Research Participant Payments

Valery Sonnier

Accounts Payable & Travel
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

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