



The University of Vermont

Payment Acknowledgement Form / Substitute W-9

☐ Research Study Participant ☐ Prizes & Giveaways ☐ Other _____

Including: cash, checks, gift cards, virtual gift cards, bills paid on behalf of recipient, items above a certain dollar threshold

Legal Name (printed):

Mailing Address:

Street or PO Box:

City, State, Zip:

Are you a US Citizen or a
Permanent Resident Alien?

☐ Yes

☐ No

If No, regardless of dollar amount, you must attach
supporting immigration & tax documentation, and W8 Ben.

Payment Amount (or
Value):

\$

Is payment > \$100.00, or
total payment(s) > or = \$600
this calendar year?*

* If yes, provide SSN#:

Description of
Payment/ Prize:

Payment Method: (\$, gift card, check)

*Provide SSN ONLY if payment is \$100.00 or more or if total payments from UVM are
expected to exceed \$600.00 in a calendar year.

RECIPIENT CERTIFICATION

I certify that the information provided above is true and accurate. If the amount of this payment is at least \$100, or if total payment(s) from UVM this calendar year shall equal or exceed \$600, I have provided my SSN.

Under penalties of perjury, I certify that: (1) The number shown above is my correct taxpayer identification number; and (2) I am not subject to backup withholding because (a) I am exempt from backup withholding or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and (3) I am a U.S. citizen or other U.S. person); and (4) The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Recipient's Signature **cash payment requires wet signature**

Date

☐

I verify that the recipient acknowledges the above: wet signature is unattainable due to remote participation.

Research PI or Designee's Printed Name

Signature

Date

Responsible Office / Research PI or Designee Only

On behalf of the unit issuing the payment, I certify that I have explained this form and reporting requirements to the Recipient. Further, I understand that a non-check payment to a Recipient who is a Nonresident Alien for US income tax purposes shall be grossed-up, and requisite tax withholding expensed via Journal Entry to the chart- string to be provided by the issuing unit.

Shall Recipient's remuneration be > or = \$600.00 this calendar year? ____Yes ____No

Research PI or Designee's Printed Name

Signature

Date

Send via file transfer to genacct@uvm.edu with Petty Cash; to supplier@uvm.edu with Check Request;

to purcard.audit@uvm.edu with PurCard Journals

UVM DISBURSEMENT CENTER – Waterman 205, 85 South Prospect Street, Burlington, VT 05405

GENERAL ACCOUNTING - 333 Waterman, 85 S. Prospect St, Burlington, VT 05405