



UNIVERSITY OF
SOUTH FLORIDA.

**Study Subject Payments to Employees
Reporting Form**

University Controller's Office - Payroll
Phone (813)974-7955
Fax (813)974-5084

Whether cash payment is made in a single study subject payment, or as cumulative expected study payments to any current USF employee, the dollar amount of this compensation must be reported to the USF Payroll Department as the employee will be taxed on this dollar amount at the end of the year on their W-2.

If the payee is a non resident alien that is not employed by USF, please contact Payroll as these require special consideration. See reference to Payments to Foreign Vendors under the UCO Tax Advisory Page - <http://usfweb2.usf.edu/uco/taxadvisory/>

When completed, please either fax this form to (813) 974-5084 or email to UCO_Payroll_Processing@usf.edu

Requesting Department

Requestor:

Department:

Telephone:

Email:

Total Dollar Amount Paid in Cash to Employee:

Date Paid:

Employee Information

Last Name:

First Name:

GEMS Employee ID #:

Campus/Department:

Work Phone #:

Email:

Prepared by:

Date:

Approved by:

Date:

Approver's Signature: _____