

# STUDENT PAYMENT ATTACHMENT

**Must complete and attach to every supplier invoice to a currently enrolled Wesleyan student as a Prize/Award, Stipend, or Trainee/Research Fellowship.**

**Note: This form is not required for reimbursements paid to students who have incurred University Expenses.**

- PRIZE/AWARD (SC00118)** – A payment for recognition of competition, special skills or achievement.  
(US Student taxable and reportable on Form 1099. Non-US Student requires 30% withholding and reportable on Form 1042-S)  
Provide the name or brief description of the Prize/Award:
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- STIPEND (SC00134, SC00258, SC00336)** – A living allowance to help defray living and other costs. Stipends primarily benefit students to further their education. In no instance is a stipend a payment involving services as it relates to work. An estimated budget or list of expenses must be attached to the invoice.  
(US Student taxable but not reportable. Non-US Student generally requires 14% withholding if activity is US Sources and reportable on Form 1042-S)

- TRAINEE/RESEARCH FELLOWSHIP (SC00048, SC00335, SC00337)** – A payment to aid in the pursuit of ***independent*** study or research. A description of the Fellowship must be attached to the invoice.  
(US Student taxable but not reportable. Non-US Student generally requires 14% withholding if activity is US Sources and reportable on Form 1042-S)

Check the statements that apply below. If any statements are not true, you must submit as compensation via Payroll

- Student is receiving payment to study.
- Student benefits from the work.
- Student is conducting independent research.
- Student directs the course of study.
- Student maintains patents or copyrights with respect to the work.
- Student is able to determine the subject matter of the research work.

Submitted by: \_\_\_\_\_

Employee Name

\_\_\_\_\_ Date