per form\*
- ▶ Form 1099-MISC: \$1.55 per form
- ▶ Form 1099-NEC: \$1.55 per form
- ▶ Form W-2: \$1.55 per form

**NOTE** Each form type requires a \$250 set-up fee. Price per form does include domestic postage.

\*For Ellucian Colleague clients, we are unable to print Form 1098-T with Letter or with Letter and AR Statement.

## Leverage **Serve** to print forms in-house!

### Self Service

- 1 Customer readies data to be sent to **Serve** and loads tax forms into the printer.
- 2 After loading tax forms into the printer, Customer contacts Softdocs.
- 3 Softdocs oversees test printing of form samples. Alignment and data accuracy are confirmed.
- 4 Customer sends the print job through **Serve**.

### Costs

- ▶ Customer must utilize **Serve**, Softdocs' print customization solution.
- ▶ Templates can be purchased for \$995 per form type.

For more information on Softdocs' tax form processing services, please visit [Softdocs.com/support](https://www.softdocs.com/support) or call 888.457.8879.