

**Processing Calendar for Calendar Year 2011
1098-T/E Tax Reporting Period**

TASKS	DATES
Campuses update return address info for 1098-E & 1098-T forms	By October 21, 2011
Campuses update authorizations for web access if necessary	By October 21, 2011 (and ongoing as staff change)
Campuses update technical contact responsible for producing the file(s) and sending (via ftp) files to UAS	By October 21, 2010 (and ongoing as staff change)
Campus attends functional and technical webinar training	October 24 – October 28, 2011
Campuses update all missing student SSN numbers	September 1 - October 30, 2010 (and ongoing as discovered in test)
Test database is available for loading test files	November 1 - December 30, 2011
Campuses submit testing check-out to UWSA prior to loading production files	Tuesday, January 3, 2012
Campuses begin to load production files <i>(Let UWSA and UAS know when your live file has been uploaded and are ready to start student email campaign)</i>	Tuesday, January 3, 2012
Students able to print own forms from UAS	Upon campus file submission to production database and email notification
Deadline - Final day to have production files loaded to system and email campaign sent	Tuesday, January 17, 2012
UAS extracts data on Friday evening, 1/20/2012 and sends to printer for mailing 1098-E and 1098-T forms	mailed no later than deadline date of 1/31/2012
Every Monday the system will check for corrected documents that have not been picked up and will mail out the new document	January 23 - March 31, 2012
UAS sends 1098-E & 1098-T files to IRS	4/02/2012
Editing of 1098-E & 1098-T corrections available via web	1/3/2012 to 7/26/2012
UAS sends corrections to IRS	7/27/2012