Our Mission is to provide responsive and effective service while facilitating academic missions and fiscal integrity.

Department Telephone Numbers & Hours

Office hours are 8 a.m. - 5 p.m. unless otherwise noted

Accounting ................................................. 355-5000
Cashier Services ........................................... 355-5023
Controller’s Administrative Office
     Closed noon - 1 p.m. 355-5020
Financial Analysis and Reporting 355-5029
Delinquent & Departmental Receivables
     & Bankruptcies 1-888-746-4678 or 355-3313
Loans Receivable 1-888-913-3949 or 355-5140
Payroll
     Walk-in hours 10 a.m. to 5 p.m. 355-5010
Short Term Loans
Disbursement 355-3340
Collection 355-5140
Student Accounts – Billing & Receivables
     1-800-775-4323 or 355-3343
Student Accounts – Fees, Sponsored Aid & Fellowships 1-800-775-4323 or 355-5050
Systems Development 353-4443
Travel 355-0343
Voucher Processing 355-5000

Department Fax Numbers
First Floor Student Service Operations 353-9640
Third Floor Administration Operations 353-1706
Controller’s Office 432-5269
Payroll 353-1675
Travel 432-4656

Directory of Selected Referrals
Bankruptcy Claims 355-3313
Checks
     Check Cashing 355-5023
     Fellowship 355-5050
     Payroll 355-5010
     Student Refund 355-3343
     Vendor Payments 353-2011
     Unidentified 353-9175
Enrollment Verification 355-3300
Fringe Benefit Charges 355-5010
Independent Contractor Questions 355-5000
Ledger Information 355-5000
Manual of Business Procedures Inquiries 355-5020
Perkins Loan Disbursement 353-3340
Safety Issues (campus) 432-1587 or 353-5361
Scholarship Availability 353-5940
Stafford / FFELP Loan Inquiries 353-5940
Stop Payment on an MSU Check
     Payroll Check 355-5010
     Student Refunds 353-3343
     All Others 355-5000
Student Employee Injuries 353-4434
Taxes
     Independent Contractor (1099-MISC) 355-5000
     Payroll 355-5010
     Sales and Use 884-4279
     Student, Non-Resident Alien (1042S) 355-5050
     Student Tax Statements 355-5050
     Unrelated Business Income 355-5029
     Travel (mileage, per diem, key cities) 355-5000
     Tuition Bills 355-3343 or 1-800-775-4323
     Voucher Processing (TVL, DPV, RV, MCV) 355-5000
     W-2 or W-4 Inquiries 355-5010

Manual of Business Procedures and Download Interactive Business Forms
at: http://ctlr.msu.edu

Michigan State University
Controller’s Office

Our Mission is to provide responsive and effective service while facilitating academic missions and fiscal integrity.

All offices located in the Hannah Administration Building
426 Auditorium Road
East Lansing, MI 48824

Website: http://ctlr.msu.edu

MSU is an Affirmative Action/Equal Opportunity Employer
Accounting– Rm 360
Maintains the chart and general ledger system. Reviews and processes Disbursement Vouchers for purchases and reimbursements, as well as interdepartmental transactions. Processes requests for new vendors in the financial system. Prints checks, and prepares wire transfers. Conducts training courses on departmental accounting for university personnel.

Billing & Receivables- Rm 140
Performs billing and collection process for Federal Perkins and Health Profession Loan Programs and for long term institutional loans. Performs billing and collection for Short Term Loans authorized by the Office of Financial Aid for current students. Conducts exit interviews with graduating or terminating borrowers and sets up repayment schedules. Processes deferment or cancellation forms and responds to correspondence and phone inquiries for the above loan programs. Assigns accounts to collection agencies and reports to the credit bureau as appropriate. Provides accounting function for Direct Lending and FFELP School as lender program.

Payroll Operations– Rm 350
Processes and ensures timely distribution of compensation for all MSU employees. Maintains and prepares annual W-2 tax reporting. Maintains information related to W-4 tax withholding, direct deposit, and miscellaneous deductions for all MSU employees. Processes wage assignments which include court orders, garnishments, tax levies, Friend of the Court, and bankruptcies. Collects, reviews, and maintains documentation for non-resident aliens for visa, immigration laws, and employment authorizations as they apply to employee classifications. Monitors tax status and tax treaty eligibility for non-resident alien employees. Visit http://ctlr.msu.edu/COPayroll or email payroll@msu.edu for payroll information.

Student Accounts– Fees. Sponsored Aid & Fellowships– Rm 140
Assesses tuition and fees to students and disburses all financial aid. Processes and monitors certain types of scholarships, sponsorship/scholarship letters and certificates that have already been awarded (does not award scholarships). Responsible for Return to Title IV withdrawal calculations, processing of fellowships and production of monthly fellowship checks, reconciliation of athletic book loans, foreign student taxing for IRS 1042S tax reporting. Prepares annual IRS form 1098-T for tuition tax credits.

Travel Office– Rm 360
Facilitates Michigan State University's structured travel program by offering best practices, comprehensive travel resources, and support to travelers, travel arrangers, and their departments and colleges through transparency of university travel policies, procedures, and cost saving programs by providing open communication, knowledge sharing, and interpretation of state and federal regulations, and MSU travel policy and procedures.

Systems Development– Rm 301
Provides information technology management for the Controller’s Office, the Office of Contract and Grant, the Office of Sponsored Programs, and the Office of Planning and Budgets, as well as the digital telephone system and other PC-based systems. Provides web site development and deployment. Provides support for hardware and software. Provides overall support for new systems development for all Controller’s Office functions as well as staff training. Acts as a liaison to IT Services for mainframe computing systems.

Student Account Services (Walk-in)- Rm 140