

PAYMENT FOR SERVICES REQUEST (version 1/12/10)

Use this form when you are requesting payment for
 Honorarium, Miscellaneous Services, Participant Support/Stipend, or Human Subjects

IMPORTANT: Payment types are defined by the university; refer to our website for definitions:

<http://www-gse.berkeley.edu/Admin/bsodocs.html>

Request Date: _____ Requestor Phone: _____

Requestor Name: _____ Requestor Email: _____

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| Payment Type: <input type="checkbox"/> Honorarium* <input type="checkbox"/> Miscellaneous Services <input type="checkbox"/> Participant Support/Stipend <input type="checkbox"/> Human Subjects |
| Select appropriately: Honorarium: payment given in recognition of special service or distinguished achievement for which custom or propriety forbids any fixed business price to be set; 1099-reportable (e.g., lecture, concert, performance). *Please attach flyer or announcement. If a flyer or announcement is not available, please explain why in business purpose below. Miscellaneous Services: payment for services provided, which cannot be in excess of \$4,999 nor be for a period of over 6 weeks in duration; 1099-reportable. Participant Support/Stipend: a project-related payment (including Stipend, Materials, Travel, Other) made to non-UC employees or students, intended to offset costs associated with participation in the project; this payment type is not subject to Human Subject protocols, and is not 1099-reportable. Human Subjects: a project-related payment made to non-UC employees or students; only for those subject to human subject protocols. |

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| Payee Type: <input type="checkbox"/> Employee* <input type="checkbox"/> Former UCB Employee <input type="checkbox"/> Student <input type="checkbox"/> Individual** <input type="checkbox"/> Org/Inst |
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|--|--|--------------------------------|--|
| <p>*If payee is an employee, please contact the BSO before the service is performed; we will need to determine if the payee is eligible to receive payments.</p> <p>If payee is a foreign national, additional forms are required to issue payment. Refer to Disbursements' website for information on paying foreign nationals: http://controller.berkeley.edu/payroll/GLACIER/index.htm The payee must complete and attach the required forms.</p> | <p>Provide appropriate Payee ID info: Employee ID for employees; Student ID for students; SS#/Tax ID for Individuals with no UC affiliation or Org/Inst.</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none; padding: 2px;">Empl ID/Student ID SS#/Fed Tax</td> <td style="border: 1px solid black; width: 150px; height: 20px;"></td> </tr> </table> <p>**If payee is an individual, please have them complete a conflict of interest certification form, see url: http://businessservices.berkeley.edu/node/659</p> | Empl ID/Student ID SS#/Fed Tax | |
| Empl ID/Student ID SS#/Fed Tax | | | |

Payee Name: _____

Payment Address: _____

Payee Phone #: _____

Payee Email: _____

Dates of Activity/Service: _____

Amount of Payment: _____

Hourly Rate (if applicable): _____

Business Purpose:

Account Name/Fund Source: _____

Approval Signature: _____

Date: _____