

How to Get Stipend Payments

Your stipend administrator will visit your training when it begins. They will explain stipends to you.

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Enrolling

Meet with your stipend administrator. They will give you a PIN code to enroll you in our payment system.

To enroll, go to this website <https://participant.stipendworksystems.org>, click the red 'Create Account' button, and enter your PIN. If you have questions, ask your stipend administrator for help.

What is a W-9? IRS Form W-9 (Request for Taxpayer Identification Number and Certification) is used by the payment provider to get tax information. The information provided on the W-9 tells the payment provider what information to include in the Form 1099.

You will receive a 1099 Form from our payment system (Community Software Solutions) if you receive over \$599 in stipend payments from them in one calendar year.

What is a 1099 Form? A 1099 Form documents different types of payments made by an individual or a business that typically isn't your employer. Depending on your situation, you may owe state and federal income taxes. Reach out to Cash Oregon for help here:

<https://cashoregon.org/get-tax-help>

Where can I get more information? You can get more information about 1099s, tax returns and more here:

Federal Taxes (<https://www.irs.gov/help/ita/do-i-need-to-file-a-tax-return>)

State of Oregon Taxes

(<https://www.oregon.gov/dor/programs/individuals/Pages/default.aspx>)

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Getting Paid

You will receive a US Bank Focus pay card. The stipend administrator will give you your pay card during your training on or before your first pay day.

The payment schedule is every other Monday (or every two weeks on a Monday). How often your training pays stipends will determine how often funds appear on your pay card. Ask your stipend administrator when you will be paid.

I will be paid on: _____

Your pay card works like a debit card. For tips on how to use your card, visit the US Bank Focus website: <https://www.prepaidmaterials.com/usbankfocus.html>