

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

## HONORARIUM REQUEST FORM

*For prompt payment, please make request for honorarium 2 weeks prior to event*

Name of Guest: \_\_\_\_\_

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

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

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

Is this guest a U.S. Citizen?  YES  NO

*If no, an account will be established in GLACIER and an email will be sent to the foreign visitor. The email will include a temporary User ID and Password that will allow access to the GLACIER system. GLACIER will prompt the foreign visitor to answer a series of questions. Once completed, GLACIER will generate forms and provide instructions on how to complete the registration process. IN addition, GLACIER will identify whether payments to the foreign visitor will be subject to income tax withholding.*

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***For office use only:***

Is the speaker a UC Employee?  YES  NO Home Campus: \_\_\_\_\_

Event dates: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Event Name: \_\_\_\_\_

Amount of honorarium to be paid: \$ \_\_\_\_\_ (Maximum payment is \$1,500.00)

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

Account number: 8 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name of Host: \_\_\_\_\_

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

**Please note the honorarium check will be mailed to the guest's address provided above.**