

PLEASE REMIT TO THE PAYROLL OFFICE FOR PROCESSING



TEXAS A&M UNIVERSITY
CORPUS CHRISTI

**PAYROLL OFFICE STIPEND FORM:
FOR NON-EMPLOYEE STIPEND RECIPIENTS ON SPONSORED RESEARCH PROJECTS ONLY
NOT PROCESSED THROUGH FINANCIAL AID OR ACCOUNTS PAYABLE**

Recipient Name (Last, First MI):		Amount of Stipend Payment:	
Payroll UIN:		Title Code: 7999 Stipend – Non-Employee	
Definition of Payment Types: Participant Support Costs are direct costs for items such as stipends or subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia or training projects. Stipends or Subsistence Allowances- to help defray the costs of personal maintenance while participating in a conference or training activity, participants may be paid a stipend, per diem or subsistence allowance, based on the type and duration of the activity as outlined in the program solicitation and in the grant.			
Sponsored Project Account:	Expense Object Code: 1740 Wages-Student	Project Start Date:	Project End Date:
TAMUCC Student Class Level:		Activity Start Date:	Activity End Date:
Payee Classification: Received Paycheck During the Current Calendar (January 1 st – December 31 st)			
Citizenship Status: <i>For non-resident alien:</i> Visa Type: _____ Country of Residence: _____			
I understand that I am solely responsible for payment of taxes as a result of any reimbursement for education that may be found to be taxable. I also understand that any decision made on behalf of Texas A&M University – Corpus Christi to withhold or not withhold taxes from educational reimbursements do not constitute tax advice. I agree to hold the University harmless from any claim associated with the University's withholding of payroll taxes. I understand that the acceptance of this payment may have an effect on my current and future financial aid package. It is my responsibility to contact the Financial Aid Office to understand the impact this award may have on my financial aid.			
Recipient Signature:			Date:
I certify that the individual receiving this award is eligible and that the costs are allowable per the sponsor's guidelines. The Participant Costs are for stipends or subsistence allowances, travel allowances, and registration fees paid to, or on behalf of, participants or trainees in connection with conferences or training projects. This is not considered a payment for services rendered.			
Principal Investigator/Project Director/Authorized Representative's Signature:			Date:
OSRA Approval Signature:			Date:
Budget Encumbrance Signature:			Date:
Payroll Completion Signature:			Date:

Instructions

Recipient Name: *Enter Last Name, First and Middle Initial*

Amount of Stipend Payment: *Enter total payment amount for this transaction*

Payroll UIN: *Enter the employee Universal Identification Number*

Title Code: *This should always be 7999 Stipend-Non Employee for stipend payments processed through the Payroll Office*

Definition of Payment Types: *This defines participant support cost and stipend/subsistence allowances*

Sponsored Project Account: *Enter the account number that is paying this payment*

Expense Object Code: *Use only 1740 Wages-Students for stipend payments processed through the Payroll Office*

Project Start Date: *Enter the start date of the project*

Project End Date: *Enter the ending date of the project*

TAMUCC Student Class Level: *Self-explanatory*

Activity Start Date: *Enter the start date of the activity for which the recipient is receiving payment*

Activity End Date: *Enter the ending date of the activity for which the recipient is receiving payment*

Payee Classification: *Only payees who are a) not currently enrolled in classes and b) who were paid through payroll during current calendar year (Jan-Dec) should process their stipend payment through the Payroll Office. If the payee is currently enrolled in classes, please process through Financial Aid. If the payee is neither a current student nor employee, please process through Accounts Payable.*

Citizenship Status: *Self-explanatory*

Visa Type: *For non-resident alien, enter the Visa Type*

Country of Residence: *For non-resident alien, enter the Country of Residence*

Recipient Signature: *Self-explanatory*

Date: *Self-explanatory*

Principal Investigator/Project Director/Authorized Representative's Signature: *Signature of Principle Investigator, Project Director, or Authorized Representative agreeing to the above assertion*

Date: *Self-explanatory*

OSRA Approval Signature: *Signature of a representative of the Office of Sponsored Research Administration approving the stipend*

Date: *Self-explanatory*

Budget Encumbrance Signature: *Signature of a representative from Budget that the funds for the stipend have been encumbered, if applicable*

Date: *Self-explanatory*

Payroll Completion Signature: *Signature of a representative from Payroll that the Payroll Office has completed processing the form*

Date: *Self-explanatory*