10 Swift Cardholder Responsibilities

The Swift Card Program allows departments to issue TTUHSC branded reward cards to their participants/patients 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 Visa is accepted.

For further information, visit: Swift Card, TTUHSC OP 72.19

Send questions to: swiftcard@ttuhsc.edu

01 Compliance
Understand and comply with all Swift Card Policies and Procedures.

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

03 Card Requests
Request and issue Swift Cards in a timely manner as cards are issued with an expiration date.

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

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

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

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

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

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

10 Expiration Date
Monitor the expiration dates on Swift Cards to avoid an expiration fee applied on cards while in the possession of the department.