# Payment Procedure

This is the procedure for obtaining proof that we have given the participant the $40 for their participation in our study. There are three different ways that a participant could receive the payment, which we plan to pay in cash:

1. In-person session (if stay at home orders are lifted and session is conducted in person)

We have the participant sign the voucher at the end of the session and we hand the cash to the participant.

2. Remote session: If stay at home orders are still in place and sessions are conducted remotely, we will have a phone conversation with the participant and tell them there are two different ways for how they can receive payment. They will have to choose one of the next two options:

 A. Send voucher to participant and participant sends back a signed voucher prior to user session. If the participant has a way to print the voucher we will email the voucher prior to the session (at the same time we email the consent form). The respondent signs the voucher and sends it back to us via email prior to the start of the session. If participant does not have a printer we could send the voucher through the mail. They will still need to sign it, take a picture or scan it, and email it back to us prior to the session.

At the end of the session, the test administrator sends the money using USPS Priority mail.

OR

B. Use Certified mail for sending the money after the session. At the end of the session, the test administrator sends the money using certified mail and return receipt. This requires the participant to answer the door and sign the certified mail that the postal worker hands them. It is also possible that the USPS requires an ID to verify their identity and/or have the participant come to their local post office to pick up the certified mail piece.

Email wording:

Greetings XXXXX,

We are looking forward to working with you on the upcoming CEDSCI usability study. Attached find the documents you will need for participating in the session. You will also need to have Skype for Business installed on your computer prior to our user session. If you do not yet have Skype for Business installed on your computer, you will need to download it. Please go to the following URL to download Skype for Business: https://support.office.com/en-us/article/install-skype-for-business-8a0d4da8-9d58-44f9-9759-5c8f340cb3fb

If you have any questions please contact me.

shelley.b.feuer@census.gov or 301.763.0873

Thanks,

Shelley

**Incentive Receipt Acknowledgment Form**

|  |  |  |
| --- | --- | --- |
| Standard Form 1034September 1973Treasury FRM 2000 |  PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL | VOUCHER NO. |
| U.S. DEPARTMENT, BUREAU OR ESTABLISHMENT AND LOCATION U.S. Department of Commerce Bureau of the Census Washington, DC 20233-9100  | DATE VOUCHER PREPARED | SCHEDULE NO. |
| CONTRACT NUMBER AND DATE | PAID BY  |
| REQ. NUMBER AND DATE |
|  PLEASE PRINT NAME & ADDRESS BELOW:  PAYEE=S NAME ANDADDRESS |
|  DATE INVOICE RECEIVED |
| DISCOUNT TERMS |
| PAYEE=S ACCOUNT NUMBER |
| SHIPPED FROM TO WEIGHT | GOVERNMENT B/L NUMBER |
| NUMBER AND DATE OF ORDER | DATE OF DELIVERY OR SERVICE |  ARTICLES OR SERVICES *(Enter description, item number of contract or Federal supply schedule,* *and other information deemed necessary)* | QUAN-TITY | UNIT PRICE |  AMOUNT  |
| COST | PER |  |
|  |  | For participating in a usability test as part of research on the CEDSCI Web tool.Usability LaboratoryCenter for Survey Methods ResearchStatistical Research DivisionReceived by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | $40.00 |
| (Use continuation sheet(s) if necessary) (Payee must NOT use the space below) TOTAL |  |
| PAYMENT: COMPLETE PARTIAL FINAL PROGRESS ADVANCE | APPROVED FOR $40.00 | EXCHANGE RATE = $1.00 |   DIFFERENCES |  |
| BY:  |  |
| TITLE: | Amount verified correct for |  $40.00 |
| (Signature or initials) |
| Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) (Authorized Certifying Officer) (Title)  |
|  ACCOUNTING CLASSIFICATION |
|  Project/Task: 4356F20-000; Organizational Code: 11-09-0098-00-00-00-00; Obj. Class: 25-20-04-02  |
| CHECK NUMBER ON TREASURER OF THE UNITED STATES | CHECK NUMBER ON (Name of Bank)  |
| CASH DATE | PAYEE |
| PER | TITLE |