STEP-BY-STEP PAYMENT GUIDE – INDIGENOUS PAYEES

STEP ONE: THINGS TO CONSIDER
Cheque/Direct Deposit or Cash:
- Cheque or direct deposit are more secure payment methods and it is recommended when making higher dollar payments
- If the names of participants are uncertain or unknown, cash payments may be more appropriate to minimize payments cancellations
- Additional security risks and responsibilities are associated with holding cash for disbursement so consider whether cash payments are really necessary
- Ensure that there is sufficient lead-time for Accounts Payable to process the request
- Cultural protocol may require payment during or following a ceremony but in other circumstances it may be acceptable to distribute or mail payment after the fact
- If making a direct payment to an employee use Payroll’s Special Payments form instead of Payment request form.

Regulatory requirements:
- Payees will be issued a T4A for cumulative annual payments of more than $500 and the payee’s SIN number may need to be collected in order to comply with CRA regulations
- The income is not taxable if the event or service is being provided on a reserve by payees who have a Status number

STEP TWO: DETERMINE THE APPROPRIATE FORM TO USE/PROCESS TO FOLLOW
If the payment is to be presented in cash or if the name of the payee is not known at least 7 days before the payment is to be presented, complete the “Accountable Advance Request-Indigenous Events/Services” form.

If the payment can be presented by cheque or direct deposit and the name of the payee is known at least 7 days before the payment is to be presented, complete “Payment Request-Indigenous Payee” form. If the payee is a UVic employee, the Payroll “Special Payments” form must be used.

STEP THREE: DETERMINE THE APPLICABLE PERSONAL INFORMATION TO COLLECT
If intending to pay with cash, submit the “Accountable Advance Request-Indigenous Events/Services” form to request a cash advance and then use an “Accountable Advance Clearing-Indigenous Events/Services” form to clear the advance and include the following personal information:

<table>
<thead>
<tr>
<th>Event/Service Location</th>
<th>Payment Amount</th>
<th>Payee Information to be Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off reserve</td>
<td>Greater than $100</td>
<td>Name, SIN#, Address, Amount</td>
</tr>
<tr>
<td></td>
<td>$25 to $99</td>
<td>Name, Address, Amount</td>
</tr>
<tr>
<td></td>
<td>Less than $25</td>
<td># of Payees, Total Amount</td>
</tr>
<tr>
<td>On reserve</td>
<td>Greater than $500</td>
<td>Name, Address, Amount, Status #</td>
</tr>
<tr>
<td></td>
<td>$500 or Less</td>
<td># of Payees, Name, Total Amount</td>
</tr>
</tbody>
</table>
If issuing a direct payment, use a “Payment Request-Indigenous Payee” form and include the following information:

<table>
<thead>
<tr>
<th>Event/Service Location</th>
<th>Payment Amount</th>
<th>Payee Information to be Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off reserve</td>
<td>Greater than $100</td>
<td>Name, SIN#, Address, Amount</td>
</tr>
<tr>
<td>$100 or Less</td>
<td></td>
<td>Name, Address, Amount</td>
</tr>
<tr>
<td>On reserve</td>
<td>Any amount</td>
<td>Name, Address, Amount, Status #</td>
</tr>
</tbody>
</table>

Please contact Accounts Payable to determine if it is necessary to ask the payee for their SIN as it may be already be on record from a previous payment.

STEP FOUR: CONFIRMATION OF PAYMENT METHOD
When a “Payment Request-Indigenous Payee” form is received, Accounts Payable will contact the requesting department to confirm whether cheque or direct deposit is the default payment method on file for the payee. If the payee has submitted a “Direct Deposit Application” form, this is considered to be an instruction as to their preferred method of payment. These instructions WILL NOT be overridden on instructions from the requesting department to generate a cheque.

If the payee’s preferred method of payment is a cheque, Accounts Payable will confirm any special handling instructions.

STEP FIVE: SUBMIT THE COMPLETED FORM WITH THE APPROPRIATE PERSONAL INFORMATION TO ACCOUNTS PAYABLE FOR PROCESSING
Ensure that the information is submitted to Accounts Payable at least 7 working days before payment is required.

If disbursing cash payments, the advance must be cleared within 30 days of the event or service using the “Accountable Advance Clearing-Indigenous Events/Services” form.

WHERE TO LOOK FOR MORE INFORMATION
“Payment Request-Indigenous Payee” form with instructions on reverse
“Accountable Advance Request-Indigenous Events/Services” form with instructions on reverse
“Accountable Advance Clearing-Indigenous Events/Services” form with instructions on reverse
“Accountable Advances for Indigenous Events/Services – Guideline and Procedures”
“FAQs – Payments for Indigenous Events/Services”

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT ACCOUNTS PAYABLE AT 250-472-4525 OR AT askacct@uvic.ca