



REGISTRATION

Make additional copies as needed for each attendee.

Attendee Name: _____

Unit of Government: _____

example: City of Sample, Sample Co. Trustee, Sampleville City Schools

Address: _____

City/State/Zip: _____

Phone: (____) ____ - ____ Extension: ____

FAX: (____) ____ - ____ *(This will be used to send class confirmation)*

e-mail: _____

⇒ *Directions/Maps
and online
registration
available at*

www.localgovcorp.com

Columbia classes:
LGC, 714 Armstrong Lane

Kingston classes:
LGC, 790 Gallaher Road

Trenton classes:
LGC, 1600 Industrial Park Road

Falkville, AL classes:
LGC, 244 East Pike Road

Cancellation Policy: If you are unable to attend class and cancel 48 hours prior to the class, registration fees will be refunded subject to a \$5.00/ person processing fee. Registration fees for classes cancelled later than 48 hours prior to class are not refundable.

**Flexgen Calendar Year-End
(1099's & W2's)
Thursday, December 10**

- Trenton
- Columbia
- Kingston

**Zortec Calendar Year-End
(1099's & W2's)**

- December 7 in Kingston
- December 8 in Columbia
- December 9 in Trenton
- December 10 in Falkville

2009

Unless otherwise specified, classes will begin at 10:00 A.M. and end at 3:00 P.M.

Payment must be received before class attendance. Confirmation (via fax) will be sent within 1 week prior to class.

*Return payment and
completed form to:*

**LGC Training Center
714 Armstrong Lane
Columbia, TN 38401**

Classes: ____ @ \$50 each

Total Payment Enclosed \$_____

Or fax to: 931-380-1258 Attn. Training Center



Course Syllabus

Fall 2009

Flexgen Calendar Year-End (1099's & W-2s)

Dec. 10

This class will discuss the how-to's of producing your W-2 forms from the LGC Flexgen Software. We will also talk about resetting deductions and leave for the end of the calendar year. The second half of the class will discuss the how-to's of producing your 1099 forms from the LGC Flexgen Software. We will talk about vendor setup and reporting as well.

Zortec Calendar Year End (1099's & W-2's)

Dec 7, 8, 9, & 10

This class will discuss the how-to's of producing your W-2 forms from the LGC Zortec Software. We will also talk about resetting deductions and leave for the end of the calendar year. The second half of the class will discuss the how-to's of producing your 1099 forms from the LGC Zortec Software. We will talk about vendor set up and reporting as well.

Cancellation Policy: If you are unable to attend class and cancel 48 hours prior to the class, registration fees will be refunded subject to a \$5.00/person processing fee. Registration fees for classes cancelled later than 48 hours prior to class are not refundable.

⇒ *This information can also be found at www.localgovcorp.com*

All classes can be applied towards your city, county, and TASBO certification.

