



# 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.

<b>Payment Amount (or Value):</b>	\$ <input type="text"/>	Is payment > or = \$100, or total payment(s) > or = \$600 this calendar year?*	* If yes, provide Social Security #:
<b>Description of Payment/ Prize:</b>	Payment Method: (\$, gift card, check)		

\*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](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 - 23 Mansfield Avenue, Burlington, VT 05401

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