

STUDENT INFORMATION - STUDENT/FACULTY/STAFF COMPLETE

Date: _____

Student Name: _____ Non-US Citizen

Street Address: _____ Student ID: _____

Telephone No.: _____

City, State, Zip: _____ Email Address: _____

Mail Check E-Check *Enter banking information for direct deposit (E-Check) at [NazNet Self Serve](#)* JE Only

TYPE OF STUDENT PAYMENT REQUESTED

- Student Award SPARK (**STUDENT SIGNATURE REQUIRED BELOW**)
- Student Reimbursement College Support for Student Expenses (**STUDENT SIGNATURE REQUIRED BELOW**)
- Purchase of Goods/Services from Student

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.

Non-US citizens are subject to 30% withholding unless a Form W-8BEN or Form 8233 has been provided.

Student Name (Print): _____

Student Signature: _____ Date: _____

PAYMENT INFORMATION - FACULTY/STAFF COMPLETE

Account No: _____ Amount: _____ Total Amount: _____

Account No: _____ Amount: _____

Account No: _____ Amount: _____

Explanation: _____

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

APPROVER INFORMATION - FACULTY/STAFF COMPLETE

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/Asst. Controller: _____ Date: _____

VOUCHER	AP TYPE	PAYMENT
Voucher No.: _____	AP Type: _____	Check. No.: _____
Date: _____	All student payments will be AP Type 04	Date: _____
By: _____		By: _____