

**Healthy Colleges Montana (HCM)
Advisor Stipend Payment Form - FY22**

Campus advisors will be paid either monthly (September – June) by direct deposit for work completed in August through May or at the end of each semester (December & May) by check or direct deposit. Payment will be issued by the 10th of the following month in which work was completed.

Stipends may be split between two advisors or paid to the institution or department. Please note: Monthly stipend payment is only available for direct deposit. Check stipend payments will occur once per semester.

- We **strongly** encourage individuals to be paid via direct deposit (ACH). This simplifies the payment process and minimizes error.

To establish ACH payments to your bank account, please provide and verify the information below, including a voided check or a bank-generated information sheet to set up the automatic deposits.

- If your bank information has not changed from the previous year, you do not need to complete the bank account information section.
- Payee (advisor) is responsible for notifying NASPA with any changes to personal or bank information.

-----Please complete below and return form to NASPA-----

Legal name of person/organization to be paid: _____
(Name as it appears on your tax information)

Address: _____

Fiscal Year 2022 **Advisor Stipend Amount** Total Allocated (\$2000 maximum): _____

I would like my stipends sent to me via (check one):

ACH deposit (preferred)
 Monthly
 End of Semester

Check (Note: All check payments will be done at end of each semester in December and May. No checks will be issued on a monthly basis.)

----- **COMPLETE BELOW ONLY IF ADDING/CHANGING BANK INFORMATION FOR ACH PAYMENTS** -----

Bank Name: _____

Account Type: Checking Savings

Account Number: _____

Routing Number: _____

Please attach a voided check / direct deposit slip issued by your bank.