



# Department of Psychology

## FORM: Declaration Incidental Income

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**Payee details:**

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Last name \_\_\_\_\_ Given name \_\_\_\_\_ SIN \_\_\_\_\_

Mailing address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Amount of payment \$ \_\_\_\_\_ Period of work Start date \_\_\_\_\_ End date \_\_\_\_\_

*I declare that I am not employed by UBC and I am fully employed elsewhere or self-employed and this payment represents only incidental income for me. I understand that payment for this service or teaching will be made as a one-time lump sum payment and that no deductions will be made for Unemployment Insurance, Canada Pension Plan, or Income Tax.*

*I declare that to the best of my knowledge all of the above information is true and complete.*

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Payee signature \_\_\_\_\_ Date \_\_\_\_\_

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Speedchart \_\_\_\_\_ Grant holder name \_\_\_\_\_

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Signature of grant holder \_\_\_\_\_ Date \_\_\_\_\_

- Complete above information, enter speedchart, sign and return to the Reimbursements mail slot.
- This form may be used only for a one-time payment of up to \$3,500 for an individual who is **not** an employee of or a student at the University of British Columbia.
- Submit an Appointment Request form to pay employees or students.
- To make a payment of more than \$3,500 send an email to **finance@psych.ubc.ca** to request a Purchase Order.