

## Grant Stipend Request Form

# Kalamazoo College

1200 Academy Street  
Kalamazoo, MI 49006

Questions? Email them to:  
[Payroll@kzoo.edu](mailto:Payroll@kzoo.edu)

### Payee Information

- Stipends are paid on the 1<sup>st</sup> of each month (or the business day prior if the 1<sup>st</sup> is on a weekend or holiday).
- Paperwork must be received by payroll by the 15<sup>th</sup> of the month to process in time for the next available pay date.
- If you have multiple employees that need to be paid a stipend and the treatment of fringes/benefits are all the same, you can complete one form and attach a name list.

Payee Name :

Stipend Amount: \$

Account # funding the Stipend:				50005 50100		
	FUND	FNCT	UNIT	OBJECT	PROJECT If applicable	

Account Name:

### Fringes and Benefits

This stipend payment should include the cost of fringes\*

**YES** The College's contribution to TIAA (retirement) and FICA will be deducted from the stipend amount requested

**NO** The College's contribution to TIAA (retirement) and FICA will be charged to the same account in ADDITION to the stipend amount requested

BENEFIT CONSIDERATIONS	FICA	TIAA	HEALTH INS	LIFE INS	DISABILITY
Summer salary and other "additional" compensation for a faculty member already on payroll and TIAA eligible	7.65 %	10 %	0	0	0
Replacement salary for sabbaticals and other approved leaves	7.65 %	0	0	0	0
New hire charged to grant not eligible for benefits	7.65 %	0	0	0	0
New hire charged to grant eligible for benefits package	7.65 %	10 %*	Check w/ HR	Check w/ HR	Check w/HR
Student researcher with stipend (during non-enrolled quarter)	0	0	0	0	0
Hourly Student worker paid by a grant (during non-enrolled quarter)	7.65 %	0	0	0	0

\*Two-year service requirement for this benefit; waived if incumbent has previous benefits-eligible experience at another accredited higher education institution.

### FAQs

*Can I have the full Stipend amount paid to me and just have the College issue me a 1099?* NO, the stipend payment must go through payroll and the appropriate taxes based on your withholdings must be deducted.

*Why do I have to know the fringe benefit rates?* Depending on the agreement some stipends need to include the cost of benefits as part of the payment while other agreements include additional funds to cover these costs.

*My grant agreement does not have additional funding for fringes and benefits. How will this affect the amount of my payment?*  
The amount of your stipend will be calculated so that the College costs (FICA and Retirement) are deducted from the stipend. Your tax withholding rate, retirement eligibility and percentage you have elected are all calculated into the stipend payment.

*Can I elect not to have retirement contributions taken out of my stipend payment or can I change my withholding allowance?*  
No, stipend payments cannot be different than your standard payroll deductions.

\*\*Documentation supporting the stipend payment needs to be attached to this request\*\*

Date	Signature	Phone Number