

# Preceptor Payment Registration (Corp/Individual)

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Target Audience: Supervisors

Updated *August 24, 2023*

## PAYMENT BACKGROUND

McMaster University has moved to an automated system to pay teaching activities eligible for funding through MacCARE (McMaster Community and Rural Education Program), the Department of Family Medicine, McMaster Waterloo Regional Campus, and McMaster Niagara Regional Campus. **Teaching activities can include, clinical rotation-based supervision, and/or academic teaching (academic half days lectures, procedural skills sessions, tutorials, etc.).**

**Preceptor payments will now be paid within a monthly pay cycle,** . The payments will be made through an electronic funds transfer (EFT) or direct deposit. **Cheques will no longer be issued for preceptor payments.** In order to be paid through EFT, you will be required to complete payment registration and provide banking information (please see “How to Register Your Payment Profile” below).

The banking details collected in this process are stored securely and treated as confidential, being used for the sole purpose of defining an EFT process with Accounts Payable. **Please do not send confidential banking information via email.**

In addition, for added security before a full payment can be processed, a **one-time \$1 payment or pre-note will be made to your account.** This payment must be confirmed in order to complete the EFT registration. This payment will only occur when banking information has been added or changed. It will run approximately one week prior to the release of your funds. An e-mail will be sent out notifying you that it has been released to your account and how you can confirm the payment.

**Preceptor payments cannot be made until you complete the payment registration.**

\*\*For the full payment registration process, please see “Payment Profile Registration Process” below.

## PAYMENT PROFILES

The payment registration process will allow you to define up to three different payment profiles.

**Corporate Profile** – If you are incorporated as a Medical Professional Corporation (MPC), then select the Corporate Payment Profile. Payments directed to this profile will be paid to the corporation. This income is HST Inclusive. As this is not considered personal, no T4A will be produced.

**Group Profile** – Groups are incorporated and have a primary supervisor that is responsible for the group. This income is HST inclusive. It is not considered personal income and therefore no T4A will be produced.

**Individual Payment Profile** – If you are not defined as an MPC or part of Group, then you will be paid as an individual. This profile requires you to provide a SIN number and all payments made through this profile are considered personal taxable income. As a result, you will receive a T4A from McMaster University Accounts Payable.

If you define MORE than one payment profile, you will need to choose a default payment profile which will be applied to all payments. If you have multiple payment profiles, you will need to inform the appropriate parties to ensure they override your default profile when necessary.

Payment Registration - Managing Payment Profiles (2/3)

Corporate Payment Profile (limited or incorporated, no T4A will be issued):

Individual Payment Profile (self-employed, T4A will be issued):

Group Profile (limited or incorporated, no T4A will be issued):

NOTE: If the group you are trying to join does not exist please contact [preceptor.payments@mcmaster.ca](mailto:preceptor.payments@mcmaster.ca).


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## HOW TO REGISTER YOUR PAYMENT PROFILE

1. Login to MedSIS (<https://medsis.mcmaster.ca>). Your login to MedSIS is the email address this message was sent to. If you do not remember your password for MedSIS or this is your first time logging in, use the "Forgot your password?" link and a password reset email will be sent to you.

 Login with MacID

Please click the button below to enter MedSIS 3C using your MacID.

 Login

Login:

Password:

Please type your identification information to enter MedSIS 3C. By logging in, you agree to maintain confidentiality and not to copy, distribute, or otherwise disseminate any information contained within the system except as authorized.

[Forgot your password?](#)

[Do you need login help?](#)

[Contact MedSIS 3C Help Desk](#)

2. Once you have logged into MedSIS, you will see the option (on the left-hand side menu) called 'Payment Profiles.' Once you select this option, you will be re-directed to the payment module.

## Payment Profiles

3. Once in the payment module, select the button for 'Payment Registration' and follow the steps.

## Payment Registration

NOTE: All pre-existing Accounts Payable profiles were uploaded into MedSIS, so you may find you already have a payment profile. These profiles must still be updated with contact and banking information.

### **PAYMENT PROFILE REGISTRATION PROCESS**

Step 1: Register your payment profile information through MedSIS

Step 2: Payment profile information will be sent to McMaster Accounts Payable for verification

Step 3: Once verified, a \$1 test payment will be processed to the account provided

Step 4: An email will be sent to you asking to confirm if you have received the test payment.

Step 5: Once confirmed, full payments will be processed in the monthly cycle.

\*\*This registration process is only required once, unless you update your banking information. The first payment in the system can take up to two months to be processed.

### **QUESTIONS?**

If you have any questions or difficulties with this process, please contact Preceptor Payments at [preceptor.payments@mcmaster.ca](mailto:preceptor.payments@mcmaster.ca)