



Payment Acknowledgement Form

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 and tax documentation, and W-8Ben.

Payment Amount (or Value):

\$	Is payment > \$100, or total payment(s) > or = \$600 this calendar year?*	* If yes, provide Social Security #:
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Description of Payment/ Prize:

	Payment Method: (\$, gift card, check)
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*Provide SSN ONLY if payment is \$100 or more or if total payments from UVM are expected to exceed \$600 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.

Recipient's 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 chartstring to be provided by the issuing unit.

Shall Recipient's remuneration be > or = \$600 this calendar year? ___ Yes ___ No

Research PI or Designee's Printed Name

Signature

Date

Attach to Petty Cash Form ____, Check Request Form ____, or PurCard Journal ____, as applicable.

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

DISBURSEMENT CENTER - 205 Waterman, 85 S. Prospect St, Burlington, VT 05405

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