

## **Brown University Student Fellowships, Prizes, and Awards Registration Form**

### **Instructions for Secure Site**

To provide payment to a student, the Student Fellowships, Prizes and Awards Registration Form needs to be completed on our secure website. This form can be completed by the student or the department requesting the payment.

The Student Fellowships, Prizes and Awards Registration Form is to be completed when the student is to be paid by check. The standard Supplier and Individual Payee Registration Form is required if payment to the student is to be made via Direct Deposit. (Note: Direct Deposit can only be made to a US Bank Account.)

Students can receive payments from multiple University departments for various reasons. Before submitting the Student Registration form, check in Workday to verify the student is not already set up. If the student is already set up and has a different remit to address for check delivery from the address your department was planning to submit, do not submit a new registration form. Instead, when creating the supplier invoice, use the "Hold for Pickup" option so that the check is available for your department to pick up. Changing the address that is already set up by another department may cause checks to be misdirected.

#### **Address Sections:**

##### **Recipient's Permanent Address**

The permanent address of the recipient.

##### **Recipient's Address for Check Delivery:**

This is the address where the check will be mailed. This address must be one where the student is able to receive and deposit the check payment within 180 days of it being delivered.

If this address is the same as the permanent address, please indicate by clicking on the check box, "Check here if same as Permanent Address".

#### **Recipient's Tax Information**

##### **Tax number type:**

If the recipient has a tax identification number, select the option that identifies the type of identification number, and then input the tax identification number. Otherwise, click on the last selection, "No U.S. tax reporting number."

##### **Foreign National Status:**

Select the appropriate status by clicking on "Yes", if the recipient is a foreign national; "No", if the recipient is not a foreign national.

## **Brown Department Information**

### **Brown Department:**

Name of the Brown University Department requesting the payment.

### **Your Information:**

#### **e-Mail**

e-Mail of the Brown Department contact requesting the payment.

#### **Phone Number**

Phone number of the Brown Department contact requesting the payment.

If you have questions about completing the Student Fellowships, Prizes and Awards registration, please contact the Supplier Registration Coordinator at 401-863-5264 or send an eMail to [suppliermanagement@brown.edu](mailto:suppliermanagement@brown.edu).