

Hardship Support Instructions for Recipients

You have been selected to receive a hardship support payment. In order for this payment to be processed, the PSU Foundation first needs to collect certain information and forms from you. Once all information and forms have been received the payment process will be initiated. If you have any questions or difficulties completing any of the steps below, please email accountspayable@psuf.org for assistance.

Secure online forms can be accessed and submitted at psuf.org/accounting-forms-0.

IRS Tax Forms

All hardship payments are considered taxable income by the IRS, and require that the PSU Foundation collect the appropriate IRS tax forms and follow IRS regulations regarding payment and reporting. Please review the descriptions below to determine which form you should submit.

US Citizens and Resident Aliens should complete form W-9. Payments to US Citizens and Resident Aliens do not have taxes withheld at the time of payment. Income is reported to the IRS with annual tax filings by the recipient, and by the Foundation on form 1099-MISC if the payee receives \$600 or more in taxable income from the PSU Foundation.

Non-resident Aliens should complete form W-8BEN. The IRS requires that payments to Non-resident Aliens have taxes withheld at the time of payment using a 14% tax rate. You may qualify for a reduced tax rate if your country of residency has a tax treaty with the US. Tax treaties are claimed on section II of the W-8BEN. A list a tax treaties can be found here: <https://www.irs.gov/businesses/international-businesses/united-states-income-tax-treaties-a-to-z>. You are not required to look for or claim a tax treaty. Inaccurate, incomplete, or otherwise invalid treaty claims will have taxes withheld using the 14% rate. All payments to Non-Resident Aliens will be reported to the IRS on form 1042-S.

If you need help determining residency status, as defined by the IRS, please consult the IRS's guidance here: <https://www.irs.gov/individuals/international-taxpayers/determining-alien-tax-status>. The Foundation is not able to provide guidance on which form should be completed.

Payment

Recipients may receive payment via check or direct deposit. The Foundation encourages all recipients to enroll in direct deposit if they have a US bank account as direct deposit is the quickest and most secure way to receive payment. Check payments are available for recipients who do not enroll in direct deposit, but may be delayed due to campus or office closures. Payment will be initiated via check if a direct deposit authorization has not been received prior to a check payment being initiated.

US Citizens and Resident Aliens wishing to enroll in direct deposit may do so at psuf.org/accounting-forms-0. You will be required to provide an image of a voided check, or bank direct deposit form listing the account holder name, account number, and routing number. Please note the bank deposit slips for counter deposits cannot be accepted.

Non-resident Aliens with United States Bank accounts may self-enroll in direct deposit from PSU via banweb. To enroll a recipient should log in to banweb.pdx.edu, select "Reimbursements, Student Refunds, etc" to provide Banking information.