

OLD DOMINION UNIVERSITY PAYROLL STUDENT AWARD PAYMENT FORM

Keep a copy for your records

Instructions: This form may be used to compensate new and existing student employees (Undergraduate & Graduate) for Awards or Award Recognition payments only. ****This form replaces the memorandum format****

A. PAYEE INFORMATION

Organization/Department : Budget Code: Sub-

		University Identification Number (UIN):	Effective Pay Date :
Residency Status: ☐ Citizen (C) ☐ Permanent Resident (P) ☐ Non-Resident Alien (N)	Type of Student :	Award Amount :	Gross Up Payment Indicator:
	☐ Undergraduate	\$ _____	☐ Yes, Gross Up
	☐ Graduate		☐ No, Do Not Gross Up
	I-9 Employment Eligibility		
	☐ New I-9 Attached		
	☐ I-9 on File with Payroll		

C. PAYMENT DETAILS:

(Please provide detailed information)