

Iowa State University
Research Participant Receipt Form (RPRF)
Use if this payment is greater than or equal to \$75

Iowa State University (ISU) is required to maintain the confidentiality of information about research study participants while still complying with record keeping requirements of the State of Iowa, the Internal Revenue Service (IRS), and funding agencies. The purposes of this form are to serve as documentation of the receipt of compensation associated with participation in a research study conducted by ISU personnel and to obtain information relating to IRS Form 1099 requirements. Federal and state law protects the privacy and security of your SSN and Iowa State University will not disclose your SSN without your consent for any other purposes except as allowed by law. A Form 1099 will NOT be submitted to the IRS unless all payments received from ISU in a calendar year are \$600 or more.

1. I, \_\_\_\_\_, have received/or am requesting compensation in the
(Print Research Participant Name) form and amount indicated below:

- Cash \$\_\_\_\_\_
Check \$\_\_\_\_\_
Gift Certificate/Card \$\_\_\_\_\_
Other Property - Describe: \_\_\_\_\_

Value: \$\_\_\_\_\_

2. Record either your Social Security Number or your Individual Taxpayer Identification Number.
This information will be used to file a Form 1099 only if all payments received from ISU total \$600 or more.

\_\_\_\_ - \_\_\_\_ - \_\_\_\_ OR \_\_\_\_ - \_\_\_\_ - \_\_\_\_
Social Security Number Individual Taxpayer Identification Number

3. Record your complete address. Sign and date the document below.

Your signature certifies that you are not subject to backup withholding due to failure to report interest and dividend income. It also certifies that you are a U.S. person, including a U.S. resident alien. If you are not a U.S. person, you must complete and attach IRS Form 8233.

\_\_\_\_ Address City State ZIP Code
Research Participant Signature Date

TO ISU PERSONNEL:
Research participants may be given the opportunity to participate without receiving payment if they choose not to provide their name, address, and taxpayer identification number as required.
This form provides documentation for gift certificates/cards or other property purchased by ISU p-card--keep original form as part of your p-card documentation and forwarded a copy of this form to Accounting, Attn: RPRF (Confidential), 3606 ASB to meet IRS reporting requirements.
If an ISU check needs to be issued for payment, attach the RPRF to a completed honoraria voucher and submit to Accounting, 3606 ASB.