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PROPRIETARY AND CONFIDENTIAL



SERVICE BUREAU SYSTEM

REPORT ON MANAGEMENT'S DESCRIPTION OF A SERVICE ORGANIZATION'S SYSTEM AND THE  
SUITABILITY OF THE DESIGN AND OPERATING EFFECTIVENESS OF CONTROLS (SOC 1)



**June 1, 2017 through May 31, 2018**

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# Table of Contents

<b>I. Independent Service Auditor's Report .....</b>	<b>1</b>
<b>II. 1099 Pro's Assertion .....</b>	<b>5</b>
<b>III. Description of 1099 Pro's Service Bureau System .....</b>	<b>8</b>
<b>A. Overview of 1099 Pro .....</b>	<b>8</b>
<b>B. Scope of the Description .....</b>	<b>10</b>
<b>C. Internal Control Framework.....</b>	<b>11</b>
1. Control Environment .....	11
2. Risk Assessment Process .....	12
3. Monitoring Activities.....	13
4. Information and Communications .....	13
5. Control Activities .....	14
a) Organization and Administration.....	14
b) Computer Operations.....	16
c) Logical and Physical Access.....	19
d) Systems Development and Maintenance .....	21
e) Information System - SBM .....	24
<b>D. Control Objectives and Related Controls .....</b>	<b>28</b>
<b>E. Complementary User Entity Controls.....</b>	<b>28</b>
<b>IV. Description of 1099 Pro's Control Objectives and Related Controls, and Independent Service Auditor's Description of Tests of Controls and Results .....</b>	<b>29</b>
<b>A. Information Provided by the Independent Service Auditor .....</b>	<b>29</b>
<b>B. Test of Controls and Results.....</b>	<b>30</b>
1. Organization and Administration.....	30
2. Computer Operations .....	33
3. Logical and Physical Access .....	36
4. System Development and Maintenance .....	39
5. Information Systems - SBM .....	43



## I. INDEPENDENT SERVICE AUDITOR'S REPORT



1099 Pro  
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To the Management of 1099 Pro:

### Scope

We have examined 1099 Pro's description of its Service Bureau System entitled "Description of 1099 Pro's Service Bureau System" for processing user entities' transactions throughout the period June 1, 2017 to May 31, 2018 (description) and the suitability of the design and operating effectiveness of controls included in the description to achieve the related control objectives stated in the description, based on the criteria identified in "1099 Pro's Assertion" (assertion). The controls and control objectives included in the description are those that management of 1099 Pro believes are likely to be relevant to user entities' internal control over financial reporting, and the description does not include those aspects of the Service Bureau System that are not likely to be relevant to user entities' internal control over financial reporting.

The description indicates that certain control objectives specified in the description can be achieved only if complementary user entity controls assumed in the design of 1099 Pro's controls are suitably designed and operating effectively, along with related controls at the service organization. Our examination did not extend to such complementary user entity controls, and we have not evaluated the suitability of the design or operating effectiveness of such complementary user entity controls.

### Service Organization's Responsibilities

In Section II, 1099 Pro has provided an assertion about the fairness of the presentation of the description and suitability of the design and operating effectiveness of the controls to achieve the related control objectives stated in the description. 1099 Pro is responsible for preparing the description and its assertion, including the completeness, accuracy, and method of presentation of the description and assertion, providing the services covered by the description, specifying the control objectives and stating them in the description, identifying the risks that threaten the achievement of the control objectives, selecting the criteria stated in the assertion, and designing, implementing, and documenting controls that are suitably designed and operating effectively to achieve the related control objectives stated in the description.



### Service Auditor's Responsibilities

Our responsibility is to express an opinion on the fairness of the presentation of the description and on the suitability of the design and operating effectiveness of the controls to achieve the related control objectives stated in the description, based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether, in all material respects, based on the criteria in management's assertion, the description is fairly presented and the controls were suitably designed and operating effectively to achieve the related control objectives stated in the description throughout the period June 1, 2017 to May 31, 2018. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

An examination of a description of a service organization's system and the suitability of the design and operating effectiveness of controls involves:

- performing procedures to obtain evidence about the fairness of the presentation of the description and the suitability of the design and operating effectiveness of the controls to achieve the related control objectives stated in the description, based on the criteria in management's assertion.
- assessing the risks that the description is not fairly presented and that the controls were not suitably designed or operating effectively to achieve the related control objectives stated in the description.
- testing the operating effectiveness of those controls that management considers necessary to provide reasonable assurance that the related control objectives stated in the description were achieved.
- evaluating the overall presentation of the description, suitability of the control objectives stated in the description, and suitability of the criteria specified by the service organization in its assertion.



### **Inherent Limitations**

The description is prepared to meet the common needs of a broad range of user entities and their auditors who audit and report on user entities' financial statements and may not, therefore, include every aspect of the system that each individual user entity may consider important in its own particular environment. Because of their nature, controls at a service organization may not prevent, or detect and correct, all misstatements in processing or reporting transactions. Also, the projection to the future of any evaluation of the fairness of the presentation of the description, or conclusions about the suitability of the design or operating effectiveness of the controls to achieve the related control objectives, is subject to the risk that controls at a service organization may become ineffective.

### **Description of Tests of Controls**

The specific controls tested and the nature, timing, and results of those tests are listed in Section IV.

### **Opinion**

In our opinion, in all material respects, based on the criteria described in 1099 Pro's assertion:

- the description fairly presents the Service Bureau System that was designed and implemented throughout the period June 1, 2017 to May 31, 2018.
- the controls related to the control objectives stated in the description were suitably designed to provide reasonable assurance that the control objectives would be achieved if the controls operated effectively throughout the period June 1, 2017 to May 31, 2018, and the user entities applied the complementary controls assumed in the design of 1099 Pro's controls throughout the period June 1, 2017 to May 31, 2018.
- the controls operated effectively to provide reasonable assurance that the control objectives stated in the description were achieved throughout the period June 1, 2017 to May 31, 2018, if complementary user entity controls assumed in the design of 1099 Pro's controls operated effectively throughout the period June 1, 2017 to May 31, 2018.



### Restricted Use

This report, including the description of tests of controls and results thereof in Section IV, is intended solely for the information and use of 1099 Pro, user entities of 1099 Pro's Service Bureau System during some or all of the period June 1, 2017 to May 31, 2018, and their auditors who audit and report on such user entities' financial statements or internal control over financial reporting and have a sufficient understanding to consider it, along with other information, including information about controls implemented by user entities themselves, when assessing the risks of material misstatements of user entities' financial statements. This report is not intended to be and should not be used by anyone other than these specified parties.

**MOSS ADAMS LLP**

Los Angeles, California  
September 6, 2018