

# VASSAR

## Questionnaire for Student and Post-Baccalaureate Research Payments

Please complete the following questionnaire for student and post-baccalaureate research payments. The information provided will help determine the **primary** purpose of the payment (as compensation for work, or to further the student's education.) This will help determine the appropriate method of payment and tax withholdings in accordance with state and federal labor laws and IRS regulations.

Supervisor Name: \_\_\_\_\_

Student/Post-bacc Name(s): \_\_\_\_\_

Today's Date: \_\_\_\_\_

Funding Source: \_\_\_\_\_

Budget Number: \_\_\_\_\_

- Is the student/post-bacc choosing his/her own subjects to research? Select One: Yes or No

Explain: \_\_\_\_\_

\_\_\_\_\_

- Is the student/post-bacc required to report to a supervisor? Select One: Yes or No

Explain: \_\_\_\_\_

\_\_\_\_\_

- Is the student/post-bacc required to work a set number of hours? Select One: Yes or No

Explain: \_\_\_\_\_

\_\_\_\_\_

Is the work performed by the student/post-bacc subject to the direction or supervision of Vassar College or the grantor? Select One: Yes or No

Explain: \_\_\_\_\_

\_\_\_\_\_

- Who is the *primary* beneficiary of the work? Select One:

Vassar College/Grantor/Faculty Researcher

Student/Post-Bacc

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Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Will the student/post-bacc retain rights to the work, research, and results? Select One: Yes or No

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- If the work results in a published paper will the student/post-bacc's name be credited on the paper?  
Select One: Yes or No

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- What conditions, if any, must be met (past, present or future) in order for the student/post-bacc to receive payment?

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- What is the amount of the intended payment? (Stated either in an hourly rate or total allocated budget.)

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- What is the start date and end date for the student/post-bacc work?

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please attach a brief description of the work and return to:*

Brianne Balzer, Director of Student Employment, Student Financial Services, Box 8 (for incoming or current Vassar Students)

or

Stephanie Moore, Assistant Director of Human Resources, Box 712. (for non-Vassar students including Vassar Graduates)

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**To be completed by Student Employment (for incoming and current Vassar Students) or Human Resources (for former Vassar students who have graduated or students from other Colleges)**

**Determination: Circle Column A or Column B**

A. PAYMENT IS WAGES FOR "WORK"	B. PAYMENT IS FOR "SCHOLARSHIP/FELLOWSHIP". No services required.- IRS Section 117(c)
<p>Paid through Payroll - (State &amp; Federal Taxes withheld, W-2 issued)</p> <p><u>Current Vassar Students</u>: Processed through Student Employment (JobX)</p> <p><u>Former &amp; Non-Vassar students</u>: Processed through Human Resources (Status Change Form)</p> <p>If wage <i>is greater than</i> \$455/week, fixed bi-weekly wage may be paid.</p> <p><b>OR</b></p> <p>If wage <i>is less than</i> \$455/week, must be paid on hourly basis for <i>actual</i> hours worked. Work hours recorded on timesheet. Overtime pay applies to hours worked over 40/week.</p>	<p>Paid through Accounts Payable - (no taxes withheld) Direct Payment Requisition Form.</p> <p>Fixed payments of one or more lump sum(s)</p> <p><u>Current Students</u>:</p> <p><i>US Citizens and Resident Aliens</i>: No withholding/No Reporting Rule. Student's responsibility to report income to IRS for "non-qualified" expenses. No 1099 issued.</p> <p><i>Non-resident Aliens</i>: No withholding. 1042S issued.</p> <p><u>Former &amp; Non-Vassar students</u>: No withholding. Considered taxable income by IRS.</p> <p><i>US Citizens and Resident Aliens</i>: 1099-misc issued.</p> <p><i>Non-resident Aliens</i>: No withholding. 1042S issued.</p>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_