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 with questions.

01 Ensure Compliance
Ensure compliance with all Swift Card Policies and Procedures.

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

03 Order Cards
Order new Swift Cards in a timely manner.

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

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

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

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

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

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

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