

RENSELAER

STUDENT AWARD PAYMENT AUTHORIZATION

The federal government requires that we report all awards that relate to employment, and that we withhold taxes; the information on this authorization will initiate payment.

If you wish to have the recipient receive the award amount after taxes, payroll will calculate the gross required to be authorized. Tax rates and tax statuses vary so individual calculations are required.

Example Gross-Up Calculation: If you wish the recipient to receive \$500.00 net pay and the recipient must pay ALL taxes, at current rates, the gross up amount charged to the department would be \$866.10. Without gross-up, if a \$500.00 payment were authorized, the recipient would receive \$288.65 after withholding. (25% Fed, 9.62% NYS, 7.65% FICA, = 42.27%).



PAY TO _____ AMOUNT _____
RIN _____ GROSS UP Yes No
RELEASE DATE _____ If yes, Gross Up Amount _____
(calculation to be done by Payroll)
FOAPAL: Fund _____ Org _____ Acct _____ Program _____ Activity _____

REASON FOR AWARD: _____

IS RECIPIENT CURRENTLY AN EMPLOYEE ___ YES ___ NO
IS RECIPIENT CITIZEN OF USA ___ YES ___ NO
IF NO, COUNTRY OF RESIDENCE _____

Contact Person _____ Phone _____

APPROVAL SIGNATURE _____ Date _____ Dept _____

Printed Name _____