

Use Form 13 in the electronic form system to process *Payments for Non-Employee Service or Participation*

Types of Services

- payments for services to independent contractors
- honorariums
- stipend payments to individuals,
- payments for any consulting services

(regardless of the entity type: both independent contractors and corporations are paid for consulting services on F13).

**Form 13 cannot be used to pay employees (Form 40 see HR) or UM students (Form 18 see HR)*

Expense reimbursements

If the consultants/participates are being reimbursed for expenses in addition to receiving a payment, the reimbursement should be added to the Form 13. To be considered a non-taxable payment, itemized receipts must be provided. There is NO per diem. If itemized receipts are not provided for the reimbursement, it will be treated as taxable income.

Vendor Information

Before an EFORM 13 can be created, the consultant/participate must have a vendor number.

- Search for the vendor number in SAP by using these instructions: [Vendor Search Help Document](#) (requires UM Box log-in to view)
Search for the vendor number in electronic form system: [Vendor Search Form System](#)

If a vendor number needs to be created:

- US Companies & Citizens must complete a [vendor application](#) and upload the forms to the submission portal [vendor submission portal](#).
- International companies must complete a [W-8BEN-E](#) form and upload the form to the submission portal.
- Non-US Citizens:
 1. Individuals performing work **outside** of the United States must complete a [W-8BEN](#) form and upload the form to the submission portal.
 2. Individuals performing work **inside** of the United States will complete [Form 13-S](#) . The department will return the paper form to the Office of Global Engagement. Once approved,

OGE will email Procurement a link to access the approved Form 13-S, and the vendor record will be created. (see *important info page for payment options*)

Completing the Form 13

The Form 13 [Contractor-Payment-Form](#) can be used to obtain the pertinent information about your vendor that is needed to complete the electronic Form 13. If you do not know the answers to the question ASK THE VENDOR. It is important that you obtain the correct answers to the questions and ***Do Not Assume!***

Once you have the vendor number and the correct answers to the questions, create the eForm 13 by choosing the type of payment you will issue.

1. Payment in Full Made Now: A one-time payment issued after all services have been rendered or participation is complete.
2. Issue Purchase Order: The consultant/participate will receive two or more payments while rendering the service or participation.
 - a) Create the purchase requisition first.
 - b) After you have a requisition number, create the eForm 13 and enter the requisition number. The vendor information to auto-populate based on the requisition that was created.

**The total of the eform should match the total amount of the contract/agreement. It is okay to estimate the amount of consultant reimbursement expenses as outlined in the agreement.*

3. Answer the questions on the form.
 - If the vendor is a *PERS retiree*, advance authorization must be obtained.
 - If the an *agreement/contract* exist, the documentation must be sent to payables@olemiss.edu for “payment in full” form types, or purchase@olemiss.edu for “issue purchase order” form types.
4. Route the form thru the Approval Process: Department Head, Provost/Vice Chancellor (if **over \$5000**), ORSP (if profit center is grant account), Human Resources, Procurement

Important Information to Note

- Due to possible conflict of interest, the relative of someone in your department should not be paid on Form 13. Please see the [Conflict of Interest Policy](#) and contact Human Resources if you have any questions.
- Payments to International Vendors (companies and individuals)
 - Direct Deposit to US bank accounts only
 - Wire payment to International bank accounts
 - Paper check can be mailed to Canada
- Prepayments must be approved by the Procurement Manager (\$5000 or less) or IHL (over \$5000). Prepayment request can be submitted by emailing prepayment@olemiss.edu.
- Departments can request to pick up checks to hand to the vendor at the event after all services have been rendered. Request for these checks must be put in the “*notes*” section of the form. An email must also be sent to payables@olemiss.edu. Please submit these request 3 days before the check is needed.
- Form types “payment in full” must be created after services are rendered unless prepayment, or dept will be picking up check.
- Contracts and written agreements are encouraged for payments over \$5000. All contracts must be approved by the Office of Contracts Management except Sponsored Services agreements. These agreements are approved by the Office of Research and Sponsored Programs.
- Electronic submission of Invoices/backup documentation must be submitted thru the Form 13 portal with form number referenced in the file name.
- If sending hardcopy of invoices/backup documentation, the form number must be referenced on the front page.

- Honorariums do not require an invoice.