

# Finance

# Payroll Payment of Awards/Prizes

Please read the attached guidelines prior to completing this form. Please complete the form below to request an award/prize payment for a University Faculty, Staff or Student employee. If amount exceeds \$1,000 the request must be submitted on a 211/220 Form.

Type of Employee:

🗌 Faculty 🔄 Staff 🔄 Student Employee - 🗌 Undergraduate or 🗌 Graduate							
Award Information- All Fields are Required							
Last Name	First N	lame		Emp		Emp Record #	
Division/Department N	ame Pay G	roup (Pick One)	Date Reques	Date Requested		Date Check Needed (allow 5 business days)	
Financial Activity Objec	t Amou	Amount Contact Pho Not to exceed \$1,000		ne#	Name of Requester		
Name of the Prize/Awa	rd:		Name of Person Picking up Check				
Description/Purpose of Prize /Award:							
Payment Information							
<ul> <li>The recipient will receive a check for the full amount of the award/prize. State and federal tax will not be withheld but the award/prize is subject to taxation. The amount will be included in the individual's gross earnings and is reported to the IRS on the W-2 form</li> <li>FICA will not be withheld on the amount paid but is subject to FICA which will self-adjust and be withheld in the following payment made to the individual paid through payroll</li> <li>Internationals who are Non Resident Aliens for tax purposes are taxed at 30%</li> <li>No deductions are taken</li> <li>Payments paid will be issued in separate live check - direct deposit is not available</li> <li>Payments over \$1000 must be submitted on a 211/220 form</li> </ul>							
Approvals							
Recommendii	ng Officer	Date	Please Print Name				
Recommending Officer		Date	Please Print Name				
All Ledger 5 accounts Must be signed off by ORPA:				Date			
		Payroll Use	Only				
PP Processed:	Date:	Processor:		Page	#:	Check #:	

Upon picking up the check at the payroll window, please sign and print your name below, along with the date

# **GUIDELINES:**

Prize and award payments are either paid through the Payroll Office or the Accounts Payable Office. Prizes and awards that are related to the individual's employment with the University are paid through by the Payroll Office by submitting the Prize and Award Form (not to exceed \$1,000). Prize and award payments that exceed \$1,000 must be submitted on a 211/220 form.

# Prizes/Awards Related to Work (Faculty, Staff and Student Employee)

This is defined as payments made for teaching, research and/or other activities performed for the benefit of the University, including activities for the University. Award payments to staff/faculty are generally issued to recognize a staff/faculty member for some purpose <u>unrelated</u> to the staff/faculty member's active employee position. Staff/faculty award <u>requests that are related</u> to services performed as an employee should be submitted on an extra compensation form (211 for those paid salary, 220 for those paid hourly). All staff/faculty awards are treated as taxable income to the staff/faculty member.

Any prize or award given to a student employee that is related to their position as a student employee of the University is considered compensation for services related to work and should be processed by the Payroll Office (e.g., outstanding student worker in a department).

All prizes/awards to University employees will be paid through the Payroll Office and will be included on the employees Form W-2. All award payments processed for students who are non-resident aliens for tax purposes will be taxed at a flat rate of 30% per IRS regulations.

# Prizes and Awards Paid to Students Not Related to Work

All student award/prizes not related to employment should be submitted to Accounts Payable on the RFP/F4 form for processing. This would include:

- Academic achievement awards given to students in recognition of meritorious and academic accomplishment that are unrelated to employment.
- Award/prize payments to students that are *generally issued* during Commencement ceremonies and are received primarily in recognition of charitable, scientific, educational, artistic, literary or civic achievement or are received as the result of entering a contest (poster contest).

A student award/prize is generally taxable income to the recipient. If required, the University will report the award to the IRS and the student on IRS Form 1099-MISC. All award payments processed for students who are non-resident aliens for tax purposes will be taxed at a flat rate of 30% per IRS regulations and will be reported to the IRS and to the student on Form 1042-S.

# **PAYMENT:**

Payment will be issued in a separate live check. Direct deposit of prize/award checks is not available. Please allow 5 business days for processing request. Award/prize checks will not be issued during the processing of the normal payroll cycle which is defined as the time interval between the date Payroll begins processing pay data for a designated pay period and the date Payroll concludes processing pay data for a designated pay period.

# **SUBMISSION OF FORMS:**

Submit completed form directly to University Payroll Office, Box 278893, Rochester, NY 14627-8893, email to payroll@hr.rochester.edu, or fax 585-427-7188.

Contact the Payroll office with questions @ 5-2040 or via e-mail to payroll@hr.rochester.edu.