Accounting Services

Version April 20, 2015

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
- 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)

'Awards' Payment Processing Guide

SCHOLARSHIP: Award for studying, training, or research PRIZE: Award for achievement, merit, or contest winner

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

This person has been paid through Payroll in the past 12 months

Payment through:

Payroll

PRIZE

Additional/Special

Pay Form

SCHOLARSHIP

Appointment/

Position Form

Except when:

ONLY received

Scholarship payments

This person has been paid through Payroll

(Or has never been paid through Payroll)

more than 12 months ago

Payment through: **Payroll**

PRIZE

Non-Resident Prize Packet

SCHOLARSHIP

Appointment/ Position Form

Payment through Payroll:

SCHOLARSHIP =

Non-Resident Prize Packet

Resident

Paid through Payroll or AP if the Individual is a Resident for Tax Purposes see next category

Student

see next category

The Student has been paid through Payroll in the past 12 months

The Student has been paid through Payroll more than 12 months ago

The Student has never been paid through Payroll

NU Faculty/Staff

Individual not affiliated with

NU

Payment through: **Payroll**

PRIZE

Additional/ Special Pay Form

SCHOLARSHIP

Appointment/ **Position Form**

Except when: The Student ONLY

received Scholarship payments

PRIZE

Payment through:

Accounts Payable

(2)

SCHOLARSHIP

Payment through:

Payroll

SCHOLARSHIP

PRIZE

Payment through:

Accounts Pavable

(2)

Payment through: Payroll

PRIZE

Payment through:

Payroll

PRIZE

Payment through:

Accounts Payable (2)

Appointment/Position Form

PRIZE =

Non-Student

see next category