

DOCUMENTATION FOR STIPEND PAYMENTS

1. Name of individual

2. Permanent Address

3. Social Security Number

Please attach completed W-9 form to documentation. Form available on Purchasing website.

4. Is individual CSU-Pueblo student?

5. Is individual CSU-Pueblo employee? (If yes, department name and number)

6. What **exactly** is the payment covering (tuition, fees, books, supplies, equipment).
(Please be **SPECIFIC** about what stipend payment is paying for.)

7. Does it include room, board, travel? (give details)

8. Are **SERVICES OF ANY TYPE REQUIRED** (teaching services, research services or other services) as part of stipend payment?

9. Who determines when and how the work is performed?

10. Is work performed for the benefit of the University or the individual?

11. Has the stipend recipient been notified that this payment is possibly taxable, and if so, to expect a 1099 form from CSU-Pueblo in January of next year?
