

To: New Graduate Stipend Recipients

From: Allison Insall

RE: 2009-2010 Stipend Information

The 9-month stipend year for new graduate students runs from September 2009 through May 2010.

Your stipend will be paid in bi-monthly payments on or around the 15th and the 30th of each month. If you reside in University housing, rent is automatically deducted bi-monthly from your payment.

All graduate students, except international students, are responsible for determining their own tax liability. New graduate students are required to complete forms W-4 and CT W-4. and submit an I-9 employment form. Until these forms are completed and submitted, you will not receive a stipend payment. If you have questions regarding your tax forms or tax status, please contact the Payroll Office at payroll@wesleyan.edu.

If you are a new international student for academic year 2009/10, Payroll will contact you to assist you in determining your tax status while at Wesleyan. Please address questions relating to income taxes to the Payroll Office at payroll@wesleyan.edu. Be sure to identify yourself as an international graduate student.

A limited number of dependency allowances are available each year. Information on the dependency allowance and applications are available in the Graduate Office. If approved, these checks are distributed on the first pay period of each month.

If you have any questions, please email me at ainsall@wesleyan.edu or stop by my office. Thank you.