

**e-Z Payment Request Form**

**INSTRUCTIONS**

**Is the Payee a U.S. Citizen or a U.S. Permanent Resident?** Choose one:

**IMPORTANT:**

If the Payee is not a U.S. Citizen or a U.S. Permanent Resident, do not use this form. Contact Financial Services – Payroll at [DL-BFNRAHelp@umaryland.edu](mailto:DL-BFNRAHelp@umaryland.edu) for payment instructions.

<b>Requesting Department Name</b>			
<b>Date</b>			
<b>Contact Person</b>			
<b>Phone</b>			
<b>Payee Information</b>			
<b>Name</b>			
<b>Address</b>			
<b>Payee Status</b>	<b>Social Security Number</b>	<b>Amount</b>	<b>GL Account</b>
Choose one:			Choose one:

**\*Employee** – Includes (but is not limited to) all types (regular, contingent I and contingent II) and classes (faculty, staff, students, post-doctoral fellows) of individuals who receive compensation from UMB through the State of Maryland Central Payroll Bureau.

PCBU	Project ID	Owner Dept	Program	Fund	Transaction Dept

				<b>Return completed form to:</b>  <b>Accounts Payable</b> <b>Financial Services</b> <b>The Saratoga Building</b> <b>220 Arch Street, Room 02-121</b> <b>Baltimore, MD 21201</b>
<b>Department Head or Designee Signature</b>		<b>Requestor Signature</b>		
<b>Department Head or Designee Name</b>		<b>Requestor Name</b>		
<b>Title</b>		<b>Title</b>		
<b>Date</b>		<b>Date</b>		

**Handwritten Forms Will Not Be Processed By Accounts Payable**

## e-Z Payment Request Form Instructions

The e-Z Payment Request Form is used to request a payment for the following types of transactions:

- Honorariums
- Stipends
- Research Study Participants

This form can only be used for payments to individuals. Payments to business entities must be processed via the eUMB Financials requisition process (i.e. PUR01 or PUR02).

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**Important: If the recipient is not a U.S. Citizen or a U.S. Permanent Resident, email [DL-BFNRAHelp@umaryland.edu](mailto:DL-BFNRAHelp@umaryland.edu) for payment instructions. Do not use the e-Z Payment Form.**

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### Step 1: Complete all fields.

- All fields are required. e-Z Payment checks are generated by the State and mailed from Annapolis.
- Payments totaling \$600 or more to the individual are reported to the IRS on Form 1099-MISC

### Account Codes and Definitions:

#### 3110 – Honorarium

An honorarium is typically a small payment made on a special or non-routine basis to an individual to recognize or acknowledge the contribution of gratuitous services to UMB. The amount is not intended to represent the actual cost of services, but is rather a token of appreciation. Examples include a payment to a guest speaker, flat rate amount to cover travel expenses, etc. UMB Employees cannot receive an honorarium.

#### 3130 – Participant Study Pay - Individual

This account is used to make a payment for an individual authorized under the [UMB Policy on Research Study Participant Payments](#) to receive a payment for participating in an IRB approved study.

#### 3135 – Post Doc Fellow Stipend

A stipend is a fixed amount paid at regular intervals for services. An individual receiving recurring payments should be paid a stipend, not an honorarium. UMB Employees cannot receive a stipend.

#### 3726 – Studies & Consultants

This account is used for outside services specifically related to any studies and consultant fees. Payments to individuals may be processed on the e-Z Payment Form. Payments to business entities must be processed on a PUR01 or PUR02.

#### 4862 – Study Participant Pay - Imprest

This account is used to process a check payable to a UMB employee for the purpose of securing cash needed to make cash payments to research study participants. Payments are not reported to the IRS.

## e-Z Payment Request Form Instructions

### Step 2: To avoid processing delays:

- **Include the following Attachments:**

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- 1. Honorarium (Account 3110)**

- a. Memo on Department letterhead that describes the purpose of the payment; or Department Form on Department letterhead that describes the purpose of the payment
- b. Signed Honorarium Recipient Form
- c. W-9 Form

- 2. Stipend (Account 3135) and Studies & Consultants (Account 3726)**

- a. Memo on Department letterhead that describes the purpose of the payment; or Department Form on Department letterhead that describes the purpose of the payment
- b. Payment schedule
- c. W-9 Form

- 3. Research Study Participant Payments (Account 3130 or 4862)**

- a. Research Consent Form (including the study number)
- b. Documentation from the part of the grant/contract authorizing funds for payment
- c. Any supplemental information needed to substantiate payment and amount – e.g. mileage payments
- d. If using account 4862, RAVEN printout showing activity in project/account 4862

- **Required Signatures:**

<b>1. Department Head/Designee*</b>
* Ensure <a href="#">signatory authority</a> is on file for the Department Head (or Designee) signing the form.
<b>2. Requestor</b>

**Step 3: Review all documentation, place the e-Z Payment Form on top of the paperwork, and submit to the address on the form.**

#### Additional Resources:

e-Z Payments: [Financial Services Procedure – Miscellaneous Disbursements](#)

Payments to Research Study Participants: [Policy](#) and [Procedure](#)

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Email questions to [AP\\_FinSvc@umaryland.edu](mailto:AP_FinSvc@umaryland.edu)

If you need to speak with someone, call Monica Honza at 410-706-6796.