



# PAYMENT REQUEST

**This form is to be used to initiate payment for donations, research grants, royalties or any transaction without an invoice.**

Visit the Staff Service Centre to submit the completed form to Payment Services.

Vendor Number : \_\_\_\_\_ (SMS Use Only)  
 OR University ID : \_\_\_\_\_ (If Applicable)  
 CRA Registered Charity Number: \_\_\_\_\_ (Mandatory for Donation)  
 SIN, ITN or Foreign Tax Number: \_\_\_\_\_ (Mandatory for Royalty)

Voucher Number : \_\_\_\_\_ (SMS Use Only)

<b>Currency of Payment :</b>	CAD	USD
	Foreign - Specify:	
	*attach Wire Transfer form for foreign currencies	

Payable To (Name): \_\_\_\_\_  
 Address Line 1 : \_\_\_\_\_  
 \*include Suite/Apt #  
 Address Line 2 : \_\_\_\_\_  
 City : \_\_\_\_\_ Province/State : \_\_\_\_\_  
 Postal Code : \_\_\_\_\_ Country : \_\_\_\_\_

Payment Type : \_\_\_\_\_  
 Describe Refund or Other : \_\_\_\_\_

Royalties:
<b>Country of Residence of Beneficiary :</b>
If residence is other than Canada, <b>attach</b> NR301-Declaration of Eligibility for Benefits Under a Tax Treaty for a Non-Resident Taxpayer and specify applicable rate below:
<input type="text"/> % - Rate of Withholding Div XIII Tax

Speed Code	Account	Chart String Values (if no speed code)	Line Description (Max 26 Char)	Payable Amount	GST Amount	GST Code	Net Line Amt (SMS Use)
<b>TOTAL</b>							

Optional Payment Message: \_\_\_\_\_  
*Info to appear on the payment remittance. Optional.*

	Printed Name	Department/Faculty/Unit Name	Phone
Prepared By:			

APPROVALS	Printed Name	Signature	Date
Budget Owner:			
Independent Reviewer: (if research related)			
Additional Approval (if required): See page 2 - Approvals (e.g. donations)			

**All cheques and attachments will be mailed out by Payment Services. Cheques will not be forwarded to units to hand-deliver or held for pickup.**

The personal information on this form is collected for the purpose of issuing payment and income tax slips. The personal information collected will be used and disclosed in compliance with Section 33c of the Alberta Freedom of Information and Protection of Privacy Act. For further information call 780-492-6849.

## INSTRUCTIONS: PAYMENT REQUEST FORM

for more information, review the Payment Procedure on UAPPOL

### USE OF THIS FORM

- \* To issue payment to vendors, organizations or individuals, but not to employees of the University of Alberta for employment related payments
- \* All invoices, receipts, statements, memorandum of agreements or other contracts should be attached as supporting documentation
- \* Form should be completed online or typed - handwritten is acceptable if legible. Illegible forms will be returned without processing
- \* Form is submitted to Payment Services for processing through accounts payable

### VENDOR OR PAYEE INFORMATION

- \* Currency of Payment must be identified
- \* Payment in CAD & USD are issued by cheque, foreign currencies and payments to recipients located outside North America are issued by wire transfer
- \* Payment Recipient's full name and home address must be completed - this information is used to issue and mail payment (and tax slips if applicable) and cannot be issued in care of the a University address
- \* If more than one payment recipient is needed per form, click the link to complete the Payment Request-Multiple Payee Worksheet
- \* Attach the Wire Transfer form found on the Finance Procurement and Planning website forms cabinet for foreign currency payments.
- \* The Canadian Registered Charity Number is required for all Donations: see CRA website <http://www.cra-arc.gc.ca/chrts-gvng/lstngs/menu-eng.html>
- \* The Business Number, Social Insurance Number or Foreign Tax Identification Number is required for all Royalty payments

### PAYMENT TYPE

\* **Select one option:**

1. Donation to Registered Charity (in lieu of gift) - use account 502101 - limit \$100 - see Gift Expense Procedure
2. Donation to Registered Charity (Other) - use account 502613 - see Gift Expense Procedure.  
This type of donation requires approval of the Vice-President (University Services and Finance) on the form.
3. Royalty (Copyright) - account 502191- this type of royalty payment is considered income in Canada but withholding is not applicable for copyright on literary works
4. Royalty (Patent) - account 502191 - this type of royalty payment is considered income in Canada and withholding may be applicable for non-residents
5. Sub-Grants issued by the University of Alberta to another institution require approval of the Research Services Office (RSO) on this form
6. Sponsorship/Contribution - use account 502621
7. Shared Project Cost/External Transfer
8. Refunds - Specify the type of refund in the description box (i.e. parking, student fees, return of overpayment/unspent funds)
9. Other - if another description more accurately describes the payment, specify in the space provided.

### Non-Resident Income Tax Information

- \* CRA's website provides percentage rate of withholding applicable to the type of payment (i.e. royalty) and the country of residence of the beneficiary <http://www.cra-arc.gc.ca/ebci/nrtc/startLanguage.do?lang=EN>
- \* Country of residence of the beneficiary of royalty is used to determine the rate of withholding and may be different from where the cheque is mailed
- \* Form NR301 is completed by the payment recipient/beneficiary to attest their country of residency and eligibility of reduced withholding rate. **Without this form, Payment Services will withhold the maximum 25%.**

### Accounting Line Details

- \* Indicate: Speed Code; Account; corresponding Chart String Values separated by a space; Line Description (which will appear on GL report); Amount payable, GST Amount; and GST Code (if applicable) - GST if tax is included, N if no tax included, R if refund has tax.
- \* Optional Payment Message will print on the remittance to the vendor

### Approvals

- \* Form must be signed by the Budget Owner or explicitly approved via email if digital signature cannot be obtained.
- \* If research funds are expensed, form is signed by an independent reviewer who verifies the expenses are eligible with the grant.
- \* Signatures of other representatives from other Central Service units (RSO) or Executive Administration may be required for additional approvals (e.g. for donations)

### Payments

- \* Payments by cheque and EFT in CAD and USD once weekly on the Wednesday following the processing of the form.
- \* Payments are mailed directly to the vendor or recipient by Payment Services. Payments cannot be issued "in care of" a UofA mailing address, nor will cheques be forwarded to units to hand-deliver or held for pickup

**Please visit the Staff Service Centre if you require assistance.**