

# 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:  <input type="checkbox"/> Citizen (C) <input type="checkbox"/> Permanent Resident (P) <input type="checkbox"/> Non-Resident Alien (N)	Type of Student :	Award Amount :	Gross Up Payment Indicator:
	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	\$ _____	<input type="checkbox"/> Yes, Gross Up <input type="checkbox"/> No, Do Not Gross Up
	I-9 Employment Eligibility		
	<input type="checkbox"/> New I-9 Attached <input type="checkbox"/> I-9 on File with Payroll		

C. PAYMENT DETAILS: (Please provide detailed information)