

# Elizabeth City State University Stipend Payment Certification

## Part One

To be completed by the stipend recipient

Name

Student ID # (not SSN)

Is recipient a US Citizen, resident alien  
or permanent resident?                      Yes                       No

Note: Non-ECSU Students must have a completed W-9 form on file with the Purchasing Office.

### Mailing Address

Street 1   
Street 2   
City                       State                       Zip

Date(s) stipend period covered

Stipend amount

I understand that stipend payments are subject to IRS regulations and will be  
reported to the IRS as taxable income.

Signature                       Date

Stipend Recipient

## Part Two To be completed by the university official certifying and authorizing payment.

Approved payment amount

Account number to be charged

Departmental Representative

*Signature below indicates availability of funds.*

Signature                       Date   
Budget Authority

Title

Distribution:                      Original                      Directory of Accounting (attach check request)  
   Copy                      Departmental files