



Francis Marion University
Payment to Individual Form

Approvals on this form must be completed in advance of services being rendered to ensure compliance with FMU and state mandated policies. Failure to comply with these policies may result in payment being delayed or denied.

Date

Payee Information

Payee First Middle Last

Address

City State Zip

Social Security Number Telephone

Place of Employment E-Mail

State of South Carolina Employee: Yes No Member of SC Retirement System: Yes No

Francis Marion University Student: Yes No FMU Student Worker: Yes No

Signature of Individual Performing Services

Description of Services

Payment Type

Contract Amount \$ Number of Payments Beginning Date Ending Date

Hourly Rate \$

Budget Account Number Project Number

Required Approvals

Requestor Name (Print) Requestor Signature Phone Number

Dean/Department Head Appropriate Vice President

FORWARD THIS COMPLETED FORM TO ACCOUNTING FOR PROCESSING

Assistant Vice President for Accounting

Human Resources - An employer-employee relationship does exist.

OR

Purchasing - An employer-employee relationship does not exist.

Vice President for Administration

Director of Purchasing

# Procedures for Using the "Payment to Individuals" (PTI) Form at Francis Marion University

---

## Purpose

The purpose of this document is to outline the steps necessary for the accurate and timely payment to individuals for services rendered to Francis Marion University. This procedure ensures compliance with federal and state tax laws, as well as internal financial controls.

## Scope

This procedure applies to all departments and units within Francis Marion University that intend to make payments to individuals who are state employees performing duties outside their normal job assignments or non-state employees or students/student workers engaged as an independent contractor.

## Definitions

- State Employee: An individual currently employed by any agency of the State of South Carolina.
- Non-State Employee: An individual not currently employed by any agency of the State of South Carolina.
- Student: An individual currently enrolled at Francis Marion University.
- Student Worker: An individual employed by Francis Marion University in a student employment capacity.
- Employer-Employee Relationship: Exists when Francis Marion University has the right to direct or control the means and methods by which the individual performs the specified services.

## Procedures

1. Obtain the Form
  - Download the "Payment to Individuals (PTI)" form from <https://www.fmarion.edu/accounting/employees/> (Click Forms) or request a fillable form from [cswartz@fmarion.edu](mailto:cswartz@fmarion.edu)
2. Complete the Form
  - Fill out all required fields, including payee information, description of services, payment type, budget account number to be charged, and if applicable, the project number.

- Obtain the needed signatures from the Dean/Department Head and Appropriate Vice President.
3. Submission Routing
    - All completed forms should be submitted to the FMU Accounting Office for processing. Accounting will make the determination as to whether an employer-employee relationship exists. This determination will be made using the IRS 20-point Checklist for Independent Contractors.
    - If an employer-employee relationship exists, the individual will be paid through payroll. (Note: If the individual is a student, payment should be processed through a Student Employee Initial Setup/Change Form and/or student timecard.)
    - If no such relationship exists, the approved form indicating this will be forwarded to the FMU Purchasing Office for further processing.
  4. Payment Processing
    - If routed through Human Resources, normal payroll procedures will follow.
    - If routed through Purchasing, the payment will be processed through Accounts Payable.
  5. Tax Implications
    - Payments processed through Accounts Payable using a social security number will follow 1099 form processing procedures at the calendar year-end.
    - Payments to state employees and student workers will be included on the employees' W-2.
  6. Check Distribution
    - Upon approval and processing, checks will be distributed either through Accounts Payable or Payroll, as applicable.

## **Revision and Review**

This procedure will be reviewed annually or as regulations change.