

# STUDENT HARDSHIP SUPPORT REQUEST

Return completed forms to PSU Foundation

[accountspayable@psuf.org](mailto:accountspayable@psuf.org)

Mail Code: FOUND

1600 SW 4th Avenue, Suite 730, Portland, OR 97201



**PSU  
Foundation**

PORTLAND STATE UNIVERSITY

## PAYEE INFORMATION

LINK: [PSUF Accounting and Finance Policies and Procedures](#)

STUDENT NAME:	PSU ID:	PSU EMAIL:
ADDRESS:	CITY:	STATE: ZIP:
DEGREE PROGRAM AND MAJOR:		
STUDENT STATUS (Freshman, Sophomore, Junior, Senior, Graduate Student, Post-Baccalaureate):		
AMOUNT:	Hardship payments are taxable income to the payee. The method of payment and taxation is determined by the recipient's residency status. See page 3 of this form for information on taxation, payment process and time line.	

## TAX FORMS AND TAXATION

Hardship recipients must provide the appropriate IRS Tax form prior to payment being issued. Please provide the recipient with the Hardship Support Instructions found on page 4 of this form. A standalone copy can be downloaded [here](#).

Payments to US Citizens and Resident Aliens will be issued directly from the PSU Foundation. These payments are taxable income, but taxes are not withheld at the time of payment.

Payments to non-resident aliens will be processed by PSU and charged to a Foundation Index. To ensure prompt and accurate processing of payment to students who are non-resident aliens, please provide the information below.

*All payments to non-resident aliens will be paid by PSU and charged to a Foundation Index. Index to charge:*

Payments to non-resident aliens are taxed at the time of payment. Payments may be grossed up to ensure the payee receives the intended net amount. Should payment be grossed up? Yes: No: If yes, maximum authorized payment amount will be:
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The actual amount will be determined by the payee's residency, and the effective tax rate determined on form W-8BEN. The total charged will not exceed this maximum.

PREPARED BY:	DEPT:	PHONE:
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## CHARGE THIS EXPENDITURE TO ACCOUNT(S):

ACCOUNT NAME/NUMBER:	AMOUNT:
ACCOUNT NAME/NUMBER:	AMOUNT:
ACCOUNT NAME/NUMBER:	AMOUNT:

## APPROVAL

APPROVED BY:	APPROVED BY:
NAME PRINTED:	DATE:
NAME PRINTED:	DATE:

Signatures, printed names, and dates MUST be entered in order for this form to be processed. \$500+ requires Dept. Chair; \$5000+ requires Dean. *Approval authorizes increased gross payment amount if form indicates that payment should be grossed up.*

**STUDENTS ARE ENCOURAGED TO ENROLL IN DIRECT DEPOSIT. INSTRUCTIONS FOR ONLINE ENROLLMENT IS OUTLINED ON PAGE 4 OF THIS FORM. STUDENTS WHO DO NOT ENROLL WILL HAVE THEIR PAYMENT PROCESSED VIA CHECK.**

**CHECKS ISSUED BY PSU ARE MAILED TO THE PAYEE AT THE ADDRESS NOTED ON FORM W-8BEN.**

**CHECKS ISSUED BY THE PSU FOUNDATION ARE MAILED TO THE PAYEE AT THE ADDRESS NOTED ABOVE, OR MAY BE HELD FOR PICKUP IF REQUESTED BELOW.**

Checks held for pickup will only be distributed to the payee, or to a PSU employee for hand delivery to the payee. Individual picking up the check will be asked to show their PSU ID for validation and will be required to sign out the check.

HOLD FOR PICKUP NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

## FOR FOUNDATION USE ONLY

GL CODE	AMOUNT	1099 BOX	1099 AMOUNT
GL CODE	AMOUNT	1099 BOX	1099 AMOUNT
DATE MAILED	SIGNER(S) AUTHORIZED		BALANCE

# STUDENT HARDSHIP SUPPORT REQUEST



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## STUDENT RESPONSES

**Please submit a copy of the departmental hardship application which includes the information below.** If this information was not included on a departmental application, please ask the student to complete the following section.

