



Non University Student Award Payment Form

This form is used to request CASH payments for awards, prizes and/or scholarships to non-student individuals.

Office Use Only

Prepared by:	Phone:	<input type="radio"/> Call when ready OR <input type="radio"/> Mail to recipient	Routing: <input type="checkbox"/> Tax Accountant Approval (Payroll) <input type="checkbox"/> BSC Procurement attached to Req
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Part 1: Recipient Information - Please answer all applicable questions. All individuals MUST provide a U.S. social security number or a U.S. Individual Taxpayer identification Number. All Recipients who are not U.S. citizens MUST complete a Foreign National form and attach copies of all applicable immigration documents BEFORE payment can be made. Questions concerning this form should be directed to the Business Service Center (x5500). COMPLETE THIS FORM AND SAVE. Electronically attach to the ePro Requisition with a description of the award and the requirements to receive the award. Include the University Tax Accountant (Carol McFarland) as an approver on the requisition.

Name of Individual	SSN or Taxpayer ID Number	Student ID Number	
Individual's US Tax Status: <input type="radio"/> U.S. Citizen <input type="radio"/> Permanent Resident Alien (green card holder) <input type="radio"/> Resident Alien for Tax Purposes <input type="radio"/> Non-Resident Alien for Tax Purposes			
Recipients Address	City	State	Zipcode

Part 2: Award Information.

Reminders: Employment related awards MUST be processed on an HRM-8 through the payroll office. Any award for a registered student (recognition award, incentive prize, etc.), should be processed on the "Departmental Scholarship Authorization for Payment Form" through the Student Financial Aid and Scholarship Office.

Check the category that best describes the intended purpose of this award:

Recognition of special achievement, skill, knowledge, or renown in a certain field.

Prize won in a contest.

Scholarship for to assist with educational expenses for non- University students. Awards in this category are meant to aid an individual in study, training, or research.

Account Number	Amount of the Award:	Name of the Account:	Department Issuing Award:
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By my electronic approval of this requisition, I hereby certify: 1) that this payment on the above-named account for an award, prize, or scholarship to the above-named individual does **NOT** represent wages (compensation) for past, present, or future services rendered to the University of North Texas System Agencies (UNT, UNTD, UNTHSC and UNTS) and that 2) there is no employee/employer relationship represented by the above-referenced payment; and to the best of my knowledge, all of the above questions have been answered correctly and completely

Name of account holder:	Signature of Account Holder:	Date Signed/Completed:
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