

Date

The George Washington University Honarium Recipient Form

Paying Department:

1. 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.
2. Form needs to be filled out completely and in **advance** of the event.
3. New domestic honorarium recipients must provide both a signed and dated W9 form and an [Electronic 1099 Delivery Consent Form \(PDF\)](#) with the completed and approved Honorarium Recipient Form.
4. For a new international recipient, please send the completed and approved Honorarium Recipient Form to University Payables using invoice@gwu.edu. A W-8BEN and an Alien Information Request Form are required and should be attached. Check the [Honarium 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.)

Recipient's Address _____

Recipient's Phone _____ Recipient's Email _____

Honarium Recipient Signature: _____ Date: _____

*****To receive your payment by direct deposit please complete*****

Bank Name: _____ Remittance Email Address: _____

Routing Number: _____ Account Number: _____

Completed forms should be returned to your Departmental Contact

To be completed only by the Department:

Honarium 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: _____