



**CLAYTON STATE UNIVERSITY
INFORMATION FORM
FELLOWSHIP AND STIPEND PAYMENTS**

A completed copy of this Information Form must be attached to each Check Request processed for payment

I. _____
Recipient's Name Social Security Number

Account	Department	Program	Class Code	Project Code	Amount
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Authorized Signature	Title	Date
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II. 1.) Description of Payment _____

2.) Is the award payment for services?

 Yes No

A scholarship or fellowship grant and/or stipend represents payment for services when the grantor or University requires the recipient to perform services in return for the granting of the award. A requirement that the recipient pursue studies, research, or other activities primarily for the benefit of the grantor or University is treated as a requirement to perform services. The award is considered to be in return for services whether such services are required to be performed before, concurrent with, or after receiving the scholarship, fellowship or stipend.

If award is a payment of services, go to Section III.

3.) Does the grantor specify any reporting requirements to the Internal Revenue Service?

If yes, attach copy of reporting requirements.

 Yes No

4.) Is the recipient a U.S. Citizen or Resident Alien?

If no, the payment may be subject to withholding regardless of type of award.

 Yes No

5.) Is the recipient a Clayton State University student?

 Yes No

If yes, answer A-C and supply same information to the applicable Office of Student Financial Aid and Scholarships.

- A. Semester of Award _____
- B. Number of enrollment hours required _____
- C. Number of payments to be made _____



III. Payment for Services

Answer the following questions to determine the proper method of payment

- 1.) Is the recipient currently employed by the Clayton State University? Yes No

- 2.) During the past 12 months, did the recipient have an official University appointment (including temporary) and provide similar services? Yes No

- 3.) Will the department provide the individual with specific instructions regarding performance of the required work rather than rely on the individual's expertise? Yes No

- 4.) Will the University set the number of hours and/or days of the week that the individual is required to work, as opposed to allowing the individual to set own work schedule? Yes No