Accounts Receivable Student Support Request Form

Important Information

- All requests must be supported by a journal entry debiting your chart field string and crediting the Accounts Receivable holding account 20-200060 (no dept, no program). Funds will be manually applied to individual student accounts from the holding account.
- **This form must be completed in full and attached with the journal entry** to receive approval from the Accounts Receivable Team.
- Once the journal is approved and posted, email acctrec@mcmaster.ca with the journal number, date, total amount, and indicate whether the payment should be applied to outstanding student fees or refunded to the student via e-transfer to the student's McMaster email address. Additional details are available at https://registrar.mcmaster.ca/refunds/.
- Do not include recipient's Social Insurance Number **(SIN)** anywhere on this form or in any attachments.
- Support processed through this form will be reported on a **T4A tax slip**.

Section 1: Preparer Information

- **Name**:
- **Email**:
- **Department**:
- **Date:**

Section 2: Type of Support (Select One)

◯ **Departmental Support** (covering fees on McMaster student account)

◯ **Scholarship / Award**

◯ **Honorarium** (Domestic students only)

◯ **Participant Payment** (Domestic students only)

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Section 3: Recipient Information

- ☐ **Single Student, ID and Initials**
  Also include the student's initials and 9-digit student ID in the Journal Line Description field.

- ☐ **Multiple Students** — Attach Excel file to journal with the following info:
  - Column A: Student IDs
  - Column B: Corresponding amounts *(Total in Column B must equal credit total to 200060-20)*

Section 4: Documentation & Acknowledgements

If Departmental Support:

- ☐ Attach a statement of student account detailing specific fees covered

If Scholarship / Award:

- ☐ Verified with **Aid & Awards** / **Graduate Studies** that support should not be processed through their offices first

If Honorarium:

- ☐ Confirm that recipient is not a McMaster employee
  - If the **recipient is a McMaster Employee** submit an SPP eForm through MOSAIC (unless Human Resources has approved alternate processing)

For All Support Types:

- ☐ Confirm request is not an **expense reimbursement** (other than fees on McMaster student account) or processing of an **official invoice** → if so must go through **Accounts Payable**