

**Reset Form**

## STUDENT STIPEND REQUEST FORM

Do not use this form for Employee/Student Expense Reimbursements or for Student employment.

**This form is for:**

- Independent Educational Activity: Processed in Financial Aid, credited to Student Account = 1098T
- Fellowship/Grant/Internship Assistance (no services provided to St. Olaf) - NOT FOR credit processed in Accounts Payable - FLW code (letter at year-end, no tax form)
- Fellowship/Grant/Internship Assistance (no services provided to St. Olaf) - FOR credit processed in Student Accounts = 1098T
- Other Stipend - providing services for St. Olaf. Contact Payroll (x3299) in Business Office to determine proper tax might be compensational = payroll, or Independent Contractor = 1099 treatment

### Description of Educational Activity:

RECIPIENT : \_\_\_\_\_ STUDENT NUMBER: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ PHONE \_\_\_\_\_ DATE: \_\_\_\_\_

**IS THE BENEFICIARY AN INTERNATIONAL STUDENT? (taxes may need to be withheld):**

Yes  No *If yes, please contact Payroll.*

NOTE: It is absolutely necessary to include Co, unit, and account on each form.

**Co(3) Unit(5) Account(5) Activity Sub-Acct(4)/Category(3)**

\_\_\_\_\_ 79200 \_\_\_\_\_ Award: \$ \_\_\_\_\_ Due Date: \_\_\_\_\_

\_\_\_\_\_  
**STUDENT SIGNATURE**

International Students Check Here

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**AUTHORIZED BY**

\_\_\_\_\_  
**DATE**

Instructions: Print this form, sign and send the original to the Financial Aid Office for Independent Ed. Activity or to the Accounts Payable Office for non-service or service payments.

Student Orgs: Bring to Student Activities Manager for signature and verify stamp before delivery to the Financial Aid Office or Accounts Payable.