

Payment of Research Subjects

The Office for Finance and Administration maintains a checking account for payment of Research Subjects.

Check requests to OFM must state

- Subjects name
- Address
- Social Security number
- Amount to be paid
- Date to appear on check

Allow at least three days for your request to be processed.

The Office for Finance and Administration does not maintain petty cash for the purposes of paying Research Subjects from the Intramural Funds. No reimbursement for Subject Payment will be made to faculty who pay subjects directly.

The Office for Finance and Administration is required to maintain a list of Research Subjects receiving compensation from the Intramural Funds, including their names, addresses, Social Security numbers and amounts paid. This information must be kept on file for audit purposes. Payments may need to remain confidential, and a coding system may be devised to prevent disclosure of direct identifiers. OFM will maintain the payment information in a locked file cabinet.

The Office for Finance and Administration has the responsibility of tracking total amounts paid to a subject from the Intramural Funds. Research Subjects receiving \$600.00 or more in a calendar year from the University of Washington must be reported to the UW Financial Services Tax Desk by January 10th each year. These payments are reportable to the Internal Revenue Service. Failure to report this information may subject the University to a fine by the Internal Revenue Service.