

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.

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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