

Request For Honorarium



IMPORTANT NOTES:

- IRS W-9 Form Required Effective 01 January 2008
 - Click here to download: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Payments to non-resident aliens require the following documentation:
 - Social Security Number
 - Certificate of Academic Activity (required)
 - Certificate of Foreign Status for Federal Tax Withholding (UC W-8BEN)
 - 8233 Exemption From Withholding Tax (optional)
 - W-7 Application for IRS Individual Taxpayer ID Number (if necessary)
- Contact the department's Financial Coordinator to obtain required forms.

Visitor's Name: _____

Mailing Address: _____

Home Address (if different): _____

Email Address: _____

Phone Number: _____

Previous/Current UC Employee: _____ Yes _____ No

If Yes:

Campus: _____

Department: _____

Title: _____

Dates: _____

U.S. Citizen: _____ Yes _____ No

If No:

Visa Type: _____

Expiration: _____

Payment to non-resident aliens requires documentation – see "Important Notes" section above.

Lecture Title: _____

Lecture Subject: _____

Event Location: _____

Event Date: _____ Course #: _____

Honorarium Amount: _____

(30-Day Notice Required To Obtain VC Approval If Over \$250)

Funding Source/Co-Sponsorship: _____

Requested By: _____ Date: _____