

Reset Form



Honorarium Service and Check Request Form

To be used to pay an honorarium for service provided on-site or virtually by a speaker for a fee of \$500.00 per person, per semester for a total not-to-exceed \$1000 per fiscal year. Not to be used to pay an employee of the University for a speaking engagement. This form contains confidential information that should not be shared. For security purposes, please ensure this form is hand delivered or sent interoffice mail to the Account Payable department for processing. Standard University payment terms are after the service has been provided and not before.

Please complete all the fields below and ask the speaker to complete and sign the W-9 if they haven't previously provided their information.

Name: \_\_\_\_\_ In-Person \_\_\_\_\_ Virtual Fee \$ \_\_\_\_\_

Budget to Charge: \_\_\_\_\_ / \_\_\_\_\_ / 3444 \_\_\_\_\_ % , \_\_\_\_\_ / \_\_\_\_\_ / 3444 \_\_\_\_\_ %

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Department Approval Signature: \_\_\_\_\_ Department Name: \_\_\_\_\_

CHECK DISTRIBUTION INSTRUCTIONS: \_\_\_\_\_ US Mail or \_\_\_\_\_ Pickup / Date for Pickup: \_\_\_\_\_

For a complete form with included W-9 instructions please visit; https://www.irs.gov/pub/irs-pdf/fw9.pdf

Form W-9 Request for Taxpayer Identification Number and Certification. Includes fields for Name, Business name, Tax classification, Exemptions, Address, City, and Account number.

Part I Taxpayer Identification Number (TIN). Includes fields for TIN, Social security number, and Employer identification number.

Part II Certification. Includes certification text and numbered list of conditions for backup withholding.

Sign Here Signature of U.S. person Date