

# Western Michigan University

## Research Participant Compensation Form (RPCF)

### Use if this payment is \$75 or less

Western Michigan University (WMU) is required to maintain the confidentiality of information about research study participants while still complying with record keeping requirements of the State of Michigan, the Internal Revenue Service (IRS), and funding agencies. This form serves as documentation of receipt of compensation by individuals participating in research studies conducted by WMU personnel and is used to obtain information to comply with IRS reporting requirements. Federal and state law protects the privacy and security of your social security (SSN) or individual taxpayer identification number (ITIN) and Western Michigan University will not disclose your information without your consent for any other purposes except as allowed by law.

**All information requested below is required in order to receive compensation.**

1. I, \_\_\_\_\_, have received/or am requesting compensation in the  
(Print Research Participant's Name) form and amount indicated below:

- Cash \$ \_\_\_\_\_
- Check \$ \_\_\_\_\_
- Gift Certificate/Card \$ \_\_\_\_\_
- Other Property – Describe: \_\_\_\_\_

Value: \$ \_\_\_\_\_

\_\_\_\_\_

Research Participant Signature Date

TO WMU PERSONNEL:

Research participants may be given the opportunity to participate without receiving payment if they choose not to provide their name, address, social security number or taxpayer identification number as required.

Departments must keep the original form as part of the compensation transaction documentation and must forward a copy of this form to Accounting at **the end of the year** to meet IRB reporting requirements.

If WMU needs to issue a check for payment, attach the RPCF to a completed Expense Voucher and submit to Accounting Payable.