Participant Payment Procedures with State Funds

When using State funds, regardless of the amount of payment, full name, complete address, social security number, and payment amount has to be collected from every person that receives a participant payment. This is required for tax reporting purposes. There is no small dollar amount exception. There is no exception to this State policy.

For participants that are non-resident aliens, it needs to be determined if the non-resident alien is eligible to receive participant payment based on visa type. If eligible to receive payment, the payment is automatically subject to 35% withholding. All payments received by the non-resident alien have to be reported regardless of the amount.

If a participant is a KU employee, all participant payments must be processed through Payroll. An individual cannot receive a W2 and a 1099 from their employer.

If the researcher cannot collect full name, complete address, social security number, and payment amount, non-State funds must be used. Please contact the KU Center for Research regarding policies and procedures for participant payments.