OVERVIEW:

When starting an MP, it is best practice to gather information prior to starting to enter and process a miscellaneous payment.

INFORMATION TO GATHER for the MP

The combination of answering the following questions determines how to process an MP.			
Question	**Yes**	**No**	**Next Step**
Is the payee in Workday?	Next	Create a profile	See below for more info on how to Create a profile section below.
Is the payee a US citizen?	Next	Locate the necessary documents for foreign nationals.	
Is the payee a student?	Is the student a US citizen or foreign national	Next	If needed, gather necessary documents per answer above.
What is the form of payment?	Check – Domestic Payee & student & Student-foreign		See the Payment Category/Field Guidelines below for more info.
	ACH – Domestic Payee & student, Student-Foreign		
	Wire – Foreign National & Research Subjects		
	Zelle- Research Subjects only		
What is the Workday request category?	Awards/Prizes		See info below for the spend categories.
	Honorarium		
	Non-Employee Travel - 1099 reportable		
	Non-Employee Travel - NOT 1099 reportable		
	Refund - UW Medicine only		
	Reimbursement		
	Research Subject		
	Services		
	Stipend		

Updated: 04/16/2024

CREATE PAYEE PROFILE:

Once you have the MP profile open, you will need to fill in the following Fields.

- Name: First and last name
- Single Use Payee: Best practice is to uncheck this box. Payees often submit multiple reimbursement requests.
- See below for filling in additional payee profile sections/fields.

PAYEE CATEGORY/FIELD

Is the payee a US Citizen?	Select the Payee Category below	IRS designation
Payee is a US Citizen (non-student)	Domestic Payee	a non-UW student, non-UW employee who is a U.S. Citizen or Resident Alien
Foreign National (non-student)	Foreign National Payee	a non-UW student, non-UW employee who is a Non-Resident Alien
Student – US Citizen	Student	a UW student who is a U.S. Citizen or Resident Alien
Student – Foreign National	Student - Foreign	a UW student who is a Non-Resident Alien

CONTACT INFORMATION TAB

Recommended: only fill in the necessary categories/fields to complete the type of payment.

Categories	Purpose	Optional preference
Phone	Option for Zelle payment.	Department preference
Address	Needed for mailing a check or for tax purposes, see below for more info.	
Email Address	Option for Zelle payment.	Department preference

TAX INFORMATION TAB: information required if selecting a 1099 reportable category.

If the payee is a student, and not receiving a stipend, prize, award, or scholarship, and ONLY getting a reimbursement, then NO info is required.

- Select tax authority form type if needed, depending on US Citizen status.
- Add the Tax ID info, by clicking on the "plus" symbol and enter the country name, depending on spend category selected.

Column Name	Next Step	Recommendations
Country for Tax ID type	Type in the name of the country	
Tax ID type	You may have to search in Google to help identify which type to select.	Send in UW Connect General Finance Ticket if you need help with part.
Identification #	If it is a student or the spend category is non-taxable, then enter zeros.	
Transaction Tax ID	The tax ID is required, so click the box.	

Updated: 04/16/2024

INFORMATION FOR TAX REPORTING PURPOSES

- If you are entering a spend category that is taxable, then you will have to enter tax info.
- If you have selected a non-taxable request category, then the payee will not be taxed, the request category overrides the taxable spend category.

Tax Information	Tax ID Required	1099 Tax Reporting	Domestic required	Foreign National	Current UW Student
1099 Reportable Spend Category	X	A mailing address is required for mailing 1099	Address is required for mailing 1099		
Address for tax reporting purposes			Add a second address for 1099, if different than mailing address for check		
Tax info			Tax ID#, Tax Document Type	Not required (Add nine zeros)	Not required, when using "reimbursement" request category or if all spend categories selected are NOT 1099 reportable.

BANKING INFORMATION TAB

- Please keep in mind that each country's info may be different regarding terminology and requirements.

Type of Payment	Workday Required Info to Enter	Workday Notes	Comments
Check	US Mailing Address		Verify the address is current and accurate.
Wire**	1. County name 2. Bank Name 3. Account number 4. Type of account (checking or savings) 5. Name on the Account 6. Bank ID Code 7. Bank Address	Click on the Add button at the bottom of the account detail column to enter the address.	After selecting a country in Workday, the info required may change. **A $15-$25 fee will be charged via Workday
ACH			
Zelle	Phone number or Email address		Research Subjects only

Updated: 04/16/2024

Miscellaneous Payment Request

PRIMARY INFORMATION SECTION

PAYEE PROFILE GUIDELINES

This profile can either be edited if the profile is in Workday or you can create a profile when creating a MP.

