



# Payments to Stakeholders / Advisory Group Participants

## **SCOPE & INTRODUCTION**

This document outlines how Stakeholders and Advisory Group Participants are compensated for participating in stakeholder and advisory group meetings funded by University activities and sponsored awards.

This guideline is necessary to reasonably ensure compliance with reporting requirements and ensure that payments are appropriately issued. The guideline also exists to reduce administrative burdens and identify the dollar threshold that determines when the University must collect confidential information in certain situations. The University must comply with sponsor requirements, IRS guidelines, University regulations, and good business practices.

## **DEFINITIONS**

**Stakeholder / Advisory Group Member:** A compensated participant that is part of a group organized by the University, who has specific knowledge, experience, or expertise and advise on plans, policies, or topics of interest to the University. These individuals and committees do not have decision-making authority. Stakeholders and Advisory Group Members are participants only and do not receive payment for providing professional services, consulting, or a product to the University as part of their participation.

**Payment:** Any kind of remuneration including cash, check, gift card, or other item of value paid to the group member for their participation.

**Tax information:** Includes the participant's full name, social security number, and mailing address via the IRS Form W-9.

## **PAYMENT METHODS AND PROCESSES**

Payments made to Stakeholders and Advisory Group members may be paid by:

- Direct Deposit or Check through the ePR system\*. For Direct Deposit payments, the individual must complete a Direct Deposit form.
- Petty Cash, gift cards, etc. if \$100 or less.
- If a participant is a University employee, the participation fee must be paid as [Additional Compensation](#) through Payroll.

\* **IRS Form W-9** must be completed and submitted for an ePR payment request; Form W-9 is required to set the individual up in the ePR system, otherwise payment cannot be made through the ePR system.



## Stakeholder / Advisory Group Participation Form **Check List**

### At the time of or prior to the meeting:

- Ensure the Participation Form has been filled out completely and correctly, including:
  - Obtain and enter the person's name, and phone number, email, and address.
  - The date of the meeting.
  - A brief description with appropriate details of what the topic or purpose of the meeting will cover.
  - How much the person is to be paid.
  - Obtain if the person wants to be paid via Direct Deposit or Check (if payment is not to be made via Petty Cash, gift card, etc.).
  - The chartfield and preparer's name and extension have been entered.
- Ensure that an [IRS Form W-9](#) has been completed and submitted by the person. *This form is required for Federal Tax reporting purposes and for payments to be made from the ePR system.*
- If the person is to be paid via Direct Deposit, the [University Direct Deposit Form](#) must be submitted.

### Upon Completion of the Meeting:

- Ensure the Participant and appropriate University employee sign the "Verification of Meeting Occurrence" section. This validates that the meeting occurred and that payment can be made.  
  
**\*\*If signatures are missing, payment will not be issued. An email from the Authorized University signer stating that they acknowledge the meeting occurred is OK in the event the person is not present or available to sign the form upon completion of the meeting. Emailed verifications must be included in the submitted documentation with the Form.**

### After the Meeting:

- For ePR payments (Direct Deposit or Check), include:
  - (1) This Checklist - *required for every payment*
  - (2) The completed Participation Form - *required for every payment*
  - (3) The IRS W-9 Form - *for first payment and once every calendar year*
  - (4) If applicable, the Direct Deposit (DD) Form - *first DD payment or if DD bank account is changed*

as the documentation to be submitted with the payment request.

**\*\*Failure to properly complete and submit the above items will delay payment being sent.**

OR

- For Petty Cash, Gift Cards, or Gift Certificates (not submitted in ePR):
  - (1) Keep the Checklist and completed Participation Form as documentation of the payment for Petty Cash, gift cards, etc.
  - (2) If multiple payments exceed \$600 in a year, provide documentation and Form W-9 to [Tax Services](#)



# Stakeholder / Advisory Group Participation Form

NAME OF STAKEHOLDER / ADVISORY GROUP PARTICIPANT \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY, STATE AND ZIP CODE \_\_\_\_\_

The Participant agrees to participate as a Stakeholder / Advisory Group Member on \_\_\_\_\_ (date) for the following topic or purpose:

The Participant certifies they **are not providing professional services, consulting, or a product for compensation** and that they are currently not an employee of the University of Utah. The above named person agrees to indemnify and hold harmless the University of Utah from any loss, liability, or damage resulting from any act or omission of the above named person related to or associated with this meeting.

The University of Utah agrees to pay the Participant a participation fee of \$\_\_\_\_\_.

- Direct Deposit  
Must submit a direct deposit form – W-9 also required.
- Check  
Mailed to the above address – W-9 also required.
- Petty Cash, Gift Card, or Gift Certificate  
For payments \$100 or less – W-9 likely not required.

*\*Payment by Check or Direct Deposit will be made within 30 days of the meeting.*

<b>Participation Acknowledgement: STAKEHOLDER / ADVISORY GROUP MEMBER</b>	
SIGNATURE	DATE

**Verification of Meeting Occurrence:** *(to be signed after the meeting has occurred)*

By signing below, I verify (1) the above-described meeting occurred; (2) the above named Participant attended the meeting; and (3) payment can be issued.

PI / ACCOUNT EXECUTIVE / DESIGNEE SIGNATURE	UID	DATE
Printed Name:		

### For Accounting Purposes:

BU	Org	Fund	Activity / Project	Account Code
				62150

Chartfield – Must use account code 62150

Preparer's Name	Phone Number