

# Accounting Services

Version April 20, 2015

## 'Awards' Payment Processing Guide

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

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

### 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 \(click here\)](#)

