### ‘Awards’ Payment Processing Guide

**SCHOLARSHIP**: Award for studying, training, or research

**PRIZE**: Award for achievement, merit, or contest winner

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#### Notes

1. Residency status should be known by individual; contact Payroll with questions.

2. Individual/Sole Proprietor Vendor Code Request & Payment:
   - Person must be a US Resident for tax purposes
   - Not paid by NU within the last 12 months or current calendar year
   - W-9, ICQ, and COI (4) required
   - If individual/sole prop earns $600+ in a calendar year will receive a 1099 from NU
   - Online Voucher; attach Contracted Services Form or Award letter signed by Dean, Dept Chair, etc. Emails NOT acceptable as support.

3. COI = Conflict of Interest Form
   - The staff person(s) whom selected or directed that the vendor code be added must answer questions and sign form.

4. ICQ = Independent Contractor Questionnaire

5. All payments are either taxable or reportable. For AP payments, 1099 issued if $600+. For Scholarship payments, use account code 78050 and no W-2 issued for 78050 but reportable.

6. Helpful Links:
   - Payroll (click here)
   - Accounts Payable (click here)
   - Accounting Services (click here)

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#### Payment Flowchart

**Non-Resident (1)**
- Paid through Payroll if the Individual is a Non-Resident for Tax Purposes
  - [See next category](#)

**Student or NU Faculty/Staff or Individual not affiliated with NU**
- [See next category](#)

**Student**
- [See next category](#)

**Non-Student**
- [See next category](#)

**Resident**
- Paid through Payroll or AP if the Individual is a Resident for Tax Purposes
  - [See next category](#)

**PRIZE**
- Payment through: Accounts Payable (2)

**SCHOLARSHIP**
- Payment through: Payroll
  - Appointment/Position Form
  - Non-Resident Prize Packet

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[Additional/ Special Pay Form](#)

[Appointment/ Position Form](#)

[Non-Resident Prize Packet](#)

[COI = Conflict of Interest Form](#)

[ICQ = Independent Contractor Questionnaire](#)

[All payments are either taxable or reportable](#)