



Research Participant Payments

Valery Sonnier

Accounts Payable & Travel

FASOP: AS-13, Research Participant Payments

- Social Security Numbers (SSNs) will not be required for research participant payments of \$100 or less provided the following conditions are met:
 - The individual participant payment is \$100 or less, and
 - It is not anticipated that the individual will receive participant payments, from all sources, totaling \$600 or more during the calendar year, and
 - The participant is not a non-resident alien (NRA)
- NRA participant payments are subject to 30% federal tax withholding, regardless of the payment/dollar amount.
- SSNs are required for any participant payment greater than \$100.

Payment Options

	Participant Payment Amount	SSN/ITIN Required?	Payment Type
Individual Participant Payments (non-NRA)	\$100 or less	No	Cash Check Digital Gift Card
	Greater than \$100	Yes	Check
Studies with Multiple/Continuous Participant Payments (non-NRA)	Combination of individual payments expected to exceed \$600	Yes	Check
NRA Participant Payments	Any amount	Yes, if available or leave blank	Check

Research Participant Payments

- Expense Reports
 - ▣ Business Purpose – Research Participant Payments
 - ▣ Expense Item – Research Participant Payments
- Supplier Invoices
 - ▣ Spend Category – Research Participant Payments (SC0086)
- Job Aid is now available

Contact Information by Payment Option

- Payments by cash:
 - ▣ Jennifer Driggers – jdrigg@lsu.edu

- Payments by digital gift card:
 - ▣ DeAnna Landry – deannal@lsu.edu

- Payments by check:
 - ▣ Valery Sonnier – vsonnier@lsu.edu



Questions?