

## New Non-Employee Payment Form

In an effort to consolidate forms and reduce administrative burden, the Accounts Payable department is releasing a new Non-Employee Payment form that should be utilized when requesting payments for services rendered by non-employees or reimbursing expenses to non-employees.

Some of the highlights of the new form include:

- Eliminating the need for payments to Non-Resident Aliens to be processed on a separate form
- Providing a hyperlink for additional documentation requirements for payments to Non-Resident Aliens
- Providing a section for reimbursable expenses to be documented separately
- Providing a “Guide for Processing Payments to Individuals” reference chart that can be viewed through a link on the Non-Employee Payment Form

The new Non-Employee Payment form is available for use immediately. Accounts Payable will accept the new Non-Employee Payment form or the current Honoraria forms during a transition period that will conclude on November 1, 2015. Beginning November 2, 2015, only the new Non-Employee Payment form will be accepted. This form applies to both US citizens and non-resident aliens.

The link for the New Non-Employee Payment Form is [http://www.busfin.uga.edu/forms/non\\_emp\\_payment.pdf](http://www.busfin.uga.edu/forms/non_emp_payment.pdf).

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