



Student Payment Check Request Form

STUDENT INFORMATION

Date: _____

Student Name: _____ Student ID: _____

Street Address: _____ Telephone No.: _____

_____ Email Address: _____

City, State, Zip: _____

TYPE OF PAYMENT (Select One)

- Student Awards
 Purchase of Goods/Services from Student
 SPARK Grant
(Student Signature Required Below)
- Student Reimbursement
 College Support for Student Expenses
(Student Signature Required Below)

IMPORTANT: According to current tax laws, there may be tax implications related to the payment you will be receiving.

By law, Nazareth College must report to the Internal Revenue Service the value of certain types of support or payments you receive over the period of a calendar year. By signing and dating this form, you affirm your understanding of the tax information above and you assert that you have received a copy for your records. You will receive any applicable tax forms from the college at the end of the calendar year.

Student Name (Print): _____

Student Signature: _____ Date: _____

- Is the student an employee of the college?**
- Yes** Submit this form to Payroll for processing
 No Submit this form to Accounts Payable for processing
 1099 (Taxable student support, awards, purchase of services)

PAYMENT INFORMATION

Total Amount: _____ Mail Check

Account No: _____ Amount: _____ Forward to: _____

Account No: _____ Amount: _____

Explanation: _____

IMPORTANT: Original receipts or other supporting documentation to verify the amount requested are required to process payment.

APPROVER INFORMATION

Check to confirm a copy of this form has been sent to Financial Aid (if applicable)

Requestor Name (print): _____ Phone Extension: _____

Requestor Signature: _____ Date: _____

Department Head Name (print): _____ Phone Extension: _____

Department Head Signature: _____ Date: _____

CONTROLLER'S OFFICE USE ONLY

Controller/Director of Accounts Payable & Payroll: _____ Date: _____

Check Payments		Student Payments - ACH	
AP Type 01		AP Type 05	NOT Taxable
AP Type 01	1099 NEC	AP Type 05	1099 NEC
AP Type 01	1099 MISC PRZ	AP Type 05	1099 MISC PRZ
		AP Type 08	1099 MISC PRZ