

Date

The George Washington University Honorarium 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. For a new domestic honorarium recipient, please submit the completed and approved Honorarium Recipient Form to Accounts Payable using [GW iBuy+ Invoice](#). Note that a new honorarium recipient is required to attach a completed and signed W9 form to the Honorarium Recipient Form. Following review by Accounts Payable, the honorarium form with the W9 form will be forwarded to Supplier Maintenance for registration.
4. For a new international recipient, please send the completed and approved Honorarium Recipient Form to Accounts Payable using [GW iBuy+ Invoice](#). A W-8BEN and an Alien Information Request Form are required and should be attached to the Honorarium Recipient Form. Please contact Accounts Payable 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 Accounts Payable, the honorarium packet will be forwarded to Supplier Maintenance for registration.

To be completed only by the Individual:

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 _____

Honorarium 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:**

Oracle Alias _____ Natural Account: _____ Amount: _____

Required for Foreign Accounts: Regions Type of Activity

Please provide description and location of activity or event, including the Recipient's role. [Example: Deliver lecture on "Topic Name" at GW XYZ Department in Arlington, VA; Assist in Evaluating Applicants for ABC] or provide a copy of the event program:

Project: _____ Task: _____ Award: _____ Expenditure Type: _____ Date: _____

Expenditure Organization: _____ Expenditure Date: _____

OVPR Approval Signature & Stamp _____

Dept. Contact Name: _____ Dept. Contact Email: _____

Dept. Contact Phone Number: _____ School / Division: _____

Approver's Name & Title (Please Print): _____

Approver's Signature: _____ Date: _____

VP/Dean Print&Sign (if over \$2000.00): _____ Date: _____

To be completed only by Accounts Payable: Employee Non-Employee Tax Reporting: _____

Supplier #: _____ Supplier Site: _____ Invoice #: _____ Invoice Date: _____

Audited By & Date: _____