

UNIVERSITY OF HAWAII
 FORM INSTRUCTIONS
 STUDENT SCHOLARSHIP/GRANT/LOAN PAYMENT REQUEST (FMIS-26)

PURPOSE:	To process student loan or scholarship/grant payments.
DATA ITEM	COMPLETION INSTRUCTIONS
	All fields must be completed unless noted as <u>optional</u>. Shaded items represent information to be completed by Disbursing. Refer to APM A8.857 for detailed policies and procedures.
CAMPUS	Enter campus code. Refer to Table A12.099.
DATE	Enter date form prepared.
DOCUMENT NUMBER	Enter 6-digit document number after "G". First 3 digits, 3-digit Fiscal Officer code. Last 3 digits are sequential control number assignment.
CHECK ONE	With your computer mouse, click the appropriate box. Process only one type of payment per form.
DESCRIPTION	Enter description of scholarship/grant or loan payment.
DEPARTMENT	Enter department name.
ACCOUNT CODE	Enter 6-digit account code.
SUBCODE	Enter 4-digit subcode.
VOUCHER NUMBER	Disbursing Office will enter voucher number.
CHECK IF NOT A U.S. CITIZEN	*With computer mouse, click "X" if the student is not a U.S. Citizen. If student is not a U.S. citizen, submit payment on separate FMIS-26 and attach a completed WH-1, Statement of Citizenship & Residence for Tax Purpose, and all other documentation as required for tax status determination.
CHECK IF NEW RECORD	With computer mouse, click "X" if the student is a first time recipient.
SOCIAL SECURITY NUMBER	Enter student's social security number.
STUDENT'S NAME	Enter student's last name, first name, middle initial.
TYPE	Predefined.
P/F/N	Enter "N" for direct payment. If a miscellaneous encumbrance has been issued, enter a "P" for partial payment or "F" for final payment (any remaining encumbrance deleted).
AMOUNT	Enter amount of scholarship/grant or loan awarded to student.
TOTAL	Enter total payment amount.
SIGNATURES	Signatures and dates are required by appropriate Financial Aid Officer and Fiscal Officer.

Submit the original Student Scholarship/Grant/Loan Payment Request to the Disbursing Office after approvals have been obtained.