

RSO Stipend Payment Request

For WSU Registered Student Organizations



WASHINGTON STATE
UNIVERSITY

Only authorized RSO's are allowed to request "**Semester Stipend**" payments for their officers. Only CFSL chartered RSO's are allowed to pay "**Summer Monthly Stipend**" payments for their officers. "**Travel Stipends**" can be paid for RSO officers, members or advisors.

Stipend payments can take up to 3 weeks to process once all documentation is received.

NOTE: Students must turn in a Direct Deposit (EFT, FTA, ACH) and a W-9 (or W-8) form to get set up as a SUPPLIER in Workday.

RSO Officer Name (First, MI, Last)		WSU ID #:
RSO Position/Title:	WSU Email: @wsu.edu	Cell Phone #:
Address (Permanent Address, <u>NOT</u> Dorm/Hall Address)		City/State/ZIP Code
RSO Name:		RSO Program #: PG

Semester Stipend Rate:

ONLY for authorized RSO Use

(select only one semester, per form)

Fall Spring
Year: _____ Semester
Amount: \$ _____

Summer Monthly Stipend Rate:

ONLY for IFC, PAN & MGC Use

(only one month, per form)

Month Monthly
& Year: _____ Amount: \$ _____

Travel Stipend Rate:

*RSO Travel Stipend Memo
is Required*

Trip
Amount: \$ _____

PAYMENT METHOD – Mark ONE:
☐ DIRECT DEPOSIT - Check in with the RSO Finance Team!
☐ MAIL TO CLAIMANT (Address must match WSU Workday)
☐ HOLD FOR PICK-UP (CSOL Office, CUB 320)

ATTACHMENTS:
☐ WSU ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION FORM
☐ W-9 FORM (OR W-8BEN)
☐ RSO TRAVEL STIPEND MEMO (Required for all travel stipends)

Direct Deposit Form (EFT, FTA, ACH): <https://getinvolved.wsu.edu/media/pkcjcqkg/direct-deposit-eft-for-rso-reimbursements-1031.pdf>

W-8 Form Questions? Contact WSU Payroll Services at payroll@wsu.edu, 509-335-9575 or visit 236 French Administration.

CONTACT INFORMATION (the person that the CSOL RSO Finance Team can contact for questions)		
Name:	WSU Email: @wsu.edu	Phone #: ()

RSO APPROVALS:
Authorized persons MUST be listed AND signed on the ANNUAL RSO Signature Authorization on the RSO's page in Involve. Neither signature can be the person receiving the stipend payment.

AUTHORIZED RSO STUDENT:	PRINTED NAME	SIGNATURE	DATE
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☐ Advisor has notified this stipend recipient of the following: "Taxes will <u>not</u> be deducted from your payments and if you make more than \$2,000 in a calendar year, you will receive a 1099-MISC IRS tax form from WSU. You may have to file a tax return and/or pay taxes to the IRS for these dollars."			
AUTHORIZED RSO ADVISOR:	PRINTED NAME	SIGNATURE	DATE

Route this form and all attachments to rso.finance@wsu.edu.

Ref #