

Date

# The George Washington University

## Honorarium Recipient Form

### Paying Department:

1. Invite the recipient to register through PaymentWorks
2. If the recipient is a current employee of GW, or has been an employee at any point during the current calendar year, process the request through Payroll.
3. Form needs to be filled out completely.
4. For a new international recipient, please send the completed and approved Honorarium Recipient Form to University Payables using [invoice@gwu.edu](mailto:invoice@gwu.edu). A W-8BEN and an Alien Information Request Form are required and should be attached. Check the [Honorarium Guidance](#) for more information about the rules and conditions for payment, including, e.g., payment guidelines, tax treatment, and special rules relating to payment of honoraria to individuals who are not U.S. citizens or permanent residents. Following review by University Payables, the honorarium packet will be forwarded to Supplier Maintenance for registration.
5. \*Check "Gross" if amount should be grossed up to cover taxes (payee will receive a payment equal to the amount requested). Check "Net" if taxes should be netted from the amount requested (payee will receive requested amount less applicable withholding for taxes).
6. **Requests over \$2000 must be approved by a VP/Dean in Concur prior to coming to the Accounting Review / University Payables.**

### To be completed only by the Recipient:

Recipient Name: \_\_\_\_\_ Last Four Digits of SSN: \_\_\_\_\_

Are you a U.S. Citizen or Permanent Resident? \_\_\_\_\_ (if no see a, b, and c below)

a. Indicate the type of your visa (for example, B-1/B2, VWB/VWT, J-1 etc.): \_\_\_\_\_

Certain Visas, such as F-1, G-4, H-1B, and O-1, have extremely restrictive work authorization requirements. Please consult with the International Service Office before engaging the individual for the honorarium services to determine eligibility.

b. Complete the W-8BEN & Alien Information Request Form located at:

<https://taxdepartment.gwu.edu/university-tax-frequently-asked-questions>

c. Give all three forms, along with a copy of your passport and visa, to your Department contact. (Passport and visa not required if not entering the U.S.)

d. Recipients with domestic banks, must register through PaymentWorks to receive payment.

Honorarium Recipient Address for Payment Verification:

Honorarium Recipient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Completed forms should be returned to your Departmental Contact

### To be completed only by the Department:

Honorarium Amount \_\_\_\_\_ Natural Account: \_\_\_\_\_

Required for Foreign Accounts : Regions  Type of Activity:

If GW employee, process payment through Payroll (related to job)? ☐ Process as gross or net? ☐

**Please provide description and location of activity or event, including the Recipient's role, or provide a copy of the event program.**

For virtual events consider the physical location of the honorarium recipient. Use a foreign account if the recipient was overseas at time of the event. E.g., Guest speaker participated virtually in GW organized conference via Zoom from UK. Use the foreign account 55161 and choose the Region as Europe (Including Iceland and Greenland).

Dept. Contact Name: \_\_\_\_\_ Dept. Contact Phone: \_\_\_\_\_ Dept Contact Email: \_\_\_\_\_