

# Tips

*from Business Affairs*



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER  
Business Affairs

## 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](#), or send questions to: [swiftcard@ttuhsc.edu](mailto: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.

