

GEORGETOWN UNIVERSITY



Receipt of Payment Form - Calendar Year 20__

This form is to be completed by non-GU employees who are receiving payments ¹from Georgetown University of \$50 or less or non-cash items valued at \$100 or more².

Name: _____

Amount and date of payment/ receipt: _____

Purpose of payment/receipt: _____

If a non-cash item, describe and list estimated fair market value: _____

Part I

Have you received any other payment(s) from Georgetown University since January 1, 20__, or do you expect to receive any other payment(s) from Georgetown University through December 31, 20__?

Please check one:

- Yes (Complete Part II below)
- No

Part II

Please complete an IRS Form W-9. In addition, list the amounts you have received from Georgetown University since January 1, 20__, and the reason for such payment(s) and/or any payments you expect to receive from Georgetown University through December 31, 20__, including the reason for the payment(s):

I affirm that, to the best of my knowledge, the information I have provided is accurate.

Signature

Date

Printed Name

¹ Payments may be in the form of cash, gift cards or gift certificates. Do not include scholarship or non-service fellowship payments.

² "Non-cash" items include, but are not limited to, (1) tangible items include such things as sweatshirts or tickets;; (2) services, and (3) intangible items, such as stock. Georgetown University Receipt of Payment Form -- Instructions

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Once this form is completed, it will remain with the payment document for processing and sent to Accounts Payable.