Florida State University
Departmental Student Payments

This form is used to process scholarships, fellowships, grants, and other departmental payments which are not processed through the FS4U scholarship system for FSU Foundation scholarships or related to compensation for work performed. This form should not be used to process waivers funded by the FSU Foundation, which must be entered into the waiver system in OMNI. This form should not be used to pay student research participants, which are processed through Accounts Payable. Refer to the Controller's Student Payment Guidelines document for more information on making and classifying student payments.

Payment Note: Payments processed via this form will be disbursed through the Office of Financial Aid or Payroll Services. Departments have flexibility in how their awards are to be spent, and can note specific requirements in the "Purpose of Payment" field below. If that field is left blank, the award will be applied to any outstanding balance on the student's account before a remainder is refunded. If this payment is on Contract and Grant Funds, the "Purpose of Payment" must be completed below.

Citizenship Note: Per IRS regulation, payments to students who are classified as Non-Resident Aliens (NRA) for tax purposes must be reported to the IRS on tax form 1042S and could be subject to federal withholding tax for any scholarship amount greater than the student's Qualified Tuition and Related Expenses (QTRE). Payments that exceed a student's QTRE, as derived from the FSU_SF_QTRE_LOOKUP query in Student Central, will be routed to Payroll Services for taxation and disbursement.

Department Information

Department Name: _____   Contact Name: _____

Contact Email: _____   Contact Phone: _____

Award Information

Name of Award: _____   Funding Source: _____

Purpose of Payment: _____

Department ID: _____ Fund Code: _____ Account Code: _____ Project ID: _____

OR
Item Type: _____

*An Item Type is the basic accounting unit used in Financial Aid and Student Financials. You can lookup available item types by department and fund using the FSU_SF_ITEM_TYPES query in Student Central. All item types submitted here should begin with an 8 or 9.

Payee Information

EMPLID	Name	Bypass Charges on Account	International Student	Term	Tax Status Payroll Use Only	Amount
		○	○			
		○	○			
		○	○			
		○	○			
		○	○			
					Total:	

☐ Check this box if you will be using the Excel Student Payment Addendum instead of / along with the grid above.

Approvals

Budget Manager: _____

If additional approval is needed, use the routing buttons below to send the form to the appropriate approver. If no additional approval is needed, click the "Submit for Processing" button. Contact the Student Payments team with questions or concerns at ctl-studentpayment@fsu.edu or 850.644.9457.

FSURF Approval: _____

SRA Approval: _____