**Participant payment information sheet**

To recompense you for taking part in this research

[You will be paid £x using [cash/vouchers/bank transfer/other form of payment] ]

[The research team will pay for expenses associated with your involvement in this research.]

**In order to pay participants, we are now required to ask for their home address (in addition to their name and email address) to meet HMRC requirements. To be paid for this study, we therefore ask you to provide us with this information. If you do not want to share this, we kindly ask you not to take part.**

**Your data (name, email address, and home address) will be shared with the administration team in the Department of Psychology so that they can process the payment. In line with HMRC retention requirements, these data will be kept for seven years. Your data will not be shared with others and will not be used for any other purposes. They will also be saved separately from the data collected in this study. For more information about processing of personal data, please see https://wiki.york.ac.uk/display/PsySharedDocs/Key+information+about+GDPR**

**Further information about payments:**

Please be aware that if you are paid more than £1000 over the course of a year, you will need to complete a Self-Assessment form for HMRC. Being paid for involvement in research is likely to have implications for you whether you are currently employed, unemployed, receiving state benefits or retired. The payment you receive will be treated as earnings by HMRC. There are a number of ways in which receiving payment for involvement may affect your current financial situation. You can find more information about this here: https://www.nihr.ac.uk/documents/payment-guidance-for-members-of-the-public-considering-involvement-in-research/27372#Section\_8\_-\_Sources\_of\_information\_and\_advice

For information and guidance concerning your personal tax obligations, please see the following resources:

**NIHR Payment guidance for members of the public considering involvement in research**<https://www.nihr.ac.uk/documents/payment-guidance-for-members-of-the-public-considering-involvement-in-research/27372#The_implications_of_being_paid_for_involvement>

**Benefits Advice Service**This free, confidential and personalised service is coordinated by the Bedford Citizens Advice Bureau to support members of the public whose welfare benefits may be affected by payment for involvement.

The service:

* provides advice based on the benefits you are receiving, to help you decide if and how you want to get involved in research or receive payment for your involvement
* supports you should you need to make contact with the Department for Work and Pensions, or other benefits agencies about payments for involvement

#### **How to access the Benefits Advice Service**

For more information on how to access this service, please contact the NIHR Centre for Engagement and Dissemination ced@nihr.ac.uk or call 020 88437117.

* tell us the name of the NIHR organisation you are involved with, or the name of the NIHR programme funding the research project you are involved with
* we do not need to know anything about your benefit situation
* we will give you an email address (or telephone number) so that you can contact the Benefits Advice Service directly
* We will also give you a code – please give this code to the service when you contact them
* the service prefers that the first contact is by email if possible – the service will then arrange a time to call you.
* if you do not know if the organisation you are involved with is part of the NIHR, please contact the person who asked you to get involved

Taken from: NIHR Payment guidance for members of the public considering involvement in research, (March 2021)

<https://www.nihr.ac.uk/documents/payment-guidance-for-members-of-the-public-considering-involvement-in-research/27372#Section_8_-_Sources_of_information_and_advice>