

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 University Payables using [invoice@gwu.edu](mailto:invoice@gwu.edu). Note that a new honorarium recipient is required to attach a completed and signed W9 form to the Honorarium Recipient Form. Following review by University Payables, 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 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. 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 \_\_\_\_\_

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:**

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

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:**

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

Dept. Contact Phone Number : \_\_\_\_\_