



# Disbursement Voucher Payment Form Casual Farm Labor (CFL)

The Casual Farm Labor (CFL) type is used for making direct payments to casual farm laborers, typically hourly and/or non-contractual workers.

Conditions:

- This payment type cannot be used for independent contractors
- Disbursements of \$600 or more per calendar year to the same individual will be taxable income and reportable on a 1099
- Individuals must be setup as a Kualii vendor and complete a I-9 or W-9 form before payment can be processed (When creating the vendor, be sure to attach any I-9 or W-9 using the "W-9 attachment" type, to ensure security of PII data)

The following steps should be completed *prior* to submitting your document in Kualii:

1. Complete the requested information below
2. Save the completed form as a PDF (or print/scan to PDF)
3. Under the Notes and Attachments tab, attach the PDF version of the completed form to the Kualii document, selecting Supporting Documentation as the attachment type.

## Requested Information

Kualii Document Number  
(example: 31527904) \_\_\_\_\_

Payee Full Name  
(example: John Doe) \_\_\_\_\_

Payment Amount  
(example: \$1500.00) \$ \_\_\_\_\_

Questions about Kualii? Please contact the FIS Help Desk ([fishelp@ucdavis.edu](mailto:fishelp@ucdavis.edu))

Questions about a payable? Please contact the Accounts Payable office ([accountspayable@ucdavis.edu](mailto:accountspayable@ucdavis.edu))

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