



The University of Vermont

## 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 #:

Description of  
Payment/ Prize:

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

\*Provide SSN ONLY if payment is greater than \$100 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 **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 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](mailto:genacct@uvm.edu) with Petty Cash; to: [supplier@uvm.edu](mailto:supplier@uvm.edu) with Check Request;

To: [purcard.audit@uvm.edu](mailto: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

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