

January 26, 2012

Dear Research Community,

Effective January 1, 2012 participants who receive payment for participating in clinical research at DHMC must complete the attached form which is an alternative to the IRS Form W-9. Completion of the form helps bring DHMC into compliance with the expectations of the IRS.

The CPHS has already added language to the informed consent template which informs participants that DHMC cannot provide payment if they do not complete the form. The information sheet (see attachment "Payments for Clinical Trials") should be part of the consent process prior to obtaining a signature on the consent form because it describes the details associated with receiving payments. Both of these forms have already been reviewed by CPHS, and they do not need to be reviewed and approved by the CPHS on a per-study basis.

The attached form should be completed by the participant at the time of consent and e-mailed to [CTOFinance@Hitchcock.org](mailto:CTOFinance@Hitchcock.org) or sent to Brock Barton by interoffice mail. D-H will no longer make payments to participants who do not have a completed W-9 form on file. While uncommon, an updated form will be required if a participant's tax information should change. It is always good practice to obtain a new form every time a patient consents to a new study.

The two attached forms will be available on the CTO's intranet site on the Post-Award tab, and the CPHS will make the documents available on the CPHS website.

We appreciate your support of this new process, and we understand there will be questions. Therefore, please do not hesitate to contact me by phone or email.

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