WVU’S PREPAID CARD PROGRAM
PREPAID CARDS: WHAT ARE THEY?

/WVU’s contractual partner: Vincent
/Mastercard branded debit cards
/Ready to be used as soon as loaded
/Reloadable
/Payee can use the card in different ways:
/Standard debit card
/ATM or bank withdrawals
/Point of sale cash back
/Transfer to existing bank account
PREPAID CARDS: WHEN TO USE?

- Human subject payments (unless granted an exception by the VP for Research)
- Student athlete meal per diems and incidental expenses
- Business needs that previously required a gift card or cash
- Other business needs as determined by Payment Services
PREPAID CARDS: HOW DOES IT WORK?

// Department submits a request via the Prepaid Card Request Form in Mountaineer Marketplace. *A request is only needed once for the life of the study.

// WVU PCard Administration creates the group in the Vincent system.

// The group can be set up with a variety of options, ranging from simple to more complex, prepopulated study payment schedules.

// Payer in the department goes into Vincent, adds Payee(s), loads the cards, and distributes the cards to the Payee(s).
PREPAID CARDS: TAX REPORTING AND RECONCILIATION

/No Social Security number is required if the Payee will receive $150 or less during the study/group.

/If Payee will receive more than $150, a Social Security number and W9 will be required.

/A signature log will be required only if the Payee’s name is not entered into the system.
PREPAID CARDS: WHY USE?

✓ One stop for card needs.

✓ Secure system for issuing and tracking payments.

✓ Easy, no cost return of any unused cards and replacement for lost cards.

✓ No transaction/card fees for human subject payments or other business needs as determined by Payment Services.
PREPAID CARDS: WHY USE?

/User friendly system for Payers; easy to use cards for Payees.

/Removes the need to use PCard for gift cards.

/Removes the need for issuing checks and registering participants as suppliers with the State of WV.
The cards will be ready to use in July 2020!

Contact pcardadministration@mail.wvu.edu with questions on how to get started