

UWSP Payment to Individual Report

Clear Input

Policy

Amount	Dept ID (Acct)	Acct (Class)	W-9 Form Required	
			<p>W-9 form required for services, rentals, prizes and royalties.</p> <ul style="list-style-type: none"> W-9 forms should NOT be routed with this form to obtain approvals. Obtain signatures first, then submit form with W-9 form attached, or have W-9 sent directly to Payment Services. Do NOT copy or store electronically. 	
Name (Last)	(First)	(Initial)	Currently enrolled UW student?	
			<p>Most student payments MUST go through Student Payroll.</p>	
Permanent Home Address:			UW System employee?	
			<p>Payments to UW System Employees for services MUST go through payroll.</p>	
Mail to Address: (If different)			Non-US Resident?	
			<p>Country of residence and visa status will determine payment restrictions, withholding requirements and which additional forms are required; click here or call x3721 for more information.</p>	
			Legal Resident of:	
			Visa Status:	
Date(s) of Service	Purpose of Payment		Payment Authorized By:	
			Dept Chairperson	Date
Department Contact:			Ext.	
			Dean/Director	Date

Submit to Payment Services, Room 041, East, Main
 Questions about completing this form? Call ext. 3721

Policies and instructions for completing on Payment Services website at <http://www.uwsp.edu/paymentsrv>