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| cid:image001.png@01D01067.D37991A0 | [tax@wm.edu](mailto:tax@wm.edu) |

**Questionnaire to Determine Payment Process for Student Program Payments**

Thank you for taking the time to complete this questionnaire. Your responses will assist us in determining the primary purpose of the payment the student receives and will allow us to provide you with guidance on how to process this payment. This information is crucial for ensuring compliance with state and federal labor laws as well as IRS regulations.

**Requestor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Requestor’s Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| In your own words, what is the purpose of the payment? Provide website link that describes the student’s actions | | | |
|  | | | |
| Provide the start date and end date for the student work. | | | |
|  | | | |
| Questions | Yes | No | Provide additional explanation for each response |
| Is the money the result of winning a prize in recognition of an outstanding academic performance? |  |  |  |
| Are the funds intended to be used for student expenses support? If so, explain. |  |  |  |
| Will the student retain rights to the work, research, or results? |  |  |  |
| Is the work performed by the student subject to the direction or supervision of a faculty member (Not the same as having an advisors) |  |  |  |
| Did the student apply for these funds? If so, provide application link. |  |  |  |
| Are there deliverables requirements? If so, what are they? |  |  |  |
| Does the funding cover travel expenses? If yes, were the students instructed by the university to travel to their destination? |  |  |  |
| Is this payment support for a W&M internship or externship somewhere else? |  |  |  |

|  |  |
| --- | --- |
| **Tax Compliance Assessment** | |
| **Qualified** |  |
| **Non-Qualified** | **Stipend Award Prize Scholarship Fellowship** |
| **Payroll** | **HR Student Employment** |
| **Reimbursement** |  |

**Notes:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**