Completing Form UM140 (For prizes, awards & honorariums)

The UM140 for each recipient should accompany all completed Forms UM376A.

Form UM376 is necessary only for persons who do not already have an Employee ID.

- Leave the Employee ID blank if there is not an existing Employee ID or Student Number.

- For honorarium, non-Pathway scholarship, and other income (prizes, awards)
  1. *Date payment to be issued is the date the check may be provided to the nonresident alien.
  2. *Funding department Dept ID is the 7-digit code that begins with "K" for the UMKC campus.
  3. *Business Unit is already set as KCITY for the UMKC campus. If another business unit is making the payment, contact the Non-US Citizen Tax and Employment Specialist, SatterfieldE@umkc.edu for information.
  4. Job Code (Field 10) will always be 9888 - do not change this.
  5. The MoCode must have "payroll" turned on, or the payment will not be processed.
  6. Account (Second part of Field 11) will always be 708000
  7. Earnings Code is set according to the type of payment requested
     o ASC for scholarships (alien scholarship)
     o AIC for honoraria (alien independent contractor)
     o AOI for prizes and awards (alien other income)
  8. Payment Amount is the total payment requested, before tax but after the gross-up formula has been applied. (Gross-up is always a department option.)
     o Taxes will be automatically calculated

- For repeat payments to the same individual, (i.e. monthly scholarship payments) one Form UM140 used with multiple lines (one for each payment).

Send the completed form to SatterfieldE@umkc.edu as an Excel spreadsheet email attachment