CONFIDENTIAL

Property Receipt Form (PRF) / Research Participant Property Receipt Form (RPRF)

This form serves as a written acknowledgment from the recipient for property given by Iowa State University (ISU), including research participation payments. Review the guidance on page 2 before completing the form, including documentation retention, submission, and tax reporting requirements.

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

I, ____

have received (or will receive) compensation in the amount of $____________________

In the form of (select one): ☐ Cash[1] ☐ Check ☐ Gift card[1]
☐ 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.
- Non-Resident Alien completing this form for a PRF or RPRF 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, <u>OR</u> taxpayer identification number:

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[1]

Record your address:

Street Address	City	State/Province	Zip code	Country

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

✗ ____ ____________

Signature **Date**

[1] Non-Resident Aliens are not eligible to receive cash or gift cards. Payments are issued by check after applicable federal tax withholding and reporting requirements are applied.

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.

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Record Retention and Submission Requirements

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 2185 Warren Madden Building.

This form is not intended for procurement-related transactions. For questions about payments to individuals, consult Procurement Services to confirm the appropriate process and required documentation.

Form Requirements by Recipient Type

Property Type	ISU Employee or Student (PRF)	Other, No ISU Affiliation (PRF)	Research Participant (RPRF)
Cash or Cash Equivalent (checks, gift cards, physical gift cards, and stored value cards), any value	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[2]	Yes	No	Yes
Other Property (Physical goods) ≥ $100	Yes	Yes	Yes

[2] A Property Receipt form (PRF) 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.

Cash and gift cards may not be issued to Non-Resident Aliens. Under federal tax law, payments to Non-Resident Aliens are considered taxable income and are subject to mandatory federal tax withholding and reporting. Because required tax withholding cannot be applied to cash or gift cards, these payment methods are not permitted under any circumstances.

Research Participants Confidentiality

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.

Tax Reporting Information

For U.S. citizens and resident aliens, Form 1099-MISC will be submitted to the IRS only when total payments received in a calendar year meet or exceed the IRS reporting threshold in effect for that year. The reporting threshold is established by the Internal Revenue Service and published on IRS.gov in the Instructions for Forms 1099-MISC.

For non-resident aliens, a Form 1042-S will be issued regardless of payment amount. Federal tax is withheld at 30% unless a valid tax treaty exemption or reduced rate is approved based on a properly completed IRS Form W-8BEN. Eligibility for treaty benefits depends on tax residency in a treaty country and satisfaction of all applicable treaty conditions. Amounts withheld may be recoverable by filing a U.S. tax return.