

DETERMINATION OF HONORARIUM STATUS

Payee Name: _____ Date of Service: _____

Permanent Address: _____

Describe the service performed for the University:

Is the individual receiving the honorarium an employee of the University?

Yes

No

Has the individual receiving the honorarium been offered and agreed to accept a fee contingent upon performance?

Yes

No

FEDERAL TAX REPORTING:

1) United States citizen must have a form W-9 on file.

2) Foreign residents must have a form 8233 on file.

You may check with the Business Office to see if documents are already on file, if not, the appropriate form must be filled out and attached to this form along with the requisition for check request when submitted.

Department approval signature:

Date:

Procurement Services approval signature:

Date: