

# Research Participant Incentive Receipt Form

*This form is only to be used for BSU affiliates when an incentive will be greater than \$40 per participant*

***Attach this completed form to a SciQuest Direct Pay request\****

Name of Recipient:

BSU Employee\* (includes student employees)

BSU Student

BSU ID#:

Amount of Incentive:

I understand that by receiving the research participation incentive detailed above, I will be subject to tax reporting which **may** include the issuance of a Form 1099-MISC by Ball State University detailing the amount of the incentive.

\*Any incentive amount paid to University employees due to their status as employees will be reported on their Forms W-2 at the end of the calendar year. If this is the case, please route this form to the Office of Payroll and Employee Benefits ATTN: Payroll Manager. Do **NOT** submit a SciQuest Direct Pay Request in this situation.

**Recipient Signature:**