

**CalLink Finance Payment Voucher****Student Union Finance**

Updated 8/19/2021

- Use this form to request payment for Stipends, Contracted Services, Awards, Grants, and Donations. This completed form **must** be uploaded with the CalLink purchase request.
- Check one of the following based on the status of the Payee:
  - ☒ U.S. citizen or U.S. resident alien ☐ foreign or undocumented
    - Pursuant to [Internal Revenue Service Regulations](#), all U.S. citizens or U.S. resident aliens receiving payment must complete a W-9.
    - Pursuant to [Internal Revenue Service Regulations](#), all foreign or undocumented individuals receiving payment must complete a [W-8BEN](#) or be subject to 30% tax withholding.
- W-9 and W-8BEN forms only need to be completed once each calendar year. Select whether a Substitute W-9 or W-8BEN is already on file with SU Finance for the current calendar year. ☒ Yes ☐ No
  - If No is selected, a [Substitute W-9](#) or [W-8BEN](#) must be completed.
- This Payment Voucher **is not** a contract; Payee is not entitled to worker's compensation or unemployment benefits. Payee is responsible for any tax liability. A 1099 Miscellaneous tax form (1099-MISC), or a 1099 Non-employee Compensation form (1099-NEC), will be mailed to Payee no later than January 31 in the year following the calendar year in which payments to the Payee exceed \$600.00. SU Finance must be notified at [asucfinance@berkeley.edu](mailto:asucfinance@berkeley.edu) prior to December 15 if the Payee's permanent mailing address changes.
- Organization and Payee agree any services (not applicable to Awards, Grants, or Donations) have been rendered in full. Organization agrees to pay the total amount owed as compensation for receipt of these services. Payee agrees the total amount owed is full compensation for provision of these services.
- Stipends **may not** be paid from ASUC or GA funds unless specifically granted by the ASUC or GA. Select Yes if funds have been granted by the ASUC or GA for this stipend payment. ☐ Yes
- Donations **may not** be paid from ASUC or GA funds.
- See [FY22 CalLink Finance Training](#) for definitions, descriptions, and additional information for each payment type.
- By approving the CalLink Purchase Request containing this Payment Voucher to Stage 2, the student organization confirms this completed form is accurate and complete, and that payment is authorized.
- By approving the CalLink Purchase Request containing this Payment Voucher to Stage 5, the student organization's LEAD Center Advisor confirms this completed form is accurate and complete, and that payment is authorized.

Payment Voucher for (check only one)

☐ Stipend ☒ Contracted Service ☐ Award ☐ Grant ☐ Donation
Requestor Name: Suraj SehgalOrganization Name: Haas wellness ClubPayee Name: Kashish Kalwani

Describe services rendered or reason for Award/Grant/Donation:

Guided a series of in person meditation and reflection sessions for MBA CohortLocation of services provided (not applicable to Awards/Grant/Donations): Haas School of BusinessDate(s) services provided or Award/Grant/Donation date (Start): 4/1/24 (End): 4/18/24Total number of hours worked (if applicable) is equal to: 6 hoursTotal amount owed to the Payee for dates of service listed is equal to: \$250
 Payee Signature (Stipends & Contracted Services Only):  08D6EAE49D2E422... Date: 4/18/2024
Substitute W-9 and W-8BEN forms should only be completed in DocuSign.