

HSIP Payment Options Guide

Payment Type	Distribution To	Time Frame	Delivery Options	Documentation Forms Needed (RECEIPTS)	Provide to HSIP Office
Check	Subject	Request should be approved by 2 p.m. two business days before the desired distribution date.	*Delivery - US mail *Pick up by study team (at HSIP office) *Pick up by participant (at Payroll office only)	Subject information template provided upon submission of request which indicates name and address of participants with dollar amount.	Template is uploaded directly to HSIP request upon submission of the request.
	Researcher	Checks are issued to the custodian. Request should be approved by 2 p.m. the day before the distribution date. The requester enters the delivery address into the details.*This must be an off campus address.	* Pick up - HSIP Office *Mail to non campus address via US mail.	Tailored receipt or subject information template will be provided to HSIP office after funds have been distributed to participants by study team.	Documentation can be provided in one of the following approved ways: *Upload into the HSIP request. *Fax to (734) 764-5375.
MasterCard Gift Cards	Researcher	Request should be approved by 2 p.m. two business days before the desired distribution date.	*Delivery - Courier charge applies** *Pick up - HSIP Office	Tailored receipt or subject information template will be provided to HSIP office after funds have been distributed to participants by study team.	Documentation can be provided in one of the following approved ways: *Upload into the HSIP request *Fax to (734) 764-5375
	Subject	Request should be approved and the Subject Documentation Template attached by 2 p.m. the day before the distribution date.	*Delivery - US mail	Subject information template provided upon submission of request which indicates name and address of participants with dollar amount.	Template is uploaded directly to HSIP request upon submission of the request.
Cash	Researcher	Request should be approved by 2 p.m. two business days before the desired distribution date.	*Pick up Ann Arbor Campus: Central or Hospital Cashier Dearborn Campus - Dearborn Cashier Flint Campus - Flint Cashier *Delivery - Courier charge applies. **(Requests \$5,000 or more must be delivered via courier)	Tailored receipt or subject information template will be provided to HSIP office after funds have been distributed to participants by study team.	Documentation can be provided in one of the following approved ways: *Upload into the HSIP request. *Fax to (734) 764-5375.
Coupons	Researcher	Available same day with an APPROVED coupon request by 4:15pm. Coupons approved after then will be available the following business day. Coupons expire 45 days after issued.	* Sent by e-mail to the custodian listed on the HSIP Request Form. *Coupons must be redeemed at Cashier's office by participant.	HSIP will receive the signed coupon from the cashiers office.	N/A - Cashier's office submits cashed coupons to HSIP office.

**Courier Fees are subject to a surcharge which varies depending upon fuel costs. The base rate is ~\$11.

Last updated 3/1/2019