Have you accessed other emergency funds on campus before?	Yes	No
If yes, which one(s)?:		
Please explain the financial hardship you are experiencing and what financial assistance would help you accomplish?		
How does your current emergency interfere with your ability to be successful at PSU?		
Student Signature:	Date Signed:	

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## ADDITIONAL INFORMATION:

Departmental hardship funds are intended to provide short-term financial assistance directly to Portland State University students experiencing financial hardships disrupting their ability to successfully continue their education. These funds are intended to help keep students in school by meeting immediate financial needs which might otherwise cause a student to discontinue their enrollment at PSU.

### **Tax Forms and Taxation:**

Hardship Funds paid to students represent taxable income, and students must provide the appropriate tax form to the Foundation prior to payment being issued. Tax forms and taxation vary by a student's residency status as described below. IRS tax forms can be securely accessed and submitted to the PSU Foundation at [psuf.org/accounting-forms-0](https://psuf.org/accounting-forms-0).

**US Citizens and Resident Aliens:** Form W9 is completed by US Citizens and Resident Aliens.

**Non-resident Aliens:** Form W-8BEN is completed by Non-resident Aliens as defined by the IRS. Instructions for determining Alien status can be found here: <https://www.irs.gov/individuals/international-taxpayers/determining-alien-tax-status>. While all hardship payments to students are taxable income, payments to Non-Resident Aliens are taxed at the time of payment, with a standard effective tax rate of 14%. These taxes are taken from the gross payment amount and remitted directly to the IRS. Departments may gross up a payment to ensure that the student receives the intended net payment amount. The calculation is Net payment needed / 0.86.

A payee may qualify for a reduced or 0% effective tax rate if a tax treaty exists between the US and their country of residency. A reduced rate must be claimed on Form W-8BEN, Part II. A payee claiming a reduced tax rate from a tax treaty must provide their SSN or ITIN. Incomplete, inaccurate or otherwise invalid tax treaty claims will be processed using the standard 14% effective rate. List of IRS Tax Treaties can be found here: <https://www.irs.gov/businesses/international-businesses/united-states-income-tax-treaties-a-to-z>

### **Payments:**

All Hardship payments are reported to PSU Financial Aid and may impact a student's eligibility to receive additional financial support.

**US Citizens and Resident Aliens:** The Foundation will issue hardship payments directly to students who are US Citizens or Resident Aliens. Payment may be made via check or direct deposit. Direct Deposit is the preferred method and check payments may be delayed in the event of campus or office closures.

Students with United States bank accounts are encouraged to enroll in direct deposits by filling out a secure direct deposit form at [psuf.org-accounting-0](https://psuf.org-accounting-0).

**Non-resident Aliens:** Campus Accounting Services will issue hardship payments to students who are non-resident aliens. All paperwork should be submitted to the Foundation. The Foundation will review all paperwork and submit completed packets to Campus Accounting Services for Payment. Payment will be issued according to PSU's payment schedule.

Non-resident alien students with US bank accounts are encouraged to enroll in direct deposit with PSU. To enroll a student should log in to [banweb.pdx.edu](https://banweb.pdx.edu) and select "Reimbursements, Student Refunds, etc" to provide Banking Information. Direct Deposit information entered here will be used by Campus Accounting Services to issue payment.

**Signers:** Payment must be approved by an authorized signer on each account charged. A list of authorized signers must be on file at the PSU Foundation. Reimbursements for a Dean must be approved by the Provost or Vice President. Expenses cannot be approved by the person being paid (payee of check request).

**Signature Authorization:** Except where noted on signature cards, expenses over \$500 must be authorized by the Department Chair, Assistant Dean, or CFO. Expenses over \$5,000 must be authorized by the Dean. Reimbursements for the Department Chair must be approved by the Assistant Dean/CFO or Dean/Provost/Vice President.

**Distribution of Payments:** Hardship payments issued to US Citizens and Resident Aliens are issued within 3 business days of receiving all required information and forms. Payment via check may be delayed in the event of campus or office closures. Hardship payments issued to Non-resident Aliens are issued according to PSU's payment schedule. The Foundation will review and submit payment requests to Campus Accounting Services within 3 business days of receiving all required information and forms.

# 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](mailto:accountspayable@psuf.org) for assistance.

Secure online forms can be accessed and submitted at [psuf.org/accounting-forms-0](https://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](https://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](https://banweb.pdx.edu), select "Reimbursements, Student Refunds, etc" to provide Banking information.