

# Housing Discount Request Form

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

Department for which student will be working \_\_\_\_\_

Department Account Number \_\_\_\_\_

Position student will be working \_\_\_\_\_

Dates of Position \_\_\_\_\_

Hours worked per week at position \_\_\_\_\_

Housing Type Request (single res hall room, Chardin double, etc.) \_\_\_\_\_

Value of Housing \_\_\_\_\_

Please check the appropriate box:

☐ Position requires that student live in on campus housing

☐ Position does not require that student live in on campus housing

Reason that housing discount is being requested for this student \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Printed Name of Department Head \_\_\_\_\_

Signature of Department Head \_\_\_\_\_

Title of Department Head \_\_\_\_\_

Date of Signature \_\_\_\_\_

Please note that, according to IRS guidelines, the following conditions must apply if the student is to receive housing or a discount on housing as compensation without being taxed on the value of the compensation as additional income:

1. The housing accommodations must be furnished on the employer's business premises (also must be the employee's place of work);
2. The housing accommodations must be furnished for the employer's convenience (must be for a substantial business reason, other than to provide the employee with additional compensation);
3. Living in on campus housing must be a condition of employment (employees are required to live on the business premises in order to conduct their duties).

In all cases, Housing and Residence Life will control student housing assignments during the summer months.

If a student's work or housing situation changes, then the conditions concerning payment should be revisited to ensure that the appropriate charges are being applied.

## FOR HRL USE ONLY

☐ Student is approved to receive housing discount of \_\_\_\_\_%.

☐ Student's housing discount value is taxable, and a copy of this form will be sent to the Controller's office so that a 1099 form can be created for the student.

If the student's housing is considered taxable, is a W-9 form attached? YES ☐ NO\* ☐

☐ Student is not approved for a housing discount.

☐ Student's housing compensation should not be considered taxable income.