

\_\_\_\_\_ or call(314) 9777742.

Determine the appropriate method for participant payment

- Participant payment amount
- University employment status
- Otizenship

The Research Team may use ClinCard regardless of the payment amount, except when the Research Participant is a Student Worker or Nonresident Alien.

- a) Gift Card: A Participant payment amount of \$25 or less may be made by gift card as long as the aggregate does not exceed \$100 in a calendar year. Participants, who are also employees, are not eligible to receive their Participant payment by gift card. Payment by figcard will not require the University to collect the Participant's name, nineligit social security number, mailing address, or other contact information.
- b) ClinCard: A secure reloadable debit card will be used for alicipant payments greater than \$25, and when the aggregate amount of Participant payments exeaded00 in a calendar year (e.g., 5 payments of \$25 per payment). The ClinCard payment method will require the University to collect the Participant's name, nire-digit social security number, mailing address, email address and/or other contact information. A completed IRS Federal Form9\Request for Taxpayer Identification Number and Certification or approved intake form, will be submitted before a ClinCardbari issued. ClinCards have usage fees, currently \$3.50 for card issuance and \$1 for each payment that is loaded onto the damese fees must be included in the project/proposal budget and/or within the Award paid for by the project sponsor or the Department or the PI. These fees are separate from the compensation being provided to the Participant for their participation.
- c) University's Payroll Systemtn cases where the Participant is also argoning recipient of any form of compensation through the Unversity's Payroll System (e.g., full he employee, graduate student, etc.) the Participant may receive their Participant payments through ClinCard or Payroll, dependent upon the employee's preference. Student Workers, however, must receive their ParaticiPayments through

Payroll. Regardless of payment method and payment amount, the University will withhold income taxes on Participant Payments in accordance with the IRS Federal Withholding Fer(if plaid by ClinCard, withholding will occur from a fure paycheck).

d) Direct Payment to Nonresident AliensRegardless of dollar amount, all nonresident aliens will receive