

R. Gonzalez Management Inc. (RGM)

Student Financial Aid Services
3560 S. La Cienega Blvd. Suite G
Los Angeles, CA 90016-4400

Phone No. (323) 730-8700
Fax No. (323) 730-8701
Web Page <http://www.rgmsms.com>

RGM Memo

Date: December 2, 2013
To: School Owners and Financial Aid Administrators
Re: IRS 1098 for the 2013 year

Forms are due to students by 1/31/14;

PLEASE REPLY AT YOUR EARLIEST CONVENIENCE

Dear School Administrators:

It is that time of the year again for the IRS 1098 forms to be provided to your students. We are in the process of printing the forms; however, we need your office to complete the boxes and approvals below to let us know how you want us to proceed.

The form is set-up in a single page. The school is not required to keep a copy and RGM will file electronically on your behalf with the IRS. This student listing (report number **76** in the RGM main system TRX 6028 Report 6510 on the Web system) would also include all the pertinent data needed to complete the form.

Please complete the following by selecting **ONE** of the options below and fax it back to our office **(323) 730-8701** or call us with questions at (323) 730-8700. Please note that the forms are due to the student no later than **January 31, 2014**. Forms will be printed in the order the request is received by this office.

Please make a single selection based on your school needs and procedures and return this form by faxing it to our office.

PLEASE MAKE SURE THAT ALL PAYMENTS RECEIVED AS OF 12/31/13, ARE POSTED INTO THE SYSTEM AS OF 01/10/14. THE 1098 FORMS WILL BE PRINTED FROM THE SYSTEM STARTING ON 01/11/14. THIS ALLOWS YOUR STAFF TO UPDATE ALL STUDENT TUITION ACCOUNTS AS OF 12/31/13.

Please return this form to our office by email to:
Ana Maria Jimenez Anamaria_jimenez@rgmsms.com

OR

via fax (323) 730-8701

<input type="checkbox"/>	Provide to the school printed forms only The institution will deliver the form to the students in school and will mail the form to those no longer enrolled. RGM will make the electronic submission to IRS in behalf of the school.	Cost per student \$2.00
<input type="checkbox"/>	RGM will print and mail the form directly to the student The students will receive their forms at their most recent address in the system RGM will make the electronic submission to IRS in behalf of the school.	Cost per student \$2.50
<input type="checkbox"/>	DO NOT PRINT THE FORMS FOR OUR STUDENTS The institution will print the forms, deliver them to the students and submit them to the IRS.	Cost per student \$0.00

Date _____

RGM School Number _____ Approved by: _____ Title _____

Orders will be completed in the order received. The corresponding charge will be added to your monthly fees invoice from RGM.

Sincerely,

RGM