

Department Responsibility - Research Subject Payments (Provisional Guidance)

The following are general guidelines to consider when initiating payments to a Research Subject, this list is **not** exhaustive:

- The IRS requires research institutions to report compensation to research participants if the amount is \$600 or more a year. The University Tax Office will generate and mail a 1099-MISC form to the individual per the IRS requirement.
- The Principal Investigator/Study coordinator (Investigator) should work with the Institutional Review Board (IRB) on informing the research subject about potential tax consequences of receiving payment of \$600 or more for participation.
- 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. Investigators should not attempt to provide tax or visa advice, but rather Investigators should inform research subjects about the basic tax rules only as described in this Guide. This includes telling research subjects that UW will issue a 1099-MISC Form to them and the IRS if they receive payments equal to or greater than \$600 in a given year.
- All payment information on research subjects, no matter the amount, must be tracked, accumulated and retained in a secure and confidential manner by the department for internal and external audit.
- If a research study includes UW employees and/or students, the payment process is the same, and the same threshold of \$600 applies.
- The Investigator is not required to collect and track SSN/ITIN for cumulative calendar year payments of amounts less than \$600 unless there is reason to believe that the research subject is enrolled or plans to enroll in other UW studies such that the payments made to the individual in the calendar year are likely to total \$600 or more.

When ready to submit the Payee information to the **UW Tax Office**, the record must include (required if payments to an individual reach \$600 or more in total annually):

- Full Legal Name
- Social Security Number (SSN) / Tax Identification Number (TIN)
- Permanent Address (Include City, State and Zip Code) – should not be a P.O. Box
- Amount given to the Research Subject
- Payment Reference Numbers and Payment Dates
- Brief description of the type of payment
- Research Subject's signature showing receipt of the payment, if paid in cash
- Name of person preparing the report, Phone and Department Name

Note: Because the information contains sensitive material, it must be transmitted to the UW Tax Office in an Excel spreadsheet saved on a flash drive and delivered to the UW Tax Office in person at 4333 Brooklyn Ave NE, Seattle, Washington 98195.

Reimbursement may be made only if a receipt for the expense is provided by the research subject.

Undocumented Populations

Investigators who include undocumented populations in their research must be aware that the gathering of individually identifiable information and tracking the compensation may put these individuals at greater risk. These risks must be mitigated to the greatest extent possible, which may necessitate offering something other than monetary remuneration.