

ABILENE CHRISTIAN UNIVERSITY
Internship Payment Request

INTERN INFORMATION

Date Requested: _____

Student Name: _____

Banner ID: _____

Address: _____

City, State, Zip: _____

Does the intern have a financial or management connection to an ACU employee? Yes _____ No _____

Is the intern currently an employee at ACU? Yes _____ No _____

Is the intern an international student? Yes _____ No _____

PAYMENT METHOD

Interns are commonly paid through direct deposit. Therefore, the intern must have a valid bank account within the United States. Please have the intern fill out an [ACH Authorization form](#).

Payment Frequency (weekly, monthly, etc.): _____

of Payments: _____ First Pay Date: _____ Last Pay Date: _____

PAYMENT INFORMATION

Internship Description: _____

Internship Time Period: _____

Index	Fund	Organization	Account	Program	Activity	Amount
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

_____ Check if W-9 is on file in the AP office **Amount of Each Payment:** _____

Total Amount for Entire Internship Period: _____

AUTHORIZED SIGNATURES

Requestor's Signature: _____

Department: _____ Extension: _____

Department Head's Signature: _____

Department: _____ Extension: _____

APPROVALS

The Internship Agreement associated with the above Internship Payment Request has been reviewed and approved for internship status. The agreement and position meet the criteria set forth by the Fair Labor Standards Act

HR Signature: _____ Date: _____

ORSP Signature: _____ Date: _____

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Instructions for Internship Payment Request

- 1 An Internship Agreement must be completed and approved by Human Resources and Legal Services prior to payment. Contact Human Resources for a template.
- 2 The Internship Payment Request must be signed by the requestor, department head, and Human Resources representative. The signature of the Human Resources representative confirms the position is an internship and the position meets the criteria of the Fair Labor Standards Act.
- 3 This form is only for monetary payments. If you would like to provide the intern with a scholarship, please contact Student Financial Services.
- 4 Interns will be paid through ACH direct deposit. If he/she is not set up, please have him/her fill out an [ACH Authorization form](#).
- 5 For U.S. citizens, internship payments are reportable to the IRS through form 1099 NEC. A completed [W-9 form](#) must be on file with the Accounts Payable office. You can review FTMVEND to verify if a W-9 form is on file.
- 6 For international students:
 - A Contact the Tax Director to go through the GLACIER system, which will determine taxability.
 - B Contact the CIIE office for information on obtaining CPT status, which is required for international students for this position.
- 7 Once the form is complete, send the signed form by email to the Accounts Payable office to accountspayable@acu.edu.
- 8 If the request form is incomplete, it will be returned to the department authorizing payments for revision.
- 9 A signature is required for grant related payments from the ORSP Executive Director of Research

If you have any questions, please call Accounts Payable at extension 6167 or Human Resources at extension 2359.