PAYEE CATEGORY:

- Search for the payee's name in Workday and select the appropriate name.
  - o Or select create miscellaneous payee if they are not in Workday.

IS THE PAYEE IN WORKDAY?

Search using View Miscellaneous payee report.
- If the payee's profile is not in WD, then you will need to create a payee profile.
- If the payee profile is located **IN** Workday, then view the details and edit if needed.
  - o Verify they are the correct person, there may be more than one entry.
    - ▪ Suggestion to use the UW NetID to verify you have the correct person.

COMMENTS

- When in View Miscellaneous Payee screen, click on the three dots to the right of the Miscellaneous Payee magnifying glass and select edit.

WORKDAY REPORTS TO RUN

There is more than one way to search for payee info or to search for an MP that has already been entered/submitted/started in WD.
- Searching in Workday for MPs is not intuitive. You do a lot of cutting/pasting numbers.
- After running the report to locate an MP number, enter the MP # into the Global Search bar to find/edit/view the MP.

Workday report/task names	How used?
View Miscellaneous Payee (report)	View only, the payee profile in WD
Miscellaneous Payment Search (R13720	Find a list of MPs submitted in WD.
Create Miscellaneous Payee (task)	Creating a payee profile
Create Miscellaneous Payment Request	Create the MP request in WD.

FORM OF PAYMENT TYPE

Depending on the payee category selected in the payee profile, below is the type of payment available for the payee.

PAYMENT TYPE CATEGORY GUIDELINES		
Type of Payment	**Available for this type of Payee Category**	**Comment**
Check	Domestic, Student, student - foreign	
Wire	Foreign Nationals	The $15-$25 fee will be applied.
ACH	Domestic, Student, Student - foreign	
Zelle	Domestic or Foreign Nationals – ONLY available for **research subjects request category**	

MP REQUEST CATEGORY – Additional information

	Awards/Prizes for non-UW employees	**Awards/Prizes for UW Students**	**Honorarium**	**Services**	**Reimbursement Used for non-travel expenses**	**Non-Employee Travel**	**Research Subjects**
Additional Comments	Used to pay awards and prizes for Non-UW Employees	Can be used for UW Students only if there is no stipulation on how funds are to be used by the student.	Domestic: Click here for more info. Foreign Nationals: Click here for more info	Used to pay personal services (excluding Honoraria) such as consulting, design, analyzing, editing/reviewing, and strategic planning.	This request category is selected with Students or non-UW Employees receiving reimbursements which is not 1099 reportable.		See table below for more information.
Workday Spend Category:					Depends on the items reimbursed.	Non-Employee Travel 1099 (SC2567)	
Workday Spend Category: Not 1099 Reportable	Prizes And Awards (SC1128)		Honorarium (SC1632)	Consulting (SC1140); Consulting Travel (SC1709)	Reimbursement (SC1730)	Non-Employee Travel (SC2566)	

HANDLING CODE

- If the check is sent to the UW department mailbox, select CAMPUS MAIL.
    - Then enter the mailbox number into Miscellaneous field #7.
    - Add the name of the person who will receive the check "Attn: _____"
- There is an option to send the check to UW Mailing Services for pickup.
    - Enter the UW Mailing services' campus mailbox - 359010 and add the name of person who will pick up the check, "Attn for pickup by: _____".

PAYMENT DETAILS

- **Required**: Memo field - enter the business justification/purpose/reason into this field.

MISCELLANEOUS PAYMENT FIELDS TAB: required fields for foreign nationals.

Foreign Nationals: Miscellaneous Fields that are required to be filled.

Misc Field Number	Info needed
Misc field 1:	Enter your name as the submitter
Misc field 2:	Enter foreign payee VISA type (This includes ESTA)
Misc field 3:	Y/N; Did the foreign payee provide service within the US
Misc field 4:	Y/N; was form 8233 collected?
Misc field5:	Y/N; was form W8-BEN collected?
Misc field 6:	Y/N; was form W8-Ben-E collected?

