



STUDENT STIPEND PAYMENT

Rvsd: 5.13.16

Business Office

Questions? Email them
to: BusinessOffice@kzoo.edu

Today's Date: _____

- Please allow 1 week for processing. Incomplete or missing account numbers, signatures and documentation will delay processing.

Student Name: _____

ID#: _____

ROUTING: Payments will be sent via USPS unless otherwise noted

Hold for pick up in the Business Office

Send via Campus Mail to: _____

Call for pick up PHONE #: _____

- The Business Office cannot issue paper checks for Payees that are enrolled in direct deposit for Accounts Payable.

Account Name	Fund	Fct	Unit	Object	Project*	Amount

**If you have established a project with the Business Office, include your project number to ensure that the payment is recorded correctly.*

Payment Schedule	1 st Pymt		2 nd Pymt		3 rd Pymt	
	Amount	Date	Amount	Date	Amount	Date

Information on Tax Implications of Stipend Payment:

If the stipend is awarded primarily for the purpose of furthering the student's education to defray living expenses or other costs associated with participating in an internship or individual research project, the stipend is generally taxable to the student, but not reported by the College on IRS Form W-2 or 1099-MISC. These stipends are processed for payment through Accounts Payable without payroll taxes or withholding.

Note: Stipends requested for payment during the academic year will be routed through the Financial Aid office and may be applied to the student's account as Financial Aid scholarship.

If the stipend is awarded in exchange for services to the College, where College faculty or staff exercise direction or control over the student's activities and/or the College retains ownership of the student's research results or work product, a lump sum stipend is prohibited. The student must be hired as an hourly employee at minimum wage and paid through the Payroll system for hours worked. Wage payments will be subject to payroll tax and the student will receive Form W-2 for the wages earned.

Stipend payments to students who are not U.S. citizens may have other tax implications and withholding requirements based on the nature of the payment and applicable tax treaties.

Certification by Faculty or Staff Sponsor:

In order to document that the purpose of the stipend meets the guidelines under which a stipend is not treated as wages, please have the faculty or staff project sponsor certify the following:

- The student stipend is awarded primarily for the purpose of furthering the student's education, including research and other activities that relate directly to the student's educational objectives.
- This stipend is not for compensation for services to the College subject to the direction or control by College faculty and staff. Any direction or supervision provided by College faculty and staff are educational and mentoring activities only that are critical to the success of the student's educational experience.
- Any benefit the College receives from services provided by the student is insubstantial and is far outweighed by the primary educational objective of the student's activities.

Please describe the nature of research or educational activity that the student will be performing (or attach documentation):

Name of Sponsoring Faculty or Staff: _____

Signature: _____

Signature authorizing payment: _____