



Request or Record Payment of Awards, Prizes or Gifts

This form should be used either to request payment of awards/prizes/gifts or to record an award/prize/gift given directly to an individual. **Do NOT use this form for UofM students or guest students if the award/prize/gift relates to their student relationship with the University. See Instructions for processing information.**

Last Name _____ First _____ Middle _____

UMID # (for current faculty/staff) _____ Supplier # (for non-employee) _____

U.S. Social Security # (only if UMID # or Supplier # not known) _____

Enter current mailing/home address and citizenship information below if individual is not currently a faculty or staff member:
 Number and Street _____

City _____ State _____ Zip _____ Country _____

Is this individual a U.S. citizen, permanent resident, or resident alien? **Yes** **No**

If no, attach an Alien Certificate plus Form 8233 (if appropriate).

Is this individual currently a faculty or staff member? Yes No

Department Presenting Award/Prize/Gift _____

(6-digit Department ID and description)

This form is being submitted to: request a payment	Amount: \$
record award/prize/gift already given to an individual	Value of non-cash item \$

Shortcode: _____

Fund	Department	Program	Project/Grant	Class	614573 Account
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Date Award was Issued: _____

Description of Award/Prize/Gift: _____

Reason Given to Individual: _____

Name of Vendor if Award/Prize/Gift was a Gift Card: _____

Special Instructions: _____

Prepared by: _____ Uniqname _____ Phone _____ Date _____

I certify that the terms, restrictions and qualifications set forth in this form's administration policy are met and that the payments are in compliance with all conditions imposed by the funding source.

Chair/Department Head (name typed) _____ Signature _____

Dean/Director or Designated Rep (name typed) _____ Signature _____

ROUTING INSTRUCTIONS and ATTACHMENTS:

- Individual not a member of the faculty/staff AND is a U.S. citizen/permanent resident/resident alien:** Send this completed, signed form to SSC PeoplePay, Wolverine Tower, 3003 S. State St., Ann Arbor, MI 48109-1276 or email to PeoplePayProcessing@umich.edu (only if no Social Security # is on the form) for payment processing.
- Individual is a current member of the faculty/staff OR a non-resident alien:** Send this completed, signed form (plus Alien Certificate and Form 8233, if appropriate) to Payroll Office, G395 Wolverine Tower, 1279.

FOR DATA ENTRY USE ONLY

Payroll: Empl Rcd # _____ Earnings Code: AWE/NRA Date entered: _____ Initials: _____ Paydate: _____

Federal _____ Michigan _____ FICA _____ 08/27/19

Instructions for Completing the Request or Record Payment of Awards, Prizes or Gifts Form

Standard Practice Guide(s) for reference:

SPG 601.30 – Payments/Reimbursements to Students for Non-Employment Purposes (<http://spg.umich.edu/policy/601.30>)

SPG 501.12 – Awards, Gifts and Prizes (<http://spg.umich.edu/policy/501.12>)

Related Forms:

None

Guideline(s) for using this form:

- This form should be used if a payment is being requested or to record the value of a non-cash award/prize/gift given directly to an individual who is not a UofM student, guest student or visiting scholar.
- Payments that relate to an individual's student relationship with the University (for UofM students, guest students and visiting scholars) should be processed through the Office of Financial Aid. Contact the Office of Financial Aid (via [email sfps@umich.edu](mailto:email_sfps@umich.edu)) for instructions for processing the payment request.
- See information related to awards/prizes/gifts in the [FAQ section of the PeoplePay web tool](#) and to the Tax Department's web site: <http://www.finance.umich.edu/tax/policies%20procedures>.

