

UCSF DEPARTMENT OF MEDICINE
CONSULTING & PROFESSIONAL WITNESS FEE REMITTANCE FORM

DA to stamp back of check with Bank of America stamp. Send check and this form to Business Office – CPWF, Box 1211

Faculty Name		
Faculty Phone		
Payor Name		
Check Date		
Check Amount		
Date(s) of Service(s)		
Division Administrator Name		
Type of Service Rendered (check one)	Consulting <input type="checkbox"/>	Professional Witness <input type="checkbox"/>
Division Administrator Contact	Phone	Box
Comments (if any):		

Division Administrator Deposit Responsibilities -

1. Ensure that only the appropriate checks are remitted -
 - o All checks for consulting must be deposited.
 - o Honoraria and consulting for nonprofits (within 21-day allowance) may not be deposited (must be retained personally by faculty member).
2. Ensure that checks are remitted promptly to DOM Business Office
3. Checks should be payable to UC Regents. If they are mistakenly payable to faculty member –
 - o Ensure that faculty member endorses the back.
 - o Inform faculty member so that he/she may instruct payors for future checks.

Post-Deposit Procedures and Responsibilities –

1. **Biweekly:** Business Office will send email to DA with list of checks received and proposed disposition (pay or bank in accordance with faculty tax election).
2. DA to respond promptly to Business Office, noting acceptance or changes. No response will be interpreted as agreement.
3. Following DA response (#2), Business Office will send email to faculty member (copy to DA) with details of checks received and pending disposition.
4. **Quarterly:** Reports (one page per faculty member), showing all checks for the year.
5. **Annually:** Annual tax letters will be sent to DAs. Critical to deliver these to faculty members (by January 31) for their tax purposes.

Useful Information –

- Ad-Hoc Reporting in FACTS. You can see checks received for each faculty member, including disposition (pay or bank) and dean/department taxes. Go to <http://dombo.ucsf.edu/FACTS/>
- Click on Checks and run reports for the entire division or by individual faculty members.
- Questions: Annette Wong (2-8401); Holly Ames (6-2711); Michael Chen (6-1425)