

From: [Jo-Ann Daniels](#)
Subject: SBF March 2021 Monthly Accounting Reports
Date: Wednesday, April 14, 2021 11:30:59 AM

The March 2021 monthly accounting reports are available in SBU Reporting and in the ERAS system. For more information on SBU Reporting for Finance and how to get access, please click the link: <http://it.stonybrook.edu/services/sbu-reporting>.

Commencement Awards

We are quickly approaching Commencement and know the importance of issuing award payments in a timely manner. Please submit Requisition Forms to SBF by Monday, April 26th to ensure payments are issued by Monday, May 17th.

To avoid delays in the payment process, please submit an approved Requisition Form, award letter and appropriate IRS form (W-9 or W-8BEN) to SBF_AP@stonybrookfoundation.org.

IRS Form W-9 is used for U.S. or resident alien students. IRS Form W-8BEN is used for nonresident alien students. Please advise students to complete the appropriate form based on their tax status. The IRS forms and instructions can be accessed with this link: <http://www.irs.gov/>.

According to IRS, award payments issued to a nonresident alien may be subject to up to a 30% withholding tax. For example, if you submit a Payment Requisition Form for \$100 to a student with a nonresident alien status, the student will receive a net check of \$70. The \$30 tax withheld is paid directly to the IRS.

If your department is planning a Commencement reception that requires a SBF Purchase Order, please submit the Purchase Requisition Form along with a business justification, event invitation, list of attendees with relationship and quotation by Thursday, May 6th.

If you have any questions, please contact us.

Stony Brook Foundation, Inc.
230 Administration Building
Stony Brook, NY 11794-1188
phone: 631-632-6536
fax: 631-632-6918