

**CONFIDENTIAL**

**Iowa State University Property Receipt (PRF) form / Research Participant Property Form (RPRF)**

| Form Requirements   | ISU Employee or Student (PRF) | Other, no affiliation to ISU (PRF) | Research Participant (RPRF) |
|---|-------------------------------|------------------------------------|-----------------------------|
| Cash or Cash Equivalent (checks, gift cards, physical gift cards, and stored value cards), <u>any value</u> | Yes                           | Yes                                | Yes                         |
| eGift cards purchased through CyBuy < \$100   | No                            | No                                 | No                          |
| eGift cards purchased through CyBuy ≥ \$100   | Yes                           | Yes                                | Yes                         |
| Other Property (Physical goods with resale value) < \$100*  | Yes                           | No                                 | Yes                         |
| Other Property (Physical goods) ≥ \$100   | Yes                           | Yes                                | Yes                         |

\* A Property Receipt (PRF) form is not required for physical goods <\$100 with no cash or resale value, such as notepads, pens, paperweights, customized plaques/awards, cups, mugs, ISU-branded items, and similar low-cost merchandise.

The purpose of this form is to provide a written acknowledgment from the recipient for property given by Iowa State University (ISU). This includes research participation payments.

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. This form serves as documentation of receipt of property given by ISU and for compensation to individuals participating in research studies conducted by ISU personnel and individuals receiving property from ISU. 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 is used to obtain information to comply with IRS reporting requirements. Federal and state law protects the privacy and security of your social security number (SSN) or individual taxpayer identification number (ITIN). Iowa State University will not disclose your information without your consent for any other purposes except as allowed by law.

**Section I: The following section is required to receive compensation unless you have received prior authorization and written approval from Compliance.**

I, \_\_\_\_\_ have received, (or will receive) compensation in the amount of \$ \_\_\_\_\_  
 In the form of (select one):  Cash  Check  Gift card  Other property (please describe) \_\_\_\_\_  
 Are you a research participant?  Yes, I am a research participant  No, I am NOT a research participant  
 Are you an ISU Employee (including student employees)?  Yes, I am an ISU employee  No, I am not an ISU employee

**Section II: The following section is required if one of the following applies:**

- ISU Employee or Student completing this form for a PRF requirement regardless of amount.
- Other, no affiliation to ISU, AND the amount was ≥ 100.
- Research Participant AND the amount was ≥ 100.

**Record either your nine-digit social security number, employee ID number, OR taxpayer identification number:**

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|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|

Please select one:  Social Security Number (SSN)  ISU Employee ID  Taxpayer Identification Number (TIN)

**Indicate your tax status (select one):**

- US Citizen  Resident Alien  
 Non-Resident Alien – *must complete & attach IRS Form W-8BEN to apply for exemption for 30% withholding*

**Record your address:**

Street Address \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip code \_\_\_\_\_ Country \_\_\_\_\_

**Section III: The following section is REQUIRED for all forms.**

**X** \_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Departments must retain the original form as part of the audit documentation, supporting compensation received by research participants paid from an award. **Departments must also send a copy of this form to the Tax Office** to fulfill IRS reporting requirements, except for Research Participant Property Forms under \$100. Please send to the Tax Office, Attn: RPRF (Confidential), at 1350 Beardshear.

**TAX REPORTING INFORMATION:** For U.S. citizens and resident aliens, a 1099-MISC form will not be submitted to the IRS unless all payments received from ISU in a calendar year are \$600 or more. For non-resident aliens, a 1042-S form will be submitted to the IRS, regardless of the amount. Non-resident aliens will be subject to 30% withholding, unless exempted by completing the IRS Form W-8BEN. Exemption from withholding requires 1.) having a U.S. social security number or individual taxpayer identification number, 2.) being a citizen of a country that has a tax treaty with the U.S., and 3.) being in the U.S. for fewer than the maximum allowable days. Non-resident aliens may be eligible for a refund of the amount withheld by filing a U.S. tax return.