

Accounting for Royalty Payments

Based on our Faculty handbook section 2.19 Policy on Patents and Copyrights, the University shares royalty payments received from Patents and Copyrights with faculty involved. The royalty payments to faculty should be expensed to account 74151 to the org/fund combination where the royalty revenue was recorded.

Payment of royalties to faculty will be treated as an agreement separate from an employment contract, and as such, will not be included in their payroll. The royalty payment should be requested on a Payment Request form found at <https://www.fit.edu/media/site-specific/wwwfitedu/purchasing-ap/documents/Accounts-Payable-Check-Request-Form.pdf> and will be reported to the faculty member on IRS Form 1099-misc.