

**UNIVERSITY OF SOUTH CAROLINA
INFORMATION FORM
FOR
FELLOWSHIP AND STIPEND PAYMENTS**

A completed copy of this Information Form must be attached to each Direct Expenditure Voucher processed for payment

I.

Recipient's Name	Social Security Number	
USC Department	USC Account Number	Amount
Authorized Signature	Title	Date

II. Classification

1. Description of Award: _____

2. Is the award payment for services? _____ Yes _____ No

A scholarship or fellowship grant and/or stipend represents payment for services when the grantor or University requires the recipient to perform services in return for the granting of the award. A requirement that the recipient pursue studies, research, or other activities primarily for the benefit of the grantor or University is treated as a requirement to perform services. The award is considered to be in return for services whether such services are required to be performed before, concurrent with, or after receiving the scholarship, fellowship or stipend.

If award is a payment of services, go to Section III.

3. Does the grantor specify any reporting requirements to the Internal Revenue Service? _____ Yes _____ No

If yes, attach copy of reporting requirements.

4. Is the recipient a U.S. Citizen or Resident Alien? _____ Yes _____ No

If no, the payment may be subject to withholding regardless of type of award.

5. Is the recipient a University of South Carolina student? _____ Yes _____ No

If yes, answer A-C and supply same information to the applicable Office of Student Financial Aid and Scholarships.

A. Semester of Award _____

B. Number of enrollment hours required _____

C. Number of payments to be made _____

III. Payment for Services

If an award is for payment of services, the recipient can not be paid using a stipend/fellowship class code but must be classified as an employee or independent contractor.

Answer the following questions to determine the proper method of payment

1. Is the recipient currently employed by the University of South Carolina? Yes No

2. During the past 12 months, did the recipient have an official University appointment (including temporary) and provide similar services? Yes No

3. Will the department provide the individual with specific instructions regarding performance of the required work rather than rely on the individual's expertise? Yes No

4. Will the University set the number of hours and/or days of the week that the individual is required to work, as opposed to allowing the individual to set own work schedule? Yes No

If any of the above questions are answered yes, the recipient should be classified as an employee and paid via the normal appointment process.

If all questions are answered no, the recipient should be classified as an independent contractor and paid via DEV using class code 52070 - Other Contractual Services - Reportable.