Clear Form

PAYMENT TO INDIVIDUAL REPORT (PIR)

Accounts Payable:
608.342.1162

UNIVERSITY OF WISCONSIN PLATTEVILLE

Give completed form to: Human Resources, 2300 Ullsvik Hall

****Do not email or send by Inter-D mail for security reasons****

Amount	Account to be charged →	FUND	DEPT ID	PRG	PROJECT	Sub-Class

Social Security Number	Last Name	First Name	MI

Mail Check To - Address	City	State	Zip

Permanent Address (if different from above)	City	State	Zip

+ Actively Employed in the UW System?	☐ Yes ☐ No	If Yes, which *UW Institution?	*If not actively employed at UW-Platteville, please complete the following forms and return with this form: Employee Information and I-9 form - must be notarized if not completed on campus with copies of supporting documents
+ Employed by a Wisconsin State Agency?	☐ Yes ☐ No	If Yes, which agency/department?	
+ If No for both the above, attach completed and signed W-9 Tax ID form			
Currently Enrolled as a UW Student?	☐ Yes ☐ No	If Yes, which UW Institution?	Review the UW System Policy on Personal Services Payments.
This individual has earned or is expected to earn in excess of $500 for a series of predicted events in the calendar year?	☐ Yes ☐ No	If yes, more paperwork may be necessary from individual for payment. Please contact Human Resources at 342.1178 to inquire.	If payment is for a **speaker or entertainer**, and the amount of total payments this individual has earned or is expected to earn during the calendar year is $500 or more, contact Campus Programming and Relations.
Residency: US Resident ☐ Yes ☐ No		If No, Legal Resident of	Visa Status (if not a US Resident)

Date(s) of Work From: To:	Number of Hours Worked:

Description of work: (Please be detailed in description)

Form Prepared By (Print Full Name)	Extension

Payment Authorized by:
Account Manager Approval Signature

Printed Name	Signature	Date

Authorized Human Resources Signature

Printed Name	Signature	Date

R. 3/17/16

Print