

When will my stipend be paid?

It depends on the type of stipend you are receiving. Non-service stipends are paid on the fourth Friday of each month. Service stipends, such as Teaching Fellows and Research Fellowships, are paid weekly, on Fridays. For detailed information on payments for PhD students by fellowship type, please reach out to Melissa Nesbitt at mnesb@bu.edu

How will I get my paycheck?

We encourage you to set up direct deposit so your paycheck will be automatically deposited into your bank account. This can be set up by selecting Direct Deposit Authorization on the [Student Link Work tab](#). **Please note that you will need a Social Security number in order to set up direct deposit.** If you do not (or are unable to) set up direct deposit at least two weeks before your first stipend payment, you will receive a paper check which you will need to pick up at the Student Employment Office at 881 Commonwealth Avenue.

Do I need to complete an I-9 and W-4?

Yes, if you are working as a Teaching Fellow or Research Fellow, you will need to complete I-9 and W-4 forms before you can be paid. If you are a domestic student, you will complete these forms with your hiring department/program. If you are an international student, [ISSO](#) will assist you with completing your hiring paperwork. If you are receiving a non-service stipend, these forms are not required until you are awarded your first service stipend (such as a Teaching or Research Fellowship).

Is my stipend taxable?

Yes. However, how and when it is taxed depends on whether you are receiving a service or non-service stipend.

- If you receive a **service stipend**, as a Teaching Fellow or Research Fellow, the University will withhold taxes from your earnings and you will receive a W-2 from Boston University.
- If you are a **domestic student with a non-service stipend**, taxes will not be withheld and you will not receive any tax documentation from BU. However, **your non-service stipend may still be subject to taxation**. Generally, the portion of the financial aid award that exceeds the expense of tuition, fees, and books is

subject to income tax. It is the student's responsibility to report it accurately to the [IRS](#) and make payments on any taxable portion of the award.

- If you are an **international student receiving a non-service stipend**, a **14% tax will be withheld from the stipend** unless your home country has a tax treaty with the US, and you complete the appropriate paperwork with the [Payroll Office](#). Students who have declared a [tax treaty](#) will also receive a [1042S form](#) from the [Payroll Office](#), which reports earnings that were exempt under the tax treaty.