

## Eligible Recipients – Award Payments

An award is payment to an individual in recognition of their achievement in a certain field.

BU students, BU employees, and non-BU affiliates may receive award payments; however, **BU employees must be paid through Payroll as an overbase.**

### Criteria to pay BU Students and Non-BU Affiliates

- Complete the [online disbursement form](#) and **attach all required attachments in a single, merged file.**
- First-time recipients of payment from BU must attach a [W-9](#) (US citizen) or [W-8BEN](#) (non-US citizen).
- If recipient is a foreign national, include the following with the disbursement form:
  - Copy of Passport picture page
  - Copy of US Visa picture page
  - Copy of [I-94](#) History or [ESTA](#)
  - [Foreign National Information Form \(FNIF\)](#)
  - Memo reflecting recipient and nature of request
  - [W-8BEN](#) with **both** foreign and local US mailing addresses (must be digitally or hand-signed, not typed)
  - One of the following (whichever applicable)
    - I-20 (for F-1 Visa holders)
    - DS-2019 (for J-1 Visa holders) or permission letter
    - B-1/B-2 Honoraria Certification Form

### Criteria to pay BU Employees

Awards as payment to all BU faculty and staff must be made through Payroll as an **overbase.**

**Restrictions:**

- Gift cards are not permitted as awards to employees.
- The **BU OneCard** cannot be used to procure this service.
- Reimbursements are not permitted for out-of-pocket payment for this expense.

**PII Guidelines:**

- Do not include Personally Identifiable Information (PII) in the disbursement form's invoice slot.
- PII must only be included in the W-9/W-8BEN, as they are encrypted. See [BU's HIPAA site](#) for more.

## Tax Withholdings and Reporting

All award payments made to US citizens and resident aliens via Payment Services are reportable via a 1099-MISC form. BU will issue a 1099-MISC to individuals who are 1099-reportable if they receive **\$2,000 or greater** in a calendar year.

All awards paid to US citizens and resident aliens via Payroll are reportable via form W-2 and taxed at the current IRS supplemental tax rate.

Award payments to foreign nationals will be taxed at a 30% rate, unless exempted by a tax treaty; if they do not provide a Social Security Number or Individual Taxpayer Identification Number, treaty benefits cannot be applied.

All award payments issued by BU to foreign nationals must be reported to the IRS on Form 1042-S.

## Key Reminders

- Merge all required supporting documentation into one file and attach it to the disbursement form.
- Provide a signed and dated [W-9](#) or [W-8BEN](#) when appropriate.
- Submit all pertinent Visa and immigration documents for payments to foreign nationals.
- Ensure all travel documentation (e.g., passport, Visa) is up to date. Do not submit expired documentation.