Non-Service Stipend Process

**Non-Service Stipend is awarded to an individual through OSRA accounts**

- **Payee is student currently enrolled in classes?**
  - YES: Process through Payroll
  - NO: Process through Financial Aid

- **Sponsor prohibits payment to cover tuition and fees?**
  - YES: Process through Financial Aid
  - NO: Process through Payroll

- **Paid through Payroll this calendar year?**
  - YES: Process through Payroll
  - NO: Process through Accounts Payable

**Required Forms?**
- Scholarship / Stipend / Tuition Payment Request Form
- Banner Code Setup Request Form

**W-2**
- Process through Payroll
- Required Forms?
  - YES: Payroll Office Stipend Form
  - NO: Permit to Pay Forms (one for each installment)

**1098-T**
- Process through Financial Aid Object Code 6030
- Required Forms?
  - YES: Scholarship / Stipend / Tuition Payment Request Form
  - NO: Permit to Pay Forms (one for each installment)

**1099-MISC**
- Process through Accounts Payable Object Code 6383
- Required Forms?
  - YES: Accounts Payable Stipend Form
  - NO: Permit to Pay Forms (one for each installment)

**1099-MISC Box 3**

*Calendar Year = Jan 01 - Dec 31

Modified 04/12/2018