

# HONORARIUM REQUEST FORM For Speakers

Please make request for honorarium 2 weeks prior to event  
& attach flyer or announcement

Date of Request: \_\_\_\_\_

Name of Speaker: \_\_\_\_\_

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Is the speaker a US citizen or permanent resident?      Yes      No

→ **If YES, is a completed W-9 attached?**      Yes      No

If NO, an account will be established in GLACIER and an email will be sent to the foreign visitor. Upon completion, GLACIER will identify whether payments to the foreign visitor will be subject to income tax withholding

Is the speaker a UC Employee?      Yes      No

Event Date(s): \_\_\_\_\_

Amount of honorarium to be paid: \$ \_\_\_\_\_ (See notes below)

Name of Account to be used: \_\_\_\_\_

Account Number (if known): 8- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name of person authorizing honorarium: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**1) Honorarium check will be mailed to the speaker's address provided above**

**2) Max honorarium amount for UC faculty is \$2,500 or up to \$5,000 with exceptional approval. A memo justifying the exception will be required.**

**3) For honorariums for non-UC employees, the chair can approve up to \$2,000, the Dean up to \$4,000, and anything over \$4,000 needs EVC approval via the Dean. An honorarium over \$2,000 requires a memo from the Chair justifying the amount being requested.**