

# 10 Swift Cardholder Responsibilities

The Swift Card Program allows departments to issue TTUHSC branded reward cards to their research participants/patient studies at the time of their visit/consultation. Departmental users utilize the Swift Card System to enter the recipient's information and activate a reward card for the dollar amount based on the fee schedule established by the guidelines of a grant/project. After card activation by the departmental user, the participant will be able to spend their card wherever Mastercard is accepted.

Visit: [Swift Card](#) or [TTUHSC OP 72.19](#) for more information.

Contact [swiftcard@ttuhsc.edu](mailto:swiftcard@ttuhsc.edu) with questions.

## 01 Ensure Compliance

Ensure compliance with all Swift Card Policies and Procedures.

## 06 Evaluate Employee Payments

Allow payments through Swift Card to employees only when voluntary participation is performed off the clock. Otherwise, EOPS is required.

## 02 Obtain IRB Approval

Obtain Institutional Review Board (IRB) approval for all research projects using human subjects.

## 07 Calculate Withholding

Calculate a 30% withholding on payments to non-resident aliens regardless of amount.

## 03 Order Cards

Order new Swift Cards in a timely manner.

## 08 Verify Funding

Verify all payments are processed on funds allowing expenditures on Account Code 729950 - Patient Study Participants.

## 04 Collect Tax ID

Collect tax identification data for TTUHSC for recipients whose payments exceed \$25 throughout the study.

## 09 Understand 1099-MISC Rules

Understand IRS Form 1099-MISC is issued to all participants paid \$600 or more during the calendar year.

## 05 Determine Subject Status

Differentiate between Research Participants and Standardized Patients, who are temporary employees and are paid through Payroll.

## 10 Monitor Expiration Date

Monitor the expiration dates on Swift Cards to avoid cards becoming void past expiration.



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