

DePauw University

7 – Guidance to Students

HEERF Round 2 - CRRSAA

NOTE: The text below was emailed to all students who qualified.

You are receiving this communication because you have been deemed eligible to receive **AMOUNT** from the University allocation of Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act Emergency Grant. Upon completion of the necessary forms from the Business Office below, you will be receiving a payment based on your need-level as determined by your Expected Family Contribution from your 20-21 FAFSA form. The funds are intended to be used for expenses related to the disruption of campus operations due to the coronavirus. Eligible expenses include items normally included in the cost of attendance such as food, housing, course materials, technology, health care and child care. No reporting on usage is required.

Please complete the form available at **LINK TO COME** to designate how you would like to receive the payment you are eligible for. You will need to log in to this link using your e-services username and password.

In order for your direct payment to be processed through the Business Office, an accurate W-9 needs to be on file. This will include a student's social security number with their current home address. This form can be linked at https://my.depauw.edu/e/student/forms/student_substitute_w9.asp or by selecting the "Form W-9" link under the Financial menu within your student e-Services page. According to the IRS this grant payment will not be included as gross taxable income; however, a payment cannot be processed without this documentation.

For a quicker payment, you may select to have your payment directly deposited into your checking or savings account rather than receiving a check through the US postal service. The required form can be linked at https://my.depauw.edu/e/student/forms/student_ach_form.asp or by selecting the "Direct Deposit Form" link under the Financial menu within your student e-Services page. If you select this form of payment, it will become your default method of payment through the Business Office. This option is also separate from any information provided to the Payroll Office for work study payments.

In order to receive this payment, you must complete the CRRSA Emergency Grant Application no later than **DUE DATE**.