

Instructions for the Courtesy Letter

1. Date the courtesy letter at the top and include the calendar year in the body of the document where it states “20XX”.
2. Complete the recipient’s name and Z#.
3. Enter the amount of the stipend.
4. Print on department letterhead.
5. Complete the signature section at the bottom of the Courtesy Letter with the appropriate department administrator’s name and signature.
6. If you need to alter the text of the Courtesy Letter, contact the Tax Department at Tax@stockton.edu.

Recipient: _____
Z# _____

(Insert Date)

Total Fellowship/Scholarship Payments
Issued in Calendar Year 20XX

\$ (Insert Amount)

During calendar year 20XX, Stockton University issued on your behalf a stipend payment totaling the amount noted above to cover summer housing expenses. The amount noted above has either been credited directly to your student account or paid directly to you in the form of a Stockton University check.

Any stipend issued to a student that is not for qualified expenses, specifically, tuition and fees will be taxable income to the student. Examples of stipends are funds given to cover the cost of room and board, travel, non-required books and personal computers, etc.

Stockton University is not required to report and will not report these payments to the IRS for the calendar year 20XX. This does not mean you do not have any federal or state tax liability. As a reference, a link to Section 117 of the Internal Revenue Code is provided here, [http://uscode.house.gov/view.xhtml?req=\(title:26%20section:117%20edition:prelim\)](http://uscode.house.gov/view.xhtml?req=(title:26%20section:117%20edition:prelim)). Stockton University recommends that you contact your accountant for tax advice to ensure you comply with federal and state income tax laws as written.

If you have any questions regarding the year-to-date amount, please contact the University's Tax Department at Tax@stockton.edu.

Sincerely,