

Davidson College
Summer 2016 Supplemental Housing Grant

Please print or type

Student's Name _____

ID# _____

Supervisor _____ Dept. or Program _____

Amount of Housing Grant _____ Funding source _____

Fund _____ Org _____ Account _____

Start date _____ End Date _____

International Student? No ☐ Yes ☐ [Amounts paid to "Non-Resident Aliens" (students not deemed a U.S. Citizen or Resident Alien) in the form of scholarships, fellowships, grants and financial aid, which are not excludible from gross income as a "qualified scholarship" must be reported to the IRS on Forms 1042 and 1042-S. Additionally, these payments may be subject to Federal income tax withholding unless the payment is exempt from tax under Internal Revenue Code or tax treaty. **The Business Services office must review all payments to NRA students for proper reporting and tax withholding treatment**]

Position Title: _____

Position Classification:	
<p>Non-Employee: ____Scholarship Fellow ____Scholarship Research Fellow ____Volunteer <i>Payments are deemed to be non-qualified scholarship payments and will be paid through Accounts Payable. While amounts received should be reported in the recipient's taxable income; no Form 1099 will be issued. (Exception – payments to Non Resident Aliens will be reported on Form 1042/1042-S)</i></p>	<p>Employee: ____Research Assistant ____Employee <i>Payments are paid through Payroll and student will receive a Form W-2 at calendar year end</i></p>

As a recipient of a housing grant, I understand that:

- Housing grants to **Scholarship Fellows/Scholarship Research Fellows** (non-employees) are usually taxable, but the college is not required to report the payments to the student nor the IRS (*exception: payments to NRA students, as noted above*). Recipients may be obligated to report "excess scholarship" on their individual income tax returns and should consult a tax professional about their individual circumstances. Grants will be paid via direct deposit with the first scholarship payment.
- Housing grants to **Volunteers** (non-employees) are usually taxable, but the college is not required to report the payments to the student nor the IRS (*exception: payments to NRA students, as noted above*). Recipients may be obligated to report "excess scholarship" on their individual income tax returns and should consult a tax professional about their individual circumstances. Grants will be paid via direct deposit.
- Housing grants to **Research Assistants/Employees** are taxable and will be included in the first payroll deposit. As required by law, taxes may be withheld at a higher rate in the first pay period than in subsequent pay periods because the total sum paid is larger than in subsequent pay periods.
- Housing grant recipients are responsible for paying their housing fees directly to the landlord or housing provider. Students living on campus should make payments in Business Services, Jackson Court #2. On-campus summer housing fees must be paid in full by August 1, 2016.

Student Signature _____

Students: Please make a photocopy for your files and turn in this form to Linda Shoaf, Office of Teaching, Learning and Research, Office 1013, CTL- Library