Definition of Fields:

- Name – use legal name, not preferred name
- UMID # – commonly referred to as emplid #
- Supplier # – 10-digit unique identifier in the Supplier Services database. Fax the "Supplier Request Form" (<http://www.finance.umich.edu/procurement/forms/supplierrequestform>) (along with Form W-9) to Supplier Maintenance at a secure fax # (734) 615-5704 or mail to Supplier Maintenance, 3003 S. State St, Ann Arbor MI 48109. You can verify whether an individual has a Form W-9 already in the data base by checking the "Persistence" field which is located on the supplier record in the "Identifying Information" page in Supplier Maintenance. If the "Persistence" field has a value of "permanent", then a Form W-9 has already been submitted.
- Address – used to mail check for payment to the individual and eventually the Form W-2, Form 1042S or Form 1099-MISC
- Is this individual a U.S. citizen, permanent resident or resident alien? – If the individual is not a U.S. citizen, he/she may be a resident of a country that has a Tax Treaty with the U.S. and is then eligible to submit a Form 8233 to avoid U.S. taxes. Use this link to review the countries that have tax treaties for students or teachers/researchers: <http://www.finops.umich.edu/payroll/forms/teachers>
- This form is being submitted to – this section of the form is used to indicate whether the payment should be made to the individual from a central system (payroll or procurement) OR whether the form is recording the value of an award/prize/gift that has been given directly to the individual. Check the appropriate box in this section.
- Value of award/prize/gift is the face value of a gift card/certificate or the purchase price of merchandise. NOTE: do not include shipping costs as part of the value of the award/prize/gift.
- Amount or Value of award/prize/gift – If this amount should be the exact amount paid to or recorded for the individual (i.e. the "net" pay), please indicate in the "Special Instructions" field that you wish the amount to be "grossed-up." For information about "grossing-up" payments, see the Payroll web site: <http://www.finance.umich.edu/finops/payroll/calculators/gross-up>

Instructions for Completing the Request or Record Payment of Awards, Prizes or Gifts Form (continued)

- Shortcode — If the form will be sent to the Payroll Office, please enter the appropriate 6-digit shortcode. If the form will be sent to Procurement Services, you may either enter a shortcode or a chartfield combination that does not have an existing shortcode. You do not have to enter both the shortcode and the chartfield combination.
- Name of Vendor if Award/Prize/Gift was a gift card: This information must be entered for gift cards given to faculty and staff. It is not needed for non-employees.
- Signatures – NOTE: Procurement Services only requires one approval signature although departmental procedures may require 2 or more signatures for approval. The number and level of signature authority is determined by each department.

Attachments and Routing:

- If the individual is a U.S. citizen, permanent resident, or resident alien, the “Request or Record Payment of Awards, Prizes or Gifts” Form, should be sent to Procurement Services PeoplePay.
- If the individual is a non-resident alien, attach an Alien Certificate that has been completed by the individual. If the individual is a resident of a country that has a tax treaty with the U.S. and the individual has a Social Security Number, attach a Form 8233. Both forms can be found on the Payroll web site at: <http://www.finance.umich.edu/finops/payroll/forms/indpaperworkchecklist>
- It may be necessary to route this form within your unit or campus differently than the routing instructions on the bottom of the form. For instance, on the Flint campus, this form should be sent to the Flint Human Resources Office, 213 University Pavilion, 1950, rather than Payroll, and to Flint Purchasing Department, 213 Harding Mott University Center, 1950, rather than PeoplePay Procurement Services.

Tax Withholding and Reporting Information:

If the individual is a non-resident alien, the award will be paid or recorded in the payroll system.

Appropriate taxes will be withheld from payments. Payment/value/taxes will be reported on a Form 1042S at calendar year-end.

- If the individual is a U.S. citizen, permanent resident, or resident alien and is currently a UofM faculty or staff member, the award will be paid or recorded in the payroll system. Federal, state and local taxes will be withheld. Payment/value/taxes will be reported on a Form W-2, Box 1 at calendar year-end.
- If the individual is a U.S. citizen, permanent resident, or resident alien and is not currently a UofM faculty or staff member, the award will be paid or recorded in the Procurement system. No taxes will be withheld. Payment/value will be reported on a Form 1099 MISC, Box 3 at calendar year-end if the total during the calendar year exceeds \$600.00.