

# Cash Advance for Payments to Research Subjects AFFIDAVIT

I, (name) \_\_\_\_\_ (UTD Employee ID#) \_\_\_\_\_,  
have read and understand the "Payments to Research Participants" Policy and Procedure and understand my responsibilities.

I understand that, should I fail to account for the funds that I receive in accordance with these procedures\*, the amount of those funds will be deducted from my next Payroll check, or added as W-2 reportable wages for me and I will be taxed accordingly.

DATE: \_\_\_\_\_

PV: \_\_\_\_\_

AMOUNT RECEIVED: \_\_\_\_\_

CHECK NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ MS \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

\*After funds are paid to participants, Principal Investigator must:

Return a copy of the original PV with completed Research Subject Payment Record (attached) to the Contracts & Grants Accounting Office within ten (10) working days from receipt of the disbursed check, or within prearranged schedule approved by the C&G Accounting Office.

**Special Note:**

**Investigators interested in conducting research involving nonresident aliens or UTD employees should contact the UTD Payroll and Tax Compliance Office prior to making any disbursements.**