2018

END OF YEAR PROCESSING

NCP SOLUTIONS®
A Harland Clarke Company

Dear Client,

Thank you for the opportunity to process your End of Year (EOY) tax forms. We look forward to a successful EOY season and encourage your comments and/or suggestions concerning our process.

Enclosed please find the general information, critical dates and resources to assist you in preparing and submitting your requirements to our team.

Best regards,

Laura M. Cain
Director, Client Services
lcain@ncpsolutions.com
Direct: 205.421.7304

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CRITICAL DATES

In order to successfully prepare and process End of Year data, your assistance is requested in meeting the following dates:

OCTOBER 1, 2018
The completed questionnaire must be submitted to NCP Solutions no later than Monday, October 1, 2018. Please email your completed questionnaire to lcain@ncpsolutions.com.

OCTOBER 8, 2018
All programming requests and comprehensive test file(s) must be submitted to your Client Manager no later than Monday, October 8, 2018. **Please be advised that programming requests and comprehensive test files received after October 8, 2018 are subject to premium programming fees.**

NOVEMBER 5, 2018
Clients must approve proofs and order quantities for custom materials and/or special stuffers by Monday, November 5, 2018, in order to allow time for materials to be printed and in stock by January.

November 30, 2018
NCP requires pre-payment of postage for End of Year tax form mailings. Clients will be invoiced for their projected End of Year postage, based on the estimates provided in the questionnaire. The pre-billed postage amount will appear as a separate line item on the November 2018 invoice, and payment is required prior to mailing.

DECEMBER 3, 2018
All client-supplied stuffers and/or letters must be received at NCP Solutions no later than Monday, December 3, 2018.

JANUARY 4, 2019
The final date to submit live data files for End of Year forms that are required to mail by January 31, 2019.

JANUARY 9, 2019
Clients must review and approve final live production data samples by January 9, 2019.

GENERAL INFORMATION

End of Year Files

If processing End of Year tax documents for the first time with NCP, please make certain the appropriate changes are made to ensure your End of Year files are sent to us. Please also be sure End of Year files are appropriately identified.

After-Hours Contact

NCP Solutions operates extended hours during January. For this reason, we request an "after hours" phone number in the event that questions/issues arise after normal business hours or on the weekends. We will also make every effort to provide advance notification to clients if their approval of samples will be requested after hours or on the weekend.

Customer Approval/Release of Work

NCP will require written approval of samples prior to processing End of Year tax forms. It is important that samples are carefully reviewed for accuracy of messages, phone numbers, addresses, data integrity, layout and design, etc.

NCP will require client review and approval of samples for each applicable print scenario (e.g., FHA, PMI, Aggregate Escrow Analysis, 1098). In the event test data cannot be provided in advance, the client will be required to provide loan numbers/account numbers for specific tax forms to be pulled from production and provided to the client for review and approval. NCP also requires verification of record counts prior to sample/data approval.

End of Year Mail Dates

End of Year work is scheduled for production upon signed approval of production samples. Production schedules are based on the workload from all clients.

1099 Printing Services

NCP Solutions also provides 1099 printing services for clients submitting BKFS, IRS, or MortgageServ/Fiserv layouts. NCP offers extra copies of these forms for an additional charge. CD ROM is available for these products.

END OF YEAR QUESTIONNAIRE

Please complete and return to lcain@ncpsolutions.com by October 1, 2018.

Name of Company _____ Client/Option No._____

End of Year Contact _____ Alternate Contact _____

Office Phone No. _____ Office Phone No. _____

After Hours Phone No. _____ After Hours Phone No. _____

Fax No. _____ Fax No. _____

E-Mail Address _____ E-Mail Address _____

If the End of Year documents require a Customer Service phone number to print on the form, please include phone number:

_____

End of Year Products & Volumes

Check boxes for all applicable products and provide projected volumes for each:

1098 ☐ Standalone Volume _____

☐ Coupon Book Volume _____

Detail History ☐ Standalone Volume _____

FHA Prepayment Disclosures ☐ Standalone Volume _____

PMI/HUD Disclosures ☐ Standalone Volume _____

1099 A	☐ Volume _____	**1099 INT**	☐ Volume _____
1099 Misc	☐ Volume _____	**1099 LTC**	☐ Volume _____
1099 B	☐ Volume _____	**1099 OID**	☐ Volume _____
1099 B (WHFIT)	☐ Volume _____	**1099 Q**	☐ Volume _____
1099 C	☐ Volume _____	**1099 R**	☐ Volume _____
1099 DIV	☐ Volume _____	**1099 S**	☐ Volume _____

1042 S	☐ Volume _____	**480.7 A**	☐ Volume _____
5498 SA	☐ Volume _____	**5498 ESA**	☐ Volume _____

Technical/Programming Information

If you are making any programming, product or service changes, test data must be provided to NCP Solutions, along with programming specifications by October 8, 2018. Test data must contain all print scenarios.

Projected date that NCP will receive test data _____

Projected date that NCP will receive live data _____ **(Must be received before 1/4/19)**

Data Format and/or Data Service Provider:

☐ BKFS ☐ MortgageServ/Fiserv

☐ IRS ☐ Other:_____

Will you have data service provider changes prior to January 2019? ☐ Yes ☐ No

Will you have supplemental data files required for processing work? ☐ Yes ☐ No

If yes, please describe:

_____

Will there be special logic or programming? ☐ Yes ☐ No

If yes, please describe:

_____

Will you send data for corrected 1098s? ☐ Yes ☐ No

If yes, please describe:

_____

Special Pre-printed or Client Supplied Stuffers/Inserts

Will you have pre-printed or client supplied one-time stuffers/letters that will mail with any of your EOY documents?

If yes, indicate: ☐ NCP Pre-printed Quantity: _____

☐ Client Supplied Quantity: _____

Which EOY products will include pre-printed or client supplied stuffers/letters?

_____

Will special logic be required for the pre-printed or client supplied stuffers/letters? ☐ Yes ☐ No

If yes, please describe:

_____

NCP can only accept customer supplied inserts that meet our manufacturing specifications. Detailed descriptions of Manufacturing and Shipping specifications for customer supplied inserts are available from your NCP Client Manager. Please be aware that inserts can affect the weight of your package, which may cause an increase in postage.

Special Statement Message

SPECIAL STATEMENT MESSAGE FOR 1098s (if needed):

(Maximum of six 30 character lines – including punctuation and spacing)

Note: Typed text may be attached; it is not necessary to complete the form below.

_____

_____

_____

_____

_____

_____

Social Security Solicitation/Verification

Do you wish to verify or solicit SSN/TIN? ☐ No ☐ Yes

Our standard social security solicitation verifies the SSN and re-solicits if it is not present. This requires your organization to program for the SSN to be sent in the loan record to NCP Solutions.

☐ This method is satisfactory.

☐ Contact Client Manager to discuss.

If you choose to use the solicitation, please complete the following area to show the name and address you would like to print on the form (this is the address to which responses will be mailed):
(Maximum of six 25 character lines – including punctuation and spacing).

__ __

__ __

__ __

__ __

__ __

__ __

Archiving

There is an additional fee for this service; please contact your Client Manager for information.

Indicate archiving needs/preferences below:

Standalone 1098: ☐ CD ROM Total # of CDs _____

Standalone 1099: ☐ CD ROM Total # of CDs _____

Detail Histories: ☐ CD ROM Total # of CDs _____

Standalone Aggregate Escrow Analysis: ☐ CD ROM Total # of CDs _____

Do you have specific CD requirements? If yes, please provide detailed explanation:

_____

Please provide shipping address. For overnight shipping, a street address is required.

_____

_____

_____

Thank you for completing the questionnaire. An NCP Solutions Client Manager will contact you shortly to review.

_____ _____

Authorized Signature Date

Notes/Comments