Misc field 7:	Enter a Campus Mailbox if the check is to be delivered to a department.
	   1. Add at the end: "Attn: _____"
	   2. If you would like to have the check sent to the UW Mail Services for pickup, then _____.

SPEND CATEGORIES: select a spend category.

1. What is the taxability of the expense?
   a) Does the purchased item/expense have sales tax applied? (Y/N)
   b) Use a spend category that matches sales taxability.

Spend Category	1099 tax reportable	Taxability
Advertising And Promotional Services (SC1036)	Yes	Non-Sales Taxable
Audio Visual Rental (SC1063)	Yes	Sales Taxable
Books And Pamphlets - Non-Library (SC1081)		Sales Taxable
Buildings And Space Rental (SC1061)	Yes	Non-Sales Taxable
Business License and Permits (SC1042)		Non-Sales Taxable
Catering And Prepared Food (SC1152)	Yes	Sales Taxable
Communication Services (SC1024)	Yes	Non-Sales Taxable
Consultant Travel (SC1709)	Yes	Non-Sales Taxable
Consulting (SC1140)	Yes	Non-Sales Taxable
Employee Training Services (SC1025)	Yes	Non-Sales Taxable
Entertainment (SC1161)		Sales Taxable
Freight And Express Shipping (SC1038)		Non-Sales Taxable
Honorarium (SC1632)	Yes	Non-Sales Taxable
Membership Dues, Subscriptions and Fees (SC1043)		Non-Sales Taxable
Miscellaneous Other Operating Expense (SC2109)		Sales Taxable
Non-Employee Travel (SC2566)		Non-Sales Taxable
Non-Employee Travel 1099 (SC2567)	Yes	Sales Taxable
Office Supplies (SC1095)		Sales Taxable
Other Non-Medical Supplies (SC2468)		Sales Taxable
Other Professional Fees (SC2111)		Non-Sales Taxable
Other Supplies (UW Academy Only) (SC2704)		Sales Taxable
Performing Artists (SC1020)	Yes	Non-Sales Taxable
Prizes And Awards (SC1128)	Yes	Non-Sales Taxable
Professional Licenses and Accreditation (SC2434)		Non-Sales Taxable
Purchased Services - Lab (SC2087)	Yes	Non-Sales Taxable
Research Subjects (SC1015)	Yes	Non-Sales Taxable
Scholarships (SC1126)		Non-Sales Taxable
Stipends (SC1127)	Yes	Non-Sales Taxable
Student Refund (SC1730)		Non-Sales Taxable
Training and Conference Fees (SC1046)		Non-Sales Taxable
Training and Educational Expense (SC2097)		Non-Sales Taxable
Training Materials (SC1096)		Sales Taxable

DOCUMENTS REQUIRED TO UPLOAD TO DOCUSIGN

For payments to Foreign National Payees, please upload all required documents to the Docusign Portal.

Link to DocuSign: https://apps.admin.washington.edu/sign/procurement/PINA/default

FOR 1099 REPORTING INFO				
For 1099 reporting: Documents Required to upload to Docusign	**Foreign National Inside the US*** • *Includes Students*	**Foreign National Outside the US**** • *Includes Students*	**Canadian citizens**	**UW Student: Foreign National**
Passport	X			Foreign National, see to the left for requirements
Visa	X			
I-94	X			
Driver's License			X	
And Social Insurance Card OR passport			X	
W-8BEN		X		

*Any payee who is currently living or conducting services within the US.
**Any payee who didn't conduct any services within the US.

RESEARCH SUBJECTS INFO:

DEPARTMENT RESPONSIBILTY FOR RESEARCH SUBJECT PAYMENTS

This document notes that the IRS requires research institutions to report compensation to research subject if $600.00 or more.
- General guidelines to consider when initiating payments.
- Tracking how much paid to research subjects, retaining info and reporting if needed
  - Link to a copy of the document:
  - https://finance.uw.edu/ps/sites/default/files/Research%20Subjects%20-%20Department%20Responsibility_Provisional%20KK%20-%20Copy.pdf

Department Responsibility – Research Subject Payment
Basic Information
The IRS requires research institutions to report compensation to research participants if the amount is $600 or more a year
Individuals participating in research studies (research subjects) should be informed at the outset about tax implications for payments totaling $600 or more per calendar year.
All payment information of research subjects, no matter the amount, must be tracked, accumulated, and retained in a secured and confidential manner by the department for internal and external audit.
NOTES: Reimbursements to research subjects for out-of-pocket expenses incurred while participating in the study are not considered taxable income, e.g., reimbursement for travel expenses such as taxi fare or parking.

REFERENCES:

IRS DEFINITIONS:

IRS Term	Description	Referred to in Workday as	Comment
Resident	Permanent resident of the US, also known as the "green card" test.	domestic payee or student.	Has an SSN number
Non-Resident	Has a temporary presence in the US with a F or J visa;	foreign national payee or Student foreign.	May also have an ESTA number
Resident Alien	Has a green card or meet the substantial presence test.	domestic payee or student.	Has an SSN number

- IRS Definition Link:
  - https://www.irs.gov/individuals/international-taxpayers/determining-an-individuals-tax-residency-status
- Green Card test: You are a resident, for U.S. federal tax purposes, if you are a lawful permanent resident of the United States at any time during the calendar year. This is known as the "green card" test.
  - https://www.irs.gov/individuals/international-taxpayers/us-tax-residency-green-card-test
- Substantial Presence Test:
  - https://www.irs.gov/individuals/international-taxpayers/substantial-presence-test

REFERENCE LINKS:

GLOSSARY (GLOBAL OPERATIONS SUPPORT)
Link to the Glossary: https://finance.uw.edu/globalsupport/glossary-of-tax-immigration-terms
- ESTA: DSH Electronic System for Travel Authorization.
  - ESTA is an automated system that determines the eligibility of visitors to travel to the United States under the Visa Waiver Program (VWP).
    - Link for more info: https://www.cbp.gov/travel/international-visitors/esta
- Foreign National: any individual who is not a US citizen.
- I-94: Arrival/departure Record; a paper or electronic form on which CBP or USCIS records the immigration classification and duration of stay of an individual admitted to the United States.
- Nonresident Alien (NRA) for Tax Purposes: for tax purposes is not a U.S. citizen and does not meet either the "green card" test or the "substantial presence" test" as described in IRS Publication 519, U.S. Tax Guide for Aliens.

GENERAL INFORMATION
Procurement website:
- Miscellaneous Payments | Procurement Services (uw.edu)
- Highlighted categories:
  - Best practices
  - Payment types
  - What is not allowed?

      o   Cancelling an MP

JOB AID IN UW Connect Finance: How to perform Miscellaneous Payments in Workday

- [Procurement - How to Perform Miscellaneous Payments in Workday (uw.edu)](#)

GLOBAL OPERATION SUPPORT

Research subject's checklist, referenced by the tax office above:

- https://finance.uw.edu/globalsupport/payment-flowcharts-checklists

IRS referenced Forms in Miscellaneous Payments process in Workday, includes definitions.

- https://finance.uw.edu/globalsupport/description-forms

RESEARCH SUBJECTS

Procurement Services: Options for how to pay research subjects.

- [Pay Research Subjects | Procurement Services (uw.edu)](#)

Research Subject Payees can be paid the following forms of payment, per the Procurement Services' website and per the type of payee:

- US Bank VISA rewards Card Info
  - US Bank Rewards card: https://finance.uw.edu/ps/how-pay/research-subjects/us-bank-rewards-card
- Tango Email Gift Card info
  - Tango Card info: https://finance.uw.edu/ps/how-pay/research-subjects/tango-card-0
- Amazon eGift card purchased with a pro card via Amazon UW Business account.
- Paid via Miscellaneous payments in Workday: check, wire, ACH, Zelle

PROCUREMENT NEWSLETTER Announcement from August 23, 2023: Regarding Research Subject Participant Payments:

- Link to a summary table for payment options for paying research participants:
  - https://finance.uw.edu/ps/sites/default/files/Announcement%20Regarding%20Research%20Subject%20Participant%20Payments%208-25-23.pdf
  - This announcement also references the provisional change regarding SSN or ITIN numbers.
    - "Effective immediately, payments to participants in research studies may be paid without collection of social security number (SSN)/individual taxpayer identification number (ITIN**) if they do not exceed $600 per individual in a calendar year**."
      - If prompted to provide an SSN number, you may enter all zeros.