

# HONORARIUM REQUEST FORM

## For Guest

*Please make request for honorarium 2 weeks prior to event*

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

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 UserID 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.*

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

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

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

ATTACH FLYER ANNOUNCEMENT OF EVENT UPON SUBMISSION

Amount of honorarium to be paid: \$\_\_\_\_\_ (Must be less than \$1,500.00)

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

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

Name of person hosting guest: \_\_\_\_\_

Requested by Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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