

Texas A&M International University

Individual Payment Request Form (Non-Service)

Payee may not be an employee, current student or business entity.

Part 1: Substitute Form W-9 (Parts 1, 2, and 3 must be completed by individual receiving payment)

Under penalties of perjury, by signing below I certify that:

The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) AND I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends or (c) the IRS has notified me that I am no longer subject to backup withholding.

Pay to:

Name _____ SS# _____

Address _____ City, State, Zip _____

Phone _____ E-Mail (For notification of direct deposit) _____

Are you a U.S. Citizen or Permanent Resident Alien? ___ Yes ___ No

If no, please attach a copy of the immigration status (visa sticker/stamp) in your passport. Payments to nonresident aliens can only be made if the individual has a payable immigration status and will be subject to 30% tax withholding as required by federal law.

Part 2: Direct Deposit Authorization (Please check one - New Set up, Already Set Up, or Change Bank Information)

___ New Set Up (Attach voided check for faster payment) ___ Already Set Up (Issue payment to existing bank account on file)
___ Change Bank Information (Attach voided check for faster payment)

If new set up or changing bank information - Will these payments be forwarded to a financial institution outside of the United States? Yes No

Bank Name _____ City, State _____ ___ Checking
Routing No. _____ Account No. _____ ___ Savings

Pursuant to Section 403.016, Texas government Code, I authorize the Comptroller of Public Accounts and/or the financial institution as designated by Texas A&M International University (TAMIU) to deposit by electronic transfer payments owed to me by the State of Texas and if necessary, debit entries and adjustments for any amounts deposited electronically in error. TAMIU shall deposit payments in the financial institution and account designated above. I recognize that if I fail to provide complete and accurate information on this authorization form, the payment processing may be delayed or that my payments may be erroneously transferred electronically. I consent and agree to comply with the National Automated Clearing House Association Rules and Regulations and the Comptroller's rules about electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended or repealed.

Part 3: Signature

I acknowledge that payments made to me or on my behalf in excess of \$600 in a calendar year, will be reported to me and the Internal Revenue Service (IRS) on Form 1099-Misc (Miscellaneous Income Statement) as required by the IRS and that I am responsible for any federal income tax that may be applicable.

With my signature below, I certify that all of the information provided on this request is true and correct and I acknowledge agreement with the terms and conditions for the substitute Form W-9 and direct deposit authorization.

X _____ Date: _____

Approved by TAMIU Representative: _____ Dept: _____

Part 4: To be completed by paying department: (Please check off type of payment, input L or R info, amounts, and total)

___ Grant Participant Payment ___ Refund of Payment ___ Prospective Student Athlete

Please circle "L" or "R" and input requisition number where specified below: _____ Amounts

_____	L or R _____	Payment to be made to individual - \$	_____
Payment(s) made on behalf of individual -			
L or R _____	Paid to: _____	For: _____	\$ _____
L or R _____	Paid to: _____	For: _____	\$ _____
L or R _____	Paid to: _____	For: _____	\$ _____
			TOTAL \$ _____

-If participant is not a U.S. citizen or Permanent Resident Alien (PR) - Submit to BPFA, KL 160
-If participant is a U.S. citizen or PR and "L" is submitted for payment - Submit to Accounts Payable, KL 152
-If participant is a U.S. citizen or PR and "R" is submitted for payment - Submit to Purchasing, KL 335

Individual Payment Request Form Instructions

Step 1 – Form completion by individual: Have the individual complete Parts 1, 2 and 3 of the form. If the individual indicates that he/she is not a U.S. citizen or Permanent Resident alien (PR), a copy of the immigration status in their Passport must be obtained and attached. If the individual does not wish to consent to direct deposit authorization, please indicate "Paper Check Request" at the top of the form and advise the individual that this can cause their payment to be delayed up to 3 weeks.

Step 2 – L/R Submission: Determine the payment amounts for each individual, create your "L" or "R" for payment(s), and submit for routing (close). If using an "L," allow it to fully route before submitting your documentation. If issuing a payment to an individual who indicates that he/she is not a U.S. citizen or PR, create an "L" solely for that individual; **do not combine with other payees on one "L" or "R"**.

Step 3 – Form completion by department: Complete Part 4 of the form by:

- Checking off the type of payment being issued
- Inputting the amount that should be paid to the individual and the "L" or "R" number that pertains to that payment
- Inputting the payment amount(s) made on the individual's behalf and the "L" or "R" number(s) that pertain to each of those payments. (Payments made on an individual's behalf include but are not limited to, lodging and conference registration)

If this is the first time the individual is receiving payment from TAMIU, please check off "New Vendor setup required" at the top of the form to indicate that the individual must be set up in FAMIS.

Step 4 – Additional Documentation: For each individual, combine the (1) Individual Payment Request form, (2) copy of immigration status (if applicable), (3) copy of voided check (if applicable), (4) FAMIS screens 241 and 914 for each "L" referenced on the form (if applicable), (5) all receipts associated with payments made on the individual's behalf, and (6) event flyer (no sign in sheet necessary).

Step 5 – Final Submission: If the individual indicates that he/she is not a U.S. citizen or PR, submit the collected documentation to Budget/Payroll – KL 160. If the individual **is** a U.S. citizen or PR **and** their payment is being paid with an "R," submit the documentation to Purchasing – KL 335. If the individual **is** a U.S. citizen or PR and their payment is being paid with an "L," submit the documentation to Accounts Payable – KL 152.

PLEASE NOTE: This form should only be used for individuals who are not TAMIU students or employees.

-If you are paying a TAMIU student for research or grant participation only (no "personal services" or "work" required), create and submit an "L" or "R" in FAMIS with the student name(s) and student ID (A00XXXXX) and Accounts Payable will issue the payment via Banner. For questions, please contact Accounts Payable.

-If you are paying a TAMIU employee for research or grant participation only (no "personal services" or "work" required), use the Service Contract form processed via payroll. All payments made to employees are subject to employment taxes.