TaxSelect℠

Process and manage tax documents on time and in compliance.

Heartland ECSI's Tax Document Solutions are designed to work in accordance with the Taxpayer Relief Act of 1997 (TRA-97) and the Internal Revenue Code, which states that a school must file a 1098-T form for any enrolled student where a reportable transaction (tuition and fees) was made.

When done in-house, this process can take a big toll on an institution's time and budget. Many schools who had tried to comply with this regulation have found themselves hiring extra staff, being bogged down in manual processes (such as stuffing envelopes and printing), and being overwhelmed with students' calls and questions.

A process that would take a school literally weeks, or even months, to complete and manage is now as easy as sending files to Heartland ECSI and letting us take care of the rest.

"We just transferred our 1098-T process to Heartland ECSI this year. I just wanted to send a quick email to tell you how terrific it has been working with your staff. You've answered all my questions (and there were a lot!) as if I were the only customer you have! Your staff is always pleasant and prompt in getting back to me. Heartland ECSI, as usual, has the best customer service of any company out there! It's truly a pleasure working with you!"

- Dawn Cutshall
Shippensburg University

Heartland
ECSI

October

Heartland ECSI will provide you with an email template that you can send to your students encouraging them to "opt-in" to receive their 1098-T and 1098-E forms electronically. We will generate the postage payment invoice for the upcoming tax season. This invoice represents approximately half the cost of our services (cost of postage). Heartland ECSI will provide you the Instructions for 1098-E and 1098-T for your review. We monitor any regulatory changes each year and make the appropriate changes to keep you in compliance.

November & December

During this time, Heartland ECSI's tax data file testing period is open. You can provide Heartland ECSI with a test data file for your tax documents and we will process the file and post the results online.

January

This is the time period for submitting your 1098-T data production file. Heartland ECSI will process your production file and post your results on the web for your review and approval. We will send you an electronic document and request your signature of approval prior to mailing out the original tax document forms. After your written approval is received, we will mail your forms within 2 to 3 business days thereafter.

January 31

This is the IRS deadline for mailing the IRS tax form 1098-T. Heartland ECSI will invoice your institution for the production run of tax forms on your final invoice, which will include the remainder of your invoice for the current tax season.

February & March

This is the time frame for corrections, additions, or deletions to the tax forms. Heartland ECSI provides functionality through our "Edit Tax Docs" feature that allows a client to create, edit, delete, and correct a tax form prior to the submission to the IRS.

March 31

This is the IRS deadline for e-Filing the final production file on the IRS website (correction included). All corrections to the final production file after March 31st will be submitted to the IRS on a monthly basis for the current tax year.

TaxSelectSM

To learn more about our **TaxSelect**SM **Solution,** or to set up a demonstration, contact the Heartland ECSI Sales Team at Sales@ecsi.net.