**Guidelines for Student Stipend Payments**

To ensure that stipend payments are issued in a timely manner, please follow these guidelines when requesting payments.

1. Please completely fill out the *Request for Payment of Student Stipends* form.
2. To ensure that accounts payable has the most current information, an updated W9 is required if a stipend payment has not previously been issued to the student within the semester.
3. Please have each student provide a completed direct deposit form found on the accounts payable website <http://www.tamuc.edu/facultyStaffServices/financialServices/offices/accountsPayable/forms/default.aspx>. **If a student does not have a bank account please contact accounts payable** (aphelp@tamuc.edu)**.**
4. All payments will be mailed to the address listed in FAMIS, or deposited directly into the account provided by the student. **Any other payment arrangement must have the approval of accounts payable** **prior to the requested date of issuance.**
5. In order to provide payments on the requested date of issuance, **ALL** paperwork must be completed and turned into accounts payable **at least two weeks prior** to the requested issuance date. Accounts payable will not be able to process any stipends until all paperwork is received.

Thank you for your cooperation as we try to streamline our process, and therefore create a more efficient method of processing these student payments. If you have any questions please contact accounts payable.