



## Information for Completing the Non-Working Fellowship Form

**Fellowship awardees who are not U.S. citizens or resident aliens** must receive their Stipend payments through the Payroll Office using the electronic Graduate Fellowship and Assistantship form.

**This form is to be used only for processing Stipend and Fee payments for NON-WORKING FELLOWSHIPS OR NON-WORKING TRAINEESHIPS.** Please submit completed form to the Graduate Assistantship Office, 517 Goodell Building, at least two weeks prior to the beginning of the academic or payment period. Sections 1- 7 must be completed in order to process a payment for section 8 and/or 9.

**STIPEND:** Only one Stipend payment may be requested per form. The Begin and End dates should reflect the period for which payment is being requested, and not the entire award period. Single or lump sum payments for an annual award are generally not an option and should be divided into two or three pay periods. If the amount of the Stipend and other credits on the students University bill exceeds the tuition, fees, and other charges, the University will issue a refund to the student. Student refunds are processed electronically, therefore students are required to sign up for Excess Express.

Information regarding Excess Express can be found on the Bursar's Office website, <http://www.umass.edu/bursar> and choosing Refunds and Excess Express.

**FEE PAYMENT:** The Fee Payment total will be credited towards the student's balance but will not necessarily reflect the payment of individual fees charged to a student's account. If a different source of funding is used for Fee Payments the Funding Authorization signature will be required.

**The Principal Investigator (PI)/faculty** sponsor responsible for the source of fellowship funding is also responsible for determining whether the fellowship qualifies as a non-working fellowship and signing the certification on the front of this form.

**Student's Signature** is required on all completed forms.

**Taxability of scholarships and fellowships:** To assist grant recipients in understanding their federal tax liabilities, the University Treasurers Office has provided the following general guidance. There may be exceptions to these general rules. The recipient of a scholarship or fellowship grant is responsible for determining whether the scholarship, in whole or part, is excludible from gross income for income tax reporting. For degree candidates, the amount exceeding qualified tuition and related fees is taxable to the fellowship recipient regardless of whether the University reports the grant on a Form W2, reports the grant on a Form 1098T, or does not report the grant at all. Whether or not the University withholds federal income taxes from the grant does not determine whether the grant is taxable.

The Internal Revenue Code provides that gross income generally does not include any amount received as a "qualified scholarship" by an individual who is a candidate for a degree at certain educational organizations. A "qualified scholarship" is any amount received by an individual as a scholarship or fellowship grant to the extent that the individual establishes that the amounts received are used for qualified tuition and related expenses. The Code defines "qualified tuition and related expenses" as tuition and fees required for enrollment or attendance at the educational organization and fees, books, supplies and equipment required for courses of instruction. Thus, scholarship and fellowship grants that are used for other expenses, such as room and board, are not excludable from gross income. Additionally, the Code specifically provides that gross income includes any portion of amounts received as a scholarship or fellowship grant representing payment for teaching, research or other services required as a condition for receiving the qualified scholarship.

**Withholding:** The University is required to withhold federal income taxes in some circumstances, and not required to withhold federal income taxes in others. Scholarship and fellowship recipients may wish to consider filing estimated taxes or adjust withholdings to avoid incurring possible underpayment penalties.

If you have any questions regarding the completion of this form, contact the Graduate Assistantship Office 545-5287.