



Subject Research Compensation/Reimbursement FAQs

1. What is PaymentWorks?

PaymentWorks is UCI's new cloud-based vendor onboarding system. In this instance you are a payees. On PaymentWorks, the individual will need to certify their login/password, tax ID information, and bank/payment method preference.

2. Why do I need to be a "vendor" for PaymentWorks?

To be compensated for a clinical trial at UCI, the payee must first open a PaymentWorks account prior receiving payment from the university.

Note: In this scenario, the "vendor" is the "payee."

3. How do I onboard to PaymentWorks?

You will provide the clinical research coordinator with your full name and email address. Within a week, you will receive an email invitation from PaymentWorks and the subject heading will be "University of California, Irvine New Vendor Registration."

4. Why do I need to complete a 1099 form on PaymentWorks?

When a payee onboards to PaymentWorks, and their Ownership Type is categorized as Individual/Sole Proprietor, any "Taxable" payment that is issued to the payee over \$600 (cumulative within a calendar year) will receive a 1099 in accordance to IRS regulations.

5. How do I get reimbursed for travel expenses and will I be taxed?

To be reimbursed for travel expenses, the payee must be onboarded to PaymentWorks (please refer to question #1 and #2). Reimbursements are NOT taxable, and the individual will not be taxed such as for travel expenses.

6. My child participated in a clinical trial at UCI, does my child, or I need to be onboarded to PaymentWorks?

You as the parent/guardian needs to be onboarded to PaymentWorks, if the child is a minor, or otherwise stated on the research protocol and/or consent.

7. I'm currently a UCI employee and participated in a clinical trial. Do I need to be onboarded to PaymentWorks?



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As a UCI employee, you do not need to be onboard to PaymentWorks. However, you will receive a 1099 at the end of the year and a W-2 form if the total amount is over \$600 and will need to complete a Disclosure Form-Employee Vendor Relationship "Conflict of Interest" form.

8. What do I do if my mailing address and/or tax ID changes?

The patient/payee is responsible for updating their PaymentWorks profile with the latest information. Note, if the payee does not have a PaymentWorks profile, they will need to create a PaymentWorks profile (please refer to question #1, #2, and #3).

9. I don't have a PaymentWorks profile, but I have a vendor number. Do I need to onboard again?

You do not need to re-onboard if you already have a vendor number, unless your mailing address or tax identification number changes (see #8).

10. What if I don't have a Social Security Number (SSN) or a Tax Identification Number (TIN) or don't live in the US? Is it still necessary for me to register with PaymentWorks?

If you do not have a Social Security Number (SSN) or Tax Identification Number (TIN), you can still register with Payments by entering a dummy number for example 555-55-5555.

Note, this only applies for foreign payees not domestic payees.