

Procedures for Processing Payments to Individuals

If the payment is funded by the Department an invoice (not a Towson University invoice, an invoice submitted by the individual seeking payment) and the appropriate (under or over \$500) Consultant Agreement is required. If the consultant is being paid over \$500, a Request for Independent Contractor/Consultant Services form is also required. All three forms must be submitted at the same time if the payment is over \$500, and all three forms should be submitted 40 days prior to the effective date of the performance or duties. These forms are located at

<http://wwwnew.towson.edu/adminfinance/fiscalplanning/financialservices/Forms-Directory.htm>

A sample invoice is the final page of this document.

If the payment is funded by the Foundation and the individual being paid is a University employee, follow the foregoing procedure – in other words, the Department processes the paperwork first. Once the payment to the individual appears on the department's monthly Financial Services printout, a Foundation Disbursement Request form is submitted to the Foundation with a copy of the printout page that shows the payout, and the department is then electronically reimbursed by the Foundation.

If the payment is funded by the Foundation and the individual being paid is not a University employee, a Foundation Disbursement Request form and W-9 should be submitted directly to the Foundation. These forms can be found in the University's forms repository under Foundation forms.

If the person being paid by the University is not a U.S. citizen or permanent resident alien, submit the same forms but also be sure the Nonresident Alien Tax Office (on University 4-5416) is supplied with a copy of the forms and the individual's email address.

If the person is being paid by the Foundation and is not a U.S. citizen or permanent resident alien, submit the Disbursement Request form and also inform the Nonresident Alien Tax Office (# above).

as of 1/11/05

(Sample)

Invoice

TO: Department of Music
Towson University
8000 York Road
Towson, MD 21252

Dated: October 11, 2004

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For services rendered, as follows:

Provide master class for MUSC 110 and 112, and MUSA 170-670, three sessions –
at the request of Dr. Bahama Mama – on October 11, 2004

.....\$40.

Remit to:
Samuel Frisbee
25 Squirrel Court
Washington, DC 20009
(SSN 111-11